

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

TUESDAY, MAY 6, 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**
- 46-48 VI. MINUTES (4/1/2025)**
- VII. PUBLIC INPUT**
- VIII. PETITIONS AND COMMUNICATIONS**
 - 1 A. Bay County Board of Commissioners: Establishing Procedures for Resolutions, & Proclamations (Seeking Board approval of procedures; approve resolution to be incorporated into the Bay County Board of Commissioners' governing procedures and remain in effect unless amended or rescinded by future Board action)**
 - B. Bay County Prosecutor:**
 - 2-3 1. Crime Victim Rights Grant Agreement 2025-2026 (Seeking Board approval to renew grant; authorization for Board Chair to sign; approval of required budget adjustment – proposed resolution attached)**
 - 4-6 2. Karpel Solutions Contract (Seeking Board approval of Contract with Karpel Solutions and Bay County (Prosecutor) for the *PROSECUTOR by Karpel* case management software system; authorization for Board Chair to sign any and all documents and future amendments that do not have a financial impact on Bay County or extend the term of the Agreement related to this contract; approval of required budget adjustment – proposed resolution attached)**
 - C. Bay County Sheriff:**

- 7-8 1. MCOLES CPE Pilot Program Grant 2025 (Seeking Board acceptance of the 2025 MCOLES CPE awarded grant funding; authorization for Board Chair to sign; approval of required budget adjustment – proposed resolution attached)
- 9-10 2. Legislative Directed Spending Items Grant FY 2025 (Seeking Board approval of the submittal to apply for the Legislative Directed Spending Items Grant FY 2025, and upon grant approval, the awarded grant funding; authorization for Board Chair to sign; approval of required budget adjustment – proposed resolution attached)
- 11-12 3. Pinconning Area Schools (Linwood Elementary School) Resource Officer Agreement - 2025-2026 (Seeking Board approval of Agreement for the school year (2025) to the end of the school year (2026); authorization for Board Chair to sign; approval of required budget adjustment – proposed resolution attached)
- 13-14 4. Bangor Township and Bangor School Resource Officer Agreement – 2025-2026 (Seeking Board approval of Agreement for the school year (2025) to the end of the school year (2026); authorization for Board Chair to sign; approval of required budget adjustment – proposed resolution attached)
- 15-16 5. Bay City Public School Resource Officer Agreement - 2025-2026 (Seeking Board approval of Agreement for the school year (2025) to the end of the school year (2026); authorization for Board Chair to sign; approval of required budget adjustment – proposed resolution attached)

D. Department of Criminal Defense:

- 17-18 1. Westlaw Agreement 2025 (Seeking Board approval of Agreement; authorization for Board Chair to sign; approval of required budget adjustment – proposed resolution attached)
- 19-20 2. MIDC Grant Renewal – 2025-2026 (Seeking Board approval of grant renewal; authorization for Board Chair to sign; authorize changes/adjustments to the plan, as needed or required with guidance of the MIDC Commission and Regional Manager before submittal; approval of required budget adjustment – proposed resolution attached)
- 21-22 E. Office of Community Corrections: MDOC Grant Funds for 2026 (Seeking Board authorization to submit grant application; authorization for Board Chair to sign required grant application and grant award documents; approval of required budget adjustments – proposed resolution attached)

23-25

F. Director, Department on Aging: Region VII Letter of Intent 2026 (Seeking Board authorization for the Director of the Bay County Department on Aging to submit the required letter of intent and to prepare and submit the full FY 2026 grant application to Region VII Area Agency on Aging, including any revisions as required by Region VII; authorization for Board Chair to sign all necessary grant-related documents, including but not limited to the grant application, Statement of Budget Allocation, Multi-Year Service Provider Designation, Assurances of Compliance, FY 2026 Contract Addendum, and the Agreement for Recipient of Supplemental Cash-in-Lieu of Payment; approval of required budget adjustments – proposed resolution attached)

G. Health Officer:

26-27

1. Binx Health Inc. Agreement 2025 (Seeking Board approval of Agreement; authorization for Board Chair to sign; approval of required budget adjustment – proposed resolution attached)

28-29

2. Care Coordination Agreements for Maternal Infant Health Program (MIHP) (Seeking Board approval of Local Health Department (LHD) and Medicaid Health Plan (MHP) Care Coordination Agreement(s) the Maternal Infant Health Program (MIHP); authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

30-31

H. Director of Administrative Services and Veteran Affairs: Michigan Department of Corrections Prison Dog Program Agreement (Seeking Board approval of Agreement; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

32-37

I. Personnel:

1. Animal Services: Temporary Part-Time Kennel Attendant Position 2025 (Seeking Board authorization to hire a temporary part-time Kennel Attendant for 15 hours per week during the summer of 2025 at the rate of \$13.95 per hour; approval of required budget adjustments – proposed resolution attached)

2. Health Department: WIC Breastfeeding Peer Counselor/ Typist Clerk III position Hired at 1-Year Rate (Seeking approval to hire at 1-year rate of \$18.41 per hour; approval of required budget adjustments – proposed resolution attached)

J. Finance:

38

1. Analysis of General Fund Equity 2025 (Receive)

- 39 2. Update Regarding Executive Directive #2007-11 (Receive)
- 40-42 3. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting (Receive)
- 43-44 4. Information Systems: Revise Website Agreement (Seeking Board approval of Agreement; authorization for the Board Chair to sign; approval of required budget adjustments – proposed resolution attached)
- 45 K. Payables – General (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

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, The Bay County Board of Commissioners seeks to ensure clarity, transparency, and consistency in the conduct of its official business; and

WHEREAS, Adopting formal procedures for the introduction, discussion, and recording of motions, resolutions, proclamations, and ordinances supports efficient governance and accountability to the public; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby adopts the following procedures:

A. No resolution or proclamation may be made in the name of the Board of Commissioners on a matter that is not directly within the authority and jurisdiction of the County and the Board of Commissioners, nor for any non-binding statements on policy matters. This rule does not apply to proclamations to recognize individuals or entities for their contributions to Bay County and its residents or upon significant life events. Such proclamations may be sponsored by individual members of the Board of Commissioners with the agreement of the Chair and shall reflect that individual sponsorship; Be It Further

RESOLVED That this resolution shall be incorporated into the Bay County Board of Commissioners' governing procedures and remain in effect unless amended or rescinded by future Board action.

JEROME CRETE, CHAIR
AND COMMITTEE

Board of Commissioners - Establishing Procedures for Resolutions, & Proclamations

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 PROSECUTING ATTORNEY MICHAEL P. KANUSZEWSKI

TO: Jerome Crete, Chair, Committee of the Whole
FM: Michael P. Kanuszewski, Prosecuting Attorney MK
DATE: April 1, 2025
SUBJECT: Request to Renew the *Crime Victim Rights Grant Agreement*

Request: To be placed on the agenda for the Ways & Means Committee meeting on May 6, 2025, for approval to renew the *Crime Victim Rights Grant Agreement* for the 2025-2026 grant cycle.

Background: This is a grant we began receiving in 1985 to fund a full-time victim advocate, then expanding to two full-time advocates in 1994. The monies come from defendants who have been convicted of a crime in the State of Michigan.

The grant covers most of salaries, wages, and benefits for two full-time employees, apart from retirement funds. Any portion not covered by the grant is covered by the Prosecutor's Office budget.

The amount of the agreement will be approximately \$187,000.

Recommendation: Requesting the committee refer to the full Board for approval: this would include authorization of the Board Chair to sign any required documents after Corporation Counsel and Financial Officer review.

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (5/6/2025)
- WHEREAS,** The Bay County Prosecutor’s Office has been the recipient of a Crime Victim Rights Grant since 1985; and
- WHEREAS,** The original grant provided funding for a full-time Crime Victim Advocate. In 1994, that funding was increased to support two full-time Crime Victim Advocates, with funds coming from defendants convicted of a crime in the State of Michigan; and
- WHEREAS,** The anticipated FY2025- 2026 grant funding is \$187,000, which will cover most of the salaries, wages, and fringes for the two full-time employees; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves renewal of the 2025-2026 Crime Victim Rights Grant; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute and, if required, submit electronically the grant application documents, related documents, approved funding agreements, and any associated materials on behalf of Bay County, following review and approval by the Finance Department and Corporation Counsel; Be It Further
- RESOLVED** That the grant applicant/recipient departments are required to work 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 Bay County; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved

JEROME CRETE, CHAIR
AND COMMITTEE

Prosecutor - Crime Victim Rights Grant Agreement 2025-2026

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 PROSECUTING ATTORNEY MICHAEL P. KANUSZEWSKI

TO: Jerome Crete, Committee of the Whole Chair

FROM: Michael P. Kanuszewski 
Bay County Prosecutor

RE: Approval of the contract between the Bay County Prosecutor's Office and Karpel Solutions
PROSECUTOR by Karpel case management system

DATE: April 8, 2025

Request: Please add this to the Agenda for the next Committee of the Whole meeting on May 6, 2025. This is a request for approval for a software program and services contract between Karpel Solutions and the Bay County Prosecutor's Office, for a case management software system named PROSECUTOR by Karpel.

Background: Part of the responsibilities of the Prosecutor's Office is case tracking as well case file retention. Over the last 25 years case tracking and case file management have become less paper copy based and more electronic copy based. This change has helped streamline the case file management aspect of the Prosecutor's Office by eliminating a lot of the redundancy created by a paper based case tracking and case management system(s). The Bay County Prosecutor's Office has yet to purchase any type of modern case management software system. As a result the Bay County Prosecutor's Office has fallen behind technologically, and still uses a paper copy based filing system as well as a paper based file retention system.

The proposed software program and services contract between Karpel Solutions and the Bay County Prosecutor's Office will help leap the Prosecutor's Office forward, by turning our paper based file management system into a paperless electronic filing system. The proposed agreement between Karpel Solutions and the Bay County Prosecutor's Office covers the services as set forth in the attached contract for the PROSECUTOR by Karpel case management software system.

In 2024 the contract for the PROSECUTOR by Karpel case management software system was proposed by Karpel Solutions and PAAM (Prosecuting Attorney's Association of Michigan). PAAM and Karpel Solutions expect a state-wide go live launch date of August of 2025 for the PROSECUTOR by Karpel system, with a modified go live launch date of October of 2025 for Bay County, specifically. Bay County has been left out of the August 2025 go live launch date due to a delays in entering into the contract with Karpel Solutions.

The projected cost of the PROSECUTOR by Karpel case management software will be \$118,075 for the initial one-time costs and a projected \$22,875 annually in technical support services. PAAM has agreed to pay the projected costs for 2025, 2026 and 2027. Which should mean the Bay County Prosecutor's Office will likely not need to increase it's budget until 2028. The budget increase should be the projected amount of \$22,875 in technical support services. For a breakdown of these costs please refer to the attached contract on pages 25-27.

BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MI 48708

TELEPHONE (989) 895-4185 FAX: (989) 895-4167
TDD [HEARING IMPAIRED] (989) 895-2059

Recommendation: Requesting Board approval.

Requesting that the Board Chair sign any and all necessary documents following approval by Corporation Counsel.

Requesting that the Board approve and sign any and all required budget adjustments.

Requesting that the Board Chair sign any necessary future amendments that do not have a financial impact on the County or extend the agreement's terms.

cc: Amber Johnson, Corporation Counsel
Scott Trepkowski, Finance Officer
Kim Priessnitz, Asst. Finance Officer
Jayson Hoppe, Legal Contract Coordinator

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, One of the core responsibilities of the Bay County Prosecutor’s Office is the tracking and retention of case files; and

WHEREAS, Over the past 25 years, case tracking and management have evolved from paper-based systems to predominantly electronic formats, greatly improving efficiency and reducing redundancy within the Prosecutor’s Office; and

WHEREAS, The Bay County Prosecutor’s Office has not yet implemented a modern case management software system and continues to rely on outdated paper-based processes for filing and retention, thereby limiting its operational effectiveness; and

WHEREAS, The proposed contract between the Bay County Prosecutor’s Office and Karpel Solutions would introduce the PROSECUTOR by Karpel case management software, transforming the current paper-based system into a streamlined, paperless, electronic filing system; and

WHEREAS, In 2024, the contract for the PROSECUTOR by Karpel case management software system was proposed by Karpel Solutions and PAAM (Prosecuting Attorney's Association of Michigan). PAAM and Karpel Solutions expect a state-wide go-live launch date of August 2025 for the PROSECUTOR by Karpel system, with a modified go-live launch date of October 2025 for Bay County, specifically; and

WHEREAS, Bay County was not included in the August 2025 go-live launch date due to delays in entering into the contract with Karpel Solutions; and

WHEREAS, The initial one-time cost for implementing the PROSECUTOR by Karpel software is projected at \$118,075, with annual technical support services estimated at \$22,875. PAAM has agreed to pay the projected costs for 2025, 2026, and 2027. The Bay County Prosecutor’s Office will not likely require an increase in its budget until 2028, at which point the anticipated increase would be estimated at the \$22,875 annual support fee; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Contract with Karpel Solutions and Bay County (Prosecutor) for the PROSECUTOR by Karpel case management software system; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute any and all documents and future amendments that do not have a financial impact on Bay County or extend the term of the Agreement related to this contract, following review and approval by the Finance Department and Corporation Counsel; Be It Finally

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

JEROME CRETE, CHAIR AND COMMITTEE

Prosecutor - Karpel Solutions 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 ___



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: April 23, 2025
Subject: 2025 MCOLES Continuing Professional Education (CPE) Pilot Program

Request: The Sheriff's Office is requesting authorization to accept the 2025 MCOLES Continuing Professional Education (CPE) funding distribution.

Background: On January 31, 2024, Public Act 1 of 2023 appropriated funds to support the implementation of required annual in-service training standards for all licensed law enforcement officers in accordance with rules promulgated under 11(2) of the MCOLES Act (1965 PA 203, MCL 28.611). The Michigan Legislature recognized the importance of continuing education for law enforcement and enacted PA1 to appropriately fund this initiative. In June 2024, MCOLES initiated a three-year pilot program for CPE.

Finance/Economics: The 2025 CPE funding is secured for each full-time equivalent (FTE) position to receive \$1,000. The annual distribution for Bay County is \$40,000 and was received in January. There is no local funding as a condition of the grant.

Recommendation: It is recommended that the Board authorize Bay County to accept the 2025 MCOLES CPE funding for law enforcement education and make all necessary budget adjustments.

CC: Undersheriff Christopher D. Mausolf
Lindsey Arsenault, BOC
Amber Johnson, Corporation Counsel
Scott Trepkowski, Finance Officer
Kim Priessnitz, Assistant Finance Officer
Travis Schumann, Grants/Finance
File Copy

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, On January 31, 2024, Public Act 1 of 2023 appropriated funds to support the implementation of required annual in-service training standards for all licensed law enforcement officers, in accordance with rules promulgated under Section 11(2) of the Michigan Commission on Law Enforcement Standards (MCOLES) Act (1965 PA 203, MCL 28.611); and

WHEREAS, In June 2024, MCOLES launched a three-year pilot program for Continuing Professional Education (CPE), in which the Bay County Board of Commissioners authorized the Bay County Sheriff’s participation in; and

WHEREAS, The Bay County Sheriff’s Office is again requesting authorization to accept the 2025 MCOLES Continuing Professional Education (CPE) grant funding; and

WHEREAS, The 2025 CPE grant provides \$1,000 per full-time equivalent (FTE) position, resulting in a total allocation of \$40,000 for Bay County, which was received in January 2025. No local match or funding is required as a condition of this grant; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the acceptance of the 2025 MCOLES CPE awarded grant funding and authorizes the Chairman of the Board to execute all necessary grant award documents after review and approval by the Finance Department and Corporation Counsel; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work 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; Be It Finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

Sheriff – MCOLES CPE Pilot Program Grant 2025

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 ___



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: April 23, 2025
Subject: Legislative Directed Spending Items Grant FY 2025

Request: The Bay County Sheriff's Office is requesting to apply for and accept the Legislative Directed Spending Items Grant FY 2025. Our specific intent is to purchase equipment needed for the Sheriff's Office.

Background: In partnership with State Representative Timothy Beeson and Michigan Legislature, the Bay County Sheriff's Office has an opportunity to be awarded up to \$5,000.

Finance/Economics: No matching fund required.

Recommendation: I am requesting the committee's authorization to apply for and accept the Legislative Directed Spending Items Grant, and upon approval, to implement approved funding, make all necessary budget adjustments, and for the Board Chair to sign any required documents.

CC: Undersheriff Christopher D. Mausolf
Lindsey Arsenault, BOC
Scott Trepkowski, Finance Officer
Kim Priessnitz, Assistant Finance Officer
Travis Schumann, Grants/Finance
File Copy

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, The Bay County Sheriff's Office is requesting authorization to apply for and accept the Legislative Directed Spending Items Grant FY 2025 with the specific intent to purchase equipment needed for the Sheriff's Office; and

WHEREAS, In partnership with Michigan State Representative Timothy Beson and the Michigan Legislature, the Bay County Sheriff's Office has an opportunity to be awarded up to \$5,000; and

WHEREAS, No matching funds are required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the submittal to apply for the Legislative Directed Spending Items Grant FY 2025, and upon grant approval, the awarded grant funding; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the grant application and grant award documents on behalf of Bay County (Sheriff) following review and approval by the Finance Department and Corporation Counsel; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work collaboratively with the Finance Department, whose staff will provide financial oversight of said grant; Be It Further

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

JEROME CRETE, CHAIR
AND COMMITTEE

Sheriff – Legislative Directed Spending Items Grant FY 2025

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 ___



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: April 25, 2025
Subject: Pinconning Area School Resource Officer FTY 2025-2026

Request: The Bay County Sheriff's Office is requesting to continue the contract agreement with the Pinconning Area Schools (Linwood Elementary) for a school resource officer.

Background: The service agreement will be from the beginning of the 2025 school year to the end of the school year in 2026.

Finance/Economics: The school district agrees to pay Bay County an amount to be determined for continuation of the budgeted services.

Recommendation: It is recommended, after review by Finance and Corporation Counsel, that the Board approve entering into the agreement and making all necessary budget adjustments and authorize the Board Chair to sign all required documents.

CC: Undersheriff Christopher D. Mausolf
Lindsey Arsenault, BOC
Amber Johnson, Corporation Counsel
Heather Brady-Pitcher, Corporation Counsel
Scott Trepkowski, Finance Officer
Kim Priessnitz, Assistant Finance Officer
File Copy

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, The Bay County Sheriff's Office is requesting renewal of the Pinconning Schools (Linwood Elementary School) Resource Officer Agreement, said agreement covering the beginning of the school year (2025) to the end of the school year (2026); and

WHEREAS, The districts pay for School Resource Deputies; they are invoiced either on a monthly or quarterly basis; and

WHEREAS, The service will continue to be budgeted in the same manner as in prior year; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Pinconning Schools (Linwood Elementary School) Resource Officer Agreement for the school year (2025) to the end of the school year (2026) and authorizes the Chairman of the Board to execute said Agreement(s) and related documents 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

Sheriff - Pinconning Area Schools (Linwood Elementary School) Resource Officer Agreement - 2025-2026

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___



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: April 25, 2025
Subject: Bangor Township and Bangor School Resource Officer Contract FTY
2025-2026

Request: The Sheriff's Office is requesting to continue the Bangor Township and Bangor School Resource Officer contract agreement.

Background: The service agreement will be from the beginning of the 2025 school year to the end of the school year in 2026.

Finance/Economics: This service will be a continuation of services, budgeted as in previous years.

Recommendation: It is recommended, after review by Finance and Corporation Counsel, that the Board approve entering into the agreement and making all necessary budget adjustments and authorize the Board Chair to sign all required documents.

CC: Undersheriff Christopher D. Mausolf
Lindsey Arsenault, BOC
Amber Johnson, Corporation Counsel
Heather Brady-Pitcher, Corporation Counsel
Scott Trepkowski, Finance Officer
Kim Priessnitz, Assistant Finance Officer
File Copy

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)
WHEREAS, The Bay County Sheriff's Office is requesting renewal of the Bangor Township and Bangor School Resource Officer Agreement, said agreement covering the beginning of the school year (2025) to the end of the school year (2026); and
WHEREAS, The districts pay for School Resource Deputies; they are invoiced either on a monthly or quarterly basis; and
WHEREAS, The service will continue to be budgeted in the same manner as in prior years; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves the Bangor Township and Bangor School Resource Officer Agreement(s) for the school year (2025) to the end of the school year (2026) and authorizes the Chairman of the Board to execute said Agreement(s) and related documents 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

Sheriff - Bangor Township and Bangor School Resource Officer Agreement – 2025-2026

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 ___



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: April 25, 2025
Subject: Bay City Public School Contract FTY 2025-2026

Request: The Bay County Sheriff's Office is requesting to continue the Bay City Public School Resource Officer contract agreement.

Background: The service agreement will be from the beginning of the 2025 school year to the end of the school year in 2026.

Finance/Economics: This service will be a continuation of services, budgeted as in previous years.

Recommendation: It is recommended, after review by Finance and Corporation Counsel, that the Board approve entering into the agreement and making all necessary budget adjustments and authorize the Board Chair to sign all required documents.

CC: Undersheriff Christopher D. Mausolf
Lindsey Arsenault, BOC
Amber Johnson, Corporation Counsel
Heather Brady-Pitcher, Corporation Counsel
Scott Trepkowski, Finance Officer
Kim Priessnitz, Assistant Finance Officer
File Copy

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, The Bay County Sheriff's Office is requesting renewal of the Bay City Public School Resource Officer Agreement, said agreement covering the beginning of the school year (2025) to the end of the school year (2026); and

WHEREAS, The districts pay for School Resource Deputies; they are invoiced either on a monthly or quarterly basis; and

WHEREAS, The service will continue to be budgeted in the same manner as in prior year; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Bay City Public School Resource Officer Agreement for the school year (2025) to the end of the school year (2026) and authorizes the Chairman of the Board to execute said Agreement(s) and related documents 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

Sheriff - Bay City Public School Resource Officer Agreement - 2025-2026

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 ___



Department of Criminal Defense

1230 Washington Ave., Ste. 630, Bay City, MI 48708

ANDREA J. LaBEAN, Director

RYAN JANER, Criminal Defense Attorney

PAUL BUKOWSKI, Criminal Defense Attorney

To: Jerome Crete, Chair, Committee of the Whole

From: Andrea LaBean, Director of the Department of Criminal Defense

Date: April 28, 2025

Subject: Westlaw Research Subscription

Request: Enter into an agreement to provide legal research subscription through Westlaw to the Department of Criminal Defense and Public Defender's Office.

Background:

- The Public Defender's Office and Department of Criminal Defense each employ attorney providing legal services for the Bay County.
- The MIDC renewal grant includes a Westlaw legal research subscription for each attorney.
- Financing Westlaw legal research software access has also been included in the grant request and would not come out of general fund dollars.
- There is currently an expired Westlaw contract with the Department of Criminal Defense, but it does not include the attorneys in the Public Defender's office and does not include new features that would assist attorneys in researching legal matters. It would cost \$1,196.00 per month to attorneys in both offices.

Finance:

No general funds are being requested.

Recommendation:

Enter into an agreement with Westlaw to cover legal research for the attorneys in the Department of Criminal Defense and the Public Defender's Office. Allow the Board Chair to sign any application, contract, or necessary documentation to implement the contract after review by Corporate Counsel. Further, allow for budget adjustments as needed.

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, The Bay County Department of Criminal Defense and Bay County Public Defender’s Office employs attorneys who provide legal representation to indigent defendants as part of the County’s responsibilities under the Michigan Indigent Defense Commission (MIDC) Standards; and

WHEREAS, Access to comprehensive legal research software is essential for ensuring effective legal representation and maintaining compliance with constitutional and professional standards; and

WHEREAS, The current Westlaw subscription has expired and does not include access for attorneys in the Public Defender’s Office; and

WHEREAS, The proposed new agreement with Westlaw will provide subscription access to all attorneys in both offices at a monthly cost of \$1,196.00, with full funding included in the MIDC grant renewal, requiring no use of General Fund dollars; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement between Bay County (Criminal Defense and Public Defenders Office) and Westlaw to provide legal research software/services for attorneys in the Department of Criminal Defense and the Public Defender’s Office; Be It Further

RESOLVED That the Chairman of the Board is authorized to sign any application, contract, or documentation necessary to implement this Agreement following Corporation Counsel’s review and approval; Be It finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

Criminal Defense/Public Defender’s Office – Westlaw Agreement 2025

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 ___



Department of Criminal Defense

1230 Washington Ave., Ste. 630, Bay City, MI 48708

ANDREA J. LaBEAN, Director
RYAN JANER, Criminal Defense Attorney
PAUL BUKOWSKI, Criminal Defense Attorney

April 28, 2025

To: Jerome Crete, Chair, Committee of the Whole

From: Andrea LaBean, Director of the Office of Criminal Defense

Subject: Submit Renewal Plan and Cost Analysis for MIDC grant

Background:

- Under MCL 780.993 Bay County must submit a plan and cost analysis to the Michigan Indigent Defense Commission (MIDC) in order to comply with standards in representing indigent defendants as required by the State of Michigan.
- Bay County must submit a renewal plan and cost analysis to MIDC for approval for the next fiscal year for the State of Michigan which begins October 1, 2025.
- The renewal plan will allow Bay County to continue to comply with standards set as well as provide representation for indigent defendants in Bay County.
- The renewal plan may require changes as requested or required by the MIDC regional manager or the MIDC.
- This application must be submitted via Electronic Grants Administration & Management System (EGRAMS).

Finance:

Submitting the plan will not use any funds. The plan, if approved, is requesting additional funds from the State of Michigan. No general funds are being requested.

Recommendation:

Apply for and accept the renewal grant. Allow the plan to be changed or adjusted as needed or required with guidance of the MIDC commission and regional manager prior to submitting the plan. Allow the Board Chair to sign any application or necessary documentation to implement grant after review by Corporate Counsel. Further, allow for the Board Chair to accept state funding and approve any budget adjustments as needed.

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, Under MCL 780.993, Bay County is required to submit a plan and cost analysis to the Michigan Indigent Defense Commission (MIDC) to ensure continued compliance with state standards for the representation of indigent defendants; and

WHEREAS, Submission of a renewal plan for the fiscal year beginning October 1, 2025, is necessary for Bay County to remain eligible for MIDC funding and to maintain services provided by the Office of Criminal Defense; and

WHEREAS, The plan and cost analysis may require adjustments based on the guidance of the MIDC regional manager or the Commission and must be submitted electronically through the Electronic Grants Administration & Management System (EGRAMS); and

WHEREAS, No General Fund dollars are being requested, and the plan seeks additional state funding to support continued compliance and public defense operations; Therefore, Be It

RESOLVED, That the Bay County Board of Commissioners authorizes electronic submittal of the 2025-2026 Michigan Indigent Defense Commission (MIDC) application for grant renewal and authorizes the Chairman of the Board to sign the grant application documents electronically and, if approved by the State, authorizes the Chairman of the Board to sign any grant award documentation electronically, all contingent upon Corporation Counsel review and approval; Be It Further

RESOLVED That changes/adjustments to the plan, as needed or required with guidance of the MIDC Commission and Regional Manager prior to submittal, are permitted; Be It Finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

Criminal Defense - MIDC Grant Renewal – 2025-2026

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 ___



COUNTY OF BAY

Office of Community Corrections

To: Jerome Crete, Chair Committee of the Whole
From: Lisa Neal, Community Corrections Coordinator
Date: April 25, 2025
Subject: FY 2026 Office of Community Corrections Grant Application

REQUEST:

Approval to submit Application and Acceptance of FY 2026 Grant

BACKGROUND:

The Community Corrections department has been requesting a grant yearly from MDOC-OCC for the purposes of providing services in the community to keep prison commitments low. Also, providing community supervision in place of jail stays during the pretrial stage to save space for assaultive cases and violators, while keeping in line with new pretrial reform standards. Some services include inpatient/outpatient substance abuse treatment, drug testing, pre-trial assessments, pre-trial supervision, and education programming. The Overall Prison Commitment Rate for 2024 is 17% or less, which we did meet our goal for FY 2024. Our goal for 2024 was 16.4%. Therefore, with the assistance of this grant, we will continue to keep the prison rate low by serving more offenders in the community versus sending them to prison.

FINANCE:

At this time, I do not have the total that will be requested for FY 2026 programs and services, but this information will be provided once the application is completed. There are no match funds required. Bay County does pay fringe benefits. Current year award amount is \$166,264.

RECOMMENDATION:

The grant application deadline is June 1, 2025, and it is recommended that the Board authorize and approve the request to submit the grant application for funding. Further, it is requested the Board approve the subsequent awarded 2026 grant from MDOC and sign any required documents, subject to legal review by the Office of Corporation Counsel.

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (5/6/2025)
- WHEREAS,** The Bay County Community Corrections Department has been requesting a yearly grant from the Michigan Department of Corrections (MDOC-OCC) to provide services in the community to keep prison commitments low.; and
- WHEREAS,** The grant enables the department to offer community supervision in place of jail stays during the pretrial stage to save space for assaultive cases and violators, while keeping in line with new pretrial reform standards. Some services include inpatient/outpatient substance abuse treatment, drug testing, pre-trial assessments, pre-trial supervision, and education programming; and
- WHEREAS,** The Overall Prison Commitment Rate for 2024 is 17% or lower, achieving the Fiscal Year 2024 target of 16.4%; and
- WHEREAS,** With the support of the grant, Community Corrections will work to maintain a low prison rate by serving more offenders in the community rather than sending them to prison; and
- WHEREAS,** The total amount to be requested for FY2026 programs and services is currently unknown and will be provided once the grant application is finalized; and
- WHEREAS,** The current fiscal year’s awarded amount is \$166,264, with Bay County covering the cost of fringe benefits. No matching funds are required; Therefore, Be It
- RESOLVED** That the Chairman of the Board is authorized to execute the Community Corrections grant documents for FY2026, and submit, including electronically (if required), the grant application documents and grant award documents if consistent with the approved application request on behalf of Bay County following Finance and Corporation Counsel review and approval; Be It Further
- RESOLVED** That the grant applicant/recipient departments are required to work collaboratively 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; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

**JEROME CRETE, CHAIR
AND COMMITTEE**

Community Corrections - MDOC Grant Funds for 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

Jessica Somerlott, LBSW
Senior Services Manager
somerlottj@baycountymi.gov

Patty Gomez
Programming Services Manager
gomezp@baycountymi.gov

Jessica Foss
Nutrition Services Manager
fossj@baycountymi.gov

To: Jerry Crete, Committee of the Whole Chair

From: Beth Eurich, Director, Department on Aging

Handwritten initials "BE" in blue ink, enclosed in a blue circle.

Date: April 16, 2025

Cc: Jim Barcia, Amber Johnson, Scott Trepkowski

RE: Request to submit letter of intent to Region VII, Area Agency on Aging to apply for the extended multi-year contract, fiscal year 2026.

BACKGROUND:

In the past, Region VII, Area Agency on Aging released for review and comment the proposed allocation chart for funding for the fiscal year 2026; once the chart has been approved after their Board meeting, distribution of the final allocation chart to all interested service providers will be mailed, along with a letter of intent form. The letter of intent must be submitted before a specified deadline for an organization to apply for funding**.

FINANCE and ECONOMICS:

The Department on Aging is expected to meet the deadline for submission of the letter of intent and the subsequent due dates for the completion of a multi-year grant proposal in order to be considered for future grant funding. Due to the short turnaround time, I am requesting authorization to proceed with meeting these deadlines for the new fiscal year. Last year the Department on Aging received \$662,705.77 in state and federal grants and Region VII funds from Region VII, Area Agency on Aging.

RECOMMENDATION:

Upon favorable review by Corporation Counsel, the Department on Aging recommends submitting to Region VII, Area Agency on Aging, the letter of intent to apply for funding for the fiscal year 2026 and that the Department on Aging Director is authorized to prepare and submit the grant application for funding for the same fiscal year. All budget revisions resulting from this application are considered approved and Board Chair to sign all related documents including grant application, the Statement of Budget Allocation, Multi-Year Service Provider Designation, Assurances of Compliance, FY 2026 Contract Addendum, and the Agreement for Recipient of Supplemental Cash-in-Lieu of Payment.

**At this time attachment is only a draft from Region VII, Area Agency on Aging, pending their board approval on May 8, 2025 the Thursday after Bay County Committee of the Whole Agenda deadline. Due to the timeline for the letter of intent to be returned to Region VII, I am submitting the draft and will update the Board of Commissioners with any changes that may occur.

515 Center Avenue, Suite 202 Bay City, Michigan 48708

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

Email: divonaging@baycountymi.gov Website: www.baycountymi.gov/Aging/

REGION VII AREA AGENCY ON AGING
1615 S. EUCLID AVENUE
BAY CITY, MI 48706

FY 2026 - DRAFT

| Service Area | County | Service Category | FY 2025 | Proposed FY 2026 |
|--------------|---------|-----------------------------|------------------|---------------------|
| 1 | Bay | Congregate Nutrition | \$80,491 | \$62,208 |
| 1 | " | Home Delivered Meals | 299,511 | 299,546 |
| 11 | " | Case Coordination & Support | 68,685 | 47,196 |
| 11 | " | Caregiver Case Management | - | 15,466 |
| 11 | " | Homemaking | 75,450 | 71,114 |
| 11 | " | Personal Care | 26,009 | 39,029 |
| 11 | " | Respite Care | 12,880 | 17,304 |
| 11 | " | Adult Day Care | 88,896 | 105,372 |
| 11 | " | Caregiver Training | 17,986 | 16,724 |
| 11 | " | Caregiver Training | 17,986 | 16,724 |
| | | SUBTOTAL | \$687,894 | \$690,683 |
| 2 | Clare | Congregate Nutrition | \$26,094 | \$21,223 |
| 2 | " | Home Delivered Meals | 134,245 | 134,280 |
| 12 | " | Case Coordination & Support | 23,576 | 16,101 |
| 12 | " | Caregiver Case Management | - | 5,276 |
| 12 | " | Personal Care | 21,787 | 26,229 |
| 12 | " | Homemaking | 37,409 | 35,931 |
| 12 | " | Respite Care | 16,600 | 18,109 |
| 12 | " | Senior Center Staffing | 7,087 | 8,421 |
| 12 | " | Caregiver Training | 7,876 | 7,015 |
| | | SUBTOTAL | \$274,674 | \$272,585 |
| 3 | Gladwin | Congregate Nutrition | \$23,487 | \$18,034 |
| 3 | " | Home Delivered Meals | 120,442 | 120,477 |
| 13 | " | Case Coordination & Support | 21,221 | 13,682 |
| 13 | " | Caregiver Case Management | - | 4,484 |
| 13 | " | Personal Care | 12,116 | 15,891 |
| 13 | " | Homemaking | 20,759 | 19,501 |
| 13 | " | Respite Care | 11,922 | 13,204 |
| 13 | " | Senior Center Staffing | 6,379 | 7,713 |
| 13 | " | Caregiver Training | 9,413 | 8,682 |
| | | SUBTOTAL | \$225,739 | \$221,668 |

FY 26
\$568,589

Golden Horizon

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, The Bay County Department on Aging has received annual funding from Region VII Area Agency on Aging through state and federal sources to support essential services for seniors, including nutrition, in-home care, respite, case management, and senior center staffing; and

WHEREAS, In order to continue receiving such funding for Fiscal Year 2026, the Department on Aging must submit a letter of intent to apply, followed by a multi-year grant proposal, in accordance with Region VII requirements; and

WHEREAS, The final allocation chart and related documents will be released by Region VII upon approval by their board on May 8, 2025, after the Bay County Committee of the Whole meeting deadline, requiring advance authorization for timely compliance; and

WHEREAS, In FY 2025 the Department on Aging received approximately \$662,705.77 in Region VII grant funding, and the FY 2026 proposal will continue to seek substantial support with no impact on Bay County’s general fund; and

WHEREAS, Submission of these documents enables continued access to vital senior services across Bay County and is necessary to meet applicable deadlines; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby authorizes the Director of the Bay County Department on Aging to submit the required letter of intent and to prepare and submit the full FY 2026 grant application to Region VII Area Agency on Aging, including any revisions as required by Region VII; Be It Further

RESOLVED, That the Chair of the Board is authorized to sign all necessary grant-related documents, including but not limited to the grant application, Statement of Budget Allocation, Multi-Year Service Provider Designation, Assurances of Compliance, FY 2026 Contract Addendum, and the Agreement for Recipient of Supplemental Cash-in-Lieu of Payment, following review and approval by Corporate Counsel; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work 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; Be It Finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

DOA-Region VII Letter of Intent 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 ___



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

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Officer

TO: Jerome Crete, Chairperson, Committee of the Whole
FROM: Joel R. Strasz, Health Officer
DATE: April 29, 2025
CC: James Barcia, Amber Johnson, Scott Trepkowski, Kim Priessnitz, Andre Reed
RE: AGREEMENT WITH BINX HEALTH INC. FOR POINT OF CARE TESTING SUPPLIES

BACKGROUND: While the Bay County Health Department normally tests individuals for communicable diseases, most of these tests require substantial investment in phlebotomy, shipping and are time-intensive as they require multiple appointments and treatment monitoring. Implementing a suite of point-of-care (P-O-C) tests for all of the usual suspect pathogens (CT, NG, TV, BV, syphilis, and HIV) offers multiple advantages, including (1) consolidating the provision of care to clients from two encounters to one encounter, (2) supporting the provision of test-based treatment (curbing both under-treatment and over-treatment), and (3) improving our antibiotic stewardship. The Health Department wishes to implement a P-O-C by entering into a contract Binx Health Inc who supplies the equipment and testing materials.

FINANCIAL CONSIDERATIONS: Upon substantial analysis, it is not expected that implementation of the method and scope of testing will result in increased costs. There are no financial considerations at this time, as grant funding is provided in the Title X allocations for laboratory testing procedures, and it is expected that the new system of P-O-C testing should increase revenue from insurance and other third party payers.

RECOMMENDATIONS: Upon favorable review by Corporation Counsel, the Health Department recommends this Agreement be approved and signed by the Board Chair and seeks Board approval for any necessary budget adjustments relating to this Agreement.

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, The Bay County Health Department currently provides testing for communicable diseases; however, many of these tests require significant resources, including phlebotomy services, specimen shipping, and multiple client appointments for diagnosis and treatment monitoring; and

WHEREAS, Implementing a suite of point-of-care (P-O-C) tests for all of the usual suspect pathogens (CT, NG, TV, BV, syphilis, and HIV) offers several benefits, including (1) consolidating the provision of care to clients from two encounters to one encounter, (2) supporting the provision of test-based treatment (curbing both under-treatment and over-treatment), and (3) improving our antibiotic stewardship; and

WHEREAS, The Health Officer seeks to enter into an agreement with Binx Health Inc., a provider of P-O-C testing equipment and supplies, to support the implementation of this improved testing approach; and

WHEREAS, Upon substantial analysis, it is not expected that implementation of the method and scope of testing will result in increased costs. There are no financial considerations at this time, as grant funding is provided in the Title X allocations for laboratory testing procedures, and it is expected that the new system of P-O-C testing should increase revenue from insurance and other third-party payers; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement between Bay County (Health Department) and Binx Health Inc. for the provision of point-of-care testing supplies and authorizes the Chairman of the Board to sign all related documents to the Agreement following Corporation Counsel review and approval; Be It Finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

Health Department - Binx Health Inc. Agreement 2025

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

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Officer

TO: Jerome Crete, Chairperson, Committee of the Whole
FROM: Joel R. Strasz, Health Officer
DATE: April 29, 2025
CC: James Barcia, Amber Johnson, Scott Trepkowski, Kim Priessnitz, Andre Reed
RE: LOCAL HEALTH DEPARTMENT (LHD) AND MEDICAID HEALTH PLAN (MHP)
CARE COORDINATION AGREEMENTS FOR MATERNAL INFANT HEALTH
PROGRAM (MIHP)

BACKGROUND:

The Bay County Health Department provides home visiting services to families that have infants and young children through the Maternal Infant Health Program. As in the case with Children's Special Health Care Services (CSHCS) many families are now currently enrolled in Medicaid Managed Care Plans, the companies that administrate these plans require local health departments to enter into care coordination agreements so that services necessary to care are performed without interruption to the clients we serve.

FINANCIAL CONSIDERATIONS There are no financial considerations at this time, no general funds are necessary to provide such services under the agreement and as stated above, the agreements provides an established means for reimbursement.

RECOMMENDATIONS: Upon favorable review by Corporation Counsel, the Health Department recommends authorizing these Agreements so that they can be approved and signed by the Board Chair pending review by Corporation Counsel and seeks Board approval for any necessary budget adjustments relating to these Agreements.

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

WHEREAS, The Bay County Health Department provides home visiting services to families that have infants and young children through the Maternal Infant Health Program (MIHP); and

WHEREAS, As with the Children’s Special Health Care Services (CSHCS) program, many families are now enrolled in Medicaid Managed Care Plans; and

WHEREAS, The companies that administer these plans require local health departments to enter into care coordination agreements to ensure the uninterrupted delivery of essential services to the clients Bay County serves; and

WHEREAS, There are no financial considerations at this time, and no General Funds are necessary to provide such services under the agreement. As stated above, the agreements provide an established means for reimbursement; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Local Health Department (LHD) and Medicaid Health Plan (MHP) Care Coordination Agreement(s) the Maternal Infant Health Program (MIHP); Be It Further

RESOLVED That the Chairman of the Board is authorized to execute said Agreement(s) and related documents on behalf of Bay County following Corporation Counsel review and approval; Be It Finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

Health Department - Health Dept - Care Coordination Agreements for Maternal Infant Health Program (MIHP)

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 ___

To: Jerome Crete
Chair, Committee of the Whole

From: Matthew Beaver, Director, Administrative Services

Re: Request to renew the agreement between Bay County Animal Services and Michigan Department of Corrections. (Prison Dog Program)

Date: April 7, 2025

Request: I am requesting permission to renew the agreement between BCAS and MDOC to enable select prisoners to continue training our shelter dogs at their facility, where they reside, until adoption.

Background: In 2019 the Board of Commissioners agreed to the program at the Saginaw Correctional Facility where prisoners care and train up to 6 dogs provided by Bay County Animal Services. Once a dog has been adopted from Saginaw Correctional Facility a new dog from the shelter is placed into the program. Prison dog adoption fees are higher (\$300) compared to shelter dog (\$180)

Finance: Bay County's financial contribution for this program is vaccines, prevention, food, and vet care when and if needed. The same contribution as the dog residing at the shelter.

Recommendations: It is recommended that the Committee of the Whole and Board of Commissioners consider renewing the Prison Dog Program as an additional outlet for adopting Bay County dogs.

Cc
Jim Barcia
Lindsay Arsenault
Jesse Dockett

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (5/6/2025)
- WHEREAS,** In 2019, the Board of Commissioners entered into an agreement at the Saginaw Correctional Facility, where prisoners care and train up to 6 dogs provided by Bay County Animal Services; And
- WHEREAS,** Once a dog has been adopted from Saginaw Correctional Facility, a new dog from the shelter is placed into the program. Prison dog adoption fees are higher (\$300) compared to shelter dogs (\$180); and
- WHEREAS,** A renewal of this agreement is requested between Bay County Animal Services (BCAS) and the Michigan Department of Corrections (MDOC) to enable select prisoners to continue training our shelter dogs at their facility, where they reside, until adoption; and
- WHEREAS,** Bay County’s financial contribution to this program covers vaccines, preventative care, food, and veterinary care as needed, the same contributions provided for dogs residing at the shelter. Funds are currently budgeted, and no additional funds are require; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the Agreement between Bay County (Animal Services) and the Michigan Department of Corrections (MDOC) for the Prison Dog Program Agreement; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute said Agreement on behalf of Bay County (Animal Services) following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR
AND COMMITTEE

Animal Services - Michigan Department of Corrections Prison Dog Program 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: April 28, 2025

Re: **Committee of the Whole Agenda**

Handwritten initials, possibly "JB", in a circular scribble.

Please consider the following items for the agenda of your committee meeting scheduled for May 6, 2025.

1. **Request:** (New Position)
Approval to hire a temporary part-time Kennel Attendant for 15 hours a week for the summer.

Background:

We are requesting permission to hire a temporary part-time Kennel Attendant to aid Animals Services from late May until August 30th. This position will serve as a custodian/attendant to Animal Services; working in the kennels, responsible for animal care as well as facilitating the many dog walkers that appear on a regular basis.

This position is important for Animal Services during the busy season when the shelter remains at capacity and work-based learning volunteers through New Dimensions and BAISD leave for the summer.

Finance/Economics:

This is a temporary part-time position without benefits. The pay will be at the same rate as the TS04 entry rate of \$13.95 per hour. Funds exist in the current budget and no general funds are needed.

Recommendation:

Requesting to refer to the full Board for approval to hire a temporary part-time Kennel Attendant for 15 hours a week for the summer.

2. **Request:**
Amy Revette is requesting the new WIC Breastfeeding Peer Counselor/Typist Clerk III full-time candidate be hired a higher rate than starting pay. It is requested the candidate be hired at the one-year rate of \$18.41 based on her experience.

Background:

In her current position as the part time WIC Breastfeeding Peer Counselor the candidate is making \$18.22. This is above the full-time starting rate of \$16.37. The candidate comes with beyond one year's experience, exceeding the qualifications required for this position.

Finance/Economics:

This position is currently budgeted at \$18.58. No additional funds would be necessary to allow the candidate to start at this one-year step rate.

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

Recommendation:

Please refer to the full board for approval.

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 Barcla
Amber Davis-Johnson
Scott Trepkowski
Kim Priessnitz
Matt Beaver
Olivia Shields
Amy Revette
Joel Strasz

To: Jerome Crete
Chair, Committee of the Whole

From: Matthew Beaver
Director Administrative Services
Olivia Shields
Manager Bay County Animal Services

Re: Request for temporary summer Kennel Attendant

Date: April 10, 2025

Request: To hire a temporary part-time summer Kennel Attendant for 15 hours/week.

Background: We are requesting permission to obtain a temporary part-time Kennel Attendant to aid Animal Services from May 19th until August 30th, 2025 at a TS04 position. The TS04 serves as a custodian/attendant to Animal Services; working in our kennels, responsible for animal care as well as facilitating the many dog walkers that appear on a regular basis.

This position is important for Animal Services during the busy season when the shelter remains at capacity, and work-based learning volunteers through New Dimensions and BAISD leave for the summer.

Finance: This is a temporary part-time position without benefits. This is TS04 position with an entry rate of \$13.95. Funds exist in the current budget and no general funds are needed.

Recommendations: It is recommended that the Committee of the Whole and Board of Commissioners consider a temporary part-time Kennel Attendant for Bay County Animal Services & Adoption Center.

CC:
Jim Barcia
Kim Priessnitz
Tiffany Jerry
Lindsay Arsenault

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)
WHEREAS, Bay County Animal Services has requested authorization to hire a temporary part-time Kennel Attendant for 15 hours per week from late May through August 30, 2025, to support shelter operations during the summer when the facility is typically at capacity and work-based learning volunteers are unavailable; and
WHEREAS, The temporary Kennel Attendant position will be filled at the TS04 entry rate of \$13.95 per hour, is without benefits, and will be funded through existing budgeted funds with no need for additional General Fund dollars; Therefore, Be It
RESOLVED That the Board of Commissioners authorizes the hiring of a temporary part-time Kennel Attendant for 15 hours per week during the summer of 2025 at the rate of \$13.95 per hour to support Animal Services; Be It Further
RESOLVED That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR
 AND COMMITTEE

Personnel/Animal Services - Temporary Part-Time Kennel Attendant Position 2025

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 HEALTH Department

1200 Washington Avenue Bay City, Michigan 48708

PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049

www.baycounty-mi.gov/Health

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Tiffany Jerry, Personnel Director
FROM: Amy Revette, WIC Manager
DATE: April 28, 2025
CC: Joel Strasz, Tracy Cederquist
RE: Health Department Position Request

Request:

I am requesting the new WIC Breastfeeding Peer Counselor and Typist Clerk III (full time) candidate be hired at a higher rate than the starting pay. I am recommending the candidate be hired at the one-year rate of \$18.41 based on her experience.

Background:

In her current position as the part time WIC Breastfeeding Peer Counselor the candidate is making \$18.22. This is above the full-time starting rate of \$16.37. The candidate comes with beyond one year's experience, exceeding the qualifications required for this position.

Finance:

This position is currently budgeted at \$18.58. No additional funds would be necessary to allow the candidate to start at this one-year step rate.

Recommendation: Please refer to the full board for approval.

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)
WHEREAS, The Bay County Health Department has identified a qualified candidate for the full-time WIC Breastfeeding Peer Counselor and Typist Clerk III position; and
WHEREAS, The candidate currently serves as a part-time WIC Breastfeeding Peer Counselor earning \$18.22 per hour, which exceeds the full-time starting wage of \$16.37; and
WHEREAS, The candidate has more than one year of relevant experience and exceeds the required qualifications for the position; and
WHEREAS, The Health Department recommends hiring the candidate at the one-year step rate of \$18.41 per hour in recognition of her experience and current compensation level; and
WHEREAS, This rate is within the current budget allocation of \$18.58 per hour, and no additional funds are needed to support the requested rate; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners hereby approves the recommendation of the Bay County Health Department to hire the candidate for the full-time WIC Breastfeeding Peer Counselor/ Typist Clerk III position at the one-year step rate of \$18.41 per hour; Be It Further
RESOLVED That related budget adjustments, if required, are approved.

JEROME CRETE, CHAIR
 AND COMMITTEE

Personnel/Health Department - WIC Breastfeeding Peer Counselor/ Typist Clerk III position Hired at 1-Year Rate

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 ___

| Description | Journal Number | 2025 Fund Balance |
|--|----------------|----------------------|
| <i>Unaudited Estimated Unassigned Fund Balance or (Deficit) 12/31/2024</i> | | \$9,903,861 |
| <i>Previous years Assigned Fund Balance for P.O.'s*</i> | | \$573,603 |
| <i>Assigned Fund Balance for designation to balance 2025 budget</i> | | \$3,296,139 |
| | | <u>\$13,773,603</u> |
| <i>Unaudited Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2024</i> | | |
| <i>2025 Budgeted Surplus / (Deficit)</i> | | <i>(\$3,296,139)</i> |

| Description | Journal Number | 2025 Fund Balance |
|---|----------------|-------------------|
| <i>BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH APRIL 2025</i> | | |
| <i>Budget for open 2024 P.O.'s rolled over into the year 2025. BOC approved per Resolution 2024-180 & Amended Motion 2024-105.</i> | 25-03-111 | -451,861 |
| <i>Budget for second open 2024 P.O.'s rolled over into the year 2025. BOC approved per Resolution 2024-180 & Amended Motion 2024-105.</i> | 25-03-290 | -121,742 |

| | | |
|--|--|--------------------|
| <i>APRIL 29, 2025</i> | | <u>-573,603</u> |
| <i>Unaudited Estimated Unassigned Fund Balance or (Deficit) 04/29/2025</i> | | <u>\$9,903,861</u> |



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Scott Trepkowski
Finance Officer
trepkowskis@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Nicole Putt
Purchasing
puttn@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Jerome Crete, Chairperson
Committee of the Whole

FROM: Scott Trepkowski, Finance Officer **ST**

DATE: April 29, 2025

RE: Executive Directive #2007-011

REQUEST:

Please place this memo on May 6, 2025, Committee of the Whole Agenda for your committee's information.

BACKGROUND:

On April 14, 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. The federal/state grantor agencies that have responded to department's requests indicate that funding levels for the federal/state grants with regard to fiscal year 2024 and/or 2025 appear to have no changes.

RECOMMENDATION:

To receive.

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



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Scott E. Trepkowski
Finance Officer
trepkowskis@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Nicole Putt
Purchasing
puttn@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Committee of the Whole
FROM: Scott Trepkowski, Finance Officer ST
DATE: April 29, 2025
RE: Executive Directive #2007-001

REQUEST:

Please place this memo on the May 6, 2025, Committee of the Whole Agenda for your committee's information.

BACKGROUND:

An email was received from the Government Finance Officer Association (GFOA) notifying Bay County that the Comprehensive Financial Report for fiscal year ending December 31, 2023, earned GFOA's Certificate of Achievement for Excellence in Financial Reporting. This Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Its attainment represents a significant accomplishment by a governmental entity and its management.

ECONOMICS:

Bay County continuing to receive GFOA's Certificate of Achievement for Excellence in Financial Reporting helps Bay County maintain a good bond rating.

RECOMMENDATION:

To receive.

cc: Jim Barcia, County Executive
Kim Priessnitz
Julie LaPrairie
Travis Schumann
Jodie Durussel
Diane Skinner
Norine Weiler



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Bay County
Michigan**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2023

Christopher P. Morill

Executive Director/CEO



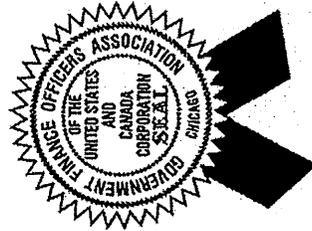
The Government Finance Officers Association of
the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Department
Bay County, Michigan



The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morill

Date: 2/14/2025



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

James A. Barcia
County Executive

Scott Trepkowski
Finance Officer
trepkowskis@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Nicole Putt
Purchasing/Housing Rehab
puttn@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Jerome Crete, Chairperson
Committee of the Whole

FROM: Julie O'Malley, Information Systems Manager

DATE: April 23, 2025 ST

RE: County Website Build and Hosting with Revize

REQUEST:

After review by Corporation Counsel authorize the Board Chair to sign any documents with Revize for the County website.

BACKGROUND:

The County website is currently hosted with a local company and after many years of services, departments requested a refreshed, modern and timeless design that allows for ease of use and ADA compliance. Revize, a Michigan based company with over 3,000 government site, will design and implement a flexible and fluid website layout while converting all the existing content, documents and forms. Revize offers a wide range of tools such as a calendar, online document center and frequently asked questions. This initial project will move the County and Courts websites to a new hosting platform with a new design with website addresses remaining the same.

ECONOMICS:

The budgeted annual cost of the service, which includes unlimited technical support, CMS software updates, security software updates, hosting and maintenance with website health checks is \$3,900. The initial cost of \$16,515 is in the 2025 budget. Multiple quotes were received, reaching the requirement of three quotes for purchases over \$5,000.

RECOMMENDATION:

Authorize the Board Chairman to sign any and all documents related with Revize regarding the purchase, setup and implementation of this project.

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

BAY COUNTY BOARD OF COMMISSIONERS

MAY 20, 2025

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (5/6/2025)
- WHEREAS,** The Bay County website is currently hosted by a local provider, and after many years of service, departments have requested a refreshed, modern, and timeless design that allows for ease of use, compliance with the Americans with Disabilities Act (ADA); and
- WHEREAS,** Revize, a Michigan-based company with experience designing over 3,000 government websites, has been selected to develop and implement a flexible, user-friendly layout while converting all existing content, documents, and forms; and
- WHEREAS,** Revize also provides a comprehensive suite of tools such as a calendar, online document center, and Frequently Asked Questions; and
- WHEREAS,** The project will move Bay County and Bay County Courts websites to a new hosting platform with an updated design, while retaining the current website addresses; and
- WHEREAS,** Multiple quotes were obtained in accordance with the Bay County Purchasing Policy, and the initial cost of the Revize Agreement is \$16,515, which has been allocated in the 2025 Budget; and
- WHEREAS,** The annual budgeted cost for ongoing services, which includes unlimited technical support, CMS software updates, security software updates, hosting and maintenance, with website health checks, is \$3,900; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the Agreement between Bay County (Information Systems Division) for the purchase, setup, and implementation of the Bay County website build and hosting with Revize; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to sign any and all related documents 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 – Revize Website 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 BOARD OF COMMISSIONERS

May 20, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (5/6/2025)

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

ACCOUNTS PAYABLE:

| | |
|-----------|--------------|
| 4/3/2025 | \$656,681.64 |
| 4/9/2025 | \$511,859.39 |
| 4/16/2025 | \$457,764.90 |
| 4/24/2025 | \$762,033.81 |
| 4/30/2025 | \$899,165.06 |

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 ___

**COMMITTEE OF THE WHOLE
MINUTES**

MEETING OF THE BAY COUNTY COMMITTEE OF THE WHOLE HELD ON TUESDAY, APRIL 1, 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 | Y | Y | Y | Y | S/Y | Y | Y | Y | Y |
| VAUGHN J. BEGICK | P | Y | Y | S/Y | Y | S/Y | S/Y | M/Y | Y | S/Y | S/Y | S/Y | Y |
| LARRY BESON | P | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| CHRISTOPHER T. RUPP | E | E | E | E | E | E | E | E | E | E | E | E | E |
| JESSE DOCKETT | P | S/Y | S/Y | M/Y | S/Y | M/Y | M/Y | S/Y | Y | M/Y | Y | M/Y | S/Y |
| TIM BANASZAK, EX OFFICIO | P | M/Y | M/Y | Y | M/Y | Y | Y | Y | M/Y | Y | M/Y | Y | M/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 | | | | | | |
| KATHY NIEMIEC, V. CHAIR | | Y | Y | Y | Y | S/Y | Y | | | | | | |
| VAUGHN J. BEGICK | | Y | S/Y | S/Y | Y | Y | Y | | | | | | |
| LARRY BESON | | Y | Y | Y | S/Y | Y | S/Y | | | | | | |
| CHRISTOPHER T. RUPP | | E | E | E | E | E | E | | | | | | |
| JESSE DOCKETT | | S/Y | M/Y | Y | M/Y | Y | M/Y | | | | | | |
| TIM BANASZAK, EX OFFICIO | | M/Y | Y | M/Y | Y | M/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: A. Davis-Johnson, J. Barcia, M. Beaver, C. Gignac, S. Trepkowski, N. Paige, L. Arsenault, A.Poirier, T. Jerry, N. Putt, A. Reed, R. Manz, J. O'Malley, W. Prince, Dr. Morrone

ZOOM:

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

COMMITTEE OF THE WHOLE
MINUTES
TUESDAY, APRIL 1, 2025
PAGE 2

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 EXCUSE COMMISSIONER RUPP FROM THIS COMMITTEE OF THE WHOLE MEETING.
2. MOVED, SUPPORTED, AND CARRIED TO APPROVE APRIL 1, 2025, COMMITTEE OF THE WHOLE AGENDA AS PRINTED.
3. MOVED, SUPPORTED, AND CARRIED TO APPROVE MARCH 11, 2025, COMMITTEE OF THE WHOLE MINUTES AS PRINTED.

Public input was called with no one wishing to address the Committee.

The first item on the agenda was the request for approval to renew the contract with Blue Cross Blue Shield (BCBS) for inmate services submitted by the Bay County Sheriff. Vice Chair Begick announced that the Michigan Association of Counties (MAC) and the National Association of Counties (NACo) continue to work towards Medicaid coverage for county inmates while incarcerated, It was,

4. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR BCBS INMATE SERVICES CONTRACT 2025-2026 (SHERIFF).
5. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR THE AGREEMENT WITH MGT IMPACT SOLUTIONS, LLC (FOC).
6. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: RENEWAL OF THE CLEAR SERVICES CONTRACT FOR 2025 (FOC).
7. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: CARE COORDINATION AGREEMENTS FOR CHILDREN'S SPECIAL HEALTH CARE SERVICES (HEALTH DEPARTMENT).
8. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR RELEASE OF RFP FOR MORGUE RENTAL SERVICES (HEALTH DEPARTMENT).
9. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: AUTHORIZATION FOR THE SUBMISSION AND ACCEPTANCE OF THE EGLE SCRAP TIRE CLEANUP GRANT FOR FY 2025 (ENVIRONMENTAL AFFAIRS/MOSQUITO CONTROL).
10. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: AGREEMENT WITH CONSTELLATION NEW ENERGY FOR POOLED PRICE FOR GAS TRANSPORTATION 2025 (RECREATION & FACILITIES).

11. **MOVED, SUPPORTED AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2025 (FINANCE).**
12. **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE).**
13. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: REALLOCATE UNSPENT ARPA FUNDS FROM COMPLETED PROJECTS TO THE HEALTH AND HUMAN SERVICES CENTER ARPA PROJECT (FINANCE).**
14. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: REHMANN ROBSON CHANGE ORDER TO ASSIST WITH IMPLEMENTING GASB 101 - COMPENSATED ABSENCES WITH FUNDING TO COME FROM THE GENERAL FUND'S FUND BALANCE, NOT TO EXCEED \$15,000 (FINANCE).**
15. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: PURCHASE/LEASE AGREEMENT WITH CISCO CAPITAL AND THE AGREEMENT WITH CDW GOVERNMENT ENTERPRISE FOR THE PURCHASE, SETUP AND IMPLEMENTATION OF THE EQUIPMENT (FINANCE).**
16. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: RFP BID AWARD FOR CENTRAL DISPATCH UNINTERRUPTED POWER SUPPLY REPLACEMENT TO ESCON GROUP (FINANCE).**
17. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED PAYABLES RESOLUTION (FINANCE).**

Under Announcements, Vice Chair Begick shared that he recently attended a dinner honoring Vietnam Veterans, which drew over 300 attendees. Board Chair Banaszak proudly announced that Commissioner Niemiec received the prestigious Gleaners Award for Community Service in recognition of her unwavering dedication to assisting her community. The Commission and County Executive Barcia commended her outstanding contributions.

There being no further business, it was

18. **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:12 P.M.).**

Submitted By:

**Lindsey Arsenault
Board Coordinator**