

Allegan County Board of Commissioners



County Services Building
3283 – 122nd Avenue
Allegan, MI 49010
269-673-0203 Main Office
269-686-5331 Main Fax
<http://www.allegancounty.org>

BOARD OF COMMISSIONERS MEETING (ORGANIZATIONAL) – AGENDA

Thursday, January 13, 2022 – 9:00AM

3283 122nd Avenue, Allegan, MI 49010

Virtual Meeting – Connectivity Instructions **Attached**

DISTRICT 1

Dean Kapenga
616-218-2599
dkapenga@
allegancounty.org

9:00AM

CALL TO ORDER:

ROLL CALL:

OPENING PRAYER: Commissioner Tom Jessup

PLEDGE OF ALLEGIANCE:

DISTRICT 2

Jim Storey
616-848-9767
jstorey@
allegancounty.org

ELECTION OF TEMPORARY CHAIRPERSON:

ELECTION OF PERMANENT CHAIRPERSON:

ELECTION OF PERMANENT VICE-CHAIRPERSON:

DISTRICT 3

Max R. Thiele
269-673-4514
mthiele@
allegancounty.org

PUBLIC PARTICIPATION:

BOARD POLICIES/PLANNING

1. Board Rules of Organization
2. 2021/22 Board Plan Update
3. Review Budget Policy

DISTRICT 4

Mark DeYoung
616-318-9612
mdeyoung@
allegancounty.org

ADMINISTRATIVE UPDATE:

OTHER ITEMS:

1. Public Health COVID-19 Funding (206-727) (TABLED 11/4/21)
2. Federal Vaccine Mandate

DISTRICT 5

Tom Jessup
269-637-3374
tjessup@
allegancounty.org

PUBLIC PARTICIPATION:

ROUND TABLE:

ADJOURNMENT: Next Meeting—Thursday, January 27, 2022, @ 1:00PM.

DISTRICT 6

Gale Dugan
269-694-5276
gdugan@
allegancounty.org

DISTRICT 7

Rick Cain
269-744-7918
rcain@
allegancounty.org

Mission Statement

“The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”



Allegan County Board of Commissioners



Allegan County Board of Commissioners Meeting

January 13, 2022



Allegan County
3283 122nd Ave
Allegan, MI 49010

STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 810 3957 6237, then #, then # again
- Type in Meeting Password: 11322, then #

- To raise your hand to speak, press *9
- To Mute and Unmute, press *6

<STOP here>

You do not have to continue reading the rest of the instructions.

- OPTION 2: Youtube

- Open Internet Explorer or Chrome
- Navigate to <https://www.youtube.com/channel/UCQliZQstN2Pa57QAItAWdKA>
- Click on image of “Live” video

<STOP here>

You do not have to continue reading the rest of the instructions.

- OPTION 3: Zoom over Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/81039576237>
- Meeting Password: 11322

<Continue with the rest of the instructions>

STEP 2: Enter registration information

Webinar Registration - Zoom

zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg

Webinar Registration

Topic: BOC Meeting - 4/9/2020

Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

* Required information

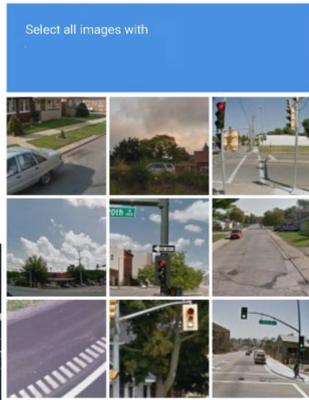
First Name *

Last Name *

Email Address *

Confirm Email Address *

I'm not a robot  reCAPTCHA Privacy - Terms

Select all images with 

reCAPTCHA VERIFY

US Dollars

Language: English

Current Location: US

Footer:

- About: Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors
- Download: Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App
- Sales: 1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events
- Support: Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility

1. Enter name and email

2. Click this box

4. Click when done.

3. Answer challenge question

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

The image shows a Zoom meeting interface with the 'Settings' window open to the 'Audio' tab. A vertical black bar on the left side of the meeting window has a blue arrow labeled '1' pointing to it. A blue arrow labeled '2' points from the 'Audio' tab in the settings window to the meeting content. The meeting content includes a meeting ID (269-673-4514), contact information for Mark DeYoung (mdeyoung@allegancounty.org), and a meeting agenda. The agenda includes a section for 'Economic Development' with Greg King as the Director, and a 'CONSENT ITEMS' section with one item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. The Zoom audio settings window shows 'Remote Audio' selected for the speaker and 'Test Mic' for the microphone. The 'Volume' sliders for both are set to approximately 75%. The 'Automatically adjust volume' checkbox is checked. Other options like 'Use separate audio device to play ringtone simultaneously' and 'Automatically join audio by computer when joining a meeting' are unchecked. The 'Press and hold SPACE key to temporarily unmute yourself' and 'Sync buttons on headset' checkboxes are checked. An 'Advanced' button is visible at the bottom right of the settings window.

Settings

General
Video
Audio
Share Screen
Virtual Background
Recording
Statistics
Feedback
Keyboard Shortcuts
Accessibility

Speaker Test Speaker Remote Audio

Output Level: _____

Volume:

Microphone Test Mic _____

Input Level: _____

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

269-673-4514
mdeyoung@allegancounty.org

Economic Development — Greg King, Director
ADMINISTRATIVE REPORTS:

DISTRICT 4
Mark DeYoung
616-318-9612
mdeyoung@allegancounty.org

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)

Audio Settings

Chat Raise Hand Q&A

STEP 5: Raise hand to be recognized to speak.

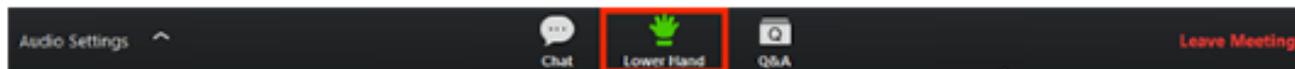
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.



STEP 6: To leave the meeting

The screenshot shows a Zoom meeting window. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there are window control buttons and an "Enter Full Screen" button. The main area displays a Microsoft Word document titled "BOC20200409_agenda [Compatibility Mode] - Word" by "Steve Sedore". The document content includes:

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County Services Building
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Jim Storey, Chairperson
Gale Dugan, Vice Chairperson

BOARD OF COMMISSIONERS MEETING – AGENDA

DISTRICT 1
Dean Kasperge
616-218-2599
dkasperge@allegancounty.org

DISTRICT 2
Jim Storey
616-848-9767
jstorey@allegancounty.org

DISTRICT 3
Max R. Thiele
269-673-4514
mthiele@allegancounty.org

DISTRICT 4
Marti DeYoung

Virtual Meeting – Connectivity Instructions **Attached**

1PM

CALL TO ORDER:
ROLL CALL:
OPENING PRAYER:
PLEDGE OF ALLEGIANCE:
COMMUNICATIONS: Attached
APPROVAL OF MINUTES: Attached

PUBLIC PARTICIPATION:
ADDITIONAL AGENDA ITEMS:
APPROVAL OF AGENDA:
PRESENTATIONS:
PROCLAMATIONS:
INFORMATIONAL SESSION: Attached
ADMINISTRATIVE REPORTS:

CONSENT ITEMS:

At the bottom of the document viewer, it says "PAGE 1 OF 2 251 WORDS" and a zoom level of "100%".

At the bottom of the Zoom window, there is a control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

COUNTY OF ALLEGAN

State of Michigan

Rules of Organization and Procedure

Of The

Allegan County Board of Commissioners (BOC)

Revised and Adopted: January 4, 1993 [Journal 39.6-15/11]
[Addendum A RE: Committee of the Whole adopted April, 28, 1994: Journal 41.199-201/58]
Amended: January 13, 1994 [Journal 41.3-4/6]
Amended: October 27, 1994 [Journal 41.424/32]
Amended: January 5, 1995 [Journal 42.7/11]
Amended: June 22, 1995 [Journal 42.260/35]
Amended: January 11, 1996 [Journal 43.4-5/10]
Amended: June 26, 1997 [Journal 44.330/28; 341/33]
Amended: January 2, 2003 [Journal 52.6-11/5]
[Revisions adopted January 9, 2003: Journal 52.13-22/29]
Amended: January 8, 2004 [Journal 53.3-9/7]
Amended: March 24, 2005 [Journal 54.197-203/36]
Amended: January 5, 2006 [Journal 55.4/11]
Amended: July 27, 2006 [Journal 55.492-499/44]
Amended: January 11, 2007 [Journal 56.26-32/38]
Amended: February 1, 2007 [Journal 56.85/86]
Amended: February 15, 2007 [Journal 56.95-96/41]
Amended: February 22, 2007 [Journal 56.117/57]
Amended: June 28, 2007 [Journal 56.280-281/51]
Amended: January 3, 2008 [Journal 57.5/14]
Amended: January 8, 2009 [Journal 58.3-4/8]
Amended: January 7, 2010 [Journal 59.3-4/8-12]
Amended: January 6, 2011 [Journal 60-7/4-12]
Approved: June 14, 2012 [Journal 61-12]
Amended: January 24, 2013 [Journal 62-13]
Amended: January 24, 2014 [Journal 63-14]
Reaffirmed: December 10, 2015 [Journal 64-15]
Amended: January 12, 2017 [Journal 65-17]
Amended: January 25, 2018 [Journal 66-4]
Amended: December 13, 2018 (Journal 66-13)
Amended: January 24, 2019 (Journal 67-3)
Amended: January 9, 2020 (Journal 68-8)
Amended: December 10, 2020 (Journal 68-24)
Amended: December 9, 2021 (Journal XX-XX)

1. **AUTHORITY:** These rules are adopted by the BOC of Allegan County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.
2. **APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES**
 - a. These Rules shall guide and direct the Allegan County BOC's operations.
 - b. Any situation, which may arise and is not covered by these rules, shall be determined on the basis of Robert's Rules of Order. When the rules contained herein conflict with State of Michigan statutes, the statutes shall prevail.
 - c. No rule of the BOC shall be suspended or amended without concurrence of a majority of all BOC members elect.
 - d. Except during the organizational meeting, any proposed amendment(s) to the BOC rules shall be first referred to a BOC meeting for discussion only, with subsequent consideration given for action no later than one month thereafter.
3. **BOARD AND ADMINISTRATIVE OFFICERS**
 - a. CHAIRPERSON
 - i. **Statutory Powers and Duties [MSA 5.323]**
 - (1) Presides at all BOC meetings.
 - (2) Administers oaths and issues subpoenas. [MSA 5.323]
 - (3) Signs contracts [MSA 5.323] and Board-approved minutes [MSA 5.352] and certifies the equalized tax rolls. [MSA 7.52]
 - (4) With the advice and consent of the BOC, appoints Directors of an Economic Development Corporation [MSA 5.352 (4)].
 - (5) Upon the disqualification of the County Drain Commissioner (Chapter 16, Sec. 280.381 of the Michigan Drain Code, PA 40 of 1956) appoints Boards of Determination pursuant to Sec.'s 280.72 and 280.441 of that Code.
 - (6) Serves on **Intra**-county Drainage Boards (Chapter 20, Sec. 280.464) and Augmented **Inter**-county Drainage Boards (Chapter 21, Sec.280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the MI Drain Code, PA 40 of 1956.
 - (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. [MSA 28.1748-2]
 - (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 and appoints BOC members to act in place of the Chairperson in his/her absence.
 - ii. **Other Duties**
 - (1) Serves ex-officio on all committees.
 - (2) Appoints BOC committee members subject to BOC approval.
 - (3) Makes other county appointments subject to BOC approval.
 - (4) Preserves order and decides questions of order subject to approval of the BOC.
 - (5) Votes on all questions taken by roll call vote, except on Commissioners' appeals regarding a decision of the chair.
 - (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
 - (7) Attends regular meetings with the County Administrator for the purpose of providing assistance and planning in BOC related matters.
 - (8) Duties of the BOC Chairperson may be expanded by the BOC for purposes and durations deemed appropriate and necessary.
 - b. VICE CHAIRPERSON
 - i. With the exception of instances when the Chair has initiated specific alternatives, in the absence of the Chair, the Vice-Chair assumes all authorities and performs such duties as enumerated in Section 3.a above.

- c. CLERK-OF-THE-BOARD
 - i. Shall be the County Clerk or, in the Clerk's absence, a Deputy County Clerk.
 - ii. Duties shall be as specified by law, MSA 5.324, MSA 5.330, MSA 5.325, MSA 5.352.
- d. COUNTY ADMINISTRATOR (CAO): The BOC employs a County Administrator who is recognized as the Chief Administrative Officer of the County. The authorities and duties of the CAO are listed in Attachment "A".
- e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chairperson shall designate the CAO (or his/her designee) as the FOIA Coordinator for the County of Allegan [MSA4.18016].

4. BOARD COMMITTEES

- a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole, perform as the County Board of Public Health when necessary, and establish other committees as it deems appropriate.
- b. BOARD OF PUBLIC HEALTH: The BOC shall perform as Local Governing Entity (LGE) of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code. (Code). At least quarterly, the BOC shall schedule a dedicated agenda item during a planning session or regular meeting of the BOC (or schedule a special meeting if necessary) for the Health Officer (and other members of the LHD) to report on the activities of the LHD during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead. These sessions shall be added to the annual schedule of information sessions. Topics for these sessions may also include items, derived from the Code such as:
 - i. Concurrence of disapproval authorizing LHD to adopt regulations (e.g. water regulations),
 - ii. Receiving the annual report, approval of the Plan of Organization
 - iii. Providing or demonstrating the provision of each required service which the LHD is designated to provide, and
 - iv. Fixing and requiring payment of fees for services authorized to be performed by the LHD.

Formatted: Right: 1", Outline numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

a-c. ESTABLISHMENT OF COMMITTEES

- i. The BOC may establish committees which shall perform specific functions including but not limited to research, analysis, oversight or forming a recommendation regarding a project, policy, issue, ordinance or plan that authorized by resolution of the BOC.
- ii. Each committee shall have a Chairperson and Vice-Chairperson elected by its members.
- iii. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
- iv. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC although the committee may contain other members.

b-d. PROCEDURES FOR USE OF COMMITTEES

- i. Committees shall address items only referred by the BOC.
- ii. Items which have been referred to a committee by the BOC shall be addressed in accordance with these rules.

- iii. If a committee determines that additional county resources to address its responsibilities or if procedural clarifications are necessary to perform its duties, the committee shall ask for assistance from the CAO.
- iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination subsequent to Section 7.b herein.
- v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and pending review, give consideration through one of the following:
 - (1) Vote on the finding/recommendation.
 - (2) Table the finding/recommendation.
 - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).

5. OTHER BOARDS, COMMISSIONS, and COMMITTEES: Due to statutory requirements, by invitation, or through the exercise of its discretion, the BOC appoints or elects BOC members, member-alternates, and other persons to boards, commissions, and committees which exist internally and externally to the Allegan County government organization.

- a. Any BOC member so appointed or elected shall make available the minutes or other informations of record of those same boards, commissions or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
 - i. ELECTION/APPOINTMENTS: All elections and/or appointments shall be conducted in accordance with all applicable state statute and/or by-laws specific to each board, commission, and committee.
 - (1) When an appointment is in order, the BOC Chairperson shall make the appointment subject to BOC confirmation.
 - (2) The BOC shall not elect or appoint individuals to any board, commission, or committee upon receiving first notice of a vacancy.
 - (3) ANNUAL NOTICE:
 - (a) The BOC shall publish two notices annually (March & October) in a local newspaper and the County website seeking potential candidates for future elections/appointments as a result of a term expiring or vacancy during an existing term.
 - (b) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.

6. MEETINGS: All meetings of the BOC shall be noticed and conducted in accordance with the Michigan Open Meetings Act.

- a. ORGANIZATIONAL MEETING: The first meeting in each calendar year shall be the organizational meeting. At each such meeting the county clerk shall initially preside.
 - i. OATH OF OFFICE: The county clerk shall administer the oath of office to the BOC members-elect, if the oath had not previously been administered.
 - ii. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON
 - (1) The Clerk shall call for nominations for the office of temporary chairperson.
 - (2) When nominations are closed by majority vote or no other nominations are forthcoming the clerk shall order the roll to be called
 - (3) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the temporary chairperson and the County Clerk shall retire to his/her position as Clerk-of-the-Board.
 - (4) The temporary chairperson shall seek the BOC's determination of the Chairperson's term of office, one year or two years.
 - (5) Upon determination of the Chair's term of office, the temporary chairperson shall call for nominations for the office of Chairperson.
 - (6) The temporary chairperson shall seek the BOC's determination of the use of secret

- balloting for the Chairperson.
- (7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary Chairperson shall order the roll to be called or the secret balloting completed.
 - (8) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the chairperson.
- iii. SCHEDULE OF REGULAR MEETINGS: The BOC shall establish a schedule of regular meeting if it has not previously been adopted.
- b. ANNUAL MEETING: Shall be held in the evening between September 14 and October 16; per Act 156 of 1851, 46.1; Sec. 1.1.
 - c. REGULAR MEETINGS: The regular meetings of the BOC shall be scheduled in accordance with its annually approved schedule and shall be held at 1:00PM on the second and fourth Thursdays of each month unless otherwise posted (see Agenda Format A).
 - i. CHANGES/CANCELLATION: The schedule of regular meetings shall not be changed except under the following conditions:
 - (1) Upon the majority decision of the BOC during any noticed meeting.
 - (2) Upon the determination of the Chairperson due to circumstances of imminent danger to the health, safety, and welfare of the public and/or others that may be in attendance.
 - (3) When the Clerk-of-the-Board, upon receipt of written communications from a majority of BOC members, has determined a quorum will not be present. Upon said determination, the Clerk-of-the-Board shall immediately give notice to each BOC members at least 24 hours before scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
 - d. PLANNING SESSIONS: The BOC tentatively schedules these sessions to conduct planning (strategic or project related), policy review, and other matters it may deem necessary (See Agenda Format B) at 9:00AM, unless otherwise posted, on the morning of the same day as regular scheduled BOC meetings.
 - i. CANCELLATION: The Chairperson in conjunction with the CAO may cancel these sessions by the end of business on Friday prior to the meeting for reason of lack of business to be considered by the Board.
 - e. SPECIAL MEETINGS: Special meetings may be set by one of the following methods:
 - i. By a majority of the BOC members during any noticed meeting.
 - ii. At the "Call of the Chairperson".
 - iii. By the Clerk-of-the-Board upon receipt of a written request signed by one-third (1/3) of the BOC members. Upon receipt of said request, the Clerk-of-the-Board shall immediately give notice to each of the BOC members at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
 - f. PLACE OF MEETINGS: Unless otherwise noticed, meetings of the BOC shall take place in the County Services Building – Board Room, 3283 122nd Avenue, Allegan, MI 49010.
 - g. START OF MEETING: The Chairperson shall take the chair at the time specified in the meeting notice; the BOC shall then be called to order and the roll of BOC members called.
 - h. QUORUM: A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. [MSA 5.323] Excluding procedural votes, the final passage or adoption of any measure or resolution or the allowance of any claim against the county shall be determined by a majority of all BOC members elected and serving [MSA 5.323].
 - i. BOC MEMBER ATTENDANCE: Any BOC member who shall be late to a session shall upon his/her arrival report his presence to the Clerk-of-the-Board. Furthermore, a BOC member that

will knowingly be late/absent from an official proceeding of the BOC shall notify the Chairperson or the Administrative Office as soon as possible prior to said meeting.

- i. REMOTE ATTENDANCE: BOC members may be connected to a meeting remotely under the following conditions:
 - (1) The request has been submitted to the CAO at least 24 hours in advance of the meeting.
 - (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting.
 - (3) The BOC member's participation shall not be considered attendance for the purpose of establishing a quorum, unless otherwise permitted by the Open Meetings Act.
- j. PUBLIC PARTICIPATION: The right of public address is granted by the Michigan Open Meetings Act under rules established by the BOC [MSA 4.1800 (13) & (5)]. The public shall be allowed to address the BOC within the following parameters:
 - i. Public comment shall be permitted during the public participation portion(s) of the agenda subsequent to the SPEAKER'S declaration of
 - (1) Name and address, and
 - (2) The topic which they wish to address
 - (3) In general, a maximum of five (5) minutes shall be granted to each person desiring to make a public comment; however, that time may be modified at the discretion of the Chair.
 - ii. Public comment is permitted during discussion items on an approved agenda, providing a related motion is not in the BOC's possession (a motion having been made, seconded and recognized by the Chair)
 - iii. Public comment shall not be permitted during action items on an approved agenda.
 - iv. Any exception to the rules of public participation shall be at the discretion of the Chairperson
- k. DISTRIBUTION OF AGENDAS/MINUTES: A copy of a completed agenda and approved minutes of previous, monthly proceedings shall be available online as soon as possible by the Clerk-of-the-Board. A printed copy of the minutes of the monthly BOC proceedings shall be available at the County Clerk's office.

7. AGENDA(S)

- a. DEVELOPMENT: BOC agendas shall be managed by the CAO in conjunction with the BOC Chairperson and Clerk-of-the-Board (as needed).
- b. AGENDA ITEM(S) FOR CONSIDERATION: With the exception of BOC members (see Section 7.b.i) agenda items must be submitted to County Administration not less than ten (10) **business** days prior to the next scheduled Regular Meeting for placement on the agenda. The submission shall include all necessary supporting documentation/information requisite to the BOC's full consideration.
 - i. A BOC member's intent to add an item or amend/rescind a previous item shall be introduced to the BOC during the "future agenda items" portion of a preceding meeting. The BOC shall not add items to an agenda if said item has been previously acted upon by the BOC unless approved in advance by the BOC and/or the provisions of Section 9.c. have been met. See attached Flow Chart, Attachment "B".
 - ii. All agenda items for consideration shall be submitted with complete documentation (see "Attachment C" Request for Action [RFA] Form) through the County work order system. The work order system will automatically assign a work order number which is transmitted to the requestor so that they may refer to it when communicating with the CAO. The CAO shall review the request and take one of the following actions:
 - (1) Request additional information as needed before making recommendation or taking action.
 - (2) Approve or deny items under the authority of the CAO. Items denied may be appealed in writing to the Chairperson of the BOC detailing specific reasons why an item should be

considered. Requests for consideration/appeal must be received within 10 business days from the receipt of the denial.

- (3) Report items requiring action to the BOC with recommendation/resolution on disposition of action.

c. AGENDA FORMAT FOR REGULAR MEETINGS (Format A):

- (1) Call to order
- (2) Roll call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public/Budget Hearing and related communications (As needed)
- (6) (Other) Communications
- (7) Approval of minutes
- (8) Public participation
- (9) Additional agenda items
- (10) Approval of the agenda
- (11) Presentations
- (12) Proclamations
- (13) Informational Sessions
- (14) Administrative Reports
- (15) Consent Items
- (16) Action Items
- (17) Discussion Items
- (18) Appointments
- (19) Elections
- (20) Public participation
- (21) Future Agenda Items
- (22) Requests for Per Diem/Mileage
- (23) Boards and Commissions Reports
- (24) Round table
- (25) Closed Session
- (26) Adjournment

d. AGENDA FORMAT FOR PLANNING SESSIONS (Format B):

- (1) Call to Order
- (2) Roll Call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public Participation
- (6) Additional Agenda Items
- (7) Approval of Agenda
- (8) Discussion Items
- (9) Other Items
- (10) Public Participation
- (11) Closed Session
- (12) Adjournment

e. INFORMATION FLOW TO THE BOC MEMBERS

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from public or other agencies shall be given a specific time and duration. All presenters shall be limited to a twenty (20) minute maximum, including a question/answer period. Departments will be asked to supply their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.
- ii. REGULAR MEETING PACKETS: In general, on the Friday before each BOC meeting,

County Administration shall provide the BOC with a written recommendation and relative background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be provided back to all BOC members before the meeting.

- iii. PLANNING SESSION PACKETS: Materials will be provided as they become available. However, the intent of the Planning Session is for discussion, feedback, updates, etc., therefore, it should be expected materials may be provided up to the time of the meeting.
- iv. CHANGES TO THE PUBLISHED AGENDA: At the discretion of the CAO and/or BOC Chairperson, agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be for substantial reasons i.e. urgency, lack of supporting materials, availability of presenter. The BOC shall receive a revised final agenda at the close of business that same day, reflecting any changes to the agenda with appropriate revision number noted. If no changes have been made, the meeting packet previously sent shall be considered the final agenda unless changed by the BOC during the meeting.

(1) Any changes to the final agenda by the BOC after noon on Tuesday must be accomplished at the beginning of the meeting by a two-thirds (2/3) majority vote of those elected and serving.

v. AGENDA ITEMS: Commissioners may add agenda items for discussion to any regularly scheduled meetings of the Board by contacting the Chair or, in the absence of the Chair, the vice chair, up to 5pm on the Tuesday preceding the scheduled meeting.

vi. DISCUSSION ITEMS: Items may be of a specific nature on which action will be required at a future meeting and/or of a broader nature requiring discussion on subsequent agendas. Following discussion of each item, the BOC Chairperson should clarify the intent of further action or discussion needed. Generally, items requiring BOC action shall start as discussion items and be moved to a future agenda for action. However, routine and time-sensitive items may be moved for immediate action.

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8. RULES OF FORM

- a. SPEAKING TO A QUESTION: Every BOC member, previous to speaking upon a question shall address the chair. When two or more BOC members speak at once, the chair shall designate the BOC member who shall be first to speak.
- b. CALL TO ORDER: When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the BOC Chair shall stand.
- c. SUBMISSION OF MOTION: No motion shall be debated or put in the minutes unless the same is seconded. It shall be stated by the Chairperson before debate, and any such motion shall be reduced to writing if any members desire it, or at the request of the Chairperson or Clerk-of-the-Board.
- d. WITHDRAWAL OF MOTION: After a motion is stated by the Chairperson, it shall be deemed to be in possession of the BOC, but may be withdrawn by the member who made the motion, with the concurrence of the member seconding the motion, if there is no objection by any other member of the BOC. All BOC decisions shall be entered in the record of BOC proceedings.
- e. MOTIONS DURING DEBATE: When a question is under debate, no motions shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer, and/or to amend...

- f. MOTION TO ADJOURN: The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.
- g. PREVIOUS QUESTION: When moved, and seconded, a 2/3rds affirmative vote ends all discussion/debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).
- h. DIVISION OF QUESTION: If the question being discussed contains two or more points, any BOC member may request to have it divided for separate considerations.
- i. PETITIONS/MEMORIALS: Shall be addressed to the BOC, in writing, and presented to the Chairperson for appropriate action.
- j. RECORDING: In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC member seconding shall be entered into the record of the BOC's proceedings.
- k. COMMENTS ENTERED INTO THE RECORD: A BOC member, wishing to have his/her comment(s) entered into the record of the BOC's proceedings, shall submit the comment(s) in writing to the Clerk-of-the-Board.
- l. SPECIAL ORDERS: Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

9. VOTING

- a. ROLL CALL:
 - i. The names and votes of BOC members shall be recorded on board actions to adopt final measures as ordinances and the appointment or election of officers, etc [MCLA 46.3a].
 - ii. Conflicts of Interest: BOC members "shall not be interested directly or indirectly in any contract or other business transaction with the county (or other county agency) during the time for which they are elected or appointed nor for one year thereafter unless the contract or transaction has been approved by three fourths of the members of the (BOC) and so shown in the minutes of the board together with a showing that the board is cognizant of the (former) member's interest [MCLA 46.30]" and shall make such declarations of real or perceived conflict of interest at the time appropriately prior to any final, related action by the BOC.
 - iii. A roll call vote will be taken when requested by any BOC member.
 - iv. When a roll call vote is taken, no member present shall abstain from voting "yes" or "no".
 - v. For the voting of the BOC at each session, the Clerk-of-the-Board shall vary the order of calling the roll.
 - vi. During a roll call vote, members of the BOC shall be given one opportunity to vote. Each BOC member's vote shall be presented as follows and so recorded by the Clerk-of-the-Board:
 - (1) "Yes" – representing any response in the affirmative
 - (2) "No" – representing any response in the negative
 - (3) "Abstaining" – only in the instance of a conflict of interest as defined in 9.a.ii above, and
 - (4) "Absent" – BOC member was not present at the time of the vote.
- b. TIE VOTES: In the event of a tie vote of the BOC upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the BOC for reconsideration in the identical, similar or revised form at any time, to be voted on by the same number of BOC members, or more, present at the time of the tie vote.

- c. RESCIND/AMEND: A motion to rescind or amend any question previously acted upon may be made on any day of any session under the following conditions:
 - i. The action caused by the original question has not already been carried out to a point that cannot be undone.
 - ii. The motion to rescind or amend must be moved and seconded by the BOC members who voted with the majority, but there must be at least as many BOC members present as there was when the matter to be rescinded was first voted upon.

10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment "D" for current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
- c. BOC PER DIEM: Shall be paid to BOC members and to members of other bodies statutorily connected to the BOC per diem at the rate established through BOC resolution, as attached, and processed based on the following parameters:
 - i. The total meeting(s) time in one (1) day more than four (4) hours shall be considered one (1) full day. The total meeting(s) time in one (1) day of four (4) hours or less shall be considered one half (1/2) day. Travel time is included.
 - ii. All BOC member per diem shall be expensed from the BOC's budget financial activity.
 - iii. The following BOC related meetings shall be eligible for BOC per diem and mileage:
 - (1) Regular County BOC meetings,
 - (2) BOC Planning Sessions,
 - (3) Special BOC Meetings,
 - (4) Quarterly Interdepartmental Meetings normally held the last Wednesday of January, April, July, and October,
 - (5) Attendance (in-person or through remote connectivity if meeting is held out-of-County) in any meeting of a board, commission, or committee or official activity, i.e. training or conferences to which a BOC member has been appointed by the BOC or BOC Chairperson in writing. See Attachment "E" for identified boards, commissions and committees,
 - (6) Attendance (in-person or through remote connectivity) in Michigan Association of Counties (MAC) activities in which participation or appointment has been confirmed by the BOC,
 - iv. Attendance (in-person or through remote connectivity) by any elected Commissioner serving on the MAC Board of Directors and/or any other MAC Boards & Committees' activities, conferences and meetings related to their role that compensation is not provided for by the Association shall receive per diem & mileage.

a-d. BOC CHAIRPERSON: The Chairperson (or his/her BOC member designee) is authorized to receive up to two (2) half day BOC per diems in a single month to attend additional meetings, events, etc. at the request of the CAO to best represent the interests of the County. Unless otherwise approved by the BOC, the Chairperson shall not receive BOC per diem for regular meetings with the CAO as listed under the duties of the Chairperson. [A workgroup of the County Administrator, Chair and Vice-Chair is authorized to meet to review Board Meeting agendas to ensure compliance with Board rules, prepare procedurally for Board meetings including the review of progress on Board Projects established through its formal planning process. The Chair and Vice-Chair are both eligible to receive up to two half-day per diems \(and mileage if necessary\) per month for participation in said workgroup meetings.](#)

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- b.a. OTHER MEETINGS: All other meetings or events shall be subject to the BOC's approval to receive mileage and per diem including but not limited to the following:
- i. Conference and/or related training,
 - ii. District specific or BOC member prerogative type meetings,
 - iii. Special Use Committees,
 - iv. Workgroups, taskforce, etc. established under an existing Board, Commission, or Committee.

e.b. DOCUMENTATION: Each BOC member shall be responsible to submit the necessary attendance record (Attachment "F"), and audit his/her own monthly reports for compensation.

2. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their review.
 - i. During weeks in which the BOC does not have a regularly scheduled meeting or during weeks in which that meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to the CAO, Executive Assistant, and Director of Finance by each Thursday 5PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected i.e. shut off of utilities, finance charges, the Chairperson is authorized to review, release or continue to hold the claim in question.
 - (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8AM except those held for question.
 - ii. During weeks in which the BOC holds a regularly scheduled meeting, the BOC shall approve previously reviewed, processed, and released payments for claims but may choose to withhold approval of claims not reviewed but processed for payment that same week.
 - iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.
- b. SIGNATORY AUTHORITY:
 - i. The Chairperson (or designee declared in writing if permitted by law) is the official signatory of the BOC where Chairperson/BOC signature is required by law or as specifically required by grant or BOC resolution.
 - ii. The County Administrator (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC approved leases, contracts and other (legal) documents consistent with the execution of the duties of the position as authorized through BOC approved policy. This designation does not diminish the authority of the Chairperson as stated above in 11.b.i.
 - iii. Other signatory authority is limited to that contained within BOC approved policy.
- c. ORDINANCES: County ordinances that have been enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
- d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. [MSA 5.323]
- e. COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM: A stipend in the amount of \$50 per month shall be paid the first payroll of each month to each commissioner. The stipend is intended to reimburse each commissioner for partial use of a personal cell phone, an internet connection, and/or other equipment/services/supplies that may be used to conduct official County business. Any commissioner may opt-out of the program by submitting a written statement

indicating such to the Human Resources Department prior to January 2 of each year for that year's program. Once a commissioner has opted-out of the program for a given year, the commissioner is no longer be eligible to participate until the next year.

- f. SALARIED CORPORATE COUNSEL: At each Board of Commissioners meeting, the salaried assistant corporate counsel shall be present virtually or be in person as requested by the Board of Commissioners to receive any questions, concerns or direction that the Board as a body may enunciate. Corporate counsel shall also respond at said meetings to questions from individual commissioners in the course of board consideration of agenda items for the specific meeting.

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ALLEGAN COUNTY

COUNTY ADMINISTRATOR

General Summary

Under the direction and oversight of the Allegan County Board of Commissioners as a body, serves as the Chief Administrative Officer of the County and performs a wide range of difficult-to-complex administrative activities that serve to support effective and efficient county government operations; advises and assists the Board in planning, policy and operational matters; and directs and coordinates the administration of county government in accordance with policies and directives issued by the Board as a whole, pursuant to all applicable state and federal laws and regulations.

SCOPE OF RESPONSIBILITY AND AUTHORITY

The County Administrator is responsible for the following departments: Budget and Finance, Central Dispatch, Equalization, Facilities Management, Health Department, Human Resources, Information Services, Land Information Services, Senior and Veteran Services, Transportation and Public Defender and performs the full range of managerial-oversight functions. Acts as final appointing authority and retains authority over organizational structure, budget, staffing levels and configuration, financial management, planning, administrative policy development and implementation, performance management and prioritization of fiscal, human and capital resources.

The County Administrator carries overall responsibility and authority for the “business” and service delivery aspects of Allegan County government. In matters of governance and public policy, the position oversees the implementation and administration of Board-established policies. The administrator helps maintain good working relationships between the Board’s office and other elected officials.

Essential Functions

1. Works with the Board to understand their vision and strategic policy direction. Assists the Board in developing and managing public policy matters. Oversees staff implementation of Board goals and policies. Directs and oversees near-term and long range work planning: goal setting, prioritization, funding, monitoring and reporting.
2. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention (based on County policy) and is a liaison to other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action. Provides a recommendation on all non-political matters to be considered by the Board of Commissioners.
3. Acts as the first step and/or liaison for all matters to be considered by the Board of Commissioners. Manages the development of Board and committee meeting agendas with the assistance of the Board or Committee Chairperson and/or the County Clerk and attends meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Researches, analyzes and implements issues considered and approved by the Board.
4. Maintains the fiscal oversight of the County. Administers, reviews, and analyzes budgets including general operating, applicable county funds, and capital outlay. Approves major purchases and contracts for services, forecasts financial status, and creates and implements related policy. Consistent with the Uniform Budgeting Act, develops an annual balanced budget to be presented to the Board of Commissioners for final approval.
5. Negotiates, develops, reviews, and/or approves (based on County policy) a variety of legal documents including but not limited to contracts, purchase agreements, grants, and interagency agreements, ensuring the County’s interest is represented.

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

6. Coordinates legal matters in conjunction with corporation counsel. Seeks legal advice and opinions on behalf of the County. Exercises settlement authority with established limits and recommends action on other matters to the Board. Designated County representative to liability insurance carrier and is responsible for the administration of all liability claims.
7. Leads labor negotiations and the administration of all labor agreements within County government. Provides leadership and direction for personnel related matters including final decision authority on personnel matters.
8. Confers with all county departments and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
9. Continuously monitors and evaluates the efficiency, effectiveness and cost-effectiveness of the County's service delivery and governance, with emphasis on departments and functions under the authority of the Board. Recommends and implements action to maintain and improve services.
10. Participates in planning of county infrastructures including facilities, capital outlay, budget, and critical long-range needs.
11. Represents the County Board of Commissioners, as a Body, acting as a liaison with the Board, county departments, other elected officials, local units of government, various agencies, and other committees on federal, state, county, and community issues.
12. Represents the County at various functions such as making speeches at civic and business association meetings. Meets with community members, developers, and officials to establish goodwill and resolve/respond to issues. Serves as the County's representative on numerous boards, committees, associations, and other groups on behalf of the Board of County Commissioners. Collaborates on federal/state/county/community issues.
13. Serves as the Public Information Officer for all matters under the authority of the Board of Commissions and at times for the whole organization. Develops, reviews, and distributes press releases based on formal decisions of the Board of Commissioners and factual information. Interacts directly with all forms of media.

Employment Qualifications

Education: Bachelor's Degree in Public or Business Administration, Master's Degree preferred, and/or a combination of education and experience that would be beneficial to the position as determined by the Allegan County Board of Commissioners within its sole discretion.

Experience: Seven or more years of responsible administrative/supervisory experience in local government.

1. Knowledge: Principles and practices of business administration including general accounting and fiscal management practices; governmental budgeting; personnel practices and employment laws, office procedures and business operating systems; and the appropriate method and means of dealing with human behavior situations in a variety of circumstances.
2. Skill: Communicate effectively, verbally and in writing, with and in a diverse range of audiences and settings; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing and fiscal needs; interpreting legal documents, law and government regulations; evaluating fiscal and financial reports, forms and data; analyzing complex written documents; identifying and resolving administrative problems; working long and irregular hours under pressure conditions; delegating responsibility and achieving results through subordinates; and maintaining order in an environment of changing priorities.

ALLEGAN COUNTY

COUNTY ADMINISTRATOR

Other Requirements:

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

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

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to access all locations of County government.

Working Conditions:

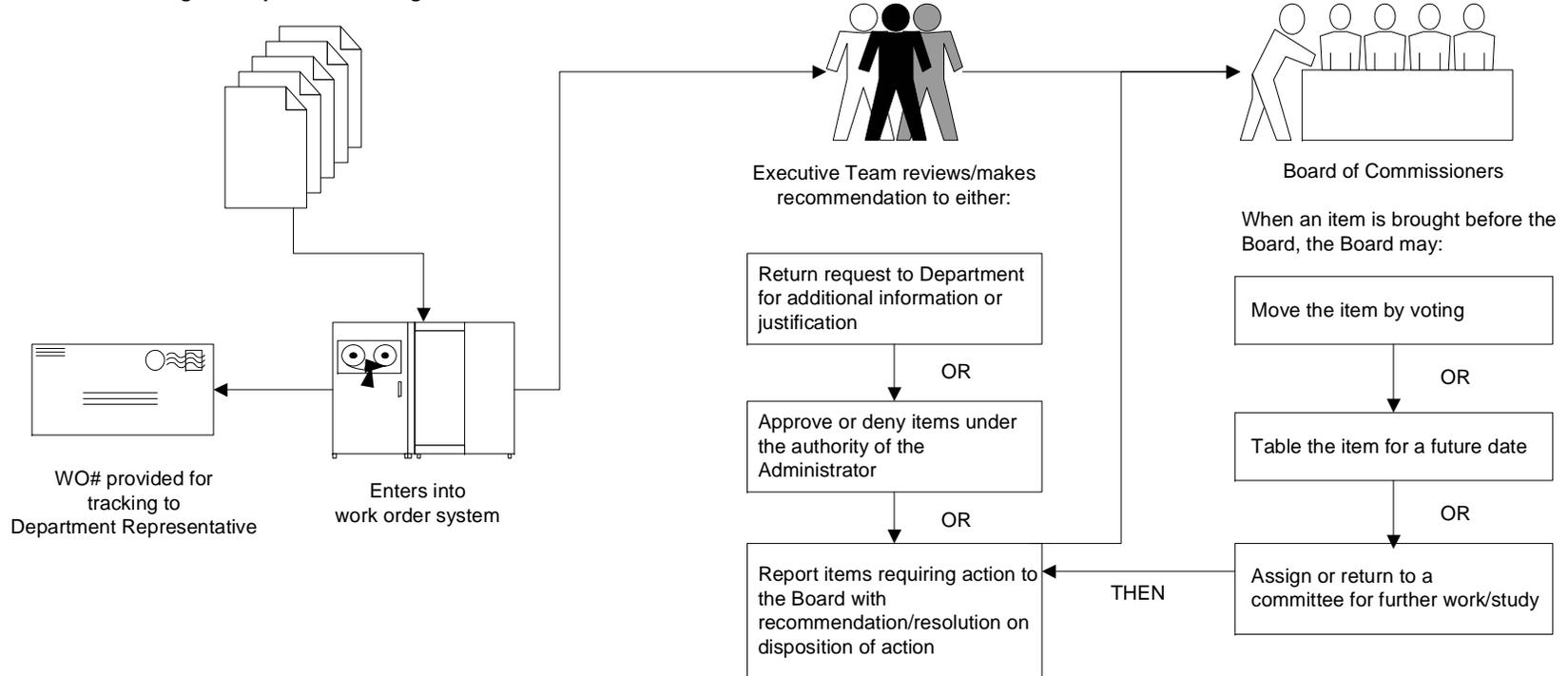
Works in office conditions.

Allegan County Board of Commissioners

Board Procedure and Action Flow

Revised January 7, 2010

Items for consideration by BOC should be submitted by
Department Heads/Elected Officials with a
Request for Action Form through the work order system
Must be not less than 10 business days
prior to the next
scheduled Regular and Board Committee
Meetings to be placed on the agenda





ALLEGAN COUNTY
REQUEST FOR ACTION FORM

RFA#: 99-999

Date: XX/XX/XXXX

"FOR EXAMPLE PURPOSES ONLY"

Request Type Grant
Department Requesting Administration
Submitted By Denise Stan, Executive Assistant
Contact Information ext. 2636

Name of Grant:
2010 Marine Safety Program Grant

Summary of Grant:
Reimbursement for patrol supplies, gas, maintenance/other

- APPLICATION
- ACCEPTANCE
- New
- Renewal
- Continuation

Amount (Not including local match) \$144,831.00

Source of Grant Funds (% of allocation) State

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:
County 25% State 75%

Term of Grant January 1, 2010 thr December 31, 2010

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

Admin Fees \$0.00

Equipment / Ongoing Costs

Does it effect other operations?

- Yes
- No

Disposition:

N/A

Changes in Grant:

N/A

ATTACHMENT D

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

FY2021-22 COMMISSIONER COMPENSATION

BE IT RESOLVED, that the Allegan County Board of Commissioners does hereby approve the years 2021 and 2022 compensation package for Board of Commissioners to be as follows:

- Commissioner Chairperson annual salary:
 - o 2021 - \$12,781.60
 - o 2022 - \$13,037.18
- Member annual salary:
 - o 2021 - \$11,023.22
 - o 2022 - \$11,243.70
- Per diem rates for Board members attendance at regular board and committee meetings, and appointed boards or committees, shall be \$50 for half days and \$100 for full days (refer to Rules of Organization and Procedures),
- Life Insurance - County Policy of \$50,000,
- County Municipal Employee Retirement System (MERS) Defined Contribution Plan with 7% County base contribution and a Commissioner contribution of 3%, or access to a 457 Deferred Compensation Plan with the same county contribution as the MERS Defined Contribution plan,
- Access to additional 457 Deferred Compensation Plans and Roth plan options with no County contribution,
- Eligible to receive \$300 annual payment for participation in the Wellness Program as defined by County policy; and

BE IT FURTHER RESOLVED that the Board of Commissioners shall be offered:

- PPO 70% Plan - deductibles are \$500/\$1,000 with 70% co-insurance provided after deductible,
- HDHP HSA Plan 100% - deductibles are \$3,300/\$6,600 with 100% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements,
- HDHP HSA Plan 80% - deductibles are \$3,300/\$6,600 with 80% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements; and

BE IT FINALLY RESOLVED that this action shall supersede any

previous action.

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

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: August 27, 2020

cc: Admin. - Finance - Human Resources

ALLEGAN COUNTY BOARDS & COMMISSIONS

**ALLEGAN-KENT SUSTAINABLE BUSINESS PARK ADVISORY COMMITTEE
AREA AGENCY ON AGING, INC
AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL
BOUNDARY COMMISSION
BROWNFIELD REDEVELOPMENT AUTHORITY
BUILDING AUTHORITY
CANVASSERS, BOARD OF
CASINO LOCAL REVENUE SHARING BOARD
CLEAN AIR ORDINANCE COMMITTEE
COMMISSION ON AGING
COMMUNITY ACTION AGENCY OF ALLEGAN COUNTY
COMMUNITY CORRECTIONS ADVISORY BOARD
COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE
COMMUNITY MENTAL HEALTH SERVICES BOARD
ECONOMIC DEVELOPMENT COMMISSION
EMERGENCY MANAGEMENT ADVISORY COUNCIL
HUMAN SERVICES, BOARD OF
JURY BOARD
LAKE BOARDS
LAKESHORE REGIONAL ENTITY - OVERSIGHT POLICY BOARD
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
MACATAWA AREA COORDINATING COUNCIL (MACC)
MICHIGAN ASSOCIATION OF COUNTIES EXECUTIVE BOARD
MICHIGAN STATE EXTENSION DISTRICT 7 ADVISORY COUNCIL
MULTI-AGENCY COLLABORATIVE COMMITTEE
PARKS ADVISORY BOARD
PLAT BOARD
PUBLIC WORKS, BOARD OF
ROAD COMMISSION
SOLDIERS/SAILORS RELIEF COMMISSION
SOLID WASTE PLANNING COMMITTEE
SOUTHWEST MICHIGAN AREA REGION THREE (SMART)
SOUTHWEST MICHIGAN SOLID WASTE CONSORTIUM
SPECIALIZED SERVICES TRANSPORTATION COMMITTEE
TOURIST COUNCIL
WEST MICHIGAN REGIONAL AIRPORT AUTHORITY
WEST MICHIGAN REGIONAL PLANNING COMMISSION
911 OPERATIONAL POLICY & PROCEDURE COMMITTEE**

ALLEGAN COUNTY
TRAVEL EXPENSE/ REIMBURSEMENT CLAIM



Month _____ Year 2022

EMPLOYEE NAME _____

Meal rates may be combined, if an employee is eligible for reimbursement of more than one meal in a day.

- 1) Meals that are included in registration fees or that are supplied as part of a meeting, are not eligible for reimbursement.
- 2) Reimbursement shall be limited to not more than the combined total of the applicable published meal rates of the eligible meals.
- 3) Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.

Service Area _____

Title _____

Vendor Number _____

Mileage reimbursement per mile (IRS rate) \$ 0.585
Personal vehicle (if county car is available) \$ 0.351

Daily Meal Rates
Breakfast (B) \$ 8.50
Lunch (L) \$ 8.50
Dinner (D) \$ 19.00

Date mm/dd/yy	Description	Travel				Meals		Lodging / Other Expenses	Daily Total
		Per Diem: Half Day (H) or Full Day (F)	Miles	Mileage Rate	Amount	If bundling meals, check the eligible meals that were bundled per day	Meal Amount		
				0	-	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D			-
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TOTALS			-		\$ -		\$ -	\$ -	\$ -
Grand Total									\$ -

I HEREBY CERTIFY ALL ITEMS OF EXPENSE INCLUDED IN THIS STATEMENT WERE INCURRED IN THE DISCHARGE OF AUTHORIZED OFFICIAL COUNTY BUSINESS, THAT THE AMOUNTS ARE CORRECT, AND THAT THEY REPRESENT PROPER CHARGES AGAINST THE COUNTY.

NATURE OF BUSINESS Board Representative - Routine Travel

SIGNED - Employee _____

APPROVED - Supervisor / Manager signature _____

Enter FUND _____

Enter ACTIVITY _____

Enter ACCOUNT
861.00 - Mileage, Meals, Misc. _____
861.01 - Room & Board, Meals, Misc. _____
861.02 - Mileage, Airfare, Taxi, Parking _____
Other _____

TOTAL \$ -



ALLEGAN COUNTY

STRATEGIC PLAN REVIEW/UPDATE 2021-22



BOARD ORGANIZATIONAL SESSION
JANUARY 13, 2022

Allegan County

MICHIGAN



Meet the Board of Commissioners and the Administrator

*Dean
Kapenga*
District 1



*Jim
Storey*
Chair
District 2



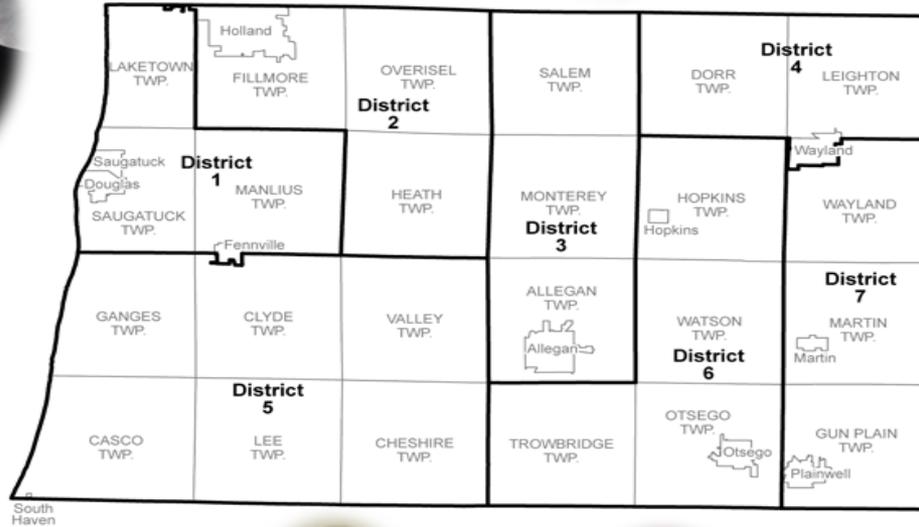
*Max
Thiele*
District 3



*Mark
DeYoung*
District 4



*Rick
Cain*
District 7



*Robert J.
Sarro*
County
Administrator



*Tom
Jessup*
District 5



*Gale
Dugan*
Vice-Chair
District 6



Allegan County Strategic Planning Cycle

How will we know when we have arrived?

4. Evaluate
Bi-Weekly Administrative
Reports

Where are we now?

1. Analyze
BOC – Key Issues
Mandates
National Community Survey
Employee Engagement
Survey

How are we going to get there?

3. Implement
Carry out projects using the
Allegan County Project
Management System

Where are we going?

2. Design (Define, Ideate,
Select)
Strategic Planning Process
Strategic Plan, Budget,
Capital Improvement Plan,
Operational plans

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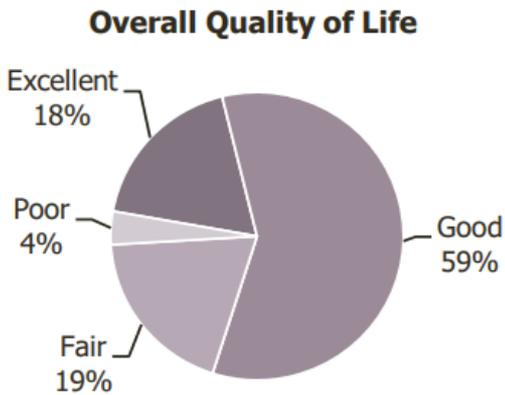
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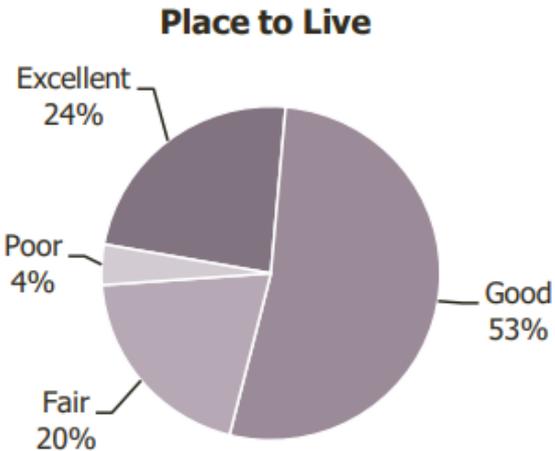
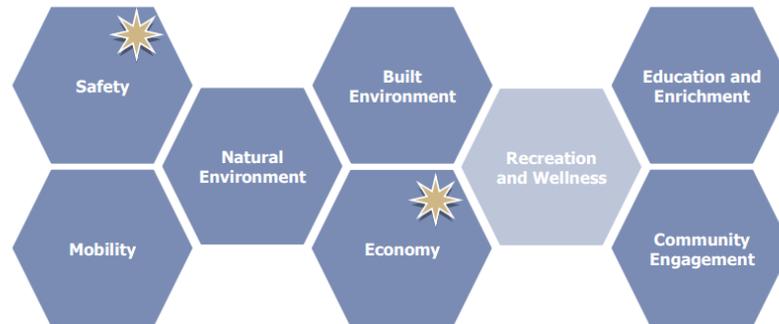
Analyze: National Community Survey - Allegan County



Legend

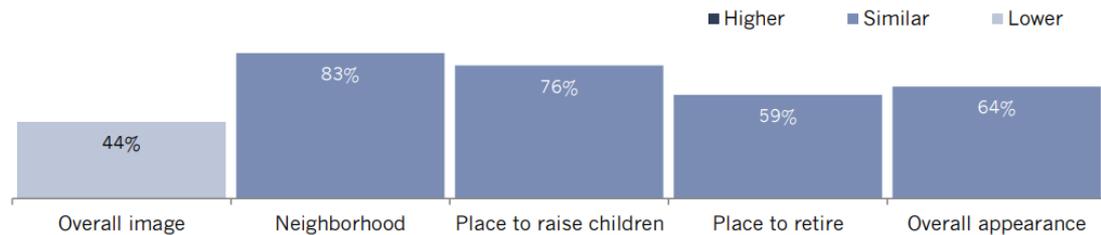
- Higher than national benchmark
- Similar to national benchmark
- Lower than national benchmark

* Most important



Percent rating positively (e.g., excellent/good)

Comparison to national benchmark





Allegan County Rankings

Niche ranks thousands of places to live based on key statistics from the U.S. Census and expert insights.

Best Counties for
Outdoor Activities in
Michigan
#9 of 82

Best Counties for
Families in Michigan
#19 of 82

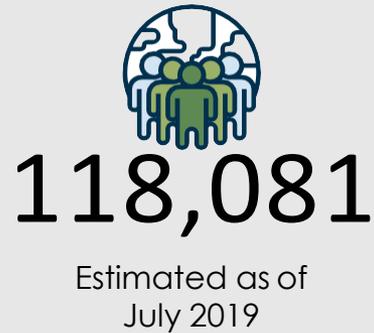
Best Counties for Young
Professionals in Michigan
#24 of 82

Analyze: National Community Survey - Allegan County

Board-Administrator
Form of Government



Population



Population and Size
Compared to
Michigan

Allegan County is the
18th
Most Populated
in Michigan and 18th
largest with 827 square
miles.

Average Age



Safety



79%
Overall feeling
of safety.

Quality of Life



77%
of residents rank quality
of life as excellent or
good.

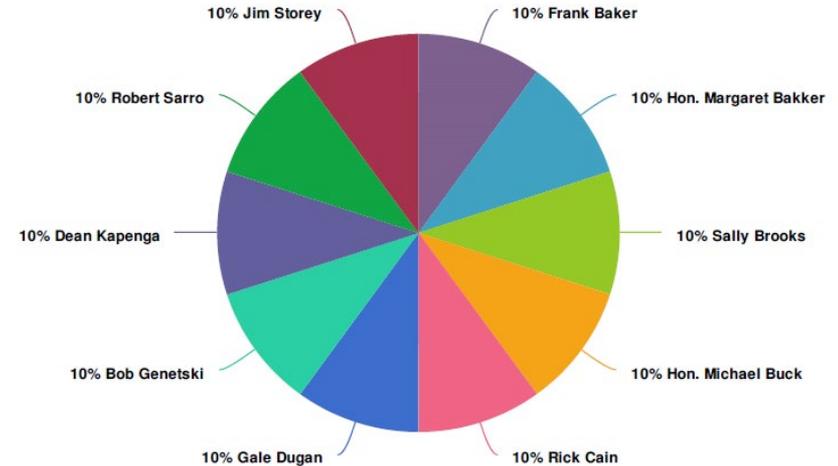
Parks & Recreation



74%
Of residents rank County
Parks as excellent or good.

Analyze: Board Input Survey

- After receiving information from the citizens, the Board developed a internal survey to determine Priority Projects (Approved by BOC 12/10/21, survey released 12/14/21).
- The survey also served to:
 - Reaffirm the County's strategic components (Mission, Vision, Values, Guiding Principles, Strategy Map)
 - Consider service levels
 - Consider Board mandates from PA 156
- The Board received the individual survey responses and discussed on the following dates:
 - January 14 and 28
 - February 11 and 25
 - March 11 and 25





STRATEGIC PLANNING SYSTEM FY 21/22



2021

Jan-
March

ANALYZE
**PLANNING
SESSIONS**

Forecast and In-Depth
Review/Identification of Key
Board Issues of FY 21/22

Jan-
March

ANALYZE
CITIZEN SURVEY
Scientifically valid
citizen feedback

ANALYZE/DESIGN
BOARD SURVEY
General Citizen feedback
on emerging needs

Jan-
March

IMPLEMENT
TASK PROGRESSION

If not already, work begins on projects at
various phases of the project cycle

April
22

IMPLEMENT/UPDATE
ADOPTION

Annual Strategic Plan Adoption,
1st Quarter Progress Report

April
8

DESIGN
**BOARD STRATEGIC
PLANNING SESSION**

May
1

EVALUATE & IMPLEMENT
**INCORPORATE
INTO BUDGET & CIP**

Funding Priorities and Updated Forecast,
2nd Quarter Progress Report

May-
Oct

Oct
14

EVALUATE & IMPLEMENT
FY2022 BUDGET ADOPTION

3rd Quarter Progress Report

Nov-
Dec

EVALUATE & ANALYZE
PLAN AND POLICY REVIEW
Determination of annual questions/kick-off
Citizen Summit Planning

2022

Planning Sessions - "... to conduct planning (strategic or project related), policy review, and other matters it may deem necessary..." - Board Rules of Organization

Board Priority Projects Referred For Further Analysis

Parks and Recreation – The current Parks plan does not expire until the end of 2024. As such, it is recommended the Citizen Survey and all of the Parks related comments from the Board Input Survey be referred to the Parks Department and Parks Advisory Board for evaluation of the current Parks plan. Recommendations may be formed for the Board’s consideration in the form of changes to the Parks plan to address the survey results, including recommendations for funding.

June 24, 2021 UPDATE: This matter was assigned over to the Parks Advisory Board and we do anticipate a response by the end of the year. Commissioner Dugan advised that discussions regarding Trowbridge Dam Park continue. There is a meeting July 13 at 10 am. (online meeting). Parks signage should be reviewed as part of this project.

January 13, 2022 UPDATE: The Parks Advisory Board completed its review of the Recreation Plan including feedback from the Citizen Survey and Board of Commissioners Survey on improvements for Parks and Recreation including campgrounds in December 2021.

The Parks Manager is finalizing a summary of this review with recommended prioritization of these items by the Parks Advisory Board. The Board will be presented this information on January 27, 2022.

Public Health - Public Health will work in conjunction with County Administration to identify whether there are service/funding gaps (in a similar approach to how Environmental Services was reviewed). Outcomes, should be submitted through the budget process by May 31, 2022 (may need to be extended depending upon pandemic demands) for final Administrative recommendation and Board consideration in the documented budget process. At this time, the immediate demands of the pandemic do not allow a process to be completed this year.

- This process is looking ahead past the pandemic. Immediate needs continue to be addressed through pandemic funding.



Water Study - On March 12, 2020, the Board authorized a groundwater availability study. On March 25, 2021 the Board requested Public Health bring back a recommendation for a balanced work group representing appropriate segments of the community within 45 days. This ad-hoc advisory group will be charged with reviewing the recent results of the water study and form recommendations for consideration by the Board.

Deliverables: Pending analysis and subsequent recommendations of the work group.

June 24, 2021 UPDATE:

- On June 10, the Board approved the formation of the workgroup.
- A public notice was published in the Allegan County News on June 17.
- As applications are received, these will be forwarded to the Board consistent with the established Boards & Commission process.
- The Board will make appointments for all positions that applications have been submitted for during its July 22, 2021 meeting.

January 13, 2022 UPDATE:

- The Board completed its appointments on December 9, 2021, resulting in a 10 member workgroup.
- On Tuesday, January 4, County Administration met with Environmental Health to arrange for workgroup start up and review the goals.
- Environmental Health will release a communication to the members by the end of January. Initial kickoff meeting will likely take place late February / early March '22.

Allegan County Strategic Planning Cycle

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Vision

Allegan County is committed to providing our citizens superior and innovative services, being judicious and efficient in the expenditure of resources and promoting a safe, clean and healthy environment in which to live, work, and play.

Mission

Allegan County shall plan, develop and evaluate the necessary policies and resources to ensure our county continues to progress and prosper.

Values

Respect, Integrity, Commitment and Honesty will serve as the foundation for all of our words, deeds and actions in providing services to the citizens of Allegan County.

Vision
Mission
& Values





Allegan County Strategy Map

To achieve our vision and ensure Allegan County continues to progress and prosper, we **MUST...**

Provide valuable and necessary quality services to our **CUSTOMERS**

- Deliver affordable and accessible services
- Engage and educate our citizenry
- Collaborate locally and regionally

Vision:
Provide our citizens superior and innovative services, be judicious and efficient in the expenditure of resources and promote a safe, clean and healthy environment in which to live, work and play.

Maintain our **FINANCIAL STABILITY**

- Develop and maintain a balanced operational budget
- Maintain reserve funds
- Execute long-term financial planning



Support a united and **ENGAGED WORKFORCE**

- Foster a positive, team-based work environment
- Employ and retain high-performing, quality employees
- Promote safety and wellness

Continuously improve our **PROCESSES**

- Be efficient and cost effective
- Measure and learn from outcomes
- Seek and implement innovative solutions

Board Approved Priority Projects

- Public Safety and Criminal Justice
- Transportation
- Rock Tenn, Brownfield Redevelopment
- Courthouse Renovation and Planning
- Debt (operational funding)
- Annual Budget
- Audit
- Collective Bargaining Agreements
- Compensation Study
- Economy
 - ARPA
 - Broadband Access
- Facility Planning
 - Youth-home
 - County Services Building

Strategic Goal: Provide valuable and necessary quality services to our customers.

Public Safety and Criminal Justice - In consideration of the Sheriff's Departmental Plan and other related budgetary requests from the Justice system, on February 11, 2021, the Board authorized the Administrator to meet with stakeholders and develop a final funding plan to be incorporated into the annual budget. The plan was brought back to the Board on February 25, 2021, and was not met with objection. The plan for positions and equipment follows on the next page. Additional portions of the Sheriff's Departmental Plan and other justice needs will be considered as root issues are explored and as funding becomes available resulting from debt reduction.

Deliverables:

- Implementation of body cameras
- Increased allocation of certified correction officer time to officer related tasks
- Increased investigation of cases including CSC, Cyber, Domestic Violence, and Opioid related cases
- Increased shift relief and policing with maintained or reduced overtime,
- Increased staff to meet case load demand in District Court and Prosecutors office,
- Carry out staffing and financial plan (next slide).





Board Priority Project: Public Safety and Criminal Justice

Staffing Requests	2022 Startup	2022 Operations	2023	2024	2025	2026
Sheriff - Detective	30,000	114,304	116,807	119,355	121,950	124,616
Sheriff Deputy - Road Patrol (2)	120,000	173,026	180,761	188,754	197,396	206,022
Sheriff - FOIA Clerk	5,000	62,150	64,788	67,566	70,434	73,491
Sheriff - Booking Clerk	5,000	62,150	64,788	67,566	70,434	73,491
Sheriff - Corrections Officers (2)	10,000	152,002	158,717	165,631	172,963	180,659
Sheriff - Eliminate PT Corrections Officer	(5,000)	(36,763)	(38,380)	(40,045)	(41,811)	(43,664)
FOC/Sheriff Bench Warrant Officer	45,000	63,674	66,520	69,461	72,642	75,816
District Court Clerk	5,000	62,150	64,788	67,566	70,434	73,491
Assistant Prosecuting Attorney	5,000	101,379	106,345	111,593	116,453	121,525
Pros Atty - Reclass IRPT Legal Admin to FT Specialist	5,000	46,595	49,093	51,696	54,450	57,285
Total Request	225,000	800,665	834,227	869,143	905,345	942,732





June 24, 2021 UPDATE:

- The Board accepted a memo provided by the CAO on June 10, regarding the next steps for personnel and vehicles/equipment.
- Since that time, we have been working with each service area to create positions and posted.
- Orders are in process on the vehicles.

January 13, 2022 UPDATE:

- Positions:
 - Assistant Prosecuting Attorney (posted and waiting to be filled)
 - Road Patrol Deputy (2) (hired and finishing training next couple weeks)
 - Warrant Officer Deputy (filled and active)
 - Detective (filled and will begin 1st week of February)
 - Compliance Coordinator (filled and active)
- Vehicles (6)
 - Patrol vehicles (4) received. Two are in the process of up-fitting now and the other two will soon follow after.
 - Detectives (2) ordered and still on manufacturer delay.
 - Radios received on January 3 and are being installed with up-fit. It is unknown how much of an additional delay there may be for radio programming by the State. It has been reported due to a backlog of programming requests, it could take 6-8 weeks.



Strategic Goal: Provide valuable and necessary quality services to our customers.

Transportation Services - Efficient and affordable transportation is an important driver in economic growth in rural areas and helps ensure that people can obtain services and participate in public life. Rural residents are more reliant on personally-owned automobiles or public transit for transportation than their urban counterparts. Available transportation services are lacking in Allegan County. Fund Balance is expected to be depleted by the end 2021.



Deliverables:

- Prevent closure of transportation services
- Restore to 2017 service hours
- Expand service by adding evening, and weekend service hours
- Maintain dialysis and medical transportation
- Use expanded service hours to meet additional service needs (Noted to the right)

- Additional service needs
- Weekend employment
 - Rehab providers
 - Nursing Homes
 - Probation & Parole
 - Drug treatment
 - After school programs
 - School of choice
 - Recreational activities
 - Weekend Dialysis
 - Weekend church activities

Funding: Operating tax levy, matched with Federal/State and local agency dollars.

		2022 Startup	2022 Operations	2023	2024	2025	2026
Transportation Support	-	-	850,000	892,500	937,125	983,981	1,033,180

June 24, 2021 UPDATE

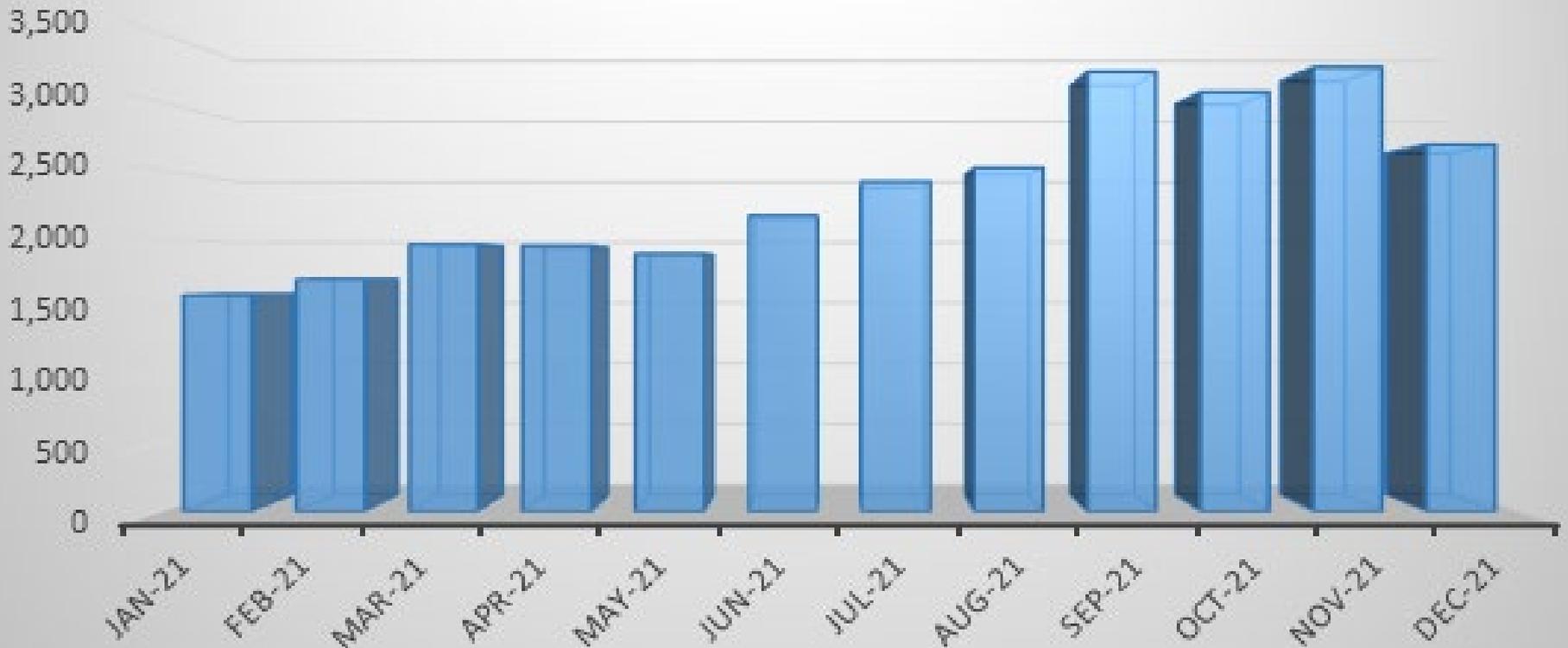
- Current transportation contractor was contacted to identify any barriers to expansion.
- Began to inform stakeholders of service expansion.
- Identified marketing avenues to inform the public. (development of materials that can be shared with stakeholders as well, e.g. townships, cities, businesses, etc.)
- The process to fill the Transportation Program Coordinator position has been initiated.

January 13, 2022 UPDATE

- As part of the 2021 Capital Budget Plan, 8 buses were ordered and waiting receipt.
- The Transportation Program Coordinator position is currently vacant and posted for recruitment.
- County is experiencing driver shortage (State-wide Issue).
- Identified Marketing Avenues:
 1. Advertisement through Secretary of State (Development Stage).
 2. Contacted agencies such as Community Mental Health, Disability Network and the Young Adult Program; all of whom use the system.
- In September 2021, Transportation began to add ridership within the 5:30am – 5:00pm Monday to Friday time period in preparation of expanded hours beginning 1-1-2022. The new hours of service availability is Monday to Friday 5:30am to 7:00pm and adding Saturday 8:00am to 3:00pm. The local and national shortage of drivers of all types is impacting the ability to expand additional service or increase marketing. Several initiatives are in place to help retain current drivers and add to the driver pool. Currently there are 13 drivers working maximum hours with the goal of 17 full-time and 2 part-time drivers.

2021 Monthly Ridership Numbers:

Monthly Ridership 2021



Note - Typical reduction in ridership requests in December is a result of the holidays.

Strategic Goal: Provide valuable and necessary quality services to our customers.

Former Rock Tenn, Demolition and Sale - Redevelop the property through the Brownfield Redevelopment Plan. This Plan is intended to promote economic growth for the benefit of the residents of the City and to provide the mechanism to capture future tax growth for reimbursement of the clean-up, demolition and development cost.

Deliverables: Brownfield Redevelopment plan, environment assessment, State 381 work plan, demolition, clean-up, sale and redevelopment.

Funding: It is recommended to utilize ARPA funds to the degree eligible.



June 24, 2021 UPDATE

- On May 18, 2021, Mannik & Smith Group, Inc. (MSG) completed draft technical specification for the demolition request for proposal (RFP) to meet all local, state, and federal requirements.
- On May 25, 2021, the RFP to solicit demolition proposals was released.
- On June 7, 2021, a mandatory pre-bid meeting was held (16 firms present included several prime contractors).
- On June 18, 2021, six bids were received.
- Project Team with the help of MSG, will evaluate bids and plan to bring a recommendation to the Board of Commissioners for consideration in tentatively July.
- State ACT 381 Plan – Ongoing (Development plan approve by city, the State has requested that we hold on any submission for a State Level Brownfield plan until we have a development plan agreement in place.)
- Developer Purchase Negotiation – Ongoing (Received a proposal from developer, legal is reviewing, and we are in negotiations for final acceptance, tentatively within 30 days, a development plan could be 6 – 12 months after)

Strategic Goal: Continuously improve our processes

Courthouse Renovation - June 13, 2019, the Board of Commissioners (Board) authorized County Administration to engage the County's architectural and engineering firm (GMB) to design and provide cost estimates on various components of the Courthouse including a Courthouse master plan.

- August 22, 2019, the Board of Commissioners authorized the County Administrator to proceed in the design of a central security entrance for the courthouse entitled "New Main Central Entry", additional holding cells and the improvement of existing holding cells to ensure appropriate security, separation and sanitary conditions and proceed with the design of a sally port located at the north side of the building of the courthouse.



Deliverables:

- By August 31, 2021 the Secure entrance construction completed
- By December 31, 2021, Sally port and interior holding cells construction completed
- Pending direction from the BOC regarding the anticipated occupants of the Courthouse, complete a master plan by December 31, 2022.

Funding: Budgeted Capital Funds.

June 24, 2021 UPDATE

All interior demolition work is complete, with the exception of the lower level holding cell and the ramp work from the lower level to the new sally port addition. All exterior demolition and underground work is complete and the new structures are beginning to take shape. The block work for the sally port is underway and the steel has arrived on site.

The secure entrance is on schedule to be completed by the end of August, followed by the sally port and holding cell construction completing by the end of the year.





January 13, 2022 UPDATE

On January 4, the County received a full Certificate of Occupancy. Due to the rush by sub-contractors to finish elements of the project in time for the inspection, there are still some final fits and finishes needing to be completed. The teams are continuing to work on them and are anticipating completion by January 14. As a result of delivery delays, one of the Circuit Court holding cells and the ground floor holding cell are not yet functional as they are lacking lavatory equipment. Delivery is not expected until February. The other five holding cells are fully functional.

In order to provide time to exercise the new x-ray machine technology and scanning process for the new entrance, the following schedule has been developed to initiate a "soft opening" in preparation for closing down both the current west security entrance and north employee entrance.

DATE	ACTIVITY
1/4/22	Certificate of Occupancy given.
1/3 - 1/7	Final fit and finish details. Installation of video surveillance cameras and overwatch PC.
1/10 – 1/14	ACSO practice with x-ray machine and scanning process/flow
1/13	Completed project update given to BOC.
1/14 - 1/16	Metal detector and temperature reader moved to new entrance. Closed signage installed at CH security west entrance.
1/17 - 1/28	Soft opening. New main entrance opened for public traffic. Previous CH security west entrance shut down.
1/31	Full Opening. New main entrance now used by public and employees. Previous employee only north entrance shut down. Closed signage posted at old employee entrance.





Strategic Goal: Maintain Financial Stability.

Debt Elimination, Reallocation to Operations/Services – Include debt reduction as a means to accomplish goals/plans while limiting the amount of additional millage needed, through elimination of interest and reallocation of existing payments.

Deliverables:

- Elimination of debt
- Restored or enhanced operations/services

June 24, 2021 UPDATE

The 2022 budget that is currently in development implements/operationalizes the items/concepts listed below, in the appropriate Funds, to ensure proper accounting treatment of the underlying transactions.

January 13, 2022 UPDATE

On October 14, 2021, the Board adopted the Budget solidifying the plan as illustrated below and the represented transactions will be carried out.

Year	Millage Use & Amount		Opportunities Created							
			Dollars Freed	Dollars Needed						
2022										
	\$ 1,130,000	Annual UAL Bond Payment	1,012,133							Pension Bond Payment expense - General Fund and FOC Fund
	\$ 1,000,000	UAL Fund contribution - to MERS	624,000							MERS UAL portion eliminated by lump-sum payment
	\$ 1,100,000	UAL Fund contrib - Pension Bond		\$ 1,025,665						Staffing & start-up Requests, as proxy for consensus plan
	239,532	Net Diff in Opportunities		\$ 850,000						Transportation Support
	\$ 3,469,532	0.6097 mills	1,636,133	\$ 1,875,665						



Strategic Goal: Maintain Financial Stability.

Deliverables: Balanced Budget

Annual Budget - The 2022 budget will implement the Board’s millage rate strategy, and include service level enhancements (Sheriff, Court, FOC personnel and Transportation) and start-up costs. The long-term impact of these changes will be included in the 2023-2026 budget projections.

General Fund:			
	2020 Budget	2021 Proposed	Percent Change
Property Tax	23,810,565	24,656,612	3.6%
Fees/Charges for Services	3,924,217	3,542,052	-9.7%
Interest/Rents	743,844	491,744	-33.9%
Budget Stabilization	-	-	0.0%
Other Revenue	5,376,125	5,356,704	0.0%
Total Budgeted Revenues	33,854,751	34,047,112	0.6%
General Fund Expenditures			
Personnel	21,187,112	22,491,960	6.1%
Operational	7,722,869	7,749,711	0.3%
Transfer Out	4,944,770	5,201,769	5.2%
UAL Debt Service (included above)	976,840	976,840	0.0%
Contingency (included above)	516,270	516,270	0.0%
Total Budgeted Expenditures	33,854,751	35,443,440	4.7%

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

COUNTY OF ALLEGAN – 2021 GENERAL APPROPRIATIONS ACT

WHEREAS, pursuant to MCLA 141.421 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on October 1, 2020, and a public hearing on the proposed budget was held on October 8, 2020; and

WHEREAS, the Board of Commissioners intends to levy and collect the general property tax on all real and personal property within the County upon the current tax roll an allocated millage of 4.5125 mills for County operations, which includes the Allocated Veterans Relief fund; voter approved

June 24, 2021 UPDATE

In accordance with Appendix 6.C of the Budget Policy, all County departments submitted their budget, personnel, and capital requests by May 31. The budget is actively being developed, by forecasting personnel expenses; balancing funds (revenues and expenditures); and ensuring that “Transfers In” equal “Transfers Out”, across all County funds. All Board-adopted 2022 Strategies are being incorporated into the 2022 budget.

January 13, 2022 UPDATE

- On October 14, 2021, the Board of Commissioners adopted the Fiscal 2022 Budget which included capital and grants.
- On January 13, 2022, the Board will review the Budget Policy which will outlined the budget process for 2022.
- Focus has already moved to the 2023-27 Budget. As a result of 5-Year labor agreements being in place, the debt reduction plan, tax limitation plan and the multi-year operational and capital data that exists is all leading to the next level multi-year planning and budget buddies will be assisting departments earlier this year with development of a service area 5-Year Budget Plan.



Strategic Goal: Maintain Financial Stability.

Audit - Provide financial structures and training that creates a culture of strong internal control, culminating in well-prepared workpapers/financial report with a clean audit opinion.

Deliverables:

- No audit findings of “material weakness” or “significant deficiency”.
- No deficiency letters from the State.

Gabridge & Company, PLC

3940 Peninsular Dr SE, Suite 200 Grand Rapids, MI 49546 Tel: 616-538-7100

Fax: 616-538-2441

gabridgeco.com

INDEPENDENT AUDITOR’S REPORT

Board of Commissioners Allegan County Allegan, Michigan

Report on the Financial Statements

Opinions

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Allegan County, as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

June 24, 2021 UPDATE

The auditors conducted their (remote) field work on April 12 through 23. The draft report was delivered to the County on June 15. The report will be finalized once final documents are received from the Medical Care Community (draft already received) and the Road Commission (not yet received). All indications are that the County will receive an unqualified (“clean”) audit opinion, for both the general financial statements, and the grant-required Single Audit. Work has already begun, internally, on the audit for 2021, in that newly-issued grant guidance is being analyzed, to ensure County compliance in all financial transactions undertaken.

January 13, 2022 UPDATE

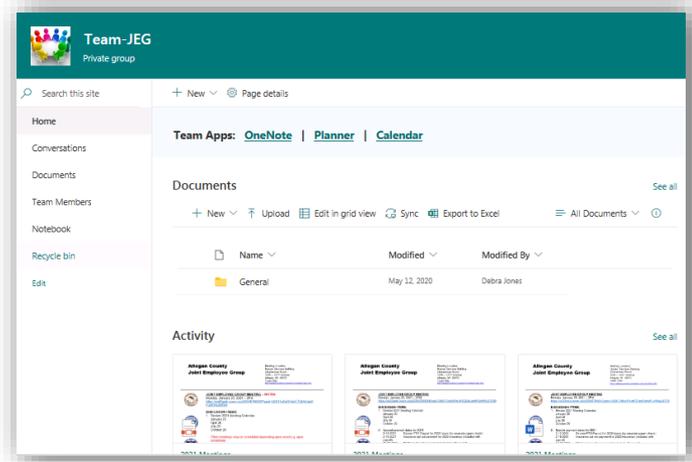
- The County’s FY2020 audit was submitted prior to the June 30, 2021, deadline.
- The County received a clean audit opinion and continues to be a low risk auditee per federal Single Audit standards.
- On July 28, 2021, Gabridge & Co. presented the audit to the Board. Audit reports can be found online at <https://www.allegancounty.org/departments/finance/audit-information>.
- The FY2021 audit will begin next week.

Strategic Goal: Support a united and engaged workforce.

Maintain employee labor relations - By prioritizing good labor relations, Allegan County has made many benefits more consistent, minimized the need for separate bargaining meetings, increased employee input, synchronized Collective Bargaining Agreements which are ratified on-time. It is important the County remain proactive in this area and that the employees share a healthy relationship with each other and the employer to deliver their best performances.

Deliverables:

- Maintain an accessible team site with full organizational access (Agendas, minutes, etc.)
- Continue proactive meetings (quarterly or more as needed) to gather input from employee groups and share information.
- By December 31, 2022 have all Collective Bargaining Agreements ratified, signed and posted to the County's website.





June 24, 2021 UPDATE

Ongoing collaboration with all Employee Groups takes place quarterly at a minimum. This may be increased as we get closer to the need to ratify contracts. Based on recent discussions the following notes are being provided:

Healthcare Strategies:

State Cap increase for 2022 plan year is 3.7%.

The County is not expecting major changes in plan designs.

Allegan County should have strong estimates of cost changes for July meeting.

Discussed that the Quarterly Health Strategy team brainstormed initiatives for 2021 and explained the top 5 priorities.

Defined Contribution Vendor Options – We are researching the potential for the County to offer access to both MERS and ICMA 401A programs. The initial indications are that there may be merit to this approach yet a lot that still needs to be vetted.

Supplemental Insurance Services (e.g. American Fidelity) – Looking for groups input if Allegan County needs to change this benefit by the July 26, 2021 meeting; the County will either outline changes it may need to pursue in its offering or will remove this item from the agenda/topics of focus if no input.

January 13, 2022 UPDATE

- Team site was converted to a new platform.
- Medical plans were able to be renewed without an increase in cost to employees.
- Joint Employee Group Meetings will continue for 2022 on a quarterly basis.
- All collective bargaining agreements (CBA) were renewed a year in advance of expiration.
- Posting updated CBA's online are in process; well ahead of schedule.



Strategic Goal: Support a united and engaged workforce.

5-Year Market Wage Review - On January 9, 2014, the Board authorized a comprehensive compensation study with the goal of creating a new compensation system inclusive of 5 year reviews of the wages within the comparable market to ensure reasonable competitiveness of the County's wages is maintained.

Deliverables:

- Update the single organization-wide wage table to maintain at least the midpoint of market comparable wages
- Maintain the Decision Band Method (DBM) of classifications
- Reduce the number of steps and maintain affordability.

DBM

stands for

Decision Band Method

Funding: Contingent upon study method, currently working with in-house resources. To the degree additional services are needed, existing operational funds will be evaluated first. Based on the original bids for the larger comprehensive compensation study, a periodic wage market review was estimated at \$20K.

Wage Rates effective 01/01/2021

Paygrade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
A11	\$55,810.00	\$55,764.80	\$55,719.60	\$55,674.40	\$55,629.20	\$55,584.00	\$55,538.80	\$55,493.60	\$55,448.40	\$55,403.20	\$55,358.00	\$55,312.80	\$55,267.60	\$55,222.40	\$55,177.20	\$55,132.00	\$55,086.80
A12	\$56,110.00	\$56,065.60	\$56,021.20	\$55,976.80	\$55,932.40	\$55,888.00	\$55,843.60	\$55,799.20	\$55,754.80	\$55,710.40	\$55,666.00	\$55,621.60	\$55,577.20	\$55,532.80	\$55,488.40	\$55,444.00	\$55,399.60
A13	\$56,410.00	\$56,366.40	\$56,322.80	\$56,279.20	\$56,235.60	\$56,192.00	\$56,148.40	\$56,104.80	\$56,061.20	\$56,017.60	\$55,974.00	\$55,930.40	\$55,886.80	\$55,843.20	\$55,799.60	\$55,756.00	\$55,712.40
A14	\$56,710.00	\$56,667.60	\$56,625.20	\$56,582.80	\$56,540.40	\$56,498.00	\$56,455.60	\$56,413.20	\$56,370.80	\$56,328.40	\$56,286.00	\$56,243.60	\$56,201.20	\$56,158.80	\$56,116.40	\$56,074.00	\$56,031.60
A15	\$57,010.00	\$56,968.80	\$56,927.60	\$56,886.40	\$56,845.20	\$56,804.00	\$56,762.80	\$56,721.60	\$56,680.40	\$56,639.20	\$56,598.00	\$56,556.80	\$56,515.60	\$56,474.40	\$56,433.20	\$56,392.00	\$56,350.80
A16	\$57,310.00	\$57,270.00	\$57,230.00	\$57,190.00	\$57,150.00	\$57,110.00	\$57,070.00	\$57,030.00	\$56,990.00	\$56,950.00	\$56,910.00	\$56,870.00	\$56,830.00	\$56,790.00	\$56,750.00	\$56,710.00	\$56,670.00
A17	\$57,610.00	\$57,571.20	\$57,532.40	\$57,493.60	\$57,454.80	\$57,416.00	\$57,377.20	\$57,338.40	\$57,299.60	\$57,260.80	\$57,222.00	\$57,183.20	\$57,144.40	\$57,105.60	\$57,066.80	\$57,028.00	\$56,989.20
A18	\$57,910.00	\$57,872.80	\$57,835.60	\$57,798.40	\$57,761.20	\$57,724.00	\$57,686.80	\$57,649.60	\$57,612.40	\$57,575.20	\$57,538.00	\$57,500.80	\$57,463.60	\$57,426.40	\$57,389.20	\$57,352.00	\$57,314.80
A19	\$58,210.00	\$58,174.40	\$58,138.80	\$58,103.20	\$58,067.60	\$58,032.00	\$57,996.40	\$57,960.80	\$57,925.20	\$57,889.60	\$57,854.00	\$57,818.40	\$57,782.80	\$57,747.20	\$57,711.60	\$57,676.00	\$57,640.40
A20	\$58,510.00	\$58,476.00	\$58,442.00	\$58,408.00	\$58,374.00	\$58,340.00	\$58,306.00	\$58,272.00	\$58,238.00	\$58,204.00	\$58,170.00	\$58,136.00	\$58,102.00	\$58,068.00	\$58,034.00	\$58,000.00	\$57,966.00
A21	\$58,810.00	\$58,778.40	\$58,746.80	\$58,715.20	\$58,683.60	\$58,652.00	\$58,620.40	\$58,588.80	\$58,557.20	\$58,525.60	\$58,494.00	\$58,462.40	\$58,430.80	\$58,399.20	\$58,367.60	\$58,336.00	\$58,304.40
A22	\$59,110.00	\$59,080.00	\$59,050.00	\$59,020.00	\$58,990.00	\$58,960.00	\$58,930.00	\$58,900.00	\$58,870.00	\$58,840.00	\$58,810.00	\$58,780.00	\$58,750.00	\$58,720.00	\$58,690.00	\$58,660.00	\$58,630.00
A23	\$59,410.00	\$59,381.60	\$59,353.20	\$59,324.80	\$59,296.40	\$59,268.00	\$59,239.60	\$59,211.20	\$59,182.80	\$59,154.40	\$59,126.00	\$59,097.60	\$59,069.20	\$59,040.80	\$59,012.40	\$58,984.00	\$58,955.60
A24	\$59,710.00	\$59,683.20	\$59,656.40	\$59,629.60	\$59,602.80	\$59,576.00	\$59,549.20	\$59,522.40	\$59,495.60	\$59,468.80	\$59,442.00	\$59,415.20	\$59,388.40	\$59,361.60	\$59,334.80	\$59,308.00	\$59,281.20
A25	\$60,010.00	\$59,984.80	\$59,959.60	\$59,934.40	\$59,909.20	\$59,884.00	\$59,858.80	\$59,833.60	\$59,808.40	\$59,783.20	\$59,758.00	\$59,732.80	\$59,707.60	\$59,682.40	\$59,657.20	\$59,632.00	\$59,606.80
A26	\$60,310.00	\$60,286.40	\$60,262.80	\$60,239.20	\$60,215.60	\$60,192.00	\$60,168.40	\$60,144.80	\$60,121.20	\$60,097.60	\$60,074.00	\$60,050.40	\$60,026.80	\$60,003.20	\$59,979.60	\$59,956.00	\$59,932.40
A27	\$60,610.00	\$60,588.00	\$60,566.00	\$60,544.00	\$60,522.00	\$60,500.00	\$60,478.00	\$60,456.00	\$60,434.00	\$60,412.00	\$60,390.00	\$60,368.00	\$60,346.00	\$60,324.00	\$60,302.00	\$60,280.00	\$60,258.00
A28	\$60,910.00	\$60,889.60	\$60,869.20	\$60,848.80	\$60,828.40	\$60,808.00	\$60,787.60	\$60,767.20	\$60,746.80	\$60,726.40	\$60,706.00	\$60,685.60	\$60,665.20	\$60,644.80	\$60,624.40	\$60,604.00	\$60,583.60
A29	\$61,210.00	\$61,191.20	\$61,172.40	\$61,153.60	\$61,134.80	\$61,116.00	\$61,097.20	\$61,078.40	\$61,059.60	\$61,040.80	\$61,022.00	\$61,003.20	\$60,984.40	\$60,965.60	\$60,946.80	\$60,928.00	\$60,909.20
A30	\$61,510.00	\$61,492.80	\$61,475.60	\$61,458.40	\$61,441.20	\$61,424.00	\$61,406.80	\$61,389.60	\$61,372.40	\$61,355.20	\$61,338.00	\$61,320.80	\$61,303.60	\$61,286.40	\$61,269.20	\$61,252.00	\$61,234.80
A31	\$61,810.00	\$61,794.40	\$61,778.80	\$61,763.20	\$61,747.60	\$61,732.00	\$61,716.40	\$61,700.80	\$61,685.20	\$61,669.60	\$61,654.00	\$61,638.40	\$61,622.80	\$61,607.20	\$61,591.60	\$61,576.00	\$61,560.40
A32	\$62,110.00	\$62,096.00	\$62,082.00	\$62,068.00	\$62,054.00	\$62,040.00	\$62,026.00	\$62,012.00	\$62,000.00	\$61,988.00	\$61,976.00	\$61,964.00	\$61,952.00	\$61,940.00	\$61,928.00	\$61,916.00	\$61,904.00
A33	\$62,410.00	\$62,397.60	\$62,385.20	\$62,372.80	\$62,360.40	\$62,348.00	\$62,335.60	\$62,323.20	\$62,310.80	\$62,298.40	\$62,286.00	\$62,273.60	\$62,261.20	\$62,248.80	\$62,236.40	\$62,224.00	\$62,211.60
A34	\$62,710.00	\$62,699.20	\$62,688.40	\$62,677.60	\$62,666.80	\$62,656.00	\$62,645.20	\$62,634.40	\$62,623.60	\$62,612.80	\$62,602.00	\$62,591.20	\$62,580.40	\$62,569.60	\$62,558.80	\$62,548.00	\$62,537.20
A35	\$63,010.00	\$62,999.60	\$62,989.20	\$62,978.80	\$62,968.40	\$62,958.00	\$62,947.60	\$62,937.20	\$62,926.80	\$62,916.40	\$62,906.00	\$62,895.60	\$62,885.20	\$62,874.80	\$62,864.40	\$62,854.00	\$62,843.60
A36	\$63,310.00	\$63,299.60	\$63,289.20	\$63,278.80	\$63,268.40	\$63,258.00	\$63,247.60	\$63,237.20	\$63,226.80	\$63,216.40	\$63,206.00	\$63,195.60	\$63,185.20	\$63,174.80	\$63,164.40	\$63,154.00	\$63,143.60
A37	\$63,610.00	\$63,599.60	\$63,589.20	\$63,578.80	\$63,568.40	\$63,558.00	\$63,547.60	\$63,537.20	\$63,526.80	\$63,516.40	\$63,506.00	\$63,495.60	\$63,485.20	\$63,474.80	\$63,464.40	\$63,454.00	\$63,443.60
A38	\$63,910.00	\$63,899.60	\$63,889.20	\$63,878.80	\$63,868.40	\$63,858.00	\$63,847.60	\$63,837.20	\$63,826.80	\$63,816.40	\$63,806.00	\$63,795.60	\$63,785.20	\$63,774.80	\$63,764.40	\$63,754.00	\$63,743.60
A39	\$64,210.00	\$64,199.60	\$64,189.20	\$64,178.80	\$64,168.40	\$64,158.00	\$64,147.60	\$64,137.20	\$64,126.80	\$64,116.40	\$64,106.00	\$64,095.60	\$64,085.20	\$64,074.80	\$64,064.40	\$64,054.00	\$64,043.60
A40	\$64,510.00	\$64,499.60	\$64,489.20	\$64,478.80	\$64,468.40	\$64,458.00	\$64,447.60	\$64,437.20	\$64,426.80	\$64,416.40	\$64,406.00	\$64,395.60	\$64,385.20	\$64,374.80	\$64,364.40	\$64,354.00	\$64,343.60
A41	\$64,810.00	\$64,799.60	\$64,789.20	\$64,778.80	\$64,768.40	\$64,758.00	\$64,747.60	\$64,737.20	\$64,726.80	\$64,716.40	\$64,706.00	\$64,695.60	\$64,685.20	\$64,674.80	\$64,664.40	\$64,654.00	\$64,643.60
A42	\$65,110.00	\$65,099.60	\$65,089.20	\$65,078.80	\$65,068.40	\$65,058.00	\$65,047.60	\$65,037.20	\$65,026.80	\$65,016.40	\$65,006.00	\$64,995.60	\$64,985.20	\$64,974.80	\$64,964.40	\$64,954.00	\$64,943.60
A43	\$65,410.00	\$65,399.60	\$65,389.20	\$65,378.80	\$65,368.40	\$65,358.00	\$65,347.60	\$65,337.20	\$65,326.80	\$65,316.40	\$65,306.00	\$65,295.60	\$65,285.20	\$65,274.80	\$65,264.40	\$65,254.00	\$65,243.60
A44	\$65,710.00	\$65,699.60	\$65,689.20	\$65,678.80	\$65,668.40	\$65,658.00	\$65,647.60	\$65,637.20	\$65,626.80	\$65,616.40	\$65,606.00	\$65,595.60	\$65,585.20	\$65,574.80	\$65,564.40	\$65,554.00	\$65,543.60
A45	\$66,010.00	\$65,999.60	\$65,989.20	\$65,978.80	\$65,968.40	\$65,958.00	\$65,947.60	\$65,937.20	\$65,926.80	\$65,916.40	\$65,906.00	\$65,895.60	\$65,885.20	\$65,874.80	\$65,864.40	\$65,854.00	\$65,843.60
A46	\$66,310.00	\$66,299.60	\$66,289.20	\$66,278.80	\$66,268.40	\$66,258.00	\$66,247.60	\$66,237.20	\$66,226.80	\$66,216.40	\$66,206.00	\$66,195.60	\$66,185.20	\$66,174.80	\$66,164.40	\$66,154.00	\$66,143.60
A47	\$66,610.00	\$66,599.60	\$66,589.20	\$66,578.80	\$66,568.40	\$66,558.00	\$66,547.60	\$66,537.20	\$66,526.80	\$66,516.40	\$66,506.00	\$66,495.60	\$66,485.20	\$66,474.80	\$66,464.40	\$66,454.00	\$66,443.60
A48	\$66,910.00	\$66,899.60	\$66,889.20	\$66,878.80	\$66,868.40	\$66,858.00	\$66,847.60	\$66,837.20	\$66,826.80	\$66,816.40	\$66,806.00	\$66,795.60	\$66,785.20	\$66,774.80	\$66,764.40	\$66,754.00	\$66,743.60
A49	\$67,210.00	\$67,199.60	\$67,189.20	\$67,178.80	\$67,168.40	\$67,158.00	\$67,147.60	\$67,137.20	\$67,126.80	\$67,116.40	\$67,106.00	\$67,095.60	\$67,085.20	\$67,074.80	\$67,064.40	\$67,054.00	\$67,043.60
A50	\$67,510.00	\$67,499.60	\$67,489.20	\$67,478.80	\$67,468.40	\$67,458.00	\$67,447.60	\$67,437.20	\$67,426.80	\$67,416.40	\$67,406.00	\$67,395.60	\$67,385.20	\$67,374.80	\$67,364.40	\$67,354.00	\$67,343.60
A51	\$67,810.00	\$67,799.60	\$67,789.20	\$67,778.80	\$67,768.40	\$67,758.00	\$67,747.60	\$67,737.20	\$67,726.80	\$67,716.40	\$67,706.00	\$67,695.60	\$67,685.20	\$67,674.80	\$67,664.40	\$67,654.00	\$67,643.60
A52	\$68,110.00	\$68,099.60	\$68,089.20	\$68,078.80	\$68,068.40	\$68,058.00	\$68,047.60	\$68,037.20	\$68,026.80	\$68,016.40	\$68,006.00	\$67,995.60	\$67,985.20	\$67,974.80	\$67,964.40	\$67,954.00	\$67,943.60
A53	\$68,410.00	\$68,399.60	\$68,389.20	\$68,378.80	\$68,368.40	\$68,358.00	\$68,347.60	\$68,337.20	\$68,326.80	\$68,316.40	\$68,306.00	\$68,295.60	\$68,285.20	\$68,274.80	\$68,264.40</		

June 24, 2021 UPDATE:

Based on meeting in January, discussions with employee groups took place as follows:

- The review is not a repeat of the full study, will not include job description changes, reclassifications, nor benefits.
- Job descriptions and request for reclassifications should be managed on an ongoing basis and consistent with policy and/or CBAs.
- The review will focus on the wage table itself and ensuring the structure is competitive.
- Input in general, groups would like to see a wage table down to 9 steps (law enforcement explore 5-7)
- Groups would like to maintain annual across the board wage adjustments.
- Groups would like to see more consideration of the min and max in the review of market data, in addition to the previous focus of midpoint.

Based on meeting in April, discussions with employee groups took place as follows:

- HR gathered data from other comparable counties relative to their number of wage table steps and the number of years to reach top step.
- The County has recognized a variety of approaches and differences that exist in the market.
- Based on the groups' previous input, (See above) it is unlikely the County can get to 9 steps in a single change. However we can discuss some changes to steps.



June 24, 2021 UPDATE:

- Since April, we are researching options for how to conduct wage study, this includes exploring the Michigan Association of Counties compensation survey, the SCAO, exploring an in-house option that will meet industry wage comparison standards, and other possible options.
- Before this meeting a scoping document was created that includes input compiled from the employee groups (shared earlier in this update).
- On June 9, we began the wage review process discussion with Courts.
- On June 9, we began discussions with county-wide elected officials regarding how their positions may be reviewed in this project.
- County Administration will continue to work collaboratively with the courts and other groups to develop a final process.
- All activities will be completed by May 30, 2022, for 2023 budget consideration and incorporation into the Collective Bargaining Agreement (CBA) renewal process.
- County Administration is planning to meet with the Board in July through closed session around bargaining parameters.

January 13, 2022 UPDATE:

With the assistance of the Courts, a market comparison was completed using a sampling method. It was determined that the County was not competitive on entry steps of the wage table, was somewhat competitive mid-point and was competitive towards the end of the scale. In light of these findings and the goals identified by employee groups to reduce the number of steps on the wage table, County Administration developed a 5-Year Plan to phase in wage changes.

Human Resources implemented the wage changes approved by the Board on December 9, and that are effective January 1, 2022. Pay checks received on January 7, 2022, had January 1st and 2nd included. The first payroll the new wage increase will be applied to, for all hours worked, is the check dated January 21, 2022.

Strategic Goal: Continuously improve our processes

Facility Planning -

Youth Home

- Recommendation – Authorize a master plan to be developed to address the long term needs of Youth Home facility. Subsequent, develop a funding plan to support implementation of the plan, once approved.
- Current funding plans are limited to the following policy “Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:
 - 100% shall be transferred to the Youth Home CIP fund (2465) and designated as Child Care Buildings & Infrastructure fund projects.”

County Services Building (Last discussed March 12, 2020)

- Recommendation – With the pending availability of space resulting from CMH moves, and subsequent to a legal analysis demonstrating what current Courthouse occupants may be eligible to move to the County Services building and the Board’s concurrence with such analysis, develop a master plan in conjunction with the approved Courthouse planning to move any non-court related functions to the County Services Building. This would support the Board’s direction relating to the use of the Courthouse for court functions, will make efficient use of available space, create easier access to services for customers and, among other benefits, will save significant money over new construction.

CMH Clinic Building

- Recommendation - Considering the nature of the property the building resides on, it is recommended either a need be identified the building is able to meet, an appropriate occupant be identified for a lease arrangement or the building be demolished.

June 24, 2021 UPDATE:

- Corporation Counsel has been contacted relative to the analysis needed for the Courthouse Master Plan and its relationship to the County seat. Counsel has began preliminary work to reach an opinion.
- On June 3, 2021, the Board toured all of the County buildings, with the exception of the Medical Care Community and Sheriff's office. During these tours, office spaces, conference room, and public spaces were evaluated. The Board also had opportunities to interact with building staff and discuss process and challenges to the space.
- A special meeting was also conducted with elected officials to continue the discussion of space needs and building challenges.
- On June 4, a copy of the 2018-2019 Courthouse Space Planning report from the one-one-one interviews conducted between Steve Sedore, Shawn Stenberg, Randy Vanatter and each service area of the Courthouse. Feedback was requested of each service area and updates are beginning to be received and entered into the Report.



January 13, 2022 UPDATE:

- An opinion was received from Corporate Counsel in review of the history of the Allegan area.
- It is the opinion of Counsel, moving the offices to County Services Complex still resides within historical reference of the County seat and would meet applicable law.
- The Allegan City Manager concurs with the relocation.
 - A Memorandum of Understanding has been drafted between City and the County of Allegan to complete this action.
- Since the opinion was received and concurs with Board direction, County Administration will proceed with the Master Plan.
- Community Mental Health recently closed on its loan in an effect to relocate out of the County Services Building.

Strategic Goal: Provide valuable and necessary quality services to our customers.

American Rescue Plan Act (ARPA) - ARPA provides support to the public health response and lays the foundation for a strong and equitable economic recovery. Specifically, the State and Local Fiscal Fund provides resources to help governments address revenue losses experienced and cost incurred, to invest in infrastructure, including water, sewer, and broadband services, among other possible uses. (Adapted from the U.S. Department of The Treasury Fact Sheet)

Deliverables: The following shall be used as a framework for the development of a plan and the plan shall be subject to Board consideration prior to reimbursement or expenditure of funds being sought. The ARPA Plan developed upon the framework outlined below shall be subject to a noticed public hearing prior to final consideration by the Board of Commissioners.

- Step 1 – Research the eligible use of ARPA funds, reporting requirements, and other parameters as information is released
- Step 2 – Seek written public input by June 30 (post board approved public notice by May 20)
- Step 3 – Compile and present public input at July 8 Board meeting
- Step 4 – On or after July 8, Board review strategic plan and determine any project that may be eligible for ARPA funding.
- Step 5 – Upon the Board selecting any priority focus areas based on the public input, Administration will develop a draft ARPA plan based on the following framework by {Date TBD}
 - First, apply funds to any public input identified areas as directed by the Board.
 - Second, reimburse County for expenditures and loss in revenue in connection with pandemic response, Amendment 2 “with prioritization given to the Public Health response not covered by other funds”.
 - Third, allocate funds to the continued pandemic response efforts, Amendment 2 “with prioritization given to the Public Health response not covered by other funds”
 - Fourth, allocate funds to the extent they can support the Priority Projects contained within the Board adopted Strategic Plan
- Step 6 – Post draft ARPA plan by 5 pm {Date TBD}
- Step 7 – Hold public hearing on {Date TBD}



June 24, 2021 UPDATE

On May 13, 2021, the process and direction was clarified by the Board through official motions.

Step 1 - Research the eligible use of ARPA funds, reporting requirements, and other parameters as information is released

- *UPDATE: Continued through webinars. County established the necessary account through treasury early through the process and has since submitted application for funding.*

Steps 2-5 - Seek written public input by June 30 (post board approved public notice by May 20) UPDATE:

- *A public notice was released on May 20 to solicit comment on use of the ARPA funds an initial summary is included. <next slide> and a discussion has been scheduled for July 8 to review these.*
- *The County's operational needs for use of ARPA continues to focus on pandemic response. The Administrator presented an overview of public health needs and an analysis of finances estimated to carry out a moderate pandemic response. Further discussion is scheduled for the July 8 Board meeting.*
- *Consistent with both public and local unit input, Broadband continues to be a focus for use of funds. A committee has been authorized for formation. Public notice was published in the Allegan County News on June 17 to fill vacant positions.*
- *Other projects identified in the Board strategic plan may be eligible for ARPA. However, analysis has not been completed in anticipation of receiving further direction from the Board regarding availability of any remaining funds.*

Step 6 - Post draft ARPA plan on {TBD}

Step 7 - Hold public hearing on {TBD}

PROJECT NAME: ARPA Planning		Activity Schedule				
Stage & Status	Objectives and Tasks	Assigned To	End	MODIFIED	6/17/21	6/7/21
done	set Special Board Planning Session Meeting	Becky B.	5/13/21			
done	Release notice for public input	Becky B.	5/14/21			
done	Post notice on ac.org/arpa website	Steve	5/17/21			
	assemble public input into BOC packet	Becky B.	7/2/21			
	present public input to BOC	Rob	7/8/21			
	incorporate BOC direction into draft plan		7/15/21			
	review final draft plan	Rob	7/15/21			
	post plan online with public hearing notice	Becky B.	7/23/21			
	include plan in Board packet online	Becky B.	7/30/21			
	Public Hearing and Presentation Plan	Rob	TBD		Originally set for 8/5/21, changed to TBD	
	finalize final plan based on input	Executive Team	TBD		Originally set for 8/19/21, changed to TBD	
	include plan in Board packet online	Becky B.	TBD		Originally set for 8/20/21, changed to TBD	
	adopt final plan	Rob/Board	TBD		Originally set for 8/26/21, changed to TBD	

Allegan County

MICHIGAN



June 24, 2021 UPDATE

On May 13, 2021, the Board approved to seek written public input by June 30. As such, on May 20, 2021, the Board approved public notice was published in the Allegan County News.

Below is the input received thus far for Board consideration on July 8, 2021.

Name:	Address:	Telephone #:	Input/Suggestion:	Cost Estimate (if applicable)
<i>Non County Departments -</i>				
Lakeshore Habitat	12727 Riley St, Holland, MI	616.393.8001	Neighborhood affordable housing	\$250,000 to \$500,000
Mark Witte/Community Mental Health	3283 122 nd Avenue, Allegan, MI	269.673.6617	Crisis Intervention Team, Methamphetamine Intervention, ShopKo Building	
Bill Scott/Great Lakes Energy	1323 Boyne Avenue, Boyne, MI	231.487.1387	Trustream Broadband Network Expansion	
Kent County DPW/Dorr Township	4196 18th St., Dorr Township and 1500 Scribner NW, Grand Rapids	616.681.9874	Sustainable Business Park	\$500,000
Road Commission				
Libraries				
<i>County Departments -</i>				
Sally Brooks/ Treasurer	PO Box 259 Allegan	269.673.0260	Delinquent property taxes	\$4,970,580
Scott Corbin/EOC	3271 122 nd Avenue, Allegan	616.218.2533	Park Shelter	\$500,000-\$1,000,000
Scott Corbin/EOC	3271 122 nd Avenue, Allegan	616.218.2533	Emergency Operations Center	\$3,000,000
Scott Corbin/EOC	3271 122 nd Avenue, Allegan	616.218.2533	Upgraded Outdoor Warning Sirens	\$1,200,000
Scott Corbin/EOC	3271 122 nd Avenue, Allegan	616.218.2533	Lakeshore Dr. Road Construction Project	\$3,000,000
Multiple County Department Respondents	3283 122 nd Avenue, Allegan	269.673.0228	Potential ARPA eligible operations and projects still under evaluation	\$5,241,000
Board of Commissioners	3283 122 nd Avenue, Allegan	269.673.0239	Recovery of past/future Co. COVID response costs still under evaluation	\$1,275,000
Public Health	3255 122 nd Avenue, Allegan	269.673.5411	Continued Public Health pandemic response	\$9,000,000
Board of Commissioners	3283 122 nd Avenue, Allegan	269.673.0239	Strategic Plan (Rock Tenn)	\$1,600,000
Board of Commissioners	3283 122 nd Avenue, Allegan	269.673.0239	Strategic Plan (Broadband)	TBD



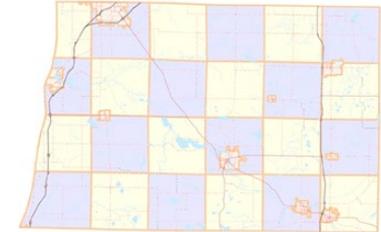
January 13, 2022 UPDATE

Staff attended an ARPA training session that was presented by the Michigan Government Finance Officers Association. A key slide, addressing deadlines for using the ARPA funds can be found on Attachment A. The often-cited December 31, 2024, date is not the date by which projects must be completed; rather, it is that date by which the Board must make firm commitments (contracts) to expend the funds. Expenditures may occur on those contracted projects through December 31, 2026. The training also delved into revenue recognition and fund accounting GAAP (Generally Accepted Accounting Principles).

On September 30, the Department of Treasury updated its schedule for reporting ARPA plans and expenditures. The report that was originally due on October 31, that covered the period from the award through September 30, is now due on January 31, 2022, and will cover the period from the award date through December 31, 2021. This change affects metropolitan cities and counties, which covers Allegan County's responsibilities. A change was also made to the Non-Entitlement Units' ("NEU's") reporting schedule. The report that was previously due on October 31, of this year will now be due on April 30, 2022. The State of Michigan has received a draft letter from the U.S. Treasury that they may use to notify the NEU's of this change.

The U.S. Treasury website is continued to be monitored for guidance regarding the use and reporting of ARPA funds. Treasury released the Final Rule on January 6, 2021, which grants broader flexibility regarding the usage of funds which includes reporting. A new reporting template was released with three webinar opportunities for training regarding this ruling and template. Finance staff plans to attend one of these.

Strategic Goal: Provide valuable and necessary quality services to our customers.



Broadband - Increase the accessible availability of reliable internet connectivity, with a preference of broadband speeds (minimum 25mbps, desired 100mbps+, download)

Step 1 – Upon verification of eligibility through the ARPA funds or identification/allocation of alternative funds, hire a directly employed or contracted project lead (and possibly team) to lead the project and deliver results for Board approved (S.M.A.R.T.) goals.

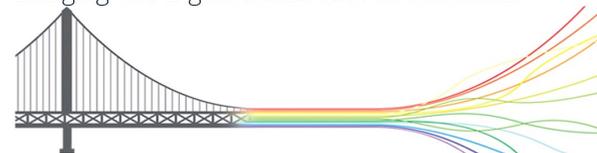
Step 2 – Consider partners, technical professionals, and other stakeholders to serve as an advisory resource to the project team.

Step 3 – Gather necessary and relevant data to form S.M.A.R.T. goals.

Step 4 – Consider plans, proposals, legislative initiatives and other resources to establish and implement plans for increased accessibility.

Partnerships, e.g. Ottawa County, continue to collaborate, share information and keep options open while maintaining locally focused project teams and initiatives.

Bridging The Digital Divide For All Americans



June 24, 2021 UPDATE

- The Board authorized the formation of a broadband workgroup.
- A public notice for available positions was published on June 17.
- Applications are already being sent in for Board consideration.
- We are awaiting further direction from the Board on July 8, relative to the ARPA funding.

January 13, 2022 UPDATE

- Broadband Action Workgroup kicked off meeting regularly on August 18, 2021.
- On December 9, 2021, the Board of Commissioners authorized the creation and posting of contractual staff such as a Project Manager.
- On December 22, 2021, the Project Manager position was posted along with an alternate Request for Proposal process.
- As of January 7, the County has received 4 applications of interest.

Board Priority - Unanticipated Projects

- **Board Compensation** – County Administration was asked to gather county comparable data. This was compiled and shared with the Board on December 9, 2021. This matter was tabled to November 2022.
- **Downtown Development Authority Request** – On December 9, 2021, the Board of Commissioners adopted policy change and authorized a release of communication on the matter to local units. On December 20, 2021, Intergovernmental Memorandum was sent to all local units via email.
- **Off-Road Vehicle Ordinance** – Board adopted on June 10, 2021. Ordinance #1015.0 took effect July 1, 2021.
- **COVID-19 Preparedness & Response Plan** – The County entered 2021 with an extension of its COVID-19 Plan through March 31, 2021. After re-evaluating the state of affairs on the pandemic, on March 11, 2021, the Board extended the plan through December 31, 2021. County Administration managed updates within the plan throughout the year. On December 9, 2021, the Board took action for the County's Plan and related maintenance of the Plan to be extended through March 31, 2022 which will allow appropriate time for consideration of and transition to a Healthy Workplace Plan.
- **West Side Park Stairs** – Project took place earlier in the year to maintain access to the beach via an additional stairway on the North side of the Park.

**ALLEGAN COUNTY
POLICY**

TITLE: Budget Policy
POLICY NUMBER: 211
APPROVED BY: Board of Commissioners
EFFECTIVE DATE:



1. **PURPOSE:** The purpose of this Policy is to establish the requirements, responsibilities and general procedure for the preparation, adoption and maintenance of a balanced budget and to promote and sound financial health for the governmental unit.
2. **SERVICE AREA(s) AFFECTED:** Any department, service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the Board of Commissioners.
3. **DEFINITIONS:**
 - 3.1 Appropriation – An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.
 - 3.2 Board of Commissioners (BOC) – The legislative body of the County.
 - 3.3 Budget – A plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds and the proposed means of financing the expenditures. A budget is not required to but may include any of the following:
 - 3.3.1 A fund for which the County acts as a trustee or agent;
 - 3.3.2 An internal service fund;
 - 3.3.3 An enterprise fund;
 - 3.3.4 A capital project fund;
 - 3.3.5 A debt service fund.
 - 3.4 Budgetary Center – A general operating department or any other service area, institution, court, board, commission, agency, office, program, activity, or function to which money is appropriated by the BOC.
 - 3.5 Budgetary Center Leader – An individual appointed, elected, employed or otherwise engaged by the County to supervise a budgetary center (service area directors, court administrators, elected officials).
 - 3.6 Capital Assets – Items valued at \$5,000 and greater with a useful life greater than two (2) years.

3.7 Capital Improvement Plan – A document/plan that summarizes the County’s infrastructure and large equipment needs.

3.8 Chief Administrative Officer (CAO) – The County Administrator appointed by the BOC, or his or her designee as permissible through applicable law or County policy.

3.9 Comp(ensatory) Time – Time off earned in lieu of payment of overtime.
3.83.10 Comp(ensatory) Time Payoff – Payment made to an employee in lieu of time off.

3.93.11 Core Services – While each budgetary activity may support a variety of services, core services represent the main services provided through a budgetary activity from a broad perspective. Core services shall be identified in a manner that allows the full cost to be assessed for providing that service. Examples of core services are Road Patrol, Payroll, Emergency Dispatch, Building Maintenance, and Benefits Administration.

3.103.12 Cost Allocation Plan (CAP) – A document, prepared annually, that is used to distribute administrative and occupancy costs to various programs, grants, and funds. The CAP is prepared according to Federal principles.

3.113.13 Deficit – An excess of liabilities over assets within an activity or fund.

3.123.14 Disbursement – A payment.

3.133.15 Donation – money or goods (real or personal property), commonly equipment, supplies, vehicles, real estate, K9s, etc.) that are given to the County.

3.143.16 Donor – person or organization giving a donation.

3.153.17 Expenditure – The cost of goods delivered or services rendered, whether paid or unpaid.

3.163.18 Fund – A legal entity that provides for the segregation of moneys or other resources for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves and fund balance, as well as its income and expenditures.

3.173.19 Fund Balance – The difference between assets and liabilities.

3.183.20 General Appropriations Act – The budget as adopted by the Board of Commissioners.

3.193.21 Grant – Funds or assets, given for a specific program, purchase or service, from a grantor, with a formal written agreement.

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3-203.22 Grantor – The original financial source for a grant, typically in the form of a government agency or non-profit organization.

3-213.23 Grants Coordinator – Individual within Financial Services (or designee) responsible for oversight, coordination and financial management of the grant.

3-223.24 Maintenance of Effort (MOE) – A requirement that a grantee must maintain a specified level of financial effort in area for which State/Federal funds will be provided in order to receive the grant funds. The requirement is usually given in terms of a specific base year monetary amount.

3-233.25 Paid Time Off (PTO) Payout – An amount paid to an employee for unused PTO after the close of the fiscal year and/or at the time of separation consistent with policy and/or applicable labor agreement.

3-243.26 Personal Property: Any item of value, that is not real estate.

3-253.27 Project(s) non-capital – A one-time or periodic, yet infrequent, undertaking to engage services and/or acquire or replace an asset, or set of similar assets, for which the individual unit cost and/or useful life does not meet the criteria to be classified as a Capital Asset.

3-263.28 Program Manager – Individual that is responsible for managing the programmatic activities and requirements of the grant.

3-273.29 Real Property: Real estate.

3-283.30 Restricted Donation – any donation that specifies a particular use or “restricts” the use of the donation.

3-293.31 Service Area – A component of county government that is responsible to provide specific functions or services.

3-303.32 Surplus – An excess of assets over liabilities within an activity or fund.

3-313.33 Work Order – Process for routing and tracking requests to obtain specific levels of service and/or approval using County-approved software.

4. **POLICY:** It is the policy of the County to operate under a balanced budget. This budget shall be approved by the BOC at its annual meeting (after September 14 but before October 16) unless otherwise authorized by the BOC.

4.1 Debt or other obligations shall not be entered into unless approved by the BOC and consistent with applicable law(s) and/or County policy.

4.2 Total expenditures within an activity shall not be made in excess of the

amount authorized in the budget unless the necessary adjustments have been authorized.

- 4.3 Funds may not be applied or diverted for purposes inconsistent with the appropriations.
- 4.4 Cost Allocation Plan (CAP): To the extent practicable, all non-General Fund department budgets shall include an expenditure line for the CAP.
 - 4.4.1 Unless CAP costs are disallowed by the funding source, or capped at a specific dollar amount or rate, all applications for new grant programs shall include a CAP expense equal to ten percent of the program's total expenditure budget.
 - 4.4.1.1 Once the grant is listed in the CAP document, the actual CAP costs shall be used in the grant budget.
 - 4.4.2 Unless CAP costs are disallowed by the funding source, all grant renewal applications shall include a CAP expense.
 - 4.4.3 The CAO may approve a phased-in approach for CAP costs, in cases where grants would experience programmatic challenges caused by the addition of the full CAP amount.
 - 4.4.3.1 The first year shall use ten percent of the CAP cost, with ten percent added in succeeding years, until such time as the full CAP is budgeted.
- 4.5 Comp Time and PTO Payouts: The payouts shall be appropriated from the PTO Liability Fund and shall be cost allocated to the applicable budgetary center either through the annual Cost Allocation Plan or other method.
- 4.6 Reimbursement of Personal Expenditures While Performing County Business
 - 4.6.1 Mileage: The County's mileage reimbursement rate shall equal the IRS rate, providing a County owned vehicle is not reasonably available for use.
 - 4.6.1.1 This policy applies to elected officials, employees, volunteer drivers, and interns.
 - 4.6.1.2 Supervisors are responsible for optimizing the use of County vehicles. If a County-owned vehicle is available, but a personal vehicle is used, the reimbursement rate shall be 60% of the IRS rate. Full IRS rate reimbursement for use of a personal vehicle shall be allowed in the limited instances that a supervisor has determined that the use of a personal vehicle is more cost effective than use of a County vehicle or in cases where an employee may have accessibility needs that cannot be appropriately met through the use of a county owned vehicle.
 - 4.6.1.3 When using a personal vehicle, mileage is measured from the closer of the duty station or point of departure to the destination and return.

- 4.6.1.4 When considering travel, the least-costly travel method should be used. When traveling out of state the total cost of mileage reimbursement shall not exceed the published lowest airfare rate for the same trip unless authorized by the CAO.
- 4.6.2 Meals: Meals while traveling on authorized County business are reimbursable expenses (if paid by the traveler) or allowable expenses (if paid by County funds) on the basis of actual expenses incurred, as supported by itemized receipts, subject to the following guidelines and limits:
 - 4.6.2.1 Reimbursement amounts shall conform to the current State of Michigan “In-State All Other” rates. As of January 1, 2021, those rates are:
 - \$8.50 breakfast
 - \$8.50 lunch
 - \$19.00 dinner
 - 4.6.2.2 Meals that are included in registration fees, or that are supplied as part of a meeting, are not eligible for reimbursement.
 - 4.6.2.3 In the event an employee may travel for a duration and time commensurate with multiple meal reimbursements, the amount expended per meal is left to the employee’s discretion. However, reimbursement shall be limited to the combined total of the applicable published meal rates of the eligible meals per day.
 - 4.6.2.3.1 Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.
 - 4.6.2.3.2 Alcohol is not eligible for reimbursement.
- 4.7 Budgeted funds in the following line items are not available for reallocation by the budgetary center unless approved by the CAO or as approved by the BOC:
 - 701.00.00 through 726.99.9 – Salaries/Wages/Benefits
 - ~~748.00.00~~ 865.000 – Gas, Oil, Grease & Antifreeze
 - 810.01.~~00~~ – Legal-Court Appt./Other Legal (except as outlined in Administrative Order No.1998-5 - Chief Judge Responsibilities; Local Intergovernmental Relations)
 - 920.00.~~00~~ – Public Utilities

4.8 Elected Officials and Chief Deputies Salaries shall be calculated using the following parameters:

	<u>Parameters</u>
<u>Clerk-Register</u>	<u>20% above Chief Deputy</u>
<u>Chief Deputy County Clerk</u>	<u>13% above the combined average of the top step of their</u>

<u>Chief Deputy Register of Deeds</u>	<u>highest supervised</u>
<u>Drain Commissioner</u>	<u>20% above Chief Deputy</u>
<u>Chief Deputy Drain Commissioner</u>	<u>13% above the combined average of the top step of their highest supervised</u>
<u>Prosecuting Attorney</u>	<u>Market-based</u>
<u>Chief Prosecuting Attorney</u>	
<u>Sheriff</u>	
<u>Undersheriff</u>	<u>5% above Captains</u>
<u>Treasurer</u>	<u>20% above Chief Deputy</u>
<u>Chief Deputy Treasurer</u>	<u>13% above the combined average of the top step of their highest supervised</u>

4.84.9 Expenditures shall always be expensed to the appropriate line item regardless of available funds within that specific line item.

4.94.10 No payment shall be released if an activity is over budget except as authorized by the BOC.

4.104.11 Budget Amendments: The CAO is authorized to perform budget adjustments that are necessary to carry out the General Fund Surplus Distribution process.

4.10.14.11.1 As soon as a Budgetary Center identifies the potential for an activity to exceed its overall budget and/or a line item(s) to be materially over budget the CAO shall be notified promptly and a plan to address such occurrence shall be recommended to the CAO.

4.10.24.11.2 The CAO is authorized to make budget transfers between activities within a fund, between funds and between line items within an activity or any combination thereof in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from fund balance.

4.10.34.11.3 The CAO shall maintain a list of any potential budget overages that may require adjustment and shall provide a copy of said list to the BOC no less than quarterly. Said list shall identify whether an adjustment has been made or will be recommended at a later date.

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4.10.44.11.4 The CAO shall recommend necessary adjustments to BOC when such adjustments exceed his or her authorized thresholds (Appendix 6.D).

4.10.54.11.5 Amendments to the approved budget (General Appropriations Act) shall not cause estimated total expenditures, including any accrued deficit, to exceed total estimated revenues, including any available surplus.

4.11.12 Capital and other projects: Consistent with the Uniform Budgeting Act, the CAO is authorized to prepare and recommend a capital improvement program as part of the annual budget, outlining both current and future capital projects. Unless stated elsewhere within this policy, any capital or other projects shall be budgeted for and managed by the provisions within this section.

4.11.14.12.1 The annual program shall be driven by the Capital Improvement Plan.

4.11.14.12.1.1 The Plan shall forecast capital projects and expenditures for the next 15 years. The Plan shall be maintained on an ongoing basis, and shall undergo a comprehensive review and update every 5 years, culminating with a new 15 year forecast window.

4.11.14.12.1.2 The Capital Improvement Plan shall show projects in the general order of the BOC's priority. Those priorities are:

4.11.14.12.1.2.1 Safety and Security: Item(s) that present an immediate or impending safety and security concern. These could be new, repairs or replacements;

4.11.14.12.1.2.2 Repair and maintenance: Item(s) that are in a state of disrepair or require maintenance to be performed to continue functioning at acceptable levels within its identified life cycle;

4.11.14.12.1.2.3 Replacement Plan: Item(s) identified within an existing replacement plan as a proactive measure to minimize unexpected disruption of services as the item approaches its end of life cycle.

4.11.14.12.1.2.4 New Capital Requests/Strategic Initiatives: Approval of these items may carry operational increases or may increase one of the other categories above to maintain the level of service generated by its acquisition.

4.11.24.12.2 Budgetary Centers shall complete a Project Scoping Form in order for the project to be eligible for consideration of funding and resource allocation.

4.11.34.12.3 Funds for capital and non-capital projects are generally budgeted within and/or appropriated from the Capital Improvements Program (CIP) Fund (~~2450401~~) or within a designated fund established within a Special Revenue Fund. A separate activity for each project shall be established once funds are officially requested

and appropriated for the project.

4.11.44.12.4 The capital improvements program shall show projects in the general order of the BOC's priority for a period of fifteen (15) years.

4.11.54.12.5 Capital projects shall be budgeted on a project basis. Any remaining funds after a capital project is completed shall not be available for use unless re-appropriated by the BOC. Surplus funds from each project shall revert back to the CIP fund from which the project funds were appropriated to fund other projects. For example: A new lawn mower has been approved with an estimated cost of \$15,500. The actual cost was \$14,500. The remaining \$1,000 of the budgeted amount would revert back to the CIP fund from which the project was funded, unless otherwise approved by the CAO and/or BOC subject to the established threshold (Appendix 6.D).

4.11.64.12.6 If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry over, funds may be reallocated and/or removed from the project.

4.124.13 General Fund (GF):

4.12.14.13.1 Zero Dollars (\$0) shall be budgeted in a specific line item to be applied to the GF reserves.

4.12.24.13.2 GF Surplus Distribution: Following the annual financial audit, a GF budget surplus identified from the preceding fiscal year shall be distributed in the following manner:

4.12.2.14.13.2.1 The GF fund balance shall be allocated that portion of the surplus that would maintain the GF fund balance as shown in Appendix 6.A;

4.12.2.24.13.2.2 If the conditions in the preceding paragraph are met, then an allocation from the remaining annual General Fund surplus shall be transferred to the Budget Stabilization Fund to maintain that fund as shown in Appendix 6.A;

4.12.2.34.13.2.3 If the conditions in the two preceding paragraphs are met, then an allocation from the remaining surplus shall be transferred to the PTO Liability Fund to maintain the fund as shown in Appendix 6.A;

4.12.2.44.13.2.4 If the conditions in the three preceding paragraphs are met, then one hundred percent (100%) of the balance of the remaining annual budget surplus shall be transferred to the Liability Sinking Fund (2590).

4.12.2.54.13.2.5 Budget adjustments that are necessary to carry out the provisions contained within this GF Surplus Distribution section shall be prepared and performed at the time of the distributions, and reported to the Board in accordance with the Budget Adjustments section of this policy.

~~4.12.34.13.3~~ Deficit. If it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out, operating expenses shall be reduced or an appropriation from fund balance shall be made so that total expenses plus transfers out equal total revenues plus transfers in.

~~4.12.3.14.13.3.1~~ If the GF fund balance is below the designated level as shown in Appendix 6.A the BOC may choose to budget funds specifically to increase the fund balance.

~~4.12.3.24.13.3.2~~ If the fund balance falls below five percent (5.0%) of the total GF Expense Budget then funds shall be transferred from the PTO Liabilities Fund (2580) to restore the GF fund balance to its level as outlined in Appendix 6.A.

~~4.12.44.13.4~~ GF Contingency. The GF Contingency account shall be established at an amount not to exceed two percent (2%) of the total General Operating Fund expense budget excluding budgeted fund balance.

~~4.12.54.13.5~~ The General Fund shall advance a total of \$250,000 to the Drain Revolving Fund, to be recorded as a Long-Term receivable.

~~4.134.14~~ Special Revenue Fund (SRF):

~~4.13.14.14.1~~ Deficit. Unless otherwise stated within this policy, if it is determined that current year revenues plus transfers-in may not be sufficient to cover current year expenses plus transfers-out within an SRF, operating expenses shall be reduced to equal projected revenues or an appropriation from the SRF's fund balance or other appropriate fund balance (subject to approval by the BOC) shall be made so that total expenses plus transfers-out equal total revenues plus transfers-in.

~~4.13.24.14.2~~ Parks (Fund 2080)

~~4.13.2.14.14.2.1~~ Cell Tower Revenue: Cell Tower Revenue shall be budgeted as a revenue to the Parks Fund, to be utilized towards Parks repairs and maintenance.

~~4.13.34.14.3~~ Central Dispatch (Fund 2110).

~~4.13.3.14.14.3.1~~ Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

~~4.13.3.1.14.14.3.1.1~~ If the conditions in the preceding paragraph are met, any remaining operational fund balance shall be transferred to a restricted fund balance account to be used to supplement revenue shortfalls outlined in the 17 year projection model where surcharge revenues are not sufficient to meet projected expenses, unless otherwise directed by the BOC.

~~4.13.3.24.14.3.2~~ As surcharge funds are received the operational portion

shall be received into the operational fund and the capital portion received into the Central Dispatch Capital Projects Fund.

~~4.13.3.34.14.3.3~~ 4.13.3.4.14.3.3 Surcharge. Since the main source of operating revenue for Central Dispatch is received through the collection of a monthly surcharge on any device with the ability to access 911, the calculated monthly surcharge shall be presented to the BOC utilizing the formula in Appendix 6.B:

~~4.13.3.44.14.3.4~~ 4.13.3.4.14.3.4 Capital. There shall be a separate capital fund established for Central Dispatch.

~~4.13.3.4.14.14.3.4.1~~ 4.13.3.4.14.14.3.4.1 Funding for approved capital projects shall be funded through a monthly surcharge.

~~4.13.3.4.24.14.3.4.2~~ 4.13.3.4.24.14.3.4.2 Capital projects shall be divided into three (3) categories based on the number of years to complete the project.

Short term projects	1-5years
Mid-term projects	6-10 years
Long-term projects	over 10 years

~~4.13.3.4.34.14.3.4.3~~ 4.13.3.4.34.14.3.4.3 The monthly surcharge needed to fund capital projects shall be determined by using the formula in Appendix 6.B.

~~4.13.44.14.4~~ 4.13.44.14.4 Child Care Fund (Fund 292~~4~~)

~~4.13.4.14.14.4.1~~ 4.13.4.14.14.4.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as follows:

~~4.13.4.1.14.14.4.1.1~~ 4.13.4.1.14.14.4.1.1 100% shall be transferred to the Youth Home CIP fund (~~2465492~~) and designated as Child Care Buildings & Infrastructure fund projects.

~~4.13.54.14.5~~ 4.13.54.14.5 Senior Services (Fund 29~~508~~)

~~4.13.5.14.14.5.1~~ 4.13.5.14.14.5.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess fund balance shall be used when a wait list for services exists, service capacity is available to meet those needs and funds are not available within the current annual approved operating budget. The funds shall be allocated in such a manner to reasonably ensure the increased service level is financially sustainable through the end of the term of the current authorized millage. The CAO is authorized to conduct a final review of such circumstances; direct the necessary budget adjustments to be made within the current fiscal year and report back any transfers made to the BOC.

~~4.13.64.14.6~~ 4.13.64.14.6 Health Department (Fund 221~~0~~)

~~4.13.6.14.14.6.1~~ 4.13.6.14.14.6.1 Surplus. Prior year surplus, as determined by the completion of the annual financial audit, shall be used to maintain fund balance as shown in Appendix 6.A. Excess surplus, beyond the amount needed to maintain fund balance shall be used as

follows:

4.13.6.1.14.14.6.1.1 100% shall be used to reduce current year transfers in from the general operating fund (or transferred back to the General Fund.)

4.144.15 Drain Funds (Funds ~~6010-801~~ and ~~80210~~)

4.14.14.15.1 To the extent that the Drain Revolving Fund has a positive cash balance, individual Drain Fund expenses may draw upon that Fund.

4.14.24.15.2 At the point that the Drain Revolving Fund has been depleted, individual Drain Funds may draw upon positive balances in other Drain Funds. The Drain Commissioner shall issue Notes that acknowledge the borrowing. The Drain Commissioner and Treasurer shall agree upon an interest rate that reasonably splits the difference between the cost of external borrowing, and the investment rate of return. Internal borrowing shall not be undertaken if both the borrowing and lending Drain Funds do not realize an interest rate benefit, compared to external borrowing and investing. At no time shall internal Notes exceed the Drain Funds' collective available cash balance.

4.14.34.15.3 At any time, the Drain Commissioner may choose to issue external debt in lieu of, or in addition to, the methods listed above.

4.154.16 Allocation of State Revenue Sharing (SRS) Funds

4.15.14.16.1 When the County has outstanding debt that is not matched by resources available in the Liability Sinking Fund, SRS shall be distributed in the following manner:

4.15.1.14.16.1.1 The first \$1,300,000 shall be receipted into the Capital Improvements Fund (Fund ~~2450401~~).

4.15.1.24.16.1.2 The next \$900,000 shall be receipted into the Liability Sinking Fund (Fund ~~2590~~).

4.15.1.34.16.1.3 SRS dollars received in excess of \$2,200,000 shall be distributed 60% to the Capital Improvements Funds and 40% to the Liability Sinking Fund.

4.15.24.16.2 When the County does not have outstanding debt, or when the County's outstanding debt is matched by the balance of the Liability Sinking Fund, 100% of SRS funds shall be receipted into the Capital Improvements Fund.

4.164.17 Responsibilities:

4.16.14.17.1 The CAO shall:

4.16.1.14.17.1.1 have final responsibility for budget preparation;

4.16.1.24.17.1.2 present the budget to the BOC;

4.16.1.34.17.1.3 have control of expenditures under the budget and the general appropriations act;

4.16.1.44.17.1.4 transmit the recommended budget to the BOC according to an appropriate time schedule approved by the BOC which shall allow adequate time for review;

4.16.1.54.17.1.5 accompany the recommended budget with a suggested General Appropriations Act Resolution to implement the budget;

~~4.16.1.6~~~~4.17.1.6~~ ensure budgetary centers are provided the necessary forms through the annual budget process.

~~4.16.24.17.2~~ The BOC shall:

~~4.16.2.14.17.2.1~~ hold a public hearing as required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275 prior to final approval of the budget;

~~4.16.2.24.17.2.2~~ pass a general appropriations act, consistent with the uniform chart of accounts prescribed by the Department of Treasury, as formal approval of the budget for the General Fund and each Special Revenue Fund;

~~4.16.2.2.14.17.2.2.1~~ The general appropriations act (budget) shall:

~~4.16.2.2.1.44.17.2.2.1.4~~ state the total mills to be levied and the purpose for each millage levied (truth in budgeting act) consistent with the budget schedule (Appendix 6.C);

~~4.16.2.2.1.44.17.2.2.1.4~~ include amounts appropriated for expenditures to meet liabilities for the ensuing fiscal year in each fund;

~~4.16.2.2.1.44.17.2.2.1.4~~ include estimated revenues by source in each fund for the ensuing fiscal year;

~~4.16.2.2.1.44.17.2.2.1.4~~ The budgeted expenditures, including an accrued deficit, shall not exceed budgeted revenues, including available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, [Act 80 of 1981](#) MCL 141.1001 et al.).

~~4.16.2.34.17.2.3~~ determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of Allegan County for the ensuing fiscal year; shall order that money to be raised by taxation is within statutory and charter limitations; and shall cause the money raised by taxation to be paid into the funds of Allegan County (Appendix 6.A).

~~4.16.34.17.3~~ The leader of each budgetary center shall:

~~4.16.3.14.17.3.1~~ provide necessary information to the CAO for budget preparation;

~~4.16.3.24.17.3.2~~ be responsible for managing their budget consistent with all applicable policies, laws and best practices.

~~4.174.18~~ Grants: Application, acceptance and use of any Grant shall be consistent with the nature of the County's Services and Programs, Strategic Goals and internal controls, and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6D Grants, and shall be submitted utilizing the Work Order/Request For Action (RFA) process.

~~4.17.14.18.1~~ Requirements:

~~4.17.1.14.18.1.1~~ Service Area Leadership must designate an individual to serve as the Program Manager. The Program Manager and Grants

Coordinator are responsible to complete the Grant requirements contained within this section and the Grants Management Procedures.

~~4.17.1.24.18.1.2~~ 4.18.1.2 A Work Order/RFA shall be completed by the Program Manager and/or the Grants Coordinator for the Grant application or renewal for the purpose of document tracking. The Work Order/RFA will be used to obtain the required review and recommendation from the Executive Director of Finance or his/her designee before consideration by County Administration.

~~4.17.1.34.18.1.3~~ 4.18.1.3 All Grants require application approval and award approval from the BOC and/or the County Administrator; reference Appendix 6.D to determine the level of approval needed.

~~4.17.1.44.18.1.4~~ 4.18.1.4 All Grant requests must allow sufficient time for consideration and approval.

~~4.17.1.4.14.18.1.4.1~~ 4.18.1.4.1 Any Grant requiring BOC approval will need to be added to the BOC meeting agenda. Agenda items must be submitted to County Administration in the timeframe outlined in the BOC Rules of Organization.

~~4.17.1.4.24.18.1.4.2~~ 4.18.1.4.2 Any Grant requiring County Administrator approval must be submitted to County Administration allowing for a timeframe comparable to the BOC approval process outlined in the BOC Rules of Organization.

~~4.17.1.4.34.18.1.4.3~~ 4.18.1.4.3 Ongoing Grants should be renewed, whenever possible, through the annual budget process, therefore not requiring additional BOC approval.

~~4.17.1.4.44.18.1.4.4~~ 4.18.1.4.4 If the Grant application deadline does not allow sufficient time to obtain the appropriate level(s) of approval, the County Administrator may approve Grant applications in such emergency situations and report to BOC.

~~4.17.1.54.18.1.5~~ 4.18.1.5 The only authorized signatory on behalf of Allegan County is the County Administrator or BOC Chairperson, unless otherwise designated by the BOC and/or the County Administrator. This designation, if appropriate, can be requested in the Work Order/RFA.

~~4.17.1.64.18.1.6~~ 4.18.1.6 All Federal Grant spending must follow the Federal guidelines for allowable and unallowable costs as outlined in the Federal Register. Allegan County shall maintain a current membership in System for Award Management (SAM) to ensure the County's eligibility to apply for Federal grants.

~~4.17.1.74.18.1.7~~ 4.18.1.7 Eligible Grant expenditures must follow both the purchasing requirements as outlined within the Grant documents and the County's Purchasing Policy. If there is conflict between these requirements, the Grant document requirements would supersede the Purchasing Policy.

~~4.17.1.84.18.1.8~~ 4.18.1.8 All Federal Grant funding expended shall be reported on the Schedule of Expenditures of Federal Awards (SEFA) in the annual Single Audit filed with the appropriate State and Federal agencies.

~~4.17.1.94.18.1.9~~ 4.18.1.9 Unless otherwise authorized by BOC, any position funded by a Grant shall be considered coterminous with Grant funding.

~~4.17.1.104.18.1.10~~ 4.18.1.10 Each Grant must have clearly outlined objectives and

desired outcomes which will be used to measure Grant performance. Grant closeout information, both financial and programmatic, must be reported back to County Administration after conclusion of Grant.

4.184.19 Donations and Surplus Programs:

4.18.14.19.1 Acceptance and use of any donation (money, goods or services) shall be consistent with the nature of the County's Services and Programs, Strategic Goals and internal controls and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6.D and shall be submitted utilizing the Work Order/(RFA) process.

4.18.24.19.2 Service Areas anticipating receipt of donations (or expecting to solicit donations through fundraising efforts), and expecting to use or expend donations (other than receiving monetary donations as a general revenue), on an ongoing basis shall develop a Donation Plan to be submitted to the CAO.

4.18.34.19.3 The Plan shall include the appropriate financial structure to support the transactions within or beyond a given fiscal year.

4.18.44.19.4 Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within Board of Commissioners approved policy, donations of 1) money for a restricted purpose, 2) goods or 3) services, shall not be accepted.

4.18.54.19.5 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months or likely to do business with the County in the next 12 months are specifically prohibited. Infrequent and de minimis that are generally made available to a broader audience and therefore not an influential factor in decision making processes (e.g. product samples, conference trinkets, holiday greetings) shall not be considered donations.

4.18.64.19.6 Donations as Recognition/Appreciation – Services Areas (not individuals) may receive donated goods as recognition/appreciation to the extent such is infrequent and de minimis, Example 1, perishable/consumable items such a food in recognition of service or working lunches (e.g. pizza, desserts, etc.) Example 2, token items of appreciation generally valued under \$100 (e.g. service area plaques, photos, inspirational decorations).

4.18.74.19.7 Once approved for acceptance the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.

4.18.84.19.8 Monetary Donations - Unless otherwise approved as part of a Donation Plan or approved consistent with the thresholds in Appendix 6.D, monetary donations shall be considered and treated as all other revenue, offsetting existing expenditures, and not carried over into a subsequent fiscal year.

4.18.94.19.9 All monetary donations must be handled in accordance with the Treasurer's Receiving Policy. Service Areas shall not accept any donation that places restrictions on how/whether the money is to be received.

4.18.104.19.10 Service Areas expecting to receive monetary donations as a revenue to offset existing expenditures on a regular basis shall include estimates of donation revenue in the annual budget process.

4.18.114.19.11 Goods Acquired through Government Surplus Programs or

through Donation: Eligible Service Areas may participate in Government Surplus Property Grants, such as the Federal 1033 Program or may receive donated goods subject to the following requirements:

~~4.18.11.14.19.11.1~~ 4.19.11.1 All goods which have been approved through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan may be acquired, with appropriate review or approval at the time the items are available.

~~4.18.11.24.19.11.2~~ 4.19.11.2 In determining review/approval levels, the estimated replacement value of an item shall be utilized and not the temporary ownership cost.

~~4.18.11.34.19.11.3~~ 4.19.11.3 Notwithstanding the value of an item, any items in consideration to be acquired shall undergo the appropriate review/approval consistent with county policy and operational support standards prior to acquisition. Example 1, technology items (e.g. laptops, portable electronic devices, printers, software, etc.) shall be reviewed in advance by Information Services.

~~4.18.11.44.19.11.4~~ 4.19.11.4 Example 2, facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management. Example 3, vehicles shall be reviewed in advance by Transportation.

~~4.18.11.54.19.11.5~~ 4.19.11.5 Service Areas may acquire surplus or donated goods valued up to \$500 and considered to be general operating goods for the nature of work performed by that Service Area.

~~4.18.11.5.14.19.11.5.1~~ 4.19.11.5.1 In cases where a good becomes available that has not been approved through an existing plan, exceeds the value of \$500 and is identified as needed, the item may be reserved for 14 days and submitted for consideration, consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

~~4.18.11.5.24.19.11.5.2~~ 4.19.11.5.2 The Service Area shall maintain and furnish the CAO with access to all agreements, records, and property inventory for all items related to this program.

4.19.4.20 Budget Preparation: The CAO shall prepare and present a balanced recommended budget based on the following information collected from each budgetary center. Information shall be submitted to the CAO and presented to the BOC by the CAO consistent with the annual budget schedule (Appendix 6.C):

4.19.14.20.1 Goals & Objectives. This shall be prepared by each Budgetary Center Leader for each activity for which they have budgetary responsibility.

4.19.24.20.2 Core Service Expense/Revenue Budget. Based on the current year budget, Budgetary Centers shall provide a line item cost breakdown (expenses and revenues) for each core service including:

~~4.19.2.14.20.2.1~~ 4.19.24.20.2.1 Actual expenditures/revenue for the most recently completed fiscal year;

~~4.19.2.24.20.2.2~~ 4.19.24.20.2.2 Projected expenditures/revenue for the current fiscal year (to be arrived at by using actual expenditures to date and projecting expenditures to the end of the fiscal year);

~~4.19.2.34.20.2.3~~ 4.19.24.20.2.3 An estimate of the expenditures/revenue for the next five fiscal years;

4.19.2.44.20.2.4 The projected Maintenance of Effort (MOE) required to maintain external funding sources, if applicable.

4.19.34.20.3 Personnel Costs.

4.19.3.14.20.3.1 Status Quo Personnel Costs. A report shall be compiled and reviewed by each Budgetary Center which outlines each position currently budgeted and the total compensation attached to each position.

4.19.3.24.20.3.2 Personnel Changes. Position change requests shall be prepared utilizing the appropriate forms by the Budgetary Center Leader and submitted as part of the budgeting process.

4.19.44.20.4 Operational Requests. Operational requests shall consist of a Budgetary Center's operational line items 727.00.00 through 969.99.99.

4.19.54.20.5 Capital Requests. A 15-year capital plan shall be presented to the BOC as part of the budget process.

4.19.64.20.6 Grants. A Grants Master list shall be provided and contain, the Budgetary Center, Grant Name, Grant Purpose, # of Years the County has had the Grant, Grant Source, Anticipated Award, Local Match, Budget, \$ Breakdown of Funding Source, % Breakdown of Funding Source.

4.19.74.20.7 Fees. A county wide fee schedule shall be provided.

4.19.7.14.20.7.1 Fees must exhibit the following characteristics:

4.19.7.1.14.20.7.1.1 A user fee must serve a regulatory purpose rather than a revenue generating purpose.

4.19.7.1.24.20.7.1.2 A user fee must be proportionate to the necessary costs of the service or commodity, and imposed on those benefiting from the right/service/improvement supported by the fee.

4.19.7.1.34.20.7.1.3 A user fee is voluntary in nature as opposed to being compulsory.

4.19.7.24.20.7.2 The following categories shall be considered when calculating the cost of services:

4.19.7.2.14.20.7.2.1 Direct Salaries, benefits and allowable departmental expenditures.

4.19.7.2.24.20.7.2.2 Departmental Overhead Departmental administration / management and clerical support.

4.19.7.2.34.20.7.2.3 County-wide Overhead Central service costs such as payroll, human resources, budgeting, county management, etc. Often established through a cost allocation methodology or plan (In this case, the County provided these costs).

4.19.7.2.44.20.7.2.4 Cross-Departmental Support Costs associated with review or assistance in providing specific services. For example, costs associated with the Planning Department's review of construction plans.

- 4.19.7.34.20.7.3 The following methodology shall be used when calculating fees:
- 4.19.7.3.14.20.7.3.1 Total costs minus dedicated revenue equals net cost
 - 4.19.7.3.24.20.7.3.2 Net cost divided by number of hours equals net hourly rate
 - 4.19.7.3.34.20.7.3.3 Net hourly rate times number of hours to perform service equals net cost per service
 - 4.19.7.3.44.20.7.3.4 Net cost per service times percent of user support equals user fee
 - 4.19.7.3.54.20.7.3.5 User fee plus other revenue = net cost per service

- 4.19.7.44.20.7.4 The percent of user support shall be governed by the following schedule:
- 4.19.7.4.14.20.7.4.1 Benefit Level 1 - Services that Provide General “Global” Community Benefit: 25% cost recovery
 - 4.19.7.4.24.20.7.4.2 Benefit Level 2 - Services that Provide Both “Global” Benefit and also a Specific Group or Individual Benefit: 50% cost recovery
 - 4.19.7.4.34.20.7.4.3 Benefit Level 3 - Services that Provide a Primary Benefit to an Individual or Group, with less “Global” Community Benefit: 100% cost recovery
 - 4.19.7.4.44.20.7.4.4 Unless otherwise prohibited by law, non-profit users (501(c)(3) organizations, schools, churches, and governments) shall receive a 25 percent discount of the calculated fee.

4.20.4.21 The CAO shall ensure the recommended balanced budget contains the following:

- 4.20.14.21.1 All funds (including but not limited to the General Fund and all Special Revenue Funds) shall be presented based on balancing revenues (including transfer-ins) to expenses (including transfer-outs) excluding beginning and ending fund balances.
- 4.20.24.21.2 Beginning and ending fund balance for each fund for each year;
- 4.20.34.21.3 An estimate of the amounts needed for deficiency, contingent, or emergency purposes;
- 4.20.44.21.4 Budget Summary. An overview of key recommendations and/or decisions made relative to the final recommended balanced budget shall be included in a summary document to emphasize such information that may not be easily interpreted from the numeric data (example: wage adjustment %.) Such summary may include other data relating to fiscal conditions that the CAO has used in the budget development and considerations that may be useful in analyzing the future financial needs of Allegan County.
- 4.20.54.21.5 While line item detail is presented to the BOC throughout the

budget preparation process, the final recommended balanced budget and the final adopted budget shall be activity based.

5. REFERENCES:

- A. Michigan Department of Treasury Uniform Budget Manual
- B. Public Act 80 of 1981 Michigan Fiscal Stabilization Act
- C. Public Act 156 of 1851 MCL 46.1 County Board of Commissioners
- D. Public Act 621 of 1978 General Appropriations Act
- E. Public Act 154 of 1879 Elected Officials Salaries
- F. Public Act 267 of 1976 Michigan Open Meetings Act
- G. Allegan County Policy #511-Travel and Training
- H. Administrative Order No.1998-5 - Chief Judge Responsibilities;
Local Intergovernmental Relations
- I. Allegan County Purchasing Policy
- J. Board of Commissioners Rules of Organization
- K. County Strategy Map

6. APPENDICES:

- A. Table of Minimum Fund Balances
- B. 911 Surcharge Formula
- C. Annual Budget Schedule
- D. Board Thresholds

APPENDIX 6.A
Table of Minimum Fund Balances

Fund Title	Fund #	Types of Uses	Minimum Threshold	Distribution of Funds in Excess of Minimum Threshold and Other Transfers
General	1010	General County Operations	Fund Balance – 11% of G. F. expense budget	Refer to Budget Policy text
Budget Stabilization	2570 102	May be used to cover a General Fund deficit, to prevent a reduction in services, to cover expenses of a natural disaster and more	Maximum allowed by statute	Refer to Budget Policy text
PTO Liability	25802	To fund the accrued liabilities of personnel (i.e. PTO, post-employment benefits, etc.)	Fully fund the PTO Liability per the most recent financial audit	Refer to Budget Policy text
Delinquent Tax Revolving	65160	Monies are used for the settlement of delinquent taxes with the local taxing units. The county purchases the delinquents taxes from the local units. Currently this is about \$7 million each year	The annual debt service payment for the Sheriff's Office and Corrections Center Bond shall be transferred to the Debt Service fund. Ending cash balance shall be a minimum of 115% of the prior year settlement	Transfer to the Liability Sinking Fund 2590
Tax Reversion	6200	Tax reversion funds account for the process by which delinquent property taxes are collected, or in lieu of collection, the process which governs the disposition of real property upon which property taxes remain unpaid.		\$200,000 shall be transferred to the General Fund as part of the annual budget
Central Dispatch	26140		Fund Balance – 10% of current year operating expenses. Capital Min - \$250,000 which shall be part of the surcharge formula. In the event the reserve may be utilized, in part or in whole, it shall be restored over a maximum of three years utilizing the capital surcharge formula.	

Commented [LN1]: State law no longer allows transfers out.

Child Care	292 4		Fund Balance – 5% of current year operating expenses.	
Senior Services	2950 8		Fund Balance – 10% of current year operating expenses.	
Health Fund	221 0		Fund balance shall be maintained at a level of 5% of the current year operating expenses or a percentage necessary to meet the annual requirements of the State's Maintenance of Effort (MOE), whichever is less.	
Sheriff's Dept Contracts for Service	280 7		10% of current year expenditure budget.	Transfer to the Liability Sinking Fund 2590
Sheriff's Dept Contracts for Service – Wayland	280 6	This fund/contract includes a vehicle lease <u>use</u> payment.	10% of current year expenditure budget, plus \$40 8 ,000 per leased vehicle.	Transfer to the Liability Sinking Fund 259 0
Local Government Revenue Sharing	2470 104		10% of current year revenue plus Additional \$20,000 reserved annually for DNR Trust Fund match, until \$100,000 is saved.	Transfer out to Parks fund to balance operating budget. Remaining fund balance may be utilized for Parks Capital and/or Economic Development Initiatives as approved by the BOC.

Commented [LN2]: Fund balance will be necessary to purchase County vehicles; currently, most units supply their own.

APPENDIX 6.B
911 Surcharge Formula

PAEB =	Projected Annual Expense Budget
OR =	Other Revenue (i.e. interest earned, training funds)
FBA =	Fund Balance Adjustment (from prior year audited financial statements)
TSNO =	Total Surcharge Needed For Operations
CMSO =	Current Monthly Surcharge Operations
AMD =	Average Monthly Devices [(((Total Surcharge January -> June)/January Monthly Surcharge)/6) + (((Total Surcharge July -> December)/July Monthly Surcharge)/6)]/2
SRJJO =	Surcharge Revenue January - June Operations
TSNJyDO =	Total Surcharge Needed July - December Operations
NMSJyDO =	New Monthly Surcharge July - December Operations
TCMS =	Total Capital Monthly Surcharge
TMSJyJ =	Total Monthly Surcharge July - June

Step 1) $(PAEB - OR) +/- FBA = TSNO$

Step 2) $(CMSO \times AMD) \times 6 = SRJJO$

Step 3) $TSNO - SRJJO = TSNJyDO$

Step 4) $(TSNJyDO/6) / AMD = NMSJyDO$

Step 5) $NMSJyDO + TCMS = TMSJyJ$

Capital Formula (TCMS):

- \$ amount of capital needed in YR 1 = CAP1
- $CAP1 / 12 \text{ months} / AMD = C1$

- \$ amount of capital needed in YR 2 = CAP2
- $CAP2 / 24 \text{ months} / AMD = C2$

- \$ amount of capital needed in YR 3 = CAP3
- $CAP3 / 36 \text{ months} / AMD = C3$

- Continue this pattern for fifteen (15) years or 180 months
- All items would be totaled to equal total capital monthly surcharge (TCMS)

APPENDIX 6.C
Annual Budget Schedule

BUDGET ITEM	BUDGET PROCESS	Due Dates
Budget Policy	BOC Approval	By 2 nd BOC of March
Budget Worksheets – <u>Operating Budgets; Personnel Requests; Capital Requests</u>	All worksheets due to County Administration for review and development of recommended balanced budget.	May 31
BUDGET:	Planning Session (draft)	2 nd Planning Session of August
	BOC Discussion (proposed)	1 st BOC of September
	BOC Approval (Move final)	2 nd BOC of September
	ADMINISTRATION submits public hearing notice in publication of general circulation	September 28 ²³
	Public Hearing appears in paper	Minimum 6 days prior to 1 st BOC of October
	BOC Adopts Final Budget (P.A. 156 of 1851 MCL 46.1), Public Hearing, adopt millage, and general appropriations act. Based on the Uniform Budgeting Act, the budget shall be passed prior to the ensuing budget year. Michigan treasury manual states 1-2 months prior to the end of the fiscal year as a recommended timeline.	1 st BOC of October
	ADMINISTRATION & Service Area – Elected Officials Salaries (Act 154 of 1879)	2 nd BOC of October

APPENDIX 6.D - Budget Policy

Request	Information	Directly to Board Action	Board Discussion	CA Final Approval (Report back to Board)
Grant	<ul style="list-style-type: none"> • Department Requesting • Name of Grant • Summary of Grant • Application/Acceptance • New/Renewal/Continuation • Amount of Grant (Not including Local Match) • Source of Grant Funds (% of allocation) • Type of Match (cash/in-kind) • Amount/Description/Source of Match • Term of Grant • Does It Involve Personnel • Does It Involve On Going Operational Activities (recoverable?) • Admin fees • Equipment/ongoing costs • Does it effect other operations? • Contact info/Resp parties/ownership • Disposition • Changes in grant 	Renewals \$25,001+ (not approved through the budget process)	New Grants (not approved through the budget process) \$25,001+	<ul style="list-style-type: none"> • New grants under \$25,001 • New grants and renewals of grants approved through the budget process.
Donation	<ul style="list-style-type: none"> • Department Requesting • Name of Donor • Summary of Donation • Amount of Donation • Included or not included in Donation Plan • Does it affect other operations? • Contact info/Resp parties/ownership • Disposition 	Individual Donations \$25,001-\$100,000 to be used or expended in the current fiscal year.	Individual Donations valued \$100,001 or more to be used or expended in the current fiscal year. Donation plans of an ongoing nature and spanning multiple fiscal years. Any donation that relates to activities not generally funded through the Board approved budget.	Any monetary donation to be receipted as a general purpose revenue without resulting in additional expenditures. Individual donations under \$25,001 to be used or expended in the current fiscal year and is consistent with activities generally funded through the Board approved budget.
Purchase Operational (Budgeted)	<ul style="list-style-type: none"> • Department • Item(s) • Total Bid Price • Budgeted (yes/no) • # of Bids Sent/Received • Prebid or qualifications • Tabulation Sheet • Recommendation of Award • Where it was advertised • Equipment/Service/Supplies • Contact Info/Resp parties/ownership 	\$25,001-\$100,000 budgeted	\$100,001+ budgeted All non budgeted purchases	<ul style="list-style-type: none"> • Budgeted County direct purchases under \$25,001 • Emergency Purchases • Budgeted reverse auction purchases of any amount • Budgeted cooperative agreement purchases of any amount
Purchase Bud. Cap		\$50,001-\$100,000	<ul style="list-style-type: none"> • \$100,001+ budgeted • All non budgeted purchases 	<ul style="list-style-type: none"> • Budgeted capital under \$50,001 • Emergency Purchases • All budgeted reverse auction purchases • All budgeted cooperative agreement purchases
Contract	<ul style="list-style-type: none"> • Parties • Duration • Amount • Purpose • Dept Contact 		New Contracts \$25,001+	<ul style="list-style-type: none"> • Budgeted ongoing renewals • All contracts under \$25,001
Budget Adjustments	<ul style="list-style-type: none"> • Department • Fund, Activity, Account • Amount • Revenue/Expense • Explanation/Description 	\$25,001-\$100,000	<ul style="list-style-type: none"> • \$100,001+ • transfers from Fund Balance 	<ul style="list-style-type: none"> • Line items moves within an activity • Year End Adjustments (Jan-Mar) • Adjustments/transfers under \$25,001 (between activities and between funds) already included in policy
Personnel	<ul style="list-style-type: none"> • Backfilling Positions • RFA • Position Review Form • Budget Status Report • Position Changes • RFA • Summary of request • Cost analysis of request • Expenditure Status Report 		<ul style="list-style-type: none"> • Non-budgeted changes • New positions • Compensation changes 	<ul style="list-style-type: none"> • Filling existing budgeted unchanged positions • Creation of and/or changes to Irregular Part-Time and/or temporary positions within budget • Budget neutral changes in positions or changes resulting in reduced expenditures of budgeted positions

COVID-19 Mitigation Strategies Update

REVISED JANUARY 7, 2022



HEALTH
Department

Allegan County Health Department
PUBLIC HEALTH ADMINISTRATION

Executive Summary:

Three scenarios (low, moderate and high) were analyzed in April 2021 to estimate the resources needed to maintain an adequate COVID-19 response. It was estimated that ACHD would need around \$3 million per year to provide a moderate response.

In July 2021, the Board authorized contracting for services as a continued response to the pandemic. From July through December \$643,935 was spent (note we were not fully staffed during that time for a moderate response). It takes time to be able to get contracts and staffing (recruitment) in place, particularly in the current workforce environment. Without stable funding and an expectation of continued employment, it is difficult to retain staff. The staffing gaps put additional pressure on existing in-house staff resulting in unplanned, mandated overtime, which is problematic.

The new State funding cycle began in October 1, 2021. From October 1, 2021, through December 31, 2021, with \$424,706 of grant funding and volunteers the ACHD completed:

- **41** vaccine clinics
- **30** testing events
- **7,183** cases in the Michigan Disease Surveillance System (NOTE: Since Allegan County has been in High Transmission during this time frame, ACHD prioritized cases for individuals under the age of 19 and over the age of 65, or those individuals living or working in a high risk setting, for case investigations.)
- **4,334** close contacts (NOTE: Since Allegan County has been in High Transmission during this time frame, ACHD prioritized cases under the age of 19, over the age of 65, or those individuals living or working in a high risk setting, for case investigations and so only close contacts were identified for those cases.)
- **83** businesses assisted with cases and/or outbreaks (e.g. contact tracing, implement mitigation strategy assessments, provide recommendations to reduce risk of transmission and keep their business open)
- **6** community leader updates
- **6** school reports
- **6** meetings with superintendents
- **83** social media posts
- **7** news releases
- **20** outbreaks identified, since October 1, 2021

The pandemic continues to evolve. The priorities of response, the mitigation strategies and the required resources change at the same time. With declining demand on ACHD for vaccinations, 85% of vaccines are now being administered by other providers. For the future, until these priorities change, again, ACHD sees timely and accessible testing as essential to facilitate residents' resumption of primary life activities, e.g. work, school, etc. and access to treatments that help reduce severe illness. The moderate response has been modified to increase testing events to 3-4 per week and decrease vaccinations to 8 hours per week, by appointment via a mobile clinic or site.

Current Grant funding available for use is \$703,482, which is estimated to be depleted by mid-April 2022. Recruiting and maintaining staff requires reliable funding. As such, a funding decision needs to be made now in order for services to continue through and after April 2022. Simply put, staff will not remain in place through April to see if their position will continue past that point. Once services are diminished significant start-up, time would be needed to hire new staff and begin services again. The requested funding will ensure continued COVID-19 pandemic response (Testing, Case Investigations and Contact Tracing, Best Practices, Vaccines and Health Care Capacity). In addition, it will prevent service interruption/delays

for other public health services, as the loss of contract employees requires plugging the personnel holes with ACHD and may lead to losing in-house staff due to uncertainty and burnout. A moderate response based on current needs requires a total annual estimate of \$2,129,594 for calendar 2022 inclusive of the following funds for each mitigation strategy:

Testing	\$847,375
CI and CT	\$933,347
Best Practices	\$122,760
Vaccines	\$210,847
Health Care Capacity	\$ 15,265

Comparing the total, estimated cost of the 2022 response (\$2,129,594) to the known funding available (\$643,935) leaves a resource gap of \$1,426,112.

The total estimated amount needed to continue the response through December 2024 is \$5,685,300. This represents a reduction from the currently tabled resolution largely as a result of reduced vaccination clinics and utilization of other funding resources received.

Absent the allocation of funding requested above, ACHD will still have to provide the following **mandated** services relative to the COVID-19 pandemic (as would be required of any communicable disease related incident):

1. Communicable Disease Case Investigation (Michigan Public Health Code and Michigan Local Public Health Accreditation requirements)
 - MCL 333.2433; Parts 51 and 52;
 - PA 349 of 2004 – Sec. 218 and 904;
 - R325.171 et seq.
2. Health Education (Michigan Public Health Code and Michigan Local Public Health Accreditation requirements).
 - MCL 333.2433

If ACHD does not meet the mandated requirements, the County will be in breach of the funding agreement and will jeopardize future funds.

Other necessary COVID-19 response services including: testing, vaccine clinics, business/schools sectors assistance, local data reports for the community will not be provided absent a funding source. Non COVID-19 services such as environmental health permits (new construction for well and septic permits) may be delayed related to surge in cases when ACHD staff are reassigned.

Mitigation Strategies ↓	Scenario A: Low	Scenario B: Moderate- Recommended Response with staffing and hours needed	Scenario C: High
<p>Testing Surveillance</p> 	<ul style="list-style-type: none"> No testing is done by ACHD unless there is an outbreak or ongoing spread in a facility (estimate 20 clinics or less per year) 	<ul style="list-style-type: none"> Three- four 4-6 hr. clinic a week. Testing has become an essential mitigation to identify cases and get residents back to work or school quicker and isolate if COVID-19 positive to decrease transmission/outbreaks. Market to encourage individuals who are not vaccinated, symptomatic, or have recently traveled or attended a large event to get tested. 	<ul style="list-style-type: none"> Seven 6 hr. clinics in County for surveillance to identify the variant. Encourage all to get tested since vaccine resistant and/or increase in fatality/mortality.
	<p>STAFFING</p> <ul style="list-style-type: none"> 1-2 Swabbers (1 RN) 2 Admin Support 1 Interpreter 	<p>STAFFING</p> <ul style="list-style-type: none"> 2 Swabbers (32 hrs. /week per Swabber) 4 Admin Support (32 hrs./week per admin support) 1 Health Educator (4 hrs./week) 1 PIO (4 hrs./week) 1 Interpreter (32 hrs./week) 1 Security (32 hrs./week) 1 POT Manager (32 hrs./week) 	<p>STAFFING</p> <ul style="list-style-type: none"> 2 Swabbers 4 Admin Support 1 Health Educator 1 PIO 1 Interpreter 1 Security 2 Set up and Tear down 1 POT Manager
<p>Case Investigation and Contact Tracing</p> 	<ul style="list-style-type: none"> Able to respond up to 19 positive cases per week or less with on average of 3 close contacts per case. Not able to monitor for outbreaks/ongoing spread unless reported by the business or school. 	<ul style="list-style-type: none"> Able to response to 20-200 positive cases per week with an average of 2 close contacts per case Monitor locally and regionally for outbreaks. Able to Quarantine/Isolate (reach out to positive or contacts) within 24 business hours to make them aware of their isolation or quarantine requirements to decrease circulation of the virus 	<ul style="list-style-type: none"> Able to response to 201-1000 cases per week (might have to use prioritization of cases to contact and encourage self-reporting) Quarantine/isolate quickly to decrease the circulation of the variant that is causing the increase in fatality/mortality.

		<ul style="list-style-type: none"> When there is a surge in cases greater than 200 then prioritization has to occur based on vulnerability and risk of transmission. 	
	<p>STAFFING</p> <ul style="list-style-type: none"> 3 Case Investigators 1 Contact Tracer 1 Case and Contract Tracing Coordinator 	<p>STAFFING</p> <ul style="list-style-type: none"> 1 Case and Contact (RN) Supervisor (40 hrs./ week) 3 Case Investigators (40 hrs./week per case investigator) 3 Contact Tracers (120 hrs./ week total and we currently have 2 at 40 hrs. a week and 2 at 20 hrs. a week) 1 School Contact Tracing Coordinator (40 hrs./week) 1 Business Contact Tracing Coordinator (40 hrs./week) 1 Epidemiologist (36 hrs./week) 1 Health Educator (40 hrs./week) 8 hrs./week PIO (communication to public and inquiries) 	<p>STAFFING</p> <ul style="list-style-type: none"> 1 Case and Contract (RN) Supervisor 12 Case Investigators 10 Contact Tracers 1 School Contact Tracing Coordinator 1 Business Contact Tracing Coordinator 1 Epidemiologist 1 Health Educator 16 hrs./week PIO (communication to public) Additional Medical Director Time
<p>Organization Best Practice/Technical Assistance</p> 	<ul style="list-style-type: none"> No Business Liaison. No dedicated resources to organizations to answer questions, review plans, and provide technical assistance on COVID-19. If capacity allows, the case investigators and contact tracers will work with schools/business on contact tracing to mitigate spread in the business/school setting. No school data reports for school districts. No community leader 	<ul style="list-style-type: none"> Business Liaison dedicated to organizations/businesses to answer questions and provide technical assistance. Dashboard and social media updated weekly. School District Reports sent out bi-weekly to each school district. Community Leader update at least monthly. Newsletter sent out bi-weekly. 	<ul style="list-style-type: none"> Business Liaison dedicated to organizations/businesses to answer questions and provide technical assistance with updates and creation of documents. Dashboard and social media updated daily M-F School reports sent out weekly Community Leader update bi-weekly. Newsletter sent out weekly since conditions are evolving quickly

	<p>meetings.</p> <ul style="list-style-type: none"> • Dashboard and social media update occur on a weekly basis with dashboard data only. • Newsletter sent out monthly. 		
	<p>STAFFING</p> <ul style="list-style-type: none"> ▪ 1 PIO (2 hrs./week) ▪ 1 Health Educator per week (4 hrs./week) 	<p>STAFFING</p> <ul style="list-style-type: none"> ▪ 1 PIO (8 hrs./week) ▪ 1 Health Educator (20 hrs./week) ▪ 1 Liaison (40 hrs./week) 	<p>STAFFING</p> <ul style="list-style-type: none"> ▪ 1 PIO (16 hrs./week) ▪ 1 Health educator (40 hrs./week) ▪ 1 Liaison (40 hrs./week) ▪ Additional Medical Director time (4 hrs./week)
<p>Vaccination to reach Herd Immunity</p> 	<ul style="list-style-type: none"> • In the office by appointment 	<ul style="list-style-type: none"> • Community providers and pharmacy partnerships have been robust and access to vaccine has created less demand at ACHD clinics. Propose shift in resources so that ACHD provides vaccine by appointment no less than 8 hrs. /week at the department. Outreach will be considered by exception: homebound, outbreaks, extenuating circumstances. 	<ul style="list-style-type: none"> • Vaccination 4 fixed in each quadrant and two mobile. (6 total)
	<p>STAFFING</p> <ul style="list-style-type: none"> ▪ 1 RN (20 hrs./week) ▪ 1 Support Staff (20 hrs./week) ▪ 1 Medic or Medical Assistant (20 hrs./week) 	<p>STAFFING</p> <ul style="list-style-type: none"> ▪ 2 LPNs/Vaccinators (also swabbers) (8 hrs./week) ▪ 4 ADMIN SUPPORT (8 hrs./week) ▪ 1 POV Manager (8 hrs./week) ▪ 1 Health Educator (1 hrs./week) ▪ 1 Interpreter (8 hrs./week) ▪ 1 Medical Director (2 hrs./week) 	<p>STAFFING:</p> <ul style="list-style-type: none"> ▪ 2 Vaccine Event Planning Assistants (60 hrs./week) ▪ 2 Storage and Handling/Inventory Assistants (60 hrs./week) ▪ 4 RNs/Vaccinators which can be MA or Medics (60)

			hrs./week) <ul style="list-style-type: none"> ▪ 4 MICR Scanning and Support Assistants (60 hrs./week) ▪ 1 POV Manager (60 hrs./week) ▪ 1 Health Educator (18 hrs./week) ▪ 4 Tear down and Set up Assistants (36 hrs./week) ▪ 1 Volunteer Coordinator (30 hrs./week) ▪ 1 Interpreter (60 hrs./week) ▪ 1 Medical Director (12 hrs./week) ▪ 2 Security (60 hrs./week) ▪ 2 Check In staff (48 hrs./week)
<p>Sufficient Health Care Capacity</p> 	<ul style="list-style-type: none"> • No internal analysis of local/regional health care capacity data and COVID-19 data. • All data will be provided on State website • Data evaluated/trended retroactively when there are significant increases in case or deaths. 	<ul style="list-style-type: none"> • Internal analysis of local and regional health care. • Collect/analyze data to evaluate health care capacity weekly. 	<ul style="list-style-type: none"> • Internal analysis of local and regional health care data and MICR data to include demographic and chronic disease • Use data to determine if inequities exist and explore and work with partners to implement interventions
	<p>STAFFING: none</p>	<p>STAFFING:</p> <ul style="list-style-type: none"> ▪ 1 Epidemiologist (4 hrs./week) ▪ 1 Health Educator (1 hr./week) ▪ 1 PIO (2 hrs./week) 	<p>STAFFING:</p> <ul style="list-style-type: none"> ▪ 1 Epidemiologist (20 hrs./week) ▪ 1 Health Educator (5 hrs./week) ▪ 1 PIO (8 hrs./week)

Step 2. Create an Action Plan for One Scenario

Scenario Name & Description	Our Strategy
<p>Preferred Response is Moderate B:</p>	<p>See strategies above.</p>
Indicators Tracked	Ideas for Future Consideration
<p>Cases per day and close contacts Percent of cases and close contacts contacted within specified time frame Test positivity Vaccination Percentage Hospitalization rates versus hospital capacity Demographic data compared to County demographic data School age data Outbreaks in facilities Ongoing Spread in facilities Break through vaccine case numbers Variants detected in Allegan County Testing numbers in the County</p>	<ul style="list-style-type: none"> - Ongoing evaluation of metrics.