

**WAYS AND MEANS PERSONNEL/HUMAN SERVICES
COMMITTEE OF THE WHOLE
AGENDA**

TUESDAY, OCTOBER 14, 2025

4:00 PM

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I. CALL TO ORDER (COMMITTEE CHAIR CRETE)**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CHANGES TO AGENDA**
- V. APPROVAL OF AGENDA**
- 21-23 VI. MINUTES (10/7/2025)**
- VII. PUBLIC INPUT**
- VIII. PETITIONS AND COMMUNICATIONS**
 - A. Presentations (4:00 P.M.)**
 - 1 1. Recognizing October as Domestic Violence Awareness Month and Celebrating the 50th Anniversary of the Bay Area Women’s Center (Board of Commissioners)**
 - 2 2. October 2025 as Michigan Library Appreciation Month (Board of Commissioners)**
 - 3-12 B. Equalization Director: 2025 Apportionment Report (Seeking Board approval of report; authorization for Board Chair and County Clerk to sign – proposed resolution attached)**
 - C. Personnel Director:**
 - 13-15 1. Renewal and Expansion of the KnowBe4 Training Platform Agreement (Seeking Board approval of renewal and implementation of the expanded KnowBe4 Training Platform Agreement; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**

2. Recreation & Facilities: Independent Contractor Agreement (Seeking Board approval of Independent Contractor Agreement; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

IX. REFERRALS

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. CLOSED SESSION (IF REQUIRED)

XIII. MISCELLANEOUS

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT

PLEASE NOTE THE CHANGE: The Committee Chair has requested that any Elected Official or Department/Division Head placing an item on the agenda be present or have a representative present to speak to their request and answer any questions posed by Committee members. **Attending the Full Board meeting is unnecessary if the request is approved unanimously at the Committee meeting, unless otherwise directed.**

If any participants plan to be present via Zoom, please contact Nick Paige prior to the meeting (paigen@baycountymi.gov).

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799,,81694266170#,,,,*547697# US (Chicago)

+19292056099,,81694266170#,,,,*547697# US (New York)

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator

Corporation Counsel

515 Center Avenue

Fourth Floor, Bay County Building

Bay City, MI 48708

989-895-4130

BAY COUNTY BOARD OF COMMISSIONERS

OCTOBER 21, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (10/14/2025)

WHEREAS, Domestic violence is a serious public health issue that affects millions of individuals regardless of age, gender, race, economic status, or educational background; and

WHEREAS, October is recognized nationally as Domestic Violence Awareness Month, providing an important opportunity to educate the public about prevention, support survivors, and honor the memory of those lost to domestic violence; and

WHEREAS, The Bay Area Women's Center (BAWC) has served as a cornerstone of safety, advocacy, and hope in our community since its founding on October 5, 1975; and

WHEREAS, For 50 years, BAWC has provided critical services, including emergency shelter, crisis intervention, counseling, advocacy, and education to thousands of survivors and their families across Bay County and the surrounding region; and

WHEREAS, The tireless dedication of BAWC's staff, volunteers, and community partners has contributed greatly to advancing awareness, prevention, and support for those affected by domestic and sexual violence; and

WHEREAS, The Bay County Board of Commissioners and Bay County Executive recognize and commend BAWC for its 50 years of service and its enduring commitment to creating a community where all individuals can live free from fear and abuse; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners and Bay County Executive recognize October 2025 as Domestic Violence Awareness Month in Bay County, and honor the 50th Anniversary of the Bay Area Women's Center; Be It Further

RESOLVED That the Board encourages all residents to support local efforts to prevent domestic violence, assist survivors, and promote healthy, respectful relationships within our community.

JEROME CRETE, CHAIR
AND COMMITTEE

Board of Commissioners - Recognizing October as Domestic Violence Awareness Month and Celebrating the 50th Anniversary of the Bay Area Women's Center

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				LARRY BESON				JEROME CRETE			
TIM BANASZAK				CHRISTOPHER T. RUPP							
VAUGHN J. BEGICK				JESSE DOCKETT							

VOTE TOTALS:

ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____

BAY COUNTY BOARD OF COMMISSIONERS

OCTOBER 21, 2025

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (10/14/2025)
- WHEREAS,** The Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative, and special libraries; and,
- WHEREAS,** In October 2025, we celebrate Michigan Library Appreciation Month and MI Right to Read Week, observed October 5-11, with the theme "Find out," reminding us that libraries are places where curiosity is welcomed, discovery encouraged, and the right to read—and to find out—is protected; and,
- WHEREAS,** Michigan's libraries safeguard access to knowledge and culture, nurture curiosity, and invite every resident to freely explore, inquire, and find out more about the world around them; and,
- WHEREAS,** Libraries foster literacy and lifelong learning for all people, providing welcoming spaces where questions are encouraged, answers are pursued, and intellectual freedom is protected; and,
- WHEREAS,** Libraries serve as cultural and civic hubs, offering books, digital media, educational programs, technology, and community resources that enrich lives and strengthen communities; and,
- WHEREAS,** Libraries safeguard First Amendment rights by ensuring unbiased access to ideas and protecting the right and freedom to read, to inquire, and to find out; and,
- WHEREAS,** Libraries are a smart investment in Michigan's future, with federal and state funding supporting collections, technology, and statewide programs such as MeL (the Michigan eLibrary), which provides every resident with free access to digital books, research databases, and learning tools; and,
- WHEREAS,** Library professionals are dedicated advocates for literacy, learning, and civic engagement, working tirelessly to connect patrons with resources that support personal growth, workforce readiness, and community wellbeing; and,
- WHEREAS,** Michigan Library Appreciation Month recognizes the invaluable contributions of librarians, staff, trustees, volunteers, and supporters who preserve access to information and nurture curiosity in every community; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners and Bay County Executive designate October 2025 as Michigan Library Appreciation Month. Encouraging all residents to check out MeL, the Michigan eLibrary at MeL.org, and visit their local library, in person or online, to find out something new about the services, resources, and collections Michigan's libraries provide.

JEROME CRETE, CHAIR

AND COMMITTEE

Board of Commissioners - October 2025 as Michigan Library Appreciation Month

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				LARRY BESON				JEROME CRETE			
TIM BANASZAK				CHRISTOPHER T. RUPP							
VAUGHN J. BEGICK				JESSE DOCKETT							

VOTE TOTALS:

ROLL CALL: YEAS___ NAYS___ EXCUSED___

VOICE: YEAS___ NAYS___ EXCUSED___

DISPOSITION: ADOPTED___ DEFEATED___ WITHDRAWN___

AMENDED___ CORRECTED___ REFERRED___ NO ACTION TAKEN___

BAY COUNTY BOARD OF COMMISSIONERS

OCTOBER 21, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (10/14/2025)

WHEREAS, The Bay County Board of Commissioners has the duty, in its October annual session, to do the following in accordance with 211.37 of the Michigan Property Tax Laws; and

WHEREAS, These requirements are as follows

Sec. 37: The County Board of Commissioners, at its annual session in October in each year, shall ascertain and determine the amount of money to be raised for County purposes, which determination and apportionment shall be entered at large on its records. It shall also examine all certificates, statements, papers, and records submitted to it, showing the moneys to be raised in the several townships for school, highway, drain, township and other purposes. It shall hear and duly consider all objections made to raising any such moneys by any taxpayer to be affected thereto. If it shall appear to the Board that any certificate, statement, paper, or record is not properly certified, or that the same is in anyway defective, or that any proceeding to authorize the raising of any such moneys had not been had or is in anyway imperfect, the Board shall certify the same, and if the certificate, statement, paper, record, or proceeding can then be corrected, supplied or had, the Board shall authorize and require the defects or omissions of proceedings to be corrected, supplied, or had. It may refer any or all the certificates, statements, papers, records, and proceedings to the Prosecuting Attorney, whose duty it shall be to examine the same and without delay, report in writing his opinion to the Board. It shall direct that such of the several amounts of money proposed to be raised for township, school, highway, drain, and all other purposes as shall be authorized by law, be spread upon the assessment roll of the proper townships, wards and cities. Such action and direction shall be entered in full upon the records of the proceedings of the Board and shall be final as to the levy and assessment of all such taxes, except when there is a change made in the equalization of any county by the Board or State Tax Commission upon appeal in the manner provided by law. The direction for spread of taxes shall be expressed in terms of millages to be spread against the taxable values of properties and shall not direct the raising of any specific amount of money. This section does not apply when Section 36(2) applies; and

WHEREAS, The Bay County Board of Commissioners has caused the above to be thoroughly checked for statutory requirements; Therefore, Be It

RESOLVED That the following county millages shall be levied on the 2025 taxable value of real and personal property 2025 assessment rolls of each township and city within the County of Bay:

Mills Levied in 2025:

BAY COUNTY GENERAL OPERATING	5.6929
BAY COUNTY LIBRARY OPERATING	1.7399
BAY COUNTY SENIOR CITIZENS	.8477
BAY COUNTY 911 CENTRAL DISPATCH	1.0472
BAY COUNTY MEDICAL CARE FACILITY	.7456
BAY COUNTY MEDICAL CARE FACILITY	.9943
BAY COUNTY HISTORICAL	.0945
BAY COUNTY FOREST SUSTAINABILITY	.0993
BAY COUNTY VETERANS	.0993
BAY COUNTY ANIMAL SERVICES	.6981
BAY COUNTY POOL	.3490
BAY COUNTY MOSQUITO CONTROL	.5485
TOTAL	12.9563

All millages are in accordance with the demands as presented on the Clerk's Certificates for schools, intermediate schools, community college city, township, and authority within the above local units. All have been checked for statutory compliance and, to the best of our knowledge, are in compliance with the Michigan Statutes. All special assessments, drain taxes, and all other taxes authorized by law shall be levied in accordance with the Michigan Statutes; Be It Further

RESOLVED That the Chairman of the Board and the Bay County Clerk are authorized to execute the Clerk's Certificates, the 4029s and any other documentation required.

JEROME CRETE, CHAIR
AND COMMITTEE

Equalization – 2025 Apportionment

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				LARRY BESON				JEROME CRETE			
TIM BANASZAK				CHRISTOPHER T. RUPP							
VAUGHN J. BEGICK				JESSE DOCKETT							

VOTE TOTALS:

ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____



**BAY COUNTY
EQUALIZATION DEPARTMENT**

James A. Barcia
County Executive

Keegan Bengel
Director

October 14, 2025

To: Bay County Board of Commissioners

From: Equalization Department

RE: 2025 Revised Apportionment Report

Bay County Board of Commissioners,

The Bay County Equalization Department is presenting the 2025 Apportionment Report for review and approval.

This report is a complete summary of the taxable value, millage rates, and special assessments levied within each township and city in Bay County. The responsibility of the Board is to approve the certification and spread of these millage rates upon the taxable value across the County.

Thank you,

Keegan Bengel
Equalization Director

County Name	Taxable Value	County Allocated Rate / SET	Est. County Allocated / SET Tax Dollars	Total County Extra Voted Operating Rate	Est. County EV Oper. Tax Dollars	Total County Debt Rate	Est. County Debt Tax Dollars	Total Est. County Tax Dollars	Total RenZone Taxable Value
Bay	3,727,108,759.00	5.6929	21,218,057.44	7.2634	27,071,481.75	0.0000	0.00	48,289,539.19	0.00
STATE ED. TAX	3,684,327,359.00	6.0000	22,105,964.15	0.0000	0.00	0.0000	0.00	0.00	0.00

Local Unit Name Townships Cities Villages Listed Alphabetically	Total Allocated / Charter Rate	Est. Local Allocated / Charter Tax Dollars	Total Other Extra Voted / General Law Operating Rate	Est. Local EV / GL Oper. Tax Dollars	Total Debt Rate	Est. Local Debt Tax Dollars	Total Est. Local Tax Dollars	Total RenZone Taxable Value
Bangor	1.2301	680,826.48	2.9865	1,652,945.52	0.5800	321,014.03	2,654,786.03	0.00
Beaver	0.9678	115,719,902.00	3.5456	410,296.48	0.0000	0.00	522,290.20	0.00
Frankenlust	1.1757	186,472,225.00	1.4770	275,419.48	0.0000	0.00	494,654.87	0.00
Fraser	1.1337	128,726,094.00	1.9658	253,049.76	0.0000	0.00	398,986.53	0.00
Garfield	1.0746	62,791,467.00	3.5948	225,722.77	0.0000	0.00	293,198.48	0.00
Gibson	1.0121	42,245,432.00	0.0000	0.00	0.0000	0.00	42,756.60	0.00
Hampton	4.9825	362,544,599.00	2.1424	776,715.55	0.0000	0.00	2,583,094.01	0.00
Kawkawlin	1.0947	192,148,903.00	0.9779	187,902.41	0.0000	0.00	398,247.81	0.00
Meiritt	1.1582	76,794,735.00	6.1244	470,321.68	0.0000	0.00	559,265.34	0.00
Monitor	1.2280	517,899,711.00	3.1653	1,639,307.96	0.0000	0.00	2,275,806.70	0.00
Mt Forest	1.0200	54,005,140.00	2.1998	118,800.51	0.0000	0.00	173,885.75	0.00
Pinconning	1.1370	101,770,678.00	0.0000	0.00	0.0000	0.00	115,713.26	0.00
Portsmouth	2.7766	123,215,388.00	1.4599	179,882.14	0.0000	0.00	522,001.99	0.00
Williams	4.4000	231,968,740.00	2.9824	691,823.57	0.0000	0.00	1,712,486.03	0.00
Auburn	15.5000	65,224,201.00	1.9351	126,215.35	0.0000	0.00	1,137,190.47	0.00
Bay City	16.9615	782,848,377.00	0.0000	0.00	0.0000	0.00	13,278,282.75	0.00
Essexville	13.5000	94,968,730.00	0.9500	90,220.29	2.7647	262,560.05	1,634,858.19	0.00
Pinconning	14.0319	28,881,762.00	2.8774	83,104.38	0.0000	0.00	488,370.38	0.00
Midland	12.5916	5,410,210.00	2.5483	13,786.84	0.0000	0.00	81,910.04	0.00

Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	Taxable Value	Total Operating Rate	Est. Authority Oper. Tax Dollars	Total Debt Rate	Est. Authority Debt Tax Dollars	Est. Total Authority Tax Dollars	Total RenZone Taxable Value
DDA - BAY CITY	86,280,549.00	2.0000	172,561.10	0.0000	0.00	172,561.10	0.00
DDA - ESSEXVILLE	7,997,125.00	1.0000	7,997.13	0.0000	0.00	7,997.13	0.00
DDA - MIDLAND BAY CO.	23,188,007.00	2.0000	46,376.01	0.0000	0.00	46,376.01	0.00
TRANSIT - BAY COUNTY	3,727,108,759.00	0.9943	3,705,864.24	0.0000	0.00	3,705,864.24	0.00

Local K12 School District Name	Total Taxable Value		Total NonHomestead Taxable Value		Total Commercial Personal Taxable Value		Non Homestead Operating Rate		Est. NH Operating Tax Dollars		Total Debt / Sinking Fund / Bldg Site Tax Dollars		Est. Debt / Sinking Fund / Bldg Site Tax Dollars		Total Est. Local K12 School Tax Dollars		Total RenZone Taxable Value		Non Homestead Comm.Pers. Operating Rate	
	Value		NonHomestead Taxable Value		Personal Taxable Value		Rate		Tax Dollars		Fund / Bldg Site Rate		Tax Dollars		Tax Dollars		Taxable Value		Rate	
BANGOR TOWNSHIP SCHOOLS	559,415,114.00		182,911,978.00		13,078,600.00		18.0000		3,370,887.20		3.0500		1,706,216.10		5,077,103.30		0.00		6.0000	
BAY CITY SCHOOL DISTRICT	2,397,746,539.00		732,230,759.00		55,438,250.00		18.0000		13,512,783.16		2.8666		6,873,380.23		20,386,163.39		0.00		6.0000	
ESSEXVILLE-HAMPTON SCH DIST	282,733,350.00		72,681,090.00		2,798,700.00		18.0000		1,325,051.82		4.7602		1,345,867.29		2,670,919.11		0.00		6.0000	
FREELAND COMM SCHOOL DIST	9,091,620.00		1,101,227.00		84,750.00		18.0000		20,330.59		2.9696		26,998.47		47,329.06		0.00		6.0000	
PINCONNING AREA SCHOOLS	418,405,947.00		99,660,512.00		7,507,365.00		17.7138		1,808,261.96		2.5000		1,046,014.87		2,854,276.83		0.00		5.7138	
REESE PUBLIC SCHOOLS	24,923,912.00		2,846,675.00		2,000,200.00		18.0000		63,241.35		3.0000		74,771.74		138,013.09		0.00		6.0000	
STANDISH STERLING COMM S/D	34,782,277.00		8,334,060.00		216,550.00		18.0000		151,312.38		2.0000		69,584.55		220,896.93		0.00		6.0000	

Community College Name	Taxable Value	Total Operating Rate	Est. Community College Oper. Tax Dollars	Total Debt Rate	Est. Community College Debt Tax Dollars	Est. Total Community College Tax Dollars	Total RenZone Taxable Value
DELTA CC	3,727,108,759.00	2.0559	7,662,562.90	0.0000	0.00	7,662,562.90	0.00

Intermediate School District Name	Taxable Value	ISD Allocated Rate	Est. ISD Allocated Tax Dollars	ISD Total EV Operating Rate	Est. ISD EV Operating (Spec Ed/Voc/Enh) Tax Dollars	ISD Total Debt Rate	Est. ISD Debt Tax Dollars	Est. Total ISD Tax Dollars	Total RenZone Taxable Value
BAY-ARENAC	3,693,093,227.00	0.1878	693,562.91	4.7057	17,378,588.80	0.0000	0.00	18,072,151.71	0.00
SAGINAW	9,091,620.00	0.1452	1,320.10	4.4986	40,899.56	0.0000	0.00	42,219.66	0.00
TUSCOLA	24,923,912.00	0.1411	3,516.76	4.0998	102,183.05	0.0000	0.00	105,699.81	0.00

Township / City	Village	School Code	Local School District	Total		Total	
				Total Homestead Property Tax Rate	NonHomestead Property Tax Rate	Total Homestead Property Tax Rate w/Special Assmnt	NonHomestead Property Tax Rate w/Special Assmnt
Bangor		09030	BANGOR TOWNSHIP SCHOOLS	34.7466	52.7466	34.7466	52.7466
Beaver		09010	BAY CITY SCHOOL DISTRICT	34.2800	52.2800	34.2800	52.2800
Beaver		09090	PINCONNING AREA SCHOOLS	33.9134	51.6272	33.9134	51.6272
Frankenlust		09010	BAY CITY SCHOOL DISTRICT	32.4193	50.4193	32.4193	50.4193
Frankenlust		73200	FREELAND COMM SCHOOL DIST	32.2726	50.2726	32.2726	50.2726
Fraser		09090	PINCONNING AREA SCHOOLS	32.4995	50.2133	37.4995	55.2133
Garfield		09090	PINCONNING AREA SCHOOLS	34.0694	51.7832	34.0694	51.7832
Gibson		06050	STANDISH STERLING COMM S/D	29.9121	47.9121	29.9121	47.9121
Gibson		09090	PINCONNING AREA SCHOOLS	30.4121	48.1259	30.4121	48.1259
Hampton		09010	BAY CITY SCHOOL DISTRICT	36.8915	54.8915	36.8915	54.8915
Hampton		09050	ESSEXVILLE HAMPTON SCH DIST	38.7851	56.7851	38.7851	56.7851
Kawkawlin		09010	BAY CITY SCHOOL DISTRICT	31.8392	49.8392	36.8392	54.8392
Kawkawlin		09090	PINCONNING AREA SCHOOLS	31.4726	49.1864	36.4726	54.1864
Merritt		09010	BAY CITY SCHOOL DISTRICT	37.0492	55.0492	37.0492	55.0492
Merritt		79110	REESE PUBLIC SCHOOLS	36.5300	54.5300	36.5300	54.5300
Monitor		09010	BAY CITY SCHOOL DISTRICT	34.1609	52.1609	34.1609	52.1609
Mt Forest		09090	PINCONNING AREA SCHOOLS	32.6198	50.3336	32.6198	50.3336
Pinconning		06050	STANDISH STERLING COMM S/D	30.0370	48.0370	30.0370	48.0370
Pinconning		09090	PINCONNING AREA SCHOOLS	30.5370	48.2508	30.5370	48.2508
Portsmouth		09010	BAY CITY SCHOOL DISTRICT	34.0031	52.0031	34.0031	52.0031
Williams		09010	BAY CITY SCHOOL DISTRICT	37.1490	55.1490	37.1490	55.1490
Auburn		09010	BAY CITY SCHOOL DISTRICT	47.2017	65.2017	47.2017	65.2017
Bay City		09010	BAY CITY SCHOOL DISTRICT	46.7281	64.7281	46.7281	64.7281
Bay City		09030	BANGOR TOWNSHIP SCHOOLS	46.9115	64.9115	46.9115	64.9115
Essexville		09050	ESSEXVILLE HAMPTON SCH DIST	48.8749	66.8749	48.8749	66.8749
Midland		09010	BAY CITY SCHOOL DISTRICT	44.9065	62.9065	44.9065	62.9065
Pinconning		09090	PINCONNING AREA SCHOOLS	46.3093	64.0231	46.3093	64.0231

Local Municipality (Twp/City/Vlg)	ALL Purpose(s) of Qualifying Special Assessment Millage Rates for the Local Municipality Listed	Total of All Special Assessment Rates Levied UNITWIDE
Fraser	Water – 112	5.0000
Kawkawlin	Water – 112	5.0000

Certification Statement

I hereby certify that this statement showing mills apportioned by the Bay County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the Bay County Board of Commissioners for the year 2025.

Tim Banaszak

Chairman of the Board

Date: _____

Keegan Bengel

Equalization Director

Date: _____



**BAY COUNTY
PERSONNEL & EMPLOYEE RELATIONS**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycountymi.gov

To: Jerome Crete, Committee of the Whole

From: Tiffany Jerry, Director of Personnel and Employee Relations



Date: October 6, 2025

Re: **Committee of the Whole Agenda**

Request:

Approval is requested for the renewal and expansion of the KnowBe4 program.

Background:

Bay County faces a variety of legal and financial risks related to employee conduct, regulatory compliance, and workplace culture. Without consistent and proactive training, the County remains vulnerable to violations that could result in data breaches, financial costs, litigation, reputational damage, and regulatory penalties.

Currently, Bay County utilizes KnowBe4 software to deliver periodic micro-trainings focused solely on cybersecurity awareness. KnowBe4 offers an expanded platform and comprehensive training solution that addresses a broad range of topics, including but not limited to:

- Cybersecurity awareness
- Data privacy
- Workplace safety and violence prevention
- Harassment prevention
- Management and leadership essentials

Many of these training areas align with federal grant requirements, further supporting the value of this investment. Renewing and expanding a structured micro-training program through KnowBe4 will help mitigate risk, promote compliance, and foster a safer, more informed workplace culture.

Finance/Economics

Bay County has negotiated an annual cost of \$13,220 per year for up to 550 users. A three-year commitment is required to fully implement and benefit from the platform. The Information Systems Division currently budgets \$6,000 annually for KnowBe4 Cybersecurity training. The remaining cost for the expanded training programs is requested included in the 2026 recommend budget.

Additionally, Bay County will submit a grant application to the Michigan Municipal Risk Management Authority (MMRMA) to offset up to 50% of the program cost.

Recommendation:

Upon review of corporation counsel, approve the renewal and implementation of the expanded KnowBe4 training platform, authorize the board chair to sign any required documents and approve required budget adjustments.

Cc: Jim Barcia
Scott Trepkowski
Julie O'Malley

BAY COUNTY BOARD OF COMMISSIONERS

OCTOBER 21, 2025

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (10/14/2025)
- WHEREAS,** Bay County faces a variety of legal and financial risks related to employee conduct, regulatory compliance, and workplace culture; and
- WHEREAS,** Without consistent and proactive training, Bay County remains vulnerable to violations that could result in data breaches, financial costs, litigation, reputational damage, and regulatory penalties; and
- WHEREAS,** Bay County currently utilizes KnowBe4 software to deliver periodic micro-training focused solely on cybersecurity awareness; and
- WHEREAS,** KnowBe4 offers an expanded and comprehensive training platform addressing a broad range of topics, including but not limited to cybersecurity awareness, data privacy, workplace safety and violence prevention, harassment prevention, and management and leadership essentials; and
- WHEREAS,** Many of these training areas align with federal grant requirements, further supporting the value of this investment. Renewing and expanding a structured micro-training program through KnowBe4 will help mitigate risk, promote compliance, and foster a safer, more informed workplace culture; and
- WHEREAS,** Bay County has negotiated an annual cost of \$13,220 for up to 550 users. A three-year commitment is required to fully implement and benefit from the platform. The Information Systems Division currently budgets \$6,000 annually for KnowBe4 cybersecurity training. The remaining cost for the expanded training programs is requested to be included in the 2026 recommended budget; and
- WHEREAS,** Bay County will submit a grant application to the Michigan Municipal Risk Management Authority (MMRMA) to offset up to 50% of the program cost; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the renewal and implementation of the expanded KnowBe4 Training Platform Agreement and authorizes the Chairman of the Board to execute any documents related to the Agreement following Corporation Counsel review and approval; Be It Further
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR

AND COMMITTEE

Personnel – Renewal and Expansion of the KnowBe4 Training Platform Agreement

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				LARRY BESON				JEROME CRETE			
TIM BANASZAK				CHRISTOPHER T. RUPP							
VAUGHN J. BEGICK				JESSE DOCKETT							

VOTE TOTALS:

ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____



**BAY COUNTY
PERSONNEL DEPARTMENT**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycountymi.gov

To: Jerome Crete, Committee of the Whole

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: October 6, 2025

Re: Committee of the Whole Agenda



Please consider the following items for the agenda of your committee meeting scheduled for October 14, 2025.

Request: (New Independent Contractor Position)

Cristen Gignac has submitted a request for approval to enter into an independent contractor agreement with Beth Trahan to continue to instruct fitness classes she has cultivated at the Community Center.

Background:

Beth Trahan was a long-term county employee and certified fitness instructor who taught fitness classes to our patrons and wellness program participants as part of her position as the Community Center Manager. She has recently retired. As part of the transition, Ms. Trahan has continued to teach the fitness classes as a temporary employee to continue the service to our patrons. These classes are widely attended and have a following because of her instruction. These classes are a large part of the Community Center's morning weekday schedule. A review of 10 months of data shows that Ms. Trahan has taught 180 1-hr classes that had a total of 3,476 participants in Yoga and Fitfun. 545 of these participants are attending through the wellness program, a Board approved program that allows employees, retirees and their spouses to attend these fitness classes for free in the hopes of improving their healthy lifestyle. In addition to these classes and numbers, Ms. Trahan also teaches half-hour chair fitness classes. These classes are scheduled and cancelled at her direction.

Finance/Economics:

\$45 for a 1-hour class and \$30 for a ½ hour class not to exceed \$15,000 a year. A budget adjustment will be necessary for 2026.

Recommendation:

It is recommended that the Board approve and authorize the Board Chair to sign an independent contractor agreement upon favorable review from Corporation Counsel and approve budget adjustments as necessary.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia
Amber Davis-Johnson
Scott Trepkowski
Kim Priessnitz
Juliet Nicholls

RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycountymi.gov

JAMES A. BARCIA
County Executive

Jon Morse, Buildings & Grounds Supervisor
morsej@baycountymi.gov

Tel: (989) 895-4132
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Brad Moses, Civic Arena Manager
mosesb@baycountymi.gov

Daniel Neering, Recreation Manager
neeringd@baycountymi.gov

Juliet Nicholls, Community Center Manager
nichollsj@baycountymi.gov

Dan Tomczak, Pinconning Park Manager
tomczakd@baycountymi.gov

To: Jerry Crete, Chairman of the Committee of the Whole
From: Cristen Gignac, Director of Recreation & Facilities
Date: September 25, 2025
Subject: Independent Contractor for Fitness Classes at the Community Center

Request: To gain approval to enter into an independent contractor agreement with Beth Trahan to continue to instruct her fitness classes she cultivated at the Community Center.

Background: Beth Trahan was a long-term county employee and certified fitness instructor that taught fitness classes to our patrons and wellness program participants as part of her job as the Community Center Manager. She has recently retired. As part of the transition, Ms. Trahan has continued to teach the fitness classes as a temporary employee to continue the service to our patrons. These classes are widely attended and have a following because of her instruction. These classes are a large part of our morning weekday schedule. A review of 10 months of data shows that Ms. Trahan has taught 180 1-hr classes that had a total of 3,476 participants in Yoga and Fitfun. 545 of these participants are attending through the wellness program, a Board approved program that allows employees, retirees and their spouses to attend these fitness classes for free in the hopes of improving their healthy lifestyle. In addition to these classes and numbers, Ms. Trahan also teaches half-hour chair fitness classes. These classes are scheduled and cancelled at her direction.

Economics: \$45 for a 1-hour class. \$30 for a ½ hour class. Not to exceed \$15,000 a year. A budget adjustment will be necessary for 2026.

Recommendation: It is recommended that the Board authorize the Board chairman to sign an independent contractor agreement upon favorable review from Corporation Counsel. Budget adjustments as necessary.

Cc: Community Center, Corporation Counsel, Finance, Jim Barcia

BAY COUNTY BOARD OF COMMISSIONERS

OCTOBER 21, 2025

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (10/14/2025)
- WHEREAS,** Beth Trahan served as a long-term county employee and certified fitness instructor providing fitness classes to patrons and wellness program participants as part of her position as the Bay County Community Center Manager; and
- WHEREAS,** Ms. Trahan has recently retired and, as part of the transition, she has continued to teach the fitness classes as a temporary employee to continue the service for patrons; and
- WHEREAS,** Ms. Trahan's classes are widely attended and are a key part of the Community Center's morning weekday schedule; and
- WHEREAS,** A review of ten months of data indicates that Ms. Trahan has taught 180 one-hour Yoga and Fitfun classes, with a total of 3,476 participants. Of these, 545 attended through the Board-approved wellness program, which allows employees, retirees, and their spouses to participate in these fitness classes for free to support a healthier lifestyle; and
- WHEREAS,** In addition to these classes and numbers, Ms. Trahan also teaches half-hour chair fitness classes. These classes are scheduled and cancelled at her direction; and
- WHEREAS,** It is recommended that Ms. Trahan receive \$45 for a one-hour class and \$30 per half-hour class, not to exceed \$15,000 a year, with a budget adjustment necessary for 2026; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the Independent Contractor Agreement with Beth Trahan and Bay County (Recreation & Facilities) and authorizes the Chairman of the Board to execute said Agreement following Corporation Counsel review and approval; Be It Further
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR
AND COMMITTEE

Personnel/Recreation & Facilities - Independent Contractor Agreement

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				LARRY BESON				JEROME CRETE			
TIM BANASZAK				CHRISTOPHER T. RUPP							
VAUGHN J. BEGICK				JESSE DOCKETT							

VOTE TOTALS:

ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____

**COMMITTEE OF THE WHOLE
MINUTES**

MEETING OF THE BAY COUNTY COMMITTEE OF THE WHOLE HELD ON TUESDAY, OCTOBER 7, 2025, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR CRETE AT 4:00 P.M.

MOTION NO.

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
JEROME CRETE, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
KATHY NIEMIEC, V. CHAIR	P	Y	Y	Y	S/Y	Y	Y	Y	Y	Y	Y	Y	Y
VAUGHN J. BEGICK	P	Y	Y	Y	M/Y	Y	Y	Y	Y	Y	Y	Y	Y
LARRY BESON	P	Y	Y	Y	Y	Y	Y	S/Y	Y	Y	Y	Y	S/Y
CHRISTOPHER T. RUPP	P	Y	M/Y	Y	Y	Y	S/Y	Y	Y	S/Y	S/Y	S/Y	Y
JESSE DOCKETT	P	S/Y	S/Y	S/Y	Y	S/Y	Y	Y	M/Y	Y	Y	Y	M/Y
TIM BANASZAK, EX OFFICIO	P	M/Y	Y	M/Y	Y	M/Y	M/Y	M/Y	S/Y	M/Y	M/Y	M/Y	Y

MOTION NO.

COMMISSIONERS PRESENT:		13	14	15	16	17	18	19	20	21	22	23	24
JEROME CRETE, CHAIR		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
KATHY NIEMIEC, V. CHAIR		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	S/Y	Y
VAUGHN J. BEGICK		Y	M/Y	Y	Y	S/Y	Y	Y	Y	Y	Y	Y	Y
LARRY BESON		Y	S/Y	S/Y	S/Y	Y	Y	Y	Y	S/Y	S/Y	Y	S/Y
CHRISTOPHER T. RUPP		Y	Y	M/Y	Y	Y	S/Y	Y	Y	Y	Y	Y	Y
JESSE DOCKETT		S/Y	Y	Y	Y	Y	M/Y	M/Y	S/Y	M/Y	M/Y	Y	Y
TIM BANASZAK, EX OFFICIO		M/Y	Y	Y	M/Y	M/Y	Y	S/Y	M/Y	Y	Y	M/Y	M/Y

MOTION NO.

COMMISSIONERS PRESENT:		25	26	27	28	29	30	31	32	33	34	35	36
JEROME CRETE, CHAIR		Y											
KATHY NIEMIEC, V. CHAIR		Y											
VAUGHN J. BEGICK		M/Y											
LARRY BESON		S/Y											
CHRISTOPHER T. RUPP		Y											
JESSE DOCKETT		Y											
TIM BANASZAK, EX OFFICIO		Y											

OTHERS PRESENT: A. Davis-Johnson, J. Barcia, C. Gignac, S. Trepkowski, L. Arsenault, A. Poirier, T. Jerry, J. Lillo, J. Jerry, J. Losey, J. O'Malley, W. Prince, Judge Sheeran, K. Zanotti, K. Kilby, B. Latocki, R. Brandt, M. Basket, O. Shields

ZOOM:

M- MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

COMMITTEE OF THE WHOLE MINUTES
TUESDAY, OCTOBER 7, 2025

MOTION NO.

NOTE: In addition to these typed minutes, which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped. The tapes are available for review in the Executive's Office or can be viewed on Bay County's website, www.baycountymi.gov/executive/videos.

1. MOVED, SUPPORTED, AND CARRIED TO APPROVE THE AGENDA AS PRINTED.
2. MOVED, SUPPORTED, AND CARRIED TO APPROVE SEPTEMBER 9, 2025, COMMITTEE OF THE WHOLE MINUTES, AS PRINTED.

Public input with no one wishing to address the Committee.

3. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RECOGNIZING OCTOBER 2025 AS FAMILY COURT AWARENESS MONTH IN BAY COUNTY (COMMISSIONER DOCKETT).
4. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION REGARDING OPERATION GREEN LIGHT (VETERAN AFFAIRS).

Next on the agenda was a presentation on the Proposed 2026 Budget. County Executive Jim Barcia provided an overview of the budget process and expressed his appreciation to staff and commissioners for their continued collaboration. Finance Officer Scott Trepkowski followed with a detailed summary of revenues, expenditures, and key recommendations. The Committee then discussed the Executive's recommended 2026 Budget for Bay County. Mr. Trepkowski concluded by recognizing County Executive Barcia and the Finance Department staff for their dedication and hard work in preparing the budget.

5. MOVED, SUPPORTED AND CARRIED TO RECEIVE THE COUNTY EXECUTIVE'S PROPOSED 2026 BUDGET OVERVIEW PRESENTATION.
6. MOVED, SUPPORTED AND CARRIED TO MOVE OUT OF REGULAR ORDER OF BUSINESS TO CONDUCT PUBLIC HEARING RE: COUNTY EXECUTIVE'S PROPOSED 2026 BAY COUNTY BUDGET.
7. MOVED, SUPPORTED AND CARRIED TO GO BACK TO REGULAR ORDER OF BUSINESS.
8. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR DESIGNATION OF THE BAY COUNTY OFFICE OF SOIL EROSION AND SEDIMENT CONTROL AS THE COUNTY ENFORCING AGENCY AND RECLASSIFICATION OF CIVIL ENGINEER POSITION (CORPORATION COUNSEL/SESC).
9. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR MICHIGAN TRANSPORTATION FUND BONDS, SERIES 2025 (BAY COUNTY ROAD COMMISSION).
10. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR ROAD PATROL TOWNSHIP CONTRACTS FTY 2026 (SHERIFF).
11. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR COURT OFFICER LIAISON DEPUTY POSITION (SHERIFF/COURTS).

12. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR ADDITION OF OWI REIMBURSEMENT TO THE BAY COUNTY SHERIFF'S OFFICE FEE SCHEDULE (SHERIFF).
13. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR 2025 ASSESSMENT ROLLS (DRAIN).
14. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR LOCAL HEALTH DEPARTMENT (LHD) AND MEDICAID HEALTH PLAN (MHP) CARE COORDINATION AGREEMENTS FOR CASE MANAGEMENT (HEALTH DEPARTMENT).
15. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD TO RECEIVE TUITION REIMBURSEMENT FOR JASON MIKULIN (INFORMATION SYSTEMS) (PERSONNEL).
16. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR MOSQUITO CONTROL: BUDGET ADJUSTMENT AND PURCHASE OF REPLACEMENT TRUCK (ENVIRONMENTAL AFFAIRS/MOSQUITO CONTROL).
17. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR HEALTH DEPARTMENT CONFERENCE ROOM AS A POLLING LOCATION (RECREATION & FACILITIES).
18. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR LABADIE LOUNGE ADVERTISING AND LEASE AGREEMENT (RECREATION & FACILITIES).
19. MOVED, SUPPORTED, AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2025 (FINANCE).
20. MOVED, SUPPORTED, AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE).
21. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR BID AWARD NOTIFICATION RFQU 2025-03 CM AND DESIGN PROFESSIONAL FOR BAY COUNTY POOL FACILITY (FINANCE/PURCHASING).
22. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR BID RELEASE FOR RFQU FOR THE ASSESSMENT OF JUVENILE HOME FINANCIALS (FINANCE/PURCHASING).
23. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED PAYABLES RESOLUTION (FINANCE).
24. MOVED, SUPPORTED, AND CARRIED TO RECEIVE THE OFFICE OF ASSIGNED COUNSEL REPORT FOR AUGUST 2025 (CORPORATION COUNSEL).
25. MOVED, SUPPORTED, AND CARRIED TO ADJOURN (4:40 P.M.).

Submitted By:

Lindsey Arsenault
Board Coordinator