

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

**TUESDAY, JANUARY 13, 2026**

**4:00 p.m.**

**COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING**

**PAGE NO.**

- |              |   |
|--------------|---|
|              | <b>I. CALL TO ORDER (COMMITTEE CHAIR CRETE)</b>   |
|              | <b>II. ROLL CALL</b>  |
|              | <b>III. PLEDGE OF ALLEGIANCE</b>  |
|              | <b>IV. CHANGES TO AGENDA</b>  |
|              | <b>V. APPROVAL OF AGENDA</b>  |
| <b>28-30</b> | <b>VI. MINUTES (12/9/2025)</b>  |
|              | <b>VII. PUBLIC INPUT (3 Minute Maximum Per Person)</b>  |
|              | <b>VIII. PETITIONS AND COMMUNICATIONS</b>   |
| <b>1-2</b>   | <b>A. Bay County Sheriff: Service Agreement with PowerDMS 2026 (Seeking Board approval of Agreement with PowerDMS and approval of annual renewal agreements for up to four (4) years, contingent upon the associated costs being included in and approved as part of the Sheriff's budget for each renewal term; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)</b> |
| <b>3-4</b>   | <b>B. Bay County Register of Deeds: US Imaging Indexing Contract (Seeking Board approval of Agreement for indexing services; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)</b>   |
|              | <b>C. Health Officer:</b>   |
| <b>5-6</b>   | <b>1. Agreements with Nurse Practitioners and Physician Assistants 2026 (Seeking Board approval of renewal Agreements for providers; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)</b>   |

7-8	2. Travel Request to Attend 2026 NACCHO Public Health Preparedness Summit (Seeking Board approval of travel request for The Bay County Emergency Preparedness and Health Education Division Manager and the Community Health Educator/Health Analyst to attend the National Association of County and City Health Officials (NACCHO) 2026 Public Health Preparedness Summit; approval of required budget adjustments – proposed resolution attached)
9-10	3. Business Associate and Data Sharing Agreements 2026 (Seeking Board approval of Agreements (Seeking Board approval of Agreements; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)
11-12	D. Department on Aging Director (Seeking Board approval of acceptance of funds from Region VII Area Agency on Aging, of \$13,719 for those that provide Homemaking and Personal Care services with a \$3.84 per unit worked each month (\$3.40 + .44 for additional payroll/FICA costs), for FY 2026 starting October 2025; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)
	E. Personnel Director:
13-16	1. Department on Aging: Part-Time Social Worker Position Funded by Michigan Health Endowment Fund Grant (Seeking Board approval to post and fill the Part-time Social Worker position funded through the Michigan Health Endowment Fund grant, with the position terminating at the conclusion of the grant cycle on December 31, 2027; approval of required budget adjustments – proposed resolution attached)
	F. Finance:
17	1. Analysis of General Fund Equity 2025 (Receive)
18	2. Update Regarding Executive Directive #2007-11 (Receive)
19-21	3. Purchasing: Bid Award IFB 2025-12 Cost Allocation Plan to MGT Consulting Group (Seeking Board to receive bid award for IFB 2025-12 Cost Allocation Plan to MGT Consulting Group; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)
22-23	4. Information Systems: Agreement with People Driven Technology for Microsoft Licenses 2026 (Seeking Board approval of Agreement with People Driven Technology for Microsoft licensing, and approval of annual renewal agreements for up to four (4) years, contingent upon the associated costs being included in and approved as part of the department's budget for each renewal term;

authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

24 G. Payables – General (Proposed resolution attached)

25-27 H. Office of Assigned Counsel – November 2025 Report (Receive)

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](mailto: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



**Troy R. Cunningham**  
*Sheriff Of Bay County*

Christopher D. Mausolf  
Undersheriff

Troy A. Stewart  
Jail Administrator

**To:** Jerome Crete, Chair, Committee of the Whole  
**From:** Sheriff Troy R. Cunningham *TRC*  
**Date:** January 8, 2026  
**Subject:** Service Agreement with PowerDMS

**Request:** That the Bay County Board of Commissioners approve the agreement between Bay County Sheriff's Office and PowerDMS and further approves annual renewal agreements for up to four years, contingent upon the associated costs being included in and approved as part of the Sheriff's budget for each renewal term.

**Background:** PowerDMS is a policy and compliance management platform that the Sheriff's Office has used for the past 6 years.

**Finance/Economics:** There are funds available in the 2026 budget year for this service agreement.

**Recommendation:** It is recommended that the agreement is approved, that the Chairman of the Board is authorized to execute any documents related to this agreement following Corporation Counsel review and approval, and that related budget adjustments are approved, if required.

**CC:** Undersheriff Christopher D. Mausolf  
Lindsey Arsenault, BOC  
Amber Davis-Johnson, Corporation Counsel  
File Copy

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (1/13/2026)
- WHEREAS,** PowerDMS is a policy and compliance management platform that the Bay County Sheriff's Office has used for the past six years; and
- WHEREAS,** The Bay County Sheriff is requesting to continue use of PowerDMS and further seeks approval of renewal agreements for up to four years, contingent upon the associated costs being included in and approved as part of the Sheriff's budget for each renewal term; and
- WHEREAS,** There are funds available in the 2026 budget year for the service agreement; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the Agreement between PowerDMS and Bay County (Sheriff) and further approves annual renewal agreements for up to four (4) years, contingent upon the associated costs being included in and approved as part of the Sheriff's budget for each renewal term; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute the Agreement and any subsequent renewal agreements following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR  
AND COMMITTEE

## Sheriff - Service Agreement with PowerDMS

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 \_\_\_\_



515 Center Ave., Suite 102  
Bay City, Michigan 48708  
[www.baycounty-mi.gov/rod](http://www.baycounty-mi.gov/rod)

## Brandon Krause

Bay County Register of Deeds

JILL M. RAYNAK  
Chief Deputy Register of Deeds  
Phone (989) 895-4228  
Fax (989) 895-4296  
TDD (989) 895-4049

To: Tim Banaszak, Board Chairman  
From: Brandon Krause, Register of Deeds  
Re: US Imaging Indexing Contract  
Date: January 6, 2026

Honorable Board Members,

The Bay County Register of Deeds would like to enter into a contract with US Imaging, a Saginaw MI based scanning and indexing company, to index archived oil and gas lease records. By doing so, this would enable access to these records online for title researchers and secure the data digitally for record storage.

There will be no finances needed from the General Fund for this project. The cost of \$45,684.50 will be funded from the Register of Deeds Automation Fund.

The Register of Deeds recommends the Board Chairman sign the contract and any other documents that may be related to entering into this agreement.

Respectfully,

A handwritten signature in cursive script that reads "Brandon Krause".

Brandon Krause

Bay County Register of Deeds



## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

BY: COMMITTEE OF THE WHOLE (1/13/2026)

WHEREAS, The Bay County Register of Deeds requests approval to enter into an agreement with US Imaging, a Saginaw, Michigan based scanning and indexing company, to index archived oil and gas lease records; and

WHEREAS, The project will enable online access to these records for title researchers and provide secure digital storage of the data; and

WHEREAS, No funds will be required from the General Fund for this project. The cost of \$45,684.50 will be funded from the Register of Deeds Automation Fund; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement between US Imaging and Bay County (Register of Deeds) for document indexing services and authorizes the Chairman of the Board to execute the Agreement and all related documents after Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR  
AND COMMITTEE

## Register of Deeds - US Imaging Indexing Contract

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 \_\_\_\_





1200 Washington Avenue Bay City, Michigan 48708  
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

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James A. Barcia  
Bay County Executive

Joel R. Strasz  
Public Health Officer

**TO:** Chairperson, Committee of the Whole  
**FROM:** Joel R. Strasz, Health Officer  
**DATE:** January 6, 2026  
**CC:** James Barcia, Amber Johnson, Kim Priessnitz, Amy Yakich, Erica Retelle  
**RE:** RENEWAL OF AND AUTHORIZATION TO ENTER INTO AGREEMENTS WITH PROVIDERS (NURSE PRACTITIONERS AND PHYSICIAN ASSISTANTS)

**BACKGROUND:** Since the 1980's, the Health Department has employed several Nurse Practitioners (NP) within the Bay County Health Department as an Independent Contractors. NP services are necessary so that services (Personal Health Services, HIV/STI, Family Planning) can be continued without interruption. Since 2015, the Health Department has contracted with Tammy J. Hill, DNP to provide clinical services, and as such her contract expired on December 31, 2025 and must be renewed. Additionally, due to a lack of advanced practitioner providers regionally, a history of contracted Nurse Practitioners may limit duties because of changes in contractual status and entering into employment with different organizations. Therefore, it is prudent to obtain the services of an additional providers to cover necessary services on a timely basis as necessary.

**FINANCE AND ECONOMICS:** There are no economic considerations, as funding for provider services has already been budgeted via grant agreements and through anticipated revenues and can be utilized to pay all fees associated with the Independent Contractor Agreement(s).

**RECOMMENDATION:** The Health Department recommends, with Corporation Counsel review, Board renewal and authorization of the Independent Contractor Agreement(s) for the said Nurse Practitioners as well as any budget adjustments relating to these Agreements.

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (1/13/2026)
- WHEREAS,** Since the 1980s, the Bay County Health Department has employed several Nurse Practitioners (NP) within the Bay County Health Department as Independent Contractors; and
- WHEREAS,** The services provided by Nurse Practitioners are necessary to ensure the continued and uninterrupted delivery of Personal Health Services, HIV and STI services, and Family Planning services; and
- WHEREAS,** Starting in 2015, the Health Department has contracted with Tammy J. Hill, DNP, to provide clinical services, and as such, her contract expired on December 31, 2025, and must be renewed; and
- WHEREAS,** Additionally, due to a lack of advanced practitioner providers regionally, a history of contracted Nurse Practitioners may limit duties because of changes in contractual status and entering into employment with different organizations. Therefore, it is prudent to obtain the services of additional providers to cover necessary services on a timely basis as necessary; and
- WHEREAS,** There are no economic considerations, as funding for provider services has already been budgeted via grant agreements and through anticipated revenues and can be utilized to pay all fees associated with the Independent Contractor Agreement(s); Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the renewal of the Independent Contractor Agreement(s) for providers for 2026 and further approval of annual agreements for up to three (3) years, contingent upon the associated costs being included in and approved as part of the Health Department's budget for each renewal term; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute the Agreement(s) and any subsequent renewal agreements following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR

AND COMMITTEE

Health Dept - Agreements with Nurse Practitioners and Physician Assistants 2026

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\_\_\_\_



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**James A. Barcia**  
Bay County Executive

**Joel R. Strasz**  
Public Health Officer

**TO:** Jerome Crete, Chairperson, Committee Of The Whole  
**FROM:** Melissa Opheim, Emergency Preparedness & Health Education Division Manager  
**DATE:** December 30, 2025  
**CC:** James Barcia, Joel Strasz, Scott Trepkowski, Kim Priessnitz  
**RE:** Travel Request To Attend 2026 NACCHO Public Health Preparedness Summit

**BACKGROUND:**

The Emergency Preparedness and Health Education Division Manager and the Community Health Educator/Health Analyst have been approved by the Michigan Department of Health and Human Services Bureau of EMS, Trauma and Preparedness (MDHHS BETP) for the current grant cycle to attend the National Association of County and City Health Officials (NACCHO) 2026 Public Health Preparedness Summit being held April 13 to April 16 in Baltimore, Maryland. The Public Health Preparedness Summit is the first and longest running national conference on public health preparedness and provides attendees with opportunities to learn how to implement model practices that enhance the nation's capabilities to prepare for, respond to, and recover from disasters and other emergencies.

**FINANCIAL CONSIDERATIONS:**

There are no direct costs for this travel request. All expenses have been approved and will be covered by MDHHS Public Health Emergency Preparedness grant funding.

**RECOMMENDATION**

The Health Department recommends that the Board of Commissioners approve the travel request.

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (1/13/2026)
- WHEREAS,** The Bay County Emergency Preparedness and Health Education Division Manager and the Community Health Educator/Health Analyst have been approved by the Michigan Department of Health and Human Services Bureau of EMS, Trauma and Preparedness (MDHHS BETP) for the current grant cycle to attend the National Association of County and City Health Officials (NACCHO) 2026 Public Health Preparedness Summit; and
- WHEREAS,** The summit is being held from April 13, 2026, to April 16, 2026, in Baltimore, Maryland; and
- WHEREAS,** The Public Health Preparedness Summit is the first and longest-running national conference on public health preparedness and provides attendees with opportunities to learn how to implement model practices that enhance the nation's capabilities to prepare for, respond to, and recover from disasters and other emergencies; and
- WHEREAS,** There are no direct costs for this travel request. All expenses have been approved and will be covered by MDHHS Public Health Emergency Preparedness grant funding; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the travel request as outlined for the 2026 National Association of County and City Health Officials (NACCHO) 360 Public Health Conference; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR  
AND COMMITTEE

## Health Department – Travel Request to Attend 2026 NACCHO Public Health Preparedness Summit

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 \_\_\_\_

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DISPOSITION: ADOPTED \_\_\_\_ DEFEATED \_\_\_\_ WITHDRAWN \_\_\_\_

AMENDED \_\_\_\_ CORRECTED \_\_\_\_ REFERRED \_\_\_\_ NO ACTION TAKEN \_\_\_\_



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James A. Barcia  
Bay County Executive

Joel R. Strasz  
Public Health Officer

**TO:** Tim Banaszak, Board Chair  
**FROM:** Joel R. Strasz, Health Officer  
**DATE:** December 26, 2025  
**CC:** James Barcia, Amber Johnson, Scott Trepkowski, Kim Priessnitz, Amy Yakich, Andre Reed  
**RE:** Authorization to Enter Into Business Associate Agreements (BAA) and Data Sharing Agreements (DSA) with Prospective Health Insurance Health/Maintenance Organizations and Other Health Care Related Organizations

### **BACKGROUND:**

HIPAA (Health Insurance Portability and Accountability Act of 1996) and other federal privacy laws (HITECH aka Health Information Technology for Economic and Clinical Health) require Health Care entities interacting with each other to enter into Business Associates and/or Data Sharing Agreements to protect an individual's personal health information in accordance with established guidelines and methods. These agreements are standard, proforma and ministerial in task, requiring no discretion to enter into them. Full implementation of services that require shared information is often delayed due to having to seek authorization. Obtaining the authority to do so in advance will expedite implementation and provide the Department with the ability to provide services in a timely manner.

### **FINANCE AND ECONOMICS:**

There are no costs to the Health Department to enter or execute the Agreements, which as stated above are standard and necessary for the exchange of health information. Entering into the agreements broaden the opportunity for increased revenues in a more timely manner and allow the Health Department to provide services to a greater number of individuals.

### **RECOMMENDATION:**

The Health Department recommends the Board provide authority to enter into BAA's and DSA's, and upon review by Corporation Counsel, be signed by the Health Officer or Board Chair as per recommendation from the Corporation Counsel.

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (1/13/2026)
- WHEREAS,** The Health Insurance Portability and Accountability Act of 1996 and other federal privacy laws, including the Health Information Technology for Economic and Clinical Health Act, require health care entities that interact with one another to enter into Business Associate Agreements and or Data Sharing Agreements in order to protect an individual's personal health information in accordance with established federal guidelines and standards; and
- WHEREAS,** Business Associate Agreements and Data Sharing Agreements are standard, pro forma, and ministerial in nature, requiring no discretionary action to enter into them, and full implementation of services requiring shared health information is often delayed due to the need to seek prior authorization; and
- WHEREAS,** Obtaining advance authorization to enter into such agreements will expedite service implementation and enhance the Bay County Health Department's ability to provide timely services to residents; and
- WHEREAS,** There are no costs to the Health Department to enter or execute the Agreements, which are standard and necessary for the exchange of health information. Entering into the agreements broadens opportunities for increased revenue in a more timely manner and allows the Health Department to serve a greater number of individuals; Therefore, Be It
- RESOLVED** The Bay County Board of Commissioners approves Business Associate Agreements and Data Sharing Agreements between Bay County (Health Department) with prospective health insurance, health maintenance organizations and other health care-related organizations; Be It Further
- RESOLVED** That the Bay County Health Officer is authorized to execute said Agreements on behalf of Bay County following Corporation Counsel review and approval; Be It Further
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR

AND COMMITTEE

Health Department - Business Associate and Data Sharing Agreements 2026

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  
DEPARTMENT ON AGING**

**James A. Barcia**  
County Executive

**Beth Eurich, LBSW**  
Director  
[euriche@baycountymi.gov](mailto:euriche@baycountymi.gov)

**Jessica Somerlott, LBSW**  
Senior Services Manager  
[somerlottj@baycountymi.gov](mailto:somerlottj@baycountymi.gov)

To: Jerry Crete, Chair, Committee of the Whole  
From: Beth Eurich, Director, Department on Aging  
Date: December 29, 2025  
Cc: Jim Barcia, Amber Johnson, Scott Trepkowski, Alex Poirier

**Patty Gomez**  
Programming Services Manager  
[gomezp@baycountymi.gov](mailto:gomezp@baycountymi.gov)

**Jessica Foss**  
Nutrition Services Manager  
[fossj@baycountymi.gov](mailto:fossj@baycountymi.gov)

RE: Request approval of Notice of Grant Award—Direct Care Worker (DCW)  
Premium Pay Increase FY 2026 from Region VII Area Agency on Aging.

**BACKGROUND:**

Bay County Department on Aging will be receiving funding thru Region VII Area Agency on Aging, due to the COVID-19 pandemic, for those that provide Homemaking, Personal Care and Respite services with \$3.84 per unit worked each month (\$3.40 + .44 for additional payroll/FICA costs). Governor Whitmer signed into law the Premium Pay for Direct Care Workers funding. Please see attached Notice of Grant Award—DCW Premium Pay Increase FY 2026. This is to be based on the number of units each DOA Homemaking, Personal Care, and Respite staff will have completed each month in the 2026 Fiscal Year starting October 2025. This is for Homemaking, Personal Care and Respite Care programs only.

**FINANCE and ECONOMICS:**

The Department on Aging has received a Notice of Grant Award—Direct Care Worker (DCW) Premium Pay Increase FY 2026. Funds in the current amount of \$13,719 to assist with the Homemaking, Personal Care and Respite cost of \$3.84 per unit worked each month (\$3.40 + .44 for additional payroll/FICA costs), for the 2026 Fiscal Year starting October 2025. At this time funding is only through October, November and December, with more funding possible.

**RECOMMENDATION:**

The Department on Aging recommends that the Notice of Grant Award—Direct Care Worker (DCW) Premium Pay Increase FY 2026 from Region VII Area Agency on Aging, for those that provide Homemaking, Personal Care and In-home Respite services with a \$3.84 per unit worked each month (\$3.40 + .44 for additional payroll/FICA costs), be received to cover units for the Fiscal Year 2026 starting October 2025. At this time funding is only through October, November and December, with more funding possible.

Upon favorable review by Corporation Counsel, the Department on Aging requests the Board to receive all documents related to the award and approve any required budget adjustments. The Board Chair signature will be required on all reimbursement paperwork for the 2026 Fiscal Year starting in October 2025.

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**515 Center Avenue, Suite 202 Bay City, Michigan 48708**

**Tel: (989) 895-4100 Fax: (989) 895-4094**

**Email: [divonaging@baycountymi.gov](mailto:divonaging@baycountymi.gov) Website: [www.baycountymi.gov/Aging/](http://www.baycountymi.gov/Aging/)**

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (1/13/2026)
- WHEREAS,** Bay County Department on Aging (DOA) will be receiving funding through Region VII Area Agency on Aging, due to the COVID-19 pandemic, for those that provide Homemaking, Personal Care, and Respite services at a rate of \$3.84 per unit worked each month (\$3.40 + .44 for additional payroll/FICA costs); and
- WHEREAS,** This will be based on the number of units each DOA Homemaking, Personal Care, and Respite staff will complete each month in the 2026 Fiscal Year, starting October 2025; and
- WHEREAS,** This funding is for Homemaking, Personal Care and Respite Care programs only; and
- WHEREAS,** The Department on Aging has been notified it will receive funds in the current amount of \$13,719 to assist with the Homemaking, Personal Care and Respite cost; and
- RESOLVED** That the Bay County Board of Commissioners, on behalf of the Bay County Department on Aging, accepts funds from Region VII Area Agency on Aging, of \$13,719 for those that provide Homemaking and Personal Care services with a \$3.84 per unit worked each month (\$3.40 + .44 for additional payroll/FICA costs), for FY 2026 starting October 2025; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute all required grant documents, including monthly reimbursement reports, on behalf of Bay County (Department on Aging) following Finance and Corporation Counsel review and approval; Be It Further
- RESOLVED** That the grant applicant/recipient departments are required to work simultaneously with the Finance Department, whose staff will provide financial oversight of said grant; Be It Further
- RESOLVED** That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will not be absorbed by the County; furthermore, the department is expressly prohibited from reallocating, modifying, or absorbing the position(s) into any new cost-share or funding allocation without prior approval of the Board of Commissioners; Be It Further
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR

AND COMMITTEE

Department on Aging - Direct Care Workers (DCW) Premium Pay Increase FY2026 From Region VII AAA

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 & EMPLOYEE RELATIONS**

**James A. Barcia**  
County Executive

**Tiffany Jerry**  
Director  
jerryt@baycountymi.gov

To: Jerome Crete, Chair, Committee of The Whole

From: Tiffany Jerry, Director, Personnel and Employee Relations



Date: January 5, 2026

RE: Committee of the Whole Agenda

Please consider the following for the agenda for the Board of Commissioners meeting January 13, 2026.

**Request:**

Beth Eurlch is requesting to post and fill a Part-time Social Worker position under the Michigan Health Endowment Fund Grant.

**Background**

Bay County Department on Aging was awarded a grant from the Michigan Health Endowment Fund on November 5, 2025, for the amount of \$500,000 for the Guardianship Diversion Project in Bay County. The grant period for this award is 1/1/2026 through 12/31/2027. This grant will be utilized to provide one Lawyer through an agreement with Legal Services of Eastern Michigan, and a Part-time Social Worker through Department on Aging. The program will end 12/31/2027 and personnel will be terminated at the end of the grant cycle.

**Finance/Economics**

Bay County Department on Aging will be the administrator of the grant and will oversee the Social Worker position. The pay for the Part-time Social Worker position will be \$22.65/hour. No additional funds are necessary as this part-time position will be funded by the Michigan Health Endowment Fund Grant. The Social Worker position will be limited in hours and benefits. This is a temporary, part-time position ending with the grant cycle 12/31/2027.

**Recommendation**

Please refer to the full board for approval to post and fill the Part-time Social Worker position funded through the Michigan Health Endowment Fund grant and approve any grant budget adjustments as necessary.

Thank you for your consideration.

cc: Jim Barcia  
Amber Johnson  
Scott Trepkowski  
Kim Priessnitz  
Beth Eurich

---

515 Center Avenue, Suite 301, Bay City, Michigan 48708  
Tel: (989) 895-4098 | Fax: (989) 895-2076  
Web: [www.baycountymi.gov](http://www.baycountymi.gov)



**BAY COUNTY  
DEPARTMENT ON AGING**

**James A. Barcia**  
County Executive

**Beth Eurich, LBSW**  
Director  
[euriche@baycountymi.gov](mailto:euriche@baycountymi.gov)

**Jessica Somerlott, LBSW**  
Senior Services Manager  
[somerlottj@baycountymi.gov](mailto:somerlottj@baycountymi.gov)

**Patty Gomez**  
Programming Services Manager  
[gomezp@baycountymi.gov](mailto:gomezp@baycountymi.gov)

**Jessica Foss**  
Nutrition Services Manager  
[fossj@baycountymi.gov](mailto:fossj@baycountymi.gov)

DATE: December 9, 2025

TO: Tiffany Jerry, Director of Personnel & Human Services

FROM: Beth Eurich, Department on Aging Director

RE: PT Social Worker under the Michigan Health Endowment Fund grant

**Request:**

Post and fill one Part-time Social Worker position under the Michigan Health Endowment Fund grant.

**Background:**

Bay County Department on Aging was awarded a grant from the Michigan Health Endowment Fund on November 5, 2025 for the amount of \$500,000 for the Guardianship Diversion Project in Bay County. The grant period for this award is 1/1/2026 through 12/31/2027. This grant will be utilized to provide one Lawyer through an agreement with Legal Services of Eastern Michigan, and a Part-time Social Worker through Department on Aging. The program will end 12/31/2027 and personnel will be terminated at the end of the grant cycle.

**Finance/Economics:**

Bay County Department on Aging Director will be the administrator of the grant and will oversee the Social Worker position. No additional funds are necessary as the part time position will be funded by the Michigan Health Endowment Fund Grant and the Social Worker position will be limited in hours and benefits. This is a temporary part-time position ending with the grant cycle on 12/31/2027.

**Recommendation:**

Approval to post and fill one part time Social Worker position funded through the Michigan Health Endowment Fund grant within the Department on Aging. Approve any grant budget adjustments as necessary.

---

**515 Center Avenue, Suite 202 Bay City, Michigan 48708**

Tel: (989) 895-4100 Fax: (989) 895-4094

Email: [divonaging@baycountymi.gov](mailto:divonaging@baycountymi.gov) Website: [www.baycountymi.gov/Aging/](http://www.baycountymi.gov/Aging/)

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (1/13/2026)
- WHEREAS,** Bay County Department on Aging was awarded a grant from the Michigan Health Endowment Fund on November 5, 2025, for the amount of \$500,000 for the Guardianship Diversion Project in Bay County; and
- WHEREAS,** The grant period for the award is 1/1/2026 through 12/31/2027, and grant funding will be utilized to provide one Lawyer through an agreement with Legal Services of Eastern Michigan, and a Part-time Social Worker through the Department on Aging. The program ends 12/31/2027 and personnel will be terminated at the end of the grant cycle; and
- WHEREAS,** Bay County Department on Aging will be the administrator of the grant and will oversee the Social Worker position. The pay for the Part-time Social Worker position will be \$22.65/hour. No additional funds are necessary as this part-time position will be funded by the Michigan Health Endowment Fund Grant. The Social Worker position will be limited in hours and benefits. This is a temporary, part-time position ending with the grant cycle 12/31/2027; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the posting and filling of the Part-time Social Worker position funded through the Michigan Health Endowment Fund grant, with the position terminating at the conclusion of the grant cycle on December 31, 2027; Be It Further
- RESOLVED** That it is clearly understood that if the grant funding is reduced or terminated, any position or positions funded by the grant shall be eliminated and shall not be absorbed by the County. The department is prohibited from reallocating, modifying, or otherwise continuing the position or positions through any alternative funding source or cost-sharing arrangement without prior approval of the Bay County Board of Commissioners; Be It Finally
- RESOLVED** That any grant-related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR

AND COMMITTEE

Personnel/Department on Aging - Part-Time Social Worker Position Funded by Michigan Health Endowment Fund Grant

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\_\_\_\_

2025 Fund Balance	Journal Number
\$11,643,821	
\$806,485	
\$3,296,139	
<u>\$15,546,445</u>	
	(\$3,296,139)

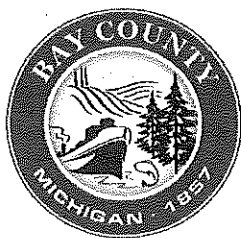
Description	2025 Fund Balance
Audited Unassigned Fund Balance or (Deficit) 12/31/2024	
Previous years Assigned Fund Balance for P.O.'s*	
Assigned Fund Balance for designation to balance 2025 budget	
Unaudited Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2024	
2025 Budgeted Surplus/(Deficit)	

## BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH DECEMBER 2025

Budget for open 2024 P.O.'s rolled over into the year 2025. BOC approved per Resolution 2024-180 & Amended Motion 2024-105.*	25-03-111	-451,861
Budget for second open 2024 P.O.'s rolled over into the year 2025. BOC approved per Resolution 2024-180 & Amended Motion 2024-105.*	25-03-290	-121,742
Budget for second open 2024 P.O.'s rolled over into the year 2025. BOC approved per Resolution 2024-180 & Amended Motion 2024-105.*	25-05-230	-32,882
Budget for General Fund to pay back the 2013-2020 foreclosure's excess proceeds to the claimant. BOC approved per Resolution 2025-112	25-05-231	-470,058
Budget for increase in court appointed public guardian & conservation services contract with Catholic Family Services. BOC approved per Resolution 2024-208.	25-08-147	-110,004
Budget for 2025 Child Care Fund Tuency Court Program. BOC approved per Resolution 2024-126.	25-09-066	-24,875
To correct 2025 Budget to record the budget for GASB 87 & 96 capital leases & subscriptions for software. BOC approved per Resolution 2024-180 para. 11C.	25-09-125	-47,400
Budget for an increase in Juvenile Division of Circuit Court for child placement costs for the 2025-2026 fiscal year. BOC approved per Resolution 2025-174.	25-09-270	-650,000
Budget for boiler repairs at Law Enforcement Center. BOC approved per Resolution 2025-179.	25-09-273	-20,000
Increase budget for Sheriff Department transport van. BOC approved per Resolution 2025-166.	25-09-274	-60,000
Incr. Equalization Dept budget for a restructuring of staff to now have two equal positions at all times for public coverage. BOC approved per Resolution 2025-49.	25-10-282	-5,715
Budget for General Fund to pay back the 2013-2020 foreclosure's excess proceeds to the claimant. BOC approved per Resolution 2025-112 Additional Claimant added	25-11-017	-14,918
Increase Equalization Dept contractual services budget due to a contract increase for the Equalization Director. BOC approved per Resolution 2025-12.	25-11-097	-4,000
Removing the Courts Virtual Backlog grant due to the grant being concluded. BOC approved per Resolution 2024-180 paragraph 11-C.	25-11-140	-5,733
Increase the Drain Office and Soil Erosion budgets for reclassification of the Civil Engineer position from PB09 to PB10. BOC approved per Resolution 2025-184.	25-11-212	-1,420
Increase Environmental Affairs budget due to retirement pay out of sick/vacation time. BOC approved per Resolution 2024-180 paragraph 11-C.	25-11-252	-10,366
Reduce the budget under G.F. Treasurer's Office activity for wages & fringes 30% of this position should be charged to Delinq. Tax Fd. BOC approved Res. 2024-180	25-11-273	24,755
Increase Prosecutors budget due to retirement pay out of sick/vacation time. BOC approved per Resolution 2024-180 paragraph 11-C.	25-12-277	-59,823

<u>-2,066,042</u>
<u>\$10,184,264</u>

Unaudited Estimated Unassigned Fund Balance or (Deficit) 12/18/2025



**BAY COUNTY  
FINANCE DEPARTMENT**

**James A. Barcia**  
County Executive

**Scott Trepkowski**  
Finance Officer  
[trepkowskis@baycountymi.gov](mailto:trepkowskis@baycountymi.gov)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycountymi.gov](mailto:priessnitzk@baycountymi.gov)

**Nicole Putt**  
Purchasing  
[puttn@baycountymi.gov](mailto:puttn@baycountymi.gov)

**Julie A. O'Malley**  
Information Systems Manager  
[omalleyj@baycountymi.gov](mailto:omalleyj@baycountymi.gov)

**TO:** Jerome Crete, Chairperson  
Committee of the Whole

**FROM:** Scott Trepkowski, Finance Officer

A handwritten signature, likely of Scott Trepkowski, consisting of stylized initials and a surname.

**DATE:** December 23, 2025

**RE:** Executive Directive #2007-011

**REQUEST:**

Please place this memo on January 6, 2026, Committee of the Whole Agenda for your committee's information.

**BACKGROUND:**

On December 15, 2025, an email was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

**ECONOMICS:**

As of the date of this communication, the following are the updates to the previous correspondence:

- A. Some of the federal/state grantor agencies have responded to department's requests indicate that funding levels for the federal/state grants with regard to fiscal year 2025 and/or 2026 appear to have no changes.

**RECOMMENDATION:**

To receive.

**cc:** Jim Barcia, County Executive  
Kim Priessnitz, Assistant Finance Officer



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

**James A. Barcia**  
County Executive

**Scott Trepkowski**  
Finance Officer  
[trepkowskis@baycountymi.gov](mailto:trepkowskis@baycountymi.gov)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycountymi.gov](mailto:priessnitzk@baycountymi.gov)

**Nicole Putt**  
Purchasing  
[puttn@baycountymi.gov](mailto:puttn@baycountymi.gov)

**Julie A. O'Malley**  
Information Systems Manager  
[omalleyj@baycountymi.gov](mailto:omalleyj@baycountymi.gov)

December 11, 2025

To: Jerome Crete, Chair  
Committee of the Whole

From: Nicole Putt  
Purchasing Agent

RE: Award IFB 2025-12 Cost Allocation Plan to MGT Consulting Group

**BACKGROUND:**

In October of this year, the Finance Department issued an Invitation for Bid (IFB) asking firms to submit a cost proposal to prepare a Central Service Indirect Cost Allocation plan for 2025, 2026, 2027 and option years 2028 and 2029.

The preparation of a Cost Allocation Plan is uniform across the industry, and the firms were tentatively accepted at the time of bid opening.

Rehmann Robson, MGT Consulting Group, Matrix, and Maximus responded to the IFB opening on November 25, 2025. Although Matrix proposed the lowest cost, their submission was based solely on remote work, whereas the County requires a combination of both in-person and remote work. This would result in unpredictable annual increases due to unaccounted travel costs. Based on the price outlined below, it is intended to award IFB 2025-12 to MGT Consulting based on lowest cost for intended in-person and remote services.

**FINANCIALS:**

The cost for the initial three years of the contract is as follows:

	Rehmann Robson	MGT Consulting Group	Maximus	Matrix
Total Estimated Annual Cost 2025	\$17,500	\$10,500	\$13,000	\$9,000
Total Estimated Annual Cost 2026	\$15,000	\$10,700	\$13,250	\$9,000

Total Estimated Annual Cost 2027	\$12,400	\$10,900	\$13,500	\$9,000
<b>Total Cost for three (3) Years</b>	<b>\$45,000</b>	<b>\$32,100</b>	<b>\$39,750</b>	<b>\$27,000</b>
Optional Years	Rehmann Robson	MGT Consulting Group	Maximus	Matrix
Total Estimated Annual Cost 2028	\$12,500	\$11,100	\$13,750	\$9,500
Total Estimated Annual Cost 2029	\$12,500	\$11,100	\$14,000	\$9,500
<b>Total Cost for five (5) Years</b>	<b>\$70,000</b>	<b>\$54,300</b>	<b>\$67,500</b>	<b>\$46,000</b>

**RECOMMENDATION:**

To authorize the Board Chair to sign any and all documents relating to the award of this bid after review by Corporation Counsel and to approve any and all future budget adjustments relating to this award.

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



## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

BY: COMMITTEE OF THE WHOLE (1/13/2026)

WHEREAS, In October of 2025, the Bay County Finance Department issued an Invitation for Bid (IFB) asking firms to submit a cost proposal to prepare a Central Service Indirect Cost Allocation plan for 2025, 2026, 2027, and option years 2028 and 2029; and

WHEREAS, The preparation of a Cost Allocation Plan is uniform across the industry, and the firms were tentatively accepted at the time of bid opening; and

WHEREAS, Rehmann Robson, MGT Consulting Group, Matrix, and Maximus responded to the IFB opening on November 25, 2025. Although Matrix proposed the lowest cost, their submission was based solely on remote work, whereas Bay County requires a combination of both in-person and remote work. This would result in unpredictable annual increases due to unaccounted travel costs; and

WHEREAS, It is intended to award IFB 2025-12 to MGT Consulting based on the lowest cost for the intended in-person and remote services; Therefore, Be It

RESOLVED The Bay County Board of Commissioners receives the notification of intent to award the Invitation for Bid (IFB) 2025-12 Cost Allocation Plan to MGT Consulting Group authorizes the Chairman of the Board to sign all documents related to the bid award following Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR  
AND COMMITTEE

Finance/Purchasing - Bid Award IFB 2025-12 Cost Allocation Plan to MGT Consulting Group

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  
FINANCE/INFORMATION SYSTEMS**

**James A. Barcia**  
County Executive

**Scott Trepkowski**  
Finance Officer  
[trepkowskis@baycountymi.gov](mailto:trepkowskis@baycountymi.gov)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycountymi.gov](mailto:priessnitzk@baycountymi.gov)

**Nicole Putt**  
Purchasing/Housing Rehab  
[puttn@baycountymi.gov](mailto:puttn@baycountymi.gov)

**Julie A. O'Malley**  
Information Systems Manager  
[omalleyj@baycountymi.gov](mailto:omalleyj@baycountymi.gov)

**TO:** Jerome Crete, Chairperson  
Committee of the Whole

**FROM:** Julie O'Malley, Information Systems Manager

A handwritten signature in black ink, appearing to be "JAO", written over the name Julie O'Malley.

**DATE:** January 7, 2026

**RE:** Microsoft Licensing

After review by Corporation Counsel authorize the Board Chair to sign any documents with People Driven regarding Microsoft licensing.

**BACKGROUND:**

In 2021 Bay County engaged with People Driven, formally, Access Interactive, to purchase and move the County to a Microsoft 365 tenant. As part of the project, People Driven became our Microsoft license reseller. For Bay County to continue to use a Microsoft tenant, licenses are required to be purchased on a monthly or annual basis. The County uses the yearly license model and licenses renew every January. This request is to renew our licenses and continue to use People Driven as our Microsoft reseller. The cost of the Microsoft 365 renewal for the 2026 term (All Contracts until January 7, 2027) is \$183,426. In compliance with Bay County's Purchasing Policy's bidding requirements, I have requested that the Purchasing Department issue a sole source letter setting forth that People Driven is the sole source vendor of this product.

**ECONOMICS:**

Funds exist within the 2026 budget and a sole source letter will be used to meet the Purchasing policy as such there is a bank of hours previously purchased with People Driven in 2021. The following Microsoft licensing items are included in the licensing renewal: Microsoft Intune, Enterprise Mobility + Security, Microsoft Entra, Microsoft Defender, Copilot and email licenses.

**RECOMMENDATION:**

Authorize the Board Chairman to sign any and all documents related Microsoft Licensing and People Driven. Renewal of the agreement for each year, up to four years contingent upon any costs are included and approved as part of the Department's budget for each renewal term.

cc: James A. Barcia Scott Trepkowski Kim Priessnitz Amber Davis-Johnson

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 20, 2026

## RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (1/13/2026)
- WHEREAS,** In 2021, Bay County engaged with People Driven, formally, Access Interactive, to purchase and move Bay County to a Microsoft 365 tenant; and
- WHEREAS,** As part of the project, People Driven became Bay County's Microsoft license reseller and to continue using a Microsoft tenant, licenses must be purchased on a monthly or annual basis; and
- WHEREAS,** Bay County uses the yearly license model, and licenses are renewed every January. It is requested is to renew licenses and continue to use People Driven as the Microsoft reseller; and
- WHEREAS,** The cost of the Microsoft 365 renewal for the 2026 term (all contracts until January 7, 2027) is \$183,426; and
- WHEREAS,** In compliance with Bay County's Purchasing Policy's bidding requirements, the Information Systems Manager requests that the Purchasing Department issue a sole source letter setting forth that People Driven is a sole source vendor of this product; and
- WHEREAS,** Funds exist within the 2026 Bay County Budget and a sole source letter will be used to meet the purchasing policy, as there is a bank of hours previously purchased with People Driven in 2021; and
- WHEREAS,** The following Microsoft licensing items are included in the licensing renewal: Microsoft Intune, Enterprise Mobility + Security, Microsoft Entra, Microsoft Defender, Copilot and email licenses; Therefore, be It
- RESOLVED** That the Bay County Board of Commissioners approves the Agreement between Bay County Information Systems and People Driven Technology for Microsoft licensing, and further approves annual renewal agreements for up to four (4) years, contingent upon the associated costs being included in and approved as part of the department's budget for each renewal term; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute any documents related to this Agreement and any renewal agreements following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR  
AND COMMITTEE

Finance/Information Systems – Agreement with People Driven Technology for Microsoft Licenses 2026

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

JANUARY 20, 2026

## RESOLUTION

BY: COMMITTEE OF THE WHOLE (1/13/2026)

RESOLVED That the Bay County Board of Commissioners hereby approves the claims against the County as follows:

## ACCOUNTS PAYABLE:

12/12/2025	\$624,560.01
12/17/2025	\$1,486,775.98
12/23/2025	\$41,770.94
01/07/2026	\$457,910.16
01/07/2026	\$530,706.30

JEROME CRETE, CHAIR  
AND COMMITTEE

## Payables

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\_\_\_\_

# OFFICE OF ASSIGNED COUNSEL MONTHLY REPORT NOVEMBER, 2025

					Nov. 2023	Nov. 2024	Nov. 2025
Total Number of Arraignments:					217	226	227
C.C. FEL/VOP/PPO	11	Felony	58	Traffic	53		
C.C. VOB/FTA/OSC	8	Misdemeanors	54				
Arraign. Only	14	Arraign. in DC by Retained	6	Arraign. in DC by Assign. Atty.	1		
D.C. VOB/FTA/OSC/FTP	22	Arraign. in DC IPP	0				
Total Number of Referrals:					183	234	187
C.C. FEL/VOP/PPO	11	Misd.	57				
Felony	60	Traffic	59				
Total Number of Assignments:					181	232	181
C.C. FEL/VOP/PPO	11	Misd.	53				
Felony	60	Traffic	57				
Total Number of Defendants denied Court Appointed Counsel:					2	2	6
C.C. FEL/VOP/PPO	0	Misd.	4				
Felony	0	Traffic	2				

## ARRAIGNMENTS

### JEFF MARTIN

					Nov. 2023	Nov. 2024	Nov. 2025
Total Arraignments:					74	117	111
Felonies	29						
Misd.	29						
Traffic	35						
Arraign. Only	4	Settled at Arraignement	1				
VOB/FTA/OSC/FTP	14						

### GARSKE/HEWITT

					Nov. 2023	Nov. 2024	Nov. 2025
Total Arraignments:					102	84	90
Felonies	29						
Misd.	25						
Traffic	18						
Arraign. Only	10	Settled at Arraignement	1				
VOB/FTA/OSC/FTP	8						

### CIRCUIT COURT

					Nov. 2023	Nov. 2024	Nov. 2025
Total Arraignments:					28	22	19
		Arraigned by Assigned Attorney	Arraigned by Retained Attorney or IPP	Assigned without an Arraignement			
C.C. FEL/VOP/PPO	11	10	0	1			
C.C. VOB/FTA/OSC	8	8	0				

## ASSIGNMENTS

There were a total of 181 defendants assigned

### ANDREA LABEAN

Assignments:

		Arraigned by LaBean/POLTORAK	Arraigned by POLTORAK on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	2	2		
Felonies	3			
Misd.	2			
Traffic	0			

Nov. 2023	Nov. 2024	Nov. 2025
17	3	7

Settled 1 case

There were a total of 181 assignments on felonies, misdemeanors, traffic & violations of probation, which the Andrea LaBean was assigned.  
7 or 4%

### PAUL BUKOWSKI

Assignments:

		Arraigned by Bukowski	Arraigned by Bukowski on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	1		3	1
Felonies	10			
Misd.	2			
Traffic	4			

C. Johnson		
Nov. 2023	Nov. 2024	Nov. 2025
25	15	17

There were a total of 181 assignments on felonies, misdemeanors, traffic & violations of probation, which the Ryan Janer was assigned.  
17 or 9%

### RYAN JANER

Assignments:

		Arraigned by Janer	Arraigned by Janer on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0			
Felonies	0			
Misd.	13			
Traffic	9			

M. Kanuszewski		
Nov. 2023	Nov. 2024	Nov. 2025
29	1	22

There were a total of 181 assignments on felonies, misdemeanors, traffic & violations of probation, which the Paul Bukowski was assigned.  
22 or 12%

### MICHAEL HUBER

Assignments:

		Arraigned by POLTORAK	Arraigned by Huber on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	2	2		
Felonies	12			
Misd.	1			
Traffic	1			

Nov. 2023	Nov. 2024	Nov. 2025
13	15	16

There were a total of 181 assignments on felonies, misdemeanors, traffic & violations of probation, which the Michael Huber was assigned.  
16 or 9%

**AARON HETHERINGTON**

Nov. 2023 Nov. 2024 Nov. 2025

Assignments:

21 9 12

		Arraigned by POLTORAK	Arraigned by POLTORAK on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	1	1	2	
Felonies	11			
Misd.	0			
Traffic	0			

There were a total of 181 assignments on felonies, misdemeanors, traffic & violations of probation, which the Aaron Hetherington was assigned 12 or 7%

**ANDREW BONNELL**

Nov. 2023 Nov. 2024 Nov. 2025

Assignments:

28 27 33

		Arraigned by Bonnell	Arraigned by Bonnell on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0			
Felonies	0			
Misd.	21			
Traffic	12	1		1

There were a total of 181 assignments on felonies, misdemeanors, traffic & violations of probation, which the Andrew Bonnell was assigned 33 or 18%

**ROSTER ATTORNEYS**

Nov. 2023 Nov. 2024 Nov. 2025

Assignments:

48 162 74

		Arraigned by Assigned Attorney/POLTORAK	Arraigned by Assigned Attorney on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	5	5	3	
Felonies	24			2
Misd.	14			
Traffic	31			1

Settled 1 case

There were a total of 181 assignments on felonies, misdemeanors, traffic & violations of probation, which the Roster Attorneys were assigned 74 or 41%

**RETAINED ATTYS.****IPP****DENIED****ASSIGNED W/OUT ARRAIGN**

C.C. FEL/VOP/PPO		C.C. FEL/VOP/PPO	
C.C. VOB/FTA/OSC		C.C. VOB/FTA/OSC	
Felonies	4	Felonies	
Misd.	2	Misd.	
Traffic		Traffic	
D.C. VOB/FTA/OSC		D.C. VOB/FTA/OSC	
Total Arraignments In Dist. Ct. By Retained	6	Total Arraignments In Dist. Court IPP	0

C.C. FEL/VOP/PPO	
Felonies	
Misd.	4
Traffic	2
Total Denied	6
WILL HIRE AFTER ARRAIGNMENT	
FELONIES	2

Assigned w/o Arraign. C.C.	1
Assigned w/o Arraign. D.C.	4
WAIVED ATTORNEY	0
CC SETTLED @ ARRAIGN.	2
DC SETTLED @ ARRAIGN.	2

**COMMITTEE OF THE WHOLE  
MINUTES**

MEETING OF THE BAY COUNTY COMMITTEE OF THE WHOLE HELD ON TUESDAY, DECEMBER 9, 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	E												
VAUGHN J. BEGICK	P	Y	Y	Y	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	S/Y	Y	M/Y	S/Y	S/Y	Y	Y	M/Y	Y	S/Y	Y	M/Y
JESSE DOCKETT	P	Y	S/Y	S/Y	Y	M/Y	S/Y	Y	S/Y	S/Y	M/Y	S/Y	Y
TIM BANASZAK, EX OFFICIO	P	M/Y	M/Y	Y	M/Y	Y	M/Y	M/Y	Y	M/Y	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	
KATHY NIEMIEC, V. CHAIR													
VAUGHN J. BEGICK		S/Y	Y	S/Y	Y	S/Y	Y	S/Y	Y	M/Y	Y	Y	
LARRY BESON		Y	Y	Y	Y	Y	Y	Y	Y	Y	S/Y	Y	
CHRISTOPHER T. RUPP		Y	S/Y	M/Y	S/Y	Y	S/Y	Y	S/Y	Y	Y	S/Y	
JESSE DOCKETT		Y	M/Y	Y	M/Y	M/Y	Y	M/Y	M/Y	S/Y	M/Y	M/Y	
TIM BANASZAK, EX OFFICIO		M/Y	Y	Y	Y	Y	M/Y	Y	Y	Y	Y	Y	

**MOTION NO.**

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

OTHERS PRESENT: C. Gignac, M. Beaver, J. Barcia, S. Trepkowski, L. Arsenault, A. Poirier, A. Davis-Johnson, T. Jerry, J. O'Malley, A. Shores, , B. Eurich, , J. Strasz, N. Putt, L. Neal, M. Basket, M. Losey, T. Stewart

ZOOM:

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



**COMMITTEE OF THE WHOLE MINUTES  
TUESDAY, DECEMBER 9, 2025**

**MOTION NO.**

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**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](http://www.baycountymi.gov/executive/videos).

- 1. MOVED, SUPPORTED, AND CARRIED TO EXCUSE COMMISSIONER NIEMIEC FROM THE DECEMBER 9, 2025 COMMITTEE OF THE WHOLE MEETING.**
- 2. MOVED, SUPPORTED, AND CARRIED TO APPROVE DECEMBER 9, 2025, COMMITTEE OF THE WHOLE AGENDA AS PRINTED.**
- 3. MOVED, SUPPORTED, AND CARRIED TO APPROVE NOVEMBER 4, 2025, COMMITTEE OF THE WHOLE MINUTES, AS PRINTED.**

Public input with no one wishing to address the Committee.

- 4. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR CANTEEN SERVICES (TIGGS) AGREEMENT EXTENSION AGREEMENT (2026-2027) (SHERIFF).**
- 5. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR THE 2026 REMONUMENTATION PROGRAM (DRAIN).**
- 6. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION TO ACCEPT THE MDHHS SUPPLEMENTAL AND LOCAL STABILIZATION FUNDS (HEALTH DEPARTMENT).**
- 7. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR TEMPORARY MEDICAL EXAMINER CONTRACT EXTENSION AGREEMENT (HEALTH DEPARTMENT).**
- 8. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR THOMSON REUTERS (WESTLAW) AGREEMENT 2026 (COURTS).**
- 9. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR RENEWAL OF THE AGREEMENT WITH JURY SYSTEMS INCORPORATED FOR FY 2026 (COURTS).**
- 10. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR 2026 SERVICE PROVIDER AGREEMENTS (COURTS/COMMUNITY CORRECTIONS).**
- 11. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR HOME CONFINEMENT, INC. AGREEMENT FY2026 (COURTS/COMMUNITY CORRECTIONS).**
- 12. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR ACCEPTANCE OF MICHIGAN HEALTH ENDOWMENT FUND GRANT AWARD FOR THE BAY COUNTY GUARDIANSHIP DIVERSION PROJECT –2026-2027 (DEPARTMENT ON AGING).**

13. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT ENTERPRISE AGREEMENT 2026-2028 (ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT).
14. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR CIVIC ARENA FOOD SUPPLIES BUDGET ADJUSTMENT 2025-2026 (RECREATION & FACILITIES/CIVIC ARENA).
15. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR FLEX ADMINISTRATORS HSA AGREEMENT (PERSONNEL).
16. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR BCBS CONTRACT FOR HEALTH INSURANCE COVERAGE FOR FY 2026 (PERSONNEL).
17. MOVED, SUPPORTED, AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2025 (FINANCE).
18. MOVED, SUPPORTED, AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE).
19. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR 123.NET FIBER INTERNET SERVICE AGREEMENT FOR THE NEW BAY COUNTY HEALTH CENTER 2026 (FINANCE/INFORMATION SYSTEMS DIVISION).
20. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION TO RECEIVE BID AWARD FOR RFQU 2025-09 JAIL FEASIBILITY STUDY AND BUILDING ASSESSMENT CONSULTANT TO ABONMARCHE (Finance/Purchasing).
21. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED PAYABLES RESOLUTION (FINANCE).
22. MOVED, SUPPORTED, AND CARRIED TO RECEIVE THE OFFICE OF ASSIGNED COUNSEL REPORT FOR NOVEMBER 2025 (CORPORATION COUNSEL).
23. MOVED, SUPPORTED, AND CARRIED TO ADJOURN (4:14 P.M.).

Submitted By:

Lindsey Arsenault  
Board Coordinator