

# Allegan County Board of Commissioners



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

**Jim Storey, Chairperson**  
**Dean Kapenga, Vice Chairperson**

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## BOARD PLANNING SESSION-AGENDA

Thursday, November 9, 2023, @ 9:00 AM

County Services Building, Board Room

Virtual Meeting Options Attached

### **DISTRICT 1**

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

9:00 AM

**CALL TO ORDER:**

**ROLL CALL:**

**OPENING PRAYER:** Commissioner Jim Storey

**PLEDGE OF ALLEGIANCE:**

**PUBLIC PARTICIPATION:**

**ADDITIONAL AGENDA ITEMS:**

**APPROVAL OF AGENDA:**

### **DISTRICT 2**

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

### **DISTRICT 3**

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

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## **DISCUSSION ITEMS:**

1. Public Health Quarterly Report–Angelique Joynes, Health Officer
2. Board of Commissioners Rules of Organization Review
3. Board of Commissioners–approve 2024 Meeting Dates (Board & Planning Sessions)
4. Administrative Update

### **DISTRICT 4**

Scott Beltman  
616-292-1414  
sbeltman@  
allegancounty.org

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## **OTHER ITEMS:**

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA TOPICS:**

1. Budget Policy Review
2. 2023/27 Board Strategic Plan Update
  - a. Energy Management Plan
3. Boards & Commissions Appointments/Elections
4. Administrative Update

### **DISTRICT 5**

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

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**ADJOURNMENT: Next Meeting–Thursday, December 14, 2023, 9 AM @ COUNTY SERVICES BUILDING, BOARD ROOM.**

*Please note that Regular and Special Meetings of the Board of Commissioners held in the Board Room are streamed live and recorded in accordance with the County's Live Stream & Publishing Recordings of Meetings Policy, which can be viewed on the County's website.*

#### **Mission Statement**

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

*Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.*



# Allegan County Board of Commissioners

# STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 891 6032 7098, then #, then # again
- Type in Meeting Password: 11923, then #

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

<STOP here>

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

- OPTION 2: Youtube

- Open Internet Explorer or Chrome
- Navigate to <https://www.youtube.com/channel/UCQIiZQstN2Pa57QAItAWdKA>
- Click on image of “Live” video

<STOP here>

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

- OPTION 3: Zoom over Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/89160327098>
- Meeting Password: 11923

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

The screenshot shows a web browser window with the URL `zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg`. The page title is "Webinar Registration".

Registration details:

- Topic: BOC Meeting - 4/9/2020
- Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

Registration form fields (marked as required with an asterisk):

- First Name \*
- Last Name \*
- Email Address \*
- Confirm Email Address \*

Below the form is a reCAPTCHA challenge with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A blue button labeled "Join Webinar in Progress" is located below the reCAPTCHA.

At the bottom of the page, there is a footer with navigation links:

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

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name and email input fields)
2. Click this box (points to the "I'm not a robot" checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the "Join Webinar in Progress" button)

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The image shows a Zoom meeting interface with the 'Settings' window open to the 'Audio' tab. A vertical black bar on the left side of the meeting window has a blue arrow labeled '1' pointing to it. A blue arrow labeled '2' points from the 'Audio' tab in the settings window to the meeting content area. The meeting content area displays the name 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS:'. Below this, it says 'CONSENT ITEMS:' followed by a list item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. The 'Settings' window shows the 'Speaker' section with 'Test Speaker' selected and 'Remote Audio' in a dropdown menu. The 'Volume' slider is set to approximately 80%. The 'Microphone' section has 'Test Mic' selected. The 'Volume' slider is also set to approximately 80%, and the 'Automatically adjust volume' checkbox is checked. Other options include 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', 'Mute my microphone when joining a meeting', 'Press and hold SPACE key to temporarily unmute yourself', and 'Sync buttons on headset'. An 'Advanced' button is visible at the bottom right of the settings window. At the bottom of the meeting window, there are icons for 'Chat', 'Raise Hand', and 'Q&A'.

Settings

General

Video

**Audio**

Share Screen

Virtual Background

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker

Test Speaker Remote Audio

Output Level:

Volume:

Microphone

Test Mic

Input Level:

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

269-673-4514  
mthiele@allegancounty.org

Economic Development — Greg King, Director  
ADMINISTRATIVE REPORTS:

**CONSENT ITEMS:**

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

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

Audio Settings

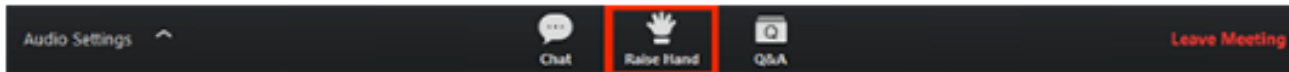
Chat Raise Hand Q&A

# STEP 5: Raise hand to be recognized to speak.

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

On bottom of screen.

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



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





# STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for Jim Storey and Gale Dugan. The agenda items are listed under "BOARD OF COMMISSIONERS MEETING - AGENDA", including District 1 through 4 details and a central list of items like "CALL TO ORDER", "ROLL CALL", "OPENING PRAYER", etc. At the bottom of the document viewer, it shows "PAGE 1 OF 2" and "251 WORDS". Below the document viewer is a Zoom meeting control bar with icons for "Audio Settings", "Chat", "Raise Hand", and "Q&A". A red "Leave Meeting" button is located in the bottom right corner of the control bar, with a large blue arrow pointing to it.



# HEALTH Department

# QUARTERLY UPDATE

- Angelique Joynes, MPH, RN, Health Officer
- Randy Rapp, RS, Environmental Health Services Manager
- Lisa Letts, BSN, RN, Personal Health Services Manager
- Lindsay Maunz, MPH, Planning and Preparedness Manager
- Dr. Richard Tooker, MD, MPH, Medical Director

Quarter 4 Presentation  
November 9, 2023

# Today's Takeaways:

## 1. Executive Summary

- i. Allegan County Community Health Survey (Limited Behavioral Risk Factor Survey)
- ii. Statewide Septic Code & Potential Impacts on ACHD
- iii. ACHD Local Health Department Cycle 8 Accreditation & Plan of Organization
- iv. Quarter 3 Overview

## 2. Update on Allegan County Health Department (ACHD) Division's Priority Activities

## 3. Answer questions and elicit feedback from the Board of Commissioners

## Information Review:



Slides with the blue circle indicate the slides we cover during our allotted presentation time.



Slides are posted after the Presentation to [www.allegancounty.org/health/data-and-reports](http://www.allegancounty.org/health/data-and-reports)



**HEALTH  
Department**

# EXECUTIVE SUMMARY

## Allegan County Community Health Survey (Limited Behavioral Risk Factor Survey)

### What's new:

- On October 9, the Allegan County Community Health Survey was mailed to a random sample of Allegan County residents.
- On November 9, the survey opens to all Allegan County residents. Residents are encouraged to take the survey and share it with others.
  - **The survey can be accessed at:**  
[polco.us/alleganhealth2023](https://polco.us/alleganhealth2023)

### What's next:

- The survey will close on **November 26**.
- The results will be compiled into a report in late December and shared with the Board of Commissioners, CHIP Steering Committee, and the public.

## Statewide Septic Code & Impacts on ACHD

### Background

- All on-site septic systems must be inspected every five years
- Allegan County has approximately 35,000 systems

### Incidentals and Overhead

- Administration & Clerical Costs
- Software and Hardware Equipment
- Office Space
- Office Equipment
- Travel Reimbursement Costs
- Approximately \$200,000.00
- Total = \$1,400,000.00 + \$200,000.00 = \$1,600,000.00
- Total Shortfall \$300,000.00 - \$500,000.00/year

### Specifics

- Approximately 7,000 systems inspected annually
- 240 working days/year/Sanitarian
- Approximately 2.0 systems inspected/day/sanitarian
- Approximately 480 systems inspected/Sanitarian/year
- 15 Sanitarians additional needed
- 2 Program Coordinators needed

### Financial

- \$80,000.00/Sanitarian/year x 15 sanitarians = \$1,200,000.00
- \$100,000.00/Program Coordinator/year = \$200,000.00
- Approximately \$1,400,000.00
- The State said we could charge \$180.00/inspection = \$1,200,000/year

For background on these topics, view the [Q3 BOC Presentation from August 24, 2023](#).

# EXECUTIVE SUMMARY

## ACHD Cycle 8 Accreditation Process

### Next Steps:



**Plan of Organization**  
to be submitted to  
MDHHS 60-90 days  
before site visit



Site Visit on  
**Sept. 9, 2024**

### Plan of organization execution process:

- ACHD will submit the Plan of Organization to the Board of Commissioners (BOC) in March 2024.
- The BOC will have two months to review the Plan of Organization and give approval (the document will be large)
- After it is approved, ACHD will submit the Plan of Organization to MDHHS 60-90 days before our site visit on September 9, 2024.

*For background on ACHD Cycle 8 Accreditation view the [Q3 BOC Presentation from August 24, 2023.](#)*

## Plan of Organization Checklist

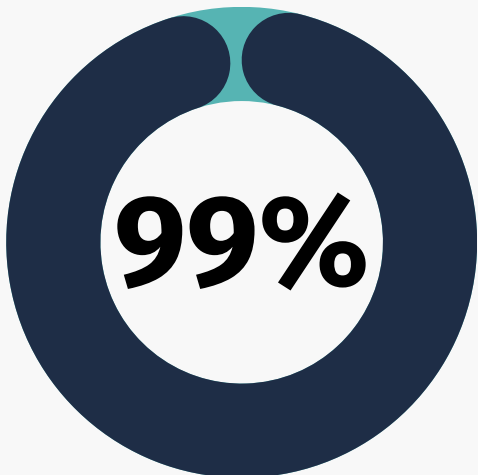
PLAN OF ORGANIZATION	
<b>1. LEGAL RESPONSIBILITIES</b>	
A.	Outline or list State and Local Statutory Authority for your LHD.
B.	Brief description of the Governing Entity Relationship with the Local Health Department (LHD).
C.	Brief description of the manner in which your LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).
D.	Briefly describe, if applicable, Delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity or entities.
E.	Exposure Plan for Blood Borne Pathogens. Chemical Hygiene Plan (Hazard Communication Plan).
<b>2. LHD ORGANIZATION</b>	
A.	Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.
B.	Documentation of board approval of Local Health Department Plan of Organization.
C.	List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget and copy of most recent budget.
D.	1. Responses to audit findings. 2. Sub-recipient monitoring issues and responses. 3. Corrective action regarding (1) and (2) above.
E.	Briefly describe information technology capacity needed to access and distribute up-to-date public health information.
<b>3. MISSIONS, VISION AND VALUES</b>	
A.	Contains a clear, formally written, publicized statement of the local health department's mission (may include the LHD's Vision, Values, Goals, & Objectives).
<b>4. LOCAL PLANNING AND COLLABORATION INITIATIVES</b>	
A.	Outline or list LHD-specific priorities.
B.	Outline or list the LHD activities to plan or pursue priority projects with available resources.
C.	Outline or list community partnerships and collaborative efforts.
<b>5. SERVICE DELIVERY</b>	
A.	Outline or list the LHD's locations (including addresses), services, and hours of operation.
<b>6. REPORTING AND EVALUATION</b>	
A.	Briefly describe the LHD's efforts to evaluate its activities.
B.	Outline or list the LHD's mechanism to report on its activities to the community and its governing entity. Provide copies of all annual reports that were disseminated publicly during the current MLPHAP accreditation cycle.
<b>7. HEALTH OFFICER AND MEDICAL DIRECTOR</b>	
A.	Procedure for appointment of a Health Officer and Medical Director
<b>B. HEALTH OFFICER:</b>	
1.	MDHHS Approval – Letter, memo, other.
<b>C. MEDICAL DIRECTOR:</b>	
1.	MDHHS Approval – Letter, memo, other.
<b>8. LHD Plan Of Organization Approval Form</b>	

# EXECUTIVE SUMMARY: QUARTER 3 OVERVIEW




**13,633**

Total Public Health Services Provided in Q3



99%

of those who filled out the Customer Satisfaction survey for ACHD services responded "Agree or Strongly Agree" to being satisfied with the services they received

Total surveys collected = 145



21

Participating Governing Units (PGUs) participating in the Recycling Program



**560**

Communicable Disease Investigations conducted (MDSS)




**19**

Outreach Events attended in 2023



**3,614**

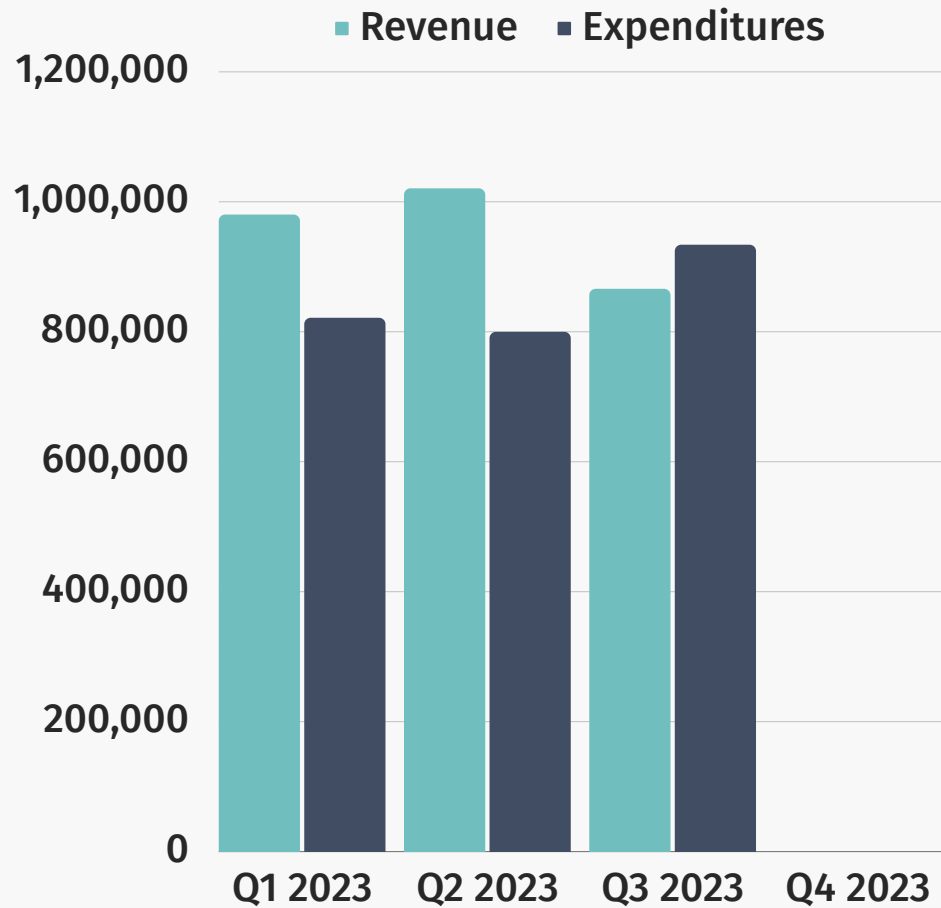
Environmental Health Services Provided



*In Quarter 4, ACHD will be decommissioning the mobile unit for the remainder of 2023/the winter season.*

### ACHD Finance: 2023 Budget and Updates

- There are 25 million additional appropriations for the 2023-2024 State budget year for Essential Local Public Health Services (mandated). State agencies are also allowing ACHD to roll over some funding if not used in the 2022-2023 State budget year.
- ACHD receiving a \$600,000 increase in essential local public health services funding. this will fund the 6 positions needed to be able to provide mandated services.



Quarter	Revenue	Expenditures
Q1 2023	~980,000	~820,000
Q2 2023	~1,020,000	~800,000
Q3 2023	~880,000	~920,000
Q4 2023	~0	~920,000

**NOTE:** Quarterly Finance numbers on the graph exclude COVID-19 and 2211 Waste Reduction Surcharge (Q2 is also when we receive a majority of our food fees)

More data and information can be found in the following ACHD division pages

# Questions?



**Are there any items that you'd like to see included in the next BOC Quarterly Meeting?**

**Note: Due to time, we will not be covering the remaining slides, but reviewing them is important to gain insight on the work being done in this quarter.**



## ADMINISTRATION

- Supports the department as a whole
- Issues Advisories, Cease and Desist letters, etc.
- Collect and evaluate data needed to support efficient public health service delivery and share data with the community

## RESOURCE RECOVERY

- Coordinate Resource Recovery Program for participating LUG's
- Facilitate Solid Waste Planning Committee

## PERSONAL HEALTH

- Provides services such as STI/HIV, Immunizations, Lead, Hearing and Vision, Communicable Disease, and Children's Special Health Care Services (CSHCS)
- Provides education, in-services, and on-site inspections for medical providers who participate in Vaccine for Children (VFC) and Adult Vaccine Program (AVP)
  - Safe storage and handling
  - Inventory management
  - Patient education

## ENVIRONMENTAL HEALTH

- Provides services such as well and septic permits, soil erosion permits, restaurant inspections, ground water contamination surveillance, beach sampling, etc.
- Identifies opportunities for environmental health education and work with Planning and Preparedness to develop materials

## PLANNING AND PREPAREDNESS

- Provides services such as community health needs assessment and community health improvement plans, emergency preparedness, and other planning and health education services that improve community health and quality of life in Allegan County.
- Interacts with the community through social media and media interviews.

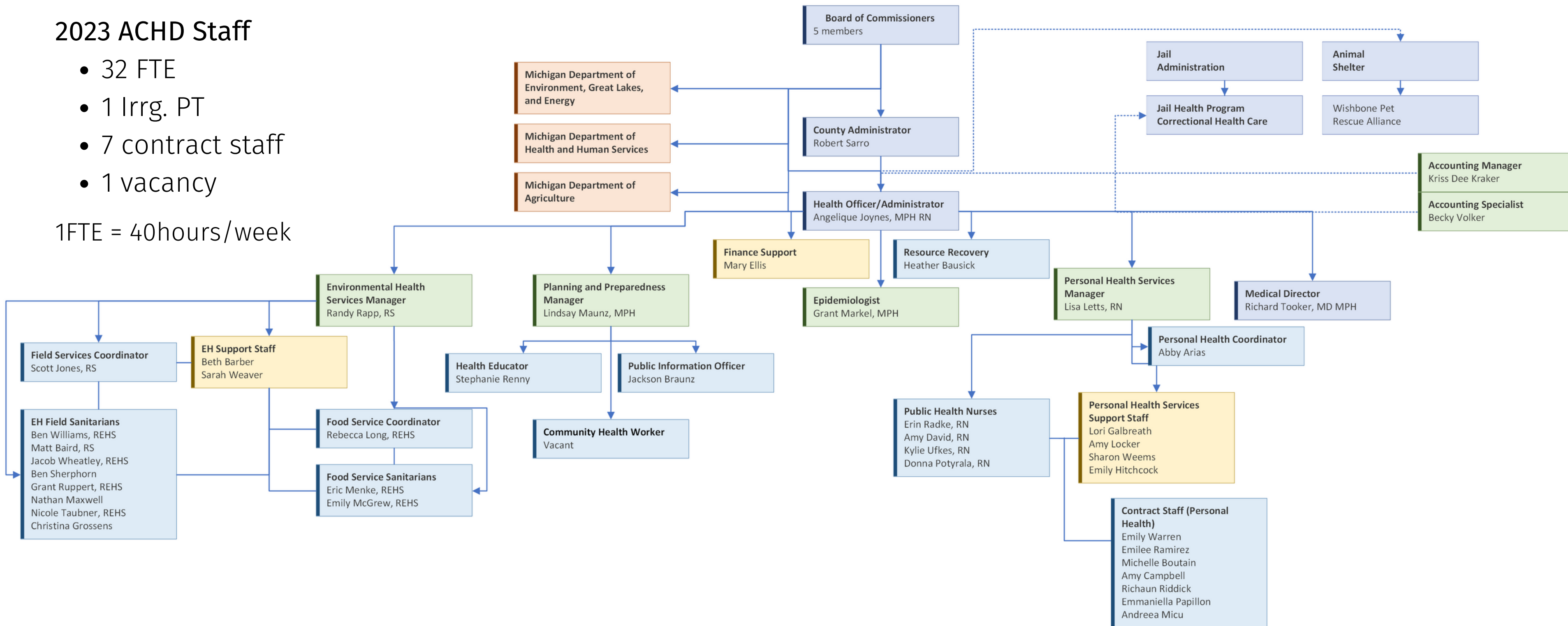




## 2023 ACHD Staff

- 32 FTE
- 1 Irrg. PT
- 7 contract staff
- 1 vacancy

1FTE = 40hours/week



# 2023 Projects by Division

## Administration

- Public Health Capacity Report
  - Master Task List - determine how much time is needed for each service and capacity available
- Health in all policies and health impact assessment during planning.
- Workforce Development (Engaged Workforce Strategic Priority)
  - Employ and retain high-performing, quality employees
  - Address Communication, training, and work load issues and evaluate progress at the end of the year.
  - Wellness Leadership Inventory/Action Plan
- Quality Assurance
  - Accreditation
  - Technology Assessment
- Limited Behavior Risk Factor Survey development and distribution (deeper dive from National Community Survey data)

## Planning and Preparedness

- Website Overhaul on ACHD webpages
- Forms and Letters Updating
- Inventory Management Software
- Communication Plan

## Environmental Health

- Revised Soil Erosion and Sedimentary Control (SESC) Ordinance
- Purge, scan, verify, and put Facility Files in File Bound and put them on the internet/website for public use
- Participation in Ground Water Stakeholder Group for Allegan County and supporting and successfully next steps
- Transfer to a new Environmental Health Software

## Personal Health

- Oral Health Assessment Pre K mandate of MDHHS
- Rabies management project
- Electronic Health Record Optimization, to include lab connection with State
- Backfilling to core staffing levels
- Mandated service delivery, optimization of resources/human capital/ contracts/billing
- Health Resource Advocate (HRA) program optimization



# Finance: 2023 Budget & Updates

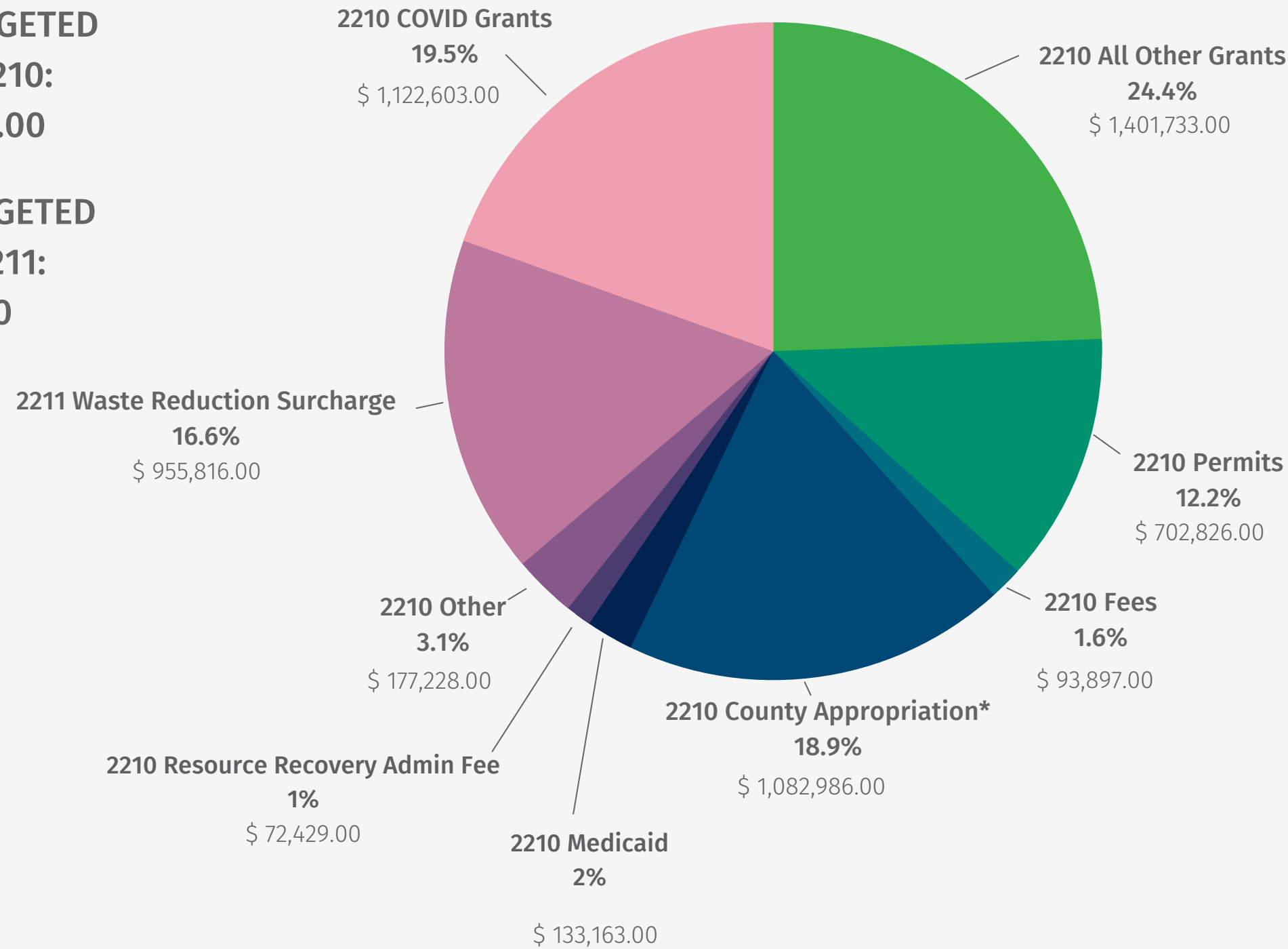


HEALTH  
Department

## 2023 BUDGETED REVENUE

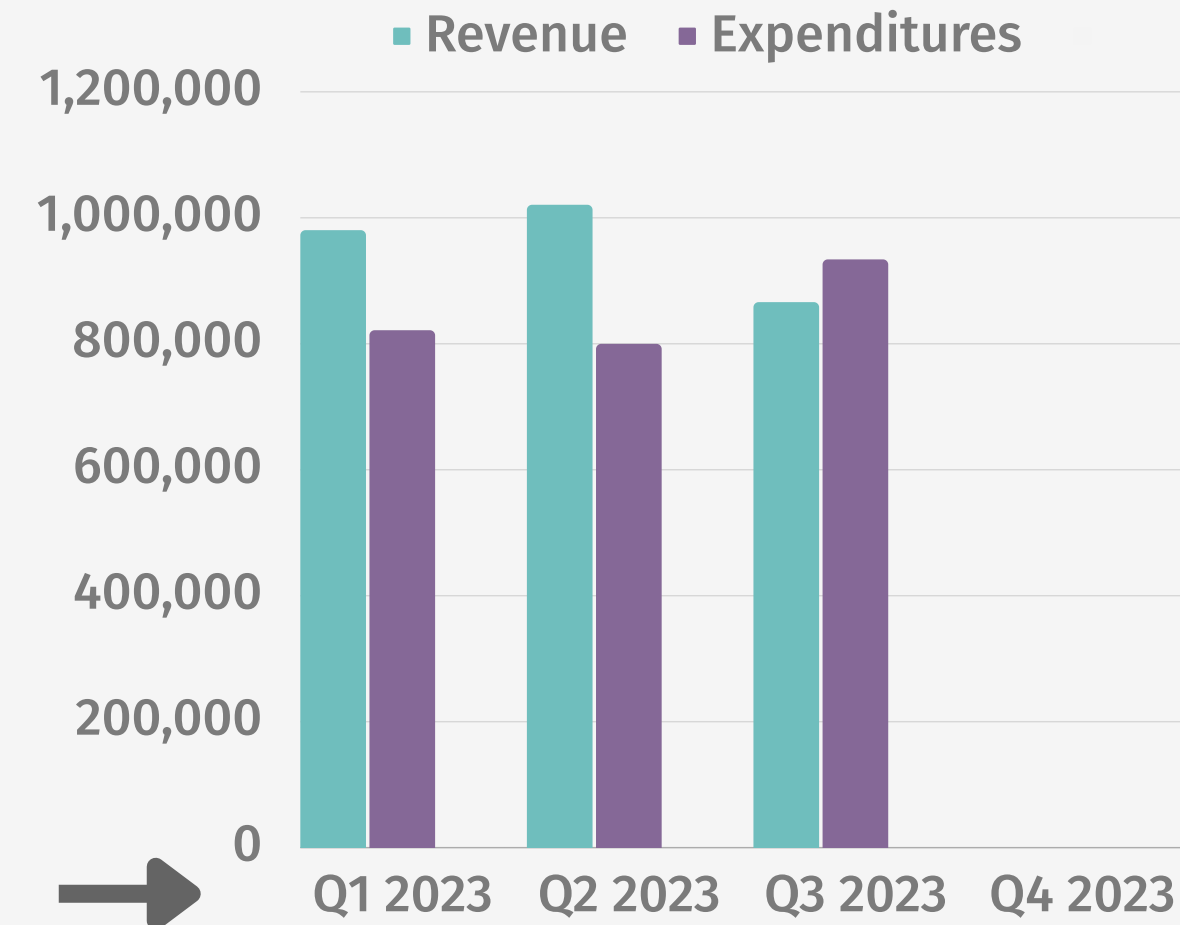
**TOTAL BUDGETED REVENUE 2210:**  
**\$ 4,786,865.00**

**TOTAL BUDGETED REVENUE 2211:**  
**\$ 955,816.00**



## Updates that Impact Public Health Finances

- There are 25 million additional appropriations for the 2023-2024 State budget year for Essential Local Public Health Services (mandated). State agencies are also allowing ACHD to roll over some funding if not used in the 2022-2023 State budget year. ACHD receiving a \$600,000 increase in essential local public health services funding. this will fund the 6 positions needed to be able to provide mandated services.



NOTE: Quarterly Finance numbers on the graph to the right exclude COVID-19 and 2211 Waste Reduction Surcharge (Q2 is also when we receive a majority of our food fees)

## ADMINISTRATION

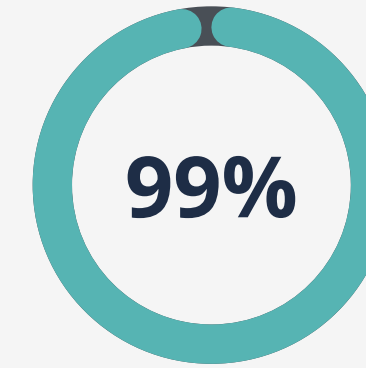
**13,633**

Total Public Health Services Provided (excluding jail health, MCDC, and animal shelter)

**8**



Inquiries responded to



of those who filled out the Customer Satisfaction survey for ACHD services responded "Agree or Strongly Agree" to being satisfied with the services they received (n=145)



**277**

Advisories & Recommendations issued (quarantine, isolation, water advisory, exposure letters)



**31**

Learning and Growth meetings with team members completed

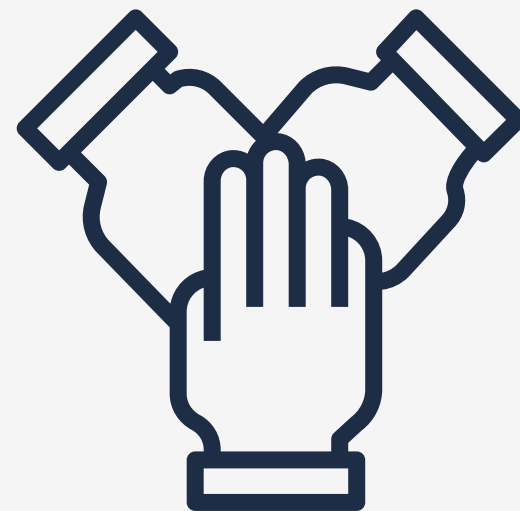
**73.5**

Hours spent on Professional Development by Environmental Health team members

*(Note: with new time and activity collection, this information was not collected this quarter for other divisions)*

**31**

Full time team members



**1**

Part time team member

**5**

Contracted team members



**1**

Irregular part time team member

**1803**

Hours pf PTO taken by team members



# Administration: 2023 Activities (Q3)

## CUSTOMERS

### School/Daycare Updates: Met

- Evaluating school/daycare updates communication strategies and had a low turn out. Met with MCIR SIRS staff and will be doing a superintendent focus group in the fall to assess current communication strategies since our survey return rate was so low. Getting their feedback to tailor our strategies to meet their needs and be most effective.

### Limited Behavioral Risk Factor Survey: Ongoing

- ACHD working with the CHIP Steering Committee and Poulco on the development and release of a limited Behavior Risk Factor Health Survey.
- 35-40 questions based on metrics that support the CHIP action plan and gaps in data. Working with CHIP Workgroups to review questions. The plan is to release it in late fall; see executive summary for timeline.

## FINANCIAL STABILITY

### Grant Funding - ongoing

- Budget 2024-2029 creation and submission utilizing grant funding first and minimizing County appropriation. - Met
- Analyzed County Administration indirects and how to incorporate that into fees in future budget years - Not completed Vacancy in Finance, Plan to complete by end of Q1 2024

### End of COVID-19 Public Health Emergency - met

- Public Health Emergency ended May 11, 2023
- Developed staffing plan and options to fund that plan - **Completed**

## ENGAGED WORKFORCE

### Leadership Rounds - Ongoing

- Conducting monthly leadership rounds to visit directly with the public health team, and some quick wins were ergonomic assessments and flexibility in work schedules.

### Learning and Growths - Met

- Improving Learning and Growth with planning and assessing wellbeing
- Finalizing leadership wellness inventory action plan. Using evidence-based strategies in daily operations/infrastructure to improve the well-being of team members.

### Capacity Assessment - met

- Capacity Assessment Report completed and the report was shared with County Administrator, and will be shared with team in August Engagement Meeting.

### Wellbeing - ongoing

- Working to secure a training/seminar for public health leadership focused on wellbeing in our work environment

## IMPROVED PROCESSES

### Procedures - ongoing

- Health Administration assessing gaps in procedures for Administrative functions and developing procedures for those gaps.



# Administration: 2023 Activities (Q4)

## CUSTOMERS

### Limited Behavioral Risk Factor Survey (Community Health Survey)

- The survey is currently ongoing, with the timeline in the executive summary being followed and the full report coming back this quarter in December.

### Inquiry Form improvements

- We are looking to update the inquiry form to a Qualtrics survey so that we have access to the data within the department.
- We are working with MDHHS and MSU to ensure we have the appropriate questions for health concerns.

## FINANCIAL STABILITY

### Grant Funding

- Budget 2024-2029 creation and submission utilizing grant funding first and minimizing County appropriation. - Met
- Analyzed County Administration indirects and how to incorporate that into fees in future budget years - Not completed Vacancy in Finance, Plan to complete by end of Q1 2024
- Maximizing other grant revenue sources such as billing for personal health services and Medicaid Outreach activities.

## ENGAGED WORKFORCE

### Annual Public Health Employee Survey

- Survey sent to staff November 1 with feedback to be collected by November 15.
- Results from the survey will be compiled into a presentation shared with staff at the December engagement meeting.

### Leadership Rounds

- Conducting monthly leadership rounds to visit directly with the public health team, and some quick wins were ergonomic assessments and flexibility in work schedules.

### Wellbeing

- Working with HR to develop a training/seminar for public health leadership focused on wellbeing in our work environment

## IMPROVED PROCESSES

### Procedures

- Health Administration assessing gaps in procedures for Administrative functions and developing procedures for those gaps.

# Solid Waste/Material Management Legislative Timeline



**MARCH 2023**



Legislation takes effect.

Environment, Great Lakes, and Energy need to notify Counties.



**July/August 2023**

**January 2024**



Counties need to respond to EGLE on the next steps to update the plan.

Counties will need to have their Material Management Plans updated and submitted to EGLE.



**December 2026**

**2027 and Beyond**



Ongoing maintenance, reporting, and updates as required.

# Solid Waste/Material Management Legislative Timeline



EGLE has notified ACHD:

- The EGLE Director will initiate the MMP development process in **September 2023**, as required by Part 115. Once the process is initiated, the law establishes deadlines for plan development and local approvals.
- Counties will have 180 days to submit a notice of intent to prepare an MMP and determine and document if plans will be developed individually or with a multicounty planning area. After submitting the notice of intent, materials management planning committees must be appointed, and a work plan will need to be developed and approved by all appropriate parties within another 180 days.
- Grant funding will be available to counties for the development and implementation of MMPs, with additional funds available for counties that collaborate in multicounty planning. EGLE encourages all counties to prepare for MMP development by becoming familiar with the planning requirements and engaging with neighboring counties regarding potential multicounty planning efforts. Planning agencies should also begin to consider possible members of the planning committee. The new MMP requirements are found in Subpart 11 of Part 115. Found at: [www.Michigan.gov/EGLEMMP](http://www.Michigan.gov/EGLEMMP)
- The ACHD Resource Recovery Coordinator met with each surrounding county and conducted a SWOT analysis of their planning processes and the information gathered was included in a board inquiry update on 10/23/2023.





## Resource Recovery: 2023 Activities (Q3)

### CUSTOMERS

#### Scrap Tire Collection Events - met

- 3 scrap tire collection events held in August:
  - August 5: Salem Township Transfer Station
  - August 12: Trowbridge Township Transfer Station
  - August 28: City of Otsego DPW

### FINANCIAL STABILITY

- Activities for this quarter:
  - Sending out Semi-Annual Report - ongoing
  - Establishing program fee for this year - met

### IMPROVED PROCESSES

#### Solid Waste Plan - met

- Determining with Solid Waste Planning Committee on options for the BOC to consider in the updated solid waste plan.

#### Resource Recovery Coordinator - met

- Interviews were conducted and a coordinator has been selected
- Next steps: onboard coordinator



## Resource Recovery: 2023 Activities (Q4)

### CUSTOMERS

#### Household Hazardous Waste Collection Event: October

- Event held on Saturday, October 7, at the City of Otsego DPW

### FINANCIAL STABILITY

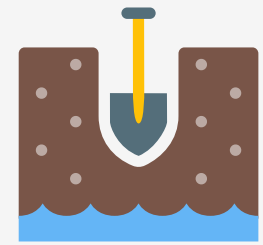
- Program administrative fee calculated for 2023
- Semi-Annual Report to be sent out this quarter

### IMPROVED PROCESSES

#### Contract Updates

- Resource recovery coordinator reaching out to Participating Governmental Units (PGUs) with contracts that are expiring and those who are new to the program and is working with Project Management to get contracts in place or up to date.

## ENVIRONMENTAL HEALTH

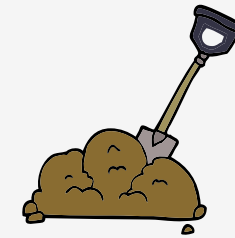


**180**  
Residential Well Permits Issued

**1** Type II Well Permits Issues

**54**

Abandoned Wells Plugged



**160**



On-Site Sewage Disposal Permits Issued

**5**

Ground Water Samples Collected

**22** Type II Well Sanitary Surveys Conducted

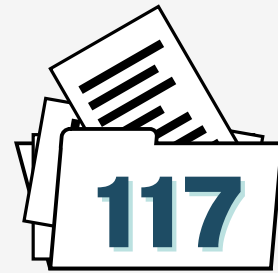
**1** Body Art Facility Inspected

**122** Residential Well Final Inspections Completed

**952** SESC inspections Completed

**31** Failed Septic System Evaluations Conducted

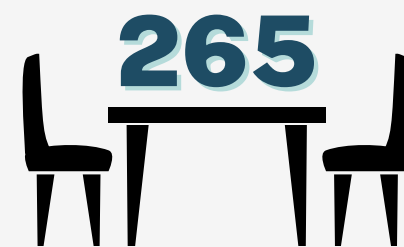
**122** On-Site Sewage Disposal Final Inspections Completed



**117**  
EH Records Requests Processed



**111**  
SESC Permits Issued



**265**

Fixed Food Establishments Inspected



**12**

Complaints/ Food Borne Investigations

**66**



Public Swimming Pools Inspected

**18** Campgrounds Inspected

**850**

Facility Files Scanned

**69**

Temporary Food Inspection completed



**4**

plan reviews received

**5**

plan reviews approved

**19** Septage Trucks Inspected

**0**

Well Construction & On-Site Sewage Disposal System Construction Violation Notices/Correction Orders Issued

**20**

Loan Evaluations Conducted

**5**

Groundwater monitoring letters sent



**188**

Vacant Parcels Evaluated for Septic Systems

Number of Beach Samples Taken	165
Number of Mosquitos Trapped	29
Number of Ticks Found	0



# Environmental Health: 2023 Activities (Q3)

## CUSTOMERS

### Filebound

- Project outcome: customers will have access to facility files on the Internet.
- Project Management Team is actively engaged in creating the Filebound Project and working with key Environmental Health staff to import the address index and documents over the next couple of months and will then proceed with documenting processes and providing training to the remaining EH staff. Once the project is set-up and successfully implemented for internal use, the final step will be to try to open up the database for public access.

### Groundwater Ad HOC Committee

- Project outcome: Have a community-driven workgroup around the Ground Water Study
- Activities for this Quarter include:
  - The Agreement with Williams and Works has been negotiated and fully executed.
  - Working with Michigan Ge

### Swan Lake HABs

- EH Team continues to partner with EGLE to monitor Swan Lake for Harmful Algal Blooms (HABs), on a weekly basis and updates residents accordingly
- Watershed Council Support Grant (Conservation District)
  - The outcome of the grant is anticipated in August of 2023
- Updating procedures for water sampling and notification

## IMPROVED PROCESSES

### EGLE Audit of SESC Program

- SESC Ordinance approved by the Allegan County Board of Commissioners
- EH Team continues to work with EGLE for the completion of the audit

## FINANCIAL STABILITY

- EH Team is working with MDHHS on a \$10,000 Data Modernization Grant to scan the remaining files

### Revenue Review

- We continue to review revenue on a monthly basis and compare to previous years.
- 2022 vs 2023: January - June (septic 0%, well -9.5%, SESC -8%)

## ENGAGED WORKFORCE

### National Environmental Health Association Internship Program Participation

- We have been hosting an intern since Memorial Day.
- The intern has been assisting with day-to-day activities, such as: Grant deliverables (beach sampling, HAB investigations, and vector-borne surveillance).



# Environmental Health: 2023 Activities (Q4)

## CUSTOMERS

### Filebound

- Project outcome: customers will have access to facility files on the Internet.
- Project Management Team is actively engaged in creating the Filebound Project and working with key Environmental Health staff to import the address index and documents over the next couple of months and will then proceed with documenting processes and providing training to the remaining EH staff. Once the project is set-up and successfully implemented for internal use, the final step will be to try to open up the database for public access.

### Groundwater Ad HOC Committee

- Project outcome: Have a community-driven workgroup around the Ground Water Study
- Activities for this Quarter include:
  - Williams and Works has had 2 meetings with the Administration Team from the Work Group.
  - Working with Michigan Geological Survey

### Swan Lake HABs

- EH Team continues to partner with EGLE to monitor Swan Lake for Harmful Algal Blooms (HABs), on a regular basis and updates residents accordingly
- Watershed Council Support Grant (Conservation District) was awarded to the Conservation District
- Updating procedures for water sampling and notification
- Purchasing safe water activity signs to post next season on beaches that are sampled

## IMPROVED PROCESSES

### EGLE Audit of SESC Program

- EH Team continues to work with EGLE for the completion of the audit

## FINANCIAL STABILITY

- EH Team is working with MDHHS on a \$10,000 Data Modernization Grant to scan the remaining files

### Revenue Review

- We continue to review revenue on a monthly basis and compare it to previous years.
- 2022 vs 2023: January - June (septic 0%, well -9.5%, SESC -8%)

## ENGAGED WORKFORCE

### EH Team Attending Conferences and Trainings

- The Type II Team attended EGLE software training
- The Food Team attended FDA Retail Food Protection
- EH Administration attended the Michigan Premier Public Health Conference



## PERSONAL HEALTH



**716** CSHCS Total Clients  
**35** CSHCS New Client Enrollment

**81**  
Level 1 Plan of Care  
CSHCS

**85**  
Level 2 Care Coordination  
CSHCS

**0**  
CSHCS Case  
Management Services

**31**  
CSHCS Transition Plan of  
Care

**41**  
CSHCS Transition  
contacts & assists

**64**  
CSHCS mailings



**0** Homebound  
immunizations given

**171**  
Immunizations Provided

**165**  
Waivers Provided

**28**  
STD/HIV Clinic  
Visits



**2,015**  
Hearing and Vision screenings conducted

**10**  
People who started PEP  
after potential exposure

**560**  
Communicable Disease  
Investigations conducted (MDSS)

**0**  
Active TB (DOTs)



**25**  
TB Skin Tests placed



**6**  
TB latent infections

**11** Lead Testing  
Follow up clients



**87** STD/HIV  
Case Follow-Up

**10** redistributions of  
vaccine inventory  
(covid and non-covid)

**1,472** Overall  
Medicaid Outreach  
Units



**3,750**  
Wear Ones  
Distributed

**76**  
Rabies  
Evaluations



**0**  
Rabies positive  
animals

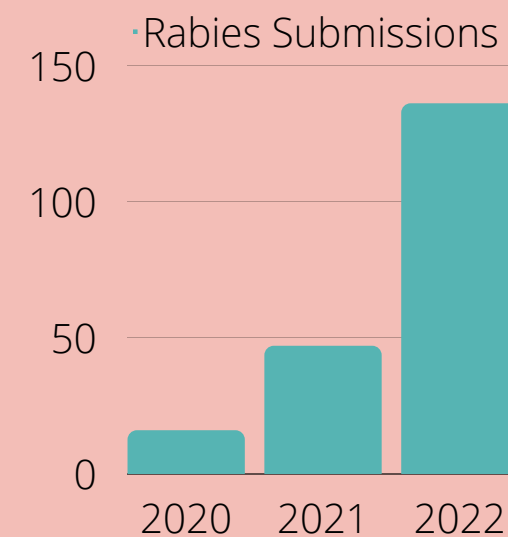


# Personal Health: 2023 Activities (Q3)

## IMPROVED PROCESSES

### Rabies Submissions - Met

- Ongoing CI project with Sheriff's Department, ACHD, and Animal control to increase efficiency in communication and education regarding animal exposures.
- Will have a streamlined reporting process for medical providers and law enforcement for faxing animal bite reports – they will go to the animal control team as well as the ACHD team to provide real-time notification
  - A work order has been placed and IS working to develop a solution
- Residents will be able to access information on what to know/look out for during animal quarantine, post-exposure prophylaxis, and actions to take on the Allegan County website.
- Animal owners conducting quarantine will be able to self-report outcomes afterward using an online survey to help animal control and ACHD close cases. - Our staff will contact individuals within one business day to ask additional questions and determine if the animal needs testing and/or if the exposed person needs medical treatment
- Health education was developed and the [animal bite reporting form](#) was added to the ACHD website on the Personal Health page.



## FINANCIAL STABILITY

### Enhanced Revenue - ongoing

- Activity codes updated to track time-related to grant-funded services- maximizing utilization of grant funding.
- Medicaid outreach productivity to be maximized related to Medicaid Outreach grant revenue with enhanced capture, staff infographics, and training regarding data capture in Q3

## CUSTOMERS

### Electronic Health Record Optimization: Ongoing

- Collaborating with Patagonia, The Michigan Health Information Network (MiHIN), Altarum Consulting, and The Michigan Department of Health and Human Services (MDHHS) Bureau of Laboratories (BOL)
- This connection will reduce the risk of human error related to data entry, reduce paper usage, minimize the risk of confidentiality breach, and expedite receiving the lab results in order to provide a more efficient experience for ACHD clients.
- Patagonia procedures are being reviewed to assess for gaps.
- Currently in the testing and refinement of the reports
- The next step is testing from AC to the Bureau of Lab Target completion end of Q4

### Personal Health Support Nurse Backfill - Met

- Team interviewing candidates and position to be offered with the expectation to complete onboarding and required training by end of Q4



# Personal Health: 2023 Activities (Q4)

## IMPROVED PROCESSES

### Rabies Submissions

- Goals for Q4:
  - Evaluate and refine the reporting process
  - Developing reports to track data and conduct audits
  - Seek QI opportunity for 2024
  - Develop outreach/education to be communicated to providers and law enforcement to ensure reporting requirements are understood and questions are answered
  - Update public education on the website.

## FINANCIAL STABILITY

### Enhanced Revenue

- Activity codes updated to track time-related to grant-funded services- maximizing utilization of grant funding.
- Medicaid outreach productivity to be maximized related to Medicaid Outreach grant revenue with enhanced capture, staff infographics, and training regarding data capture in Q4

## CUSTOMERS

### Electronic Health Record Optimization

- Collaborating with Patagonia, The Michigan Health Information Network (MiHIN), Altarum Consulting, and The Michigan Department of Health and Human Services (MDHHS) Bureau of Laboratories (BOL)
- This connection will reduce the risk of human error related to data entry, reduce paper usage, minimize the risk of confidentiality breach, and expedite receiving the lab results to provide a more efficient experience for ACHD clients.
- Patagonia procedures are being developed as well as reviewed to assess for gaps.
- Currently in the testing and refinement of the reports
- The next step is testing from Allegan County to the Bureau of Lab Target completion end of Q4.

### PH Staffing

- Interviewing HRA candidates and position to be offered with the expectation to complete onboarding and required training by the end of Q4
- PH Nurse training and onboarding.
- P2B training between clinical staff

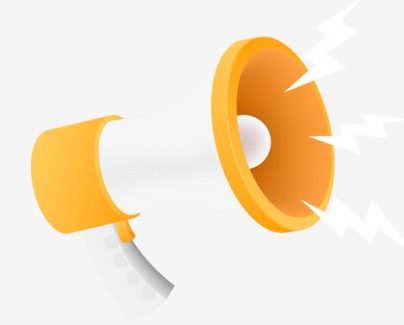


## PUBLIC HEALTH PLANNING & PREPAREDNESS

**39** Health Education Materials Created

**25**

Newsletters sent out



**3** Press Releases sent out

**1** media inquiries



5 Outreach Events

**1** PHEP drill conducted

**f 7,054**

Followers on Facebook

**7** times ACHD was mentioned in a media story

**74**

Facebook posts on public health items in Q3

**t 301**

Followers on Twitter

**140** total Community Links referrals

**29** successful Community Links referrals

**31** New Community Links referrals

**47** Twitter posts in Q4







# Planning and Preparedness: 2023 Activities (Q3)

## CUSTOMERS

### Community Links Program - ongoing

- Client focus - 37 new referrals, 31 successful
- Activity for this quarter includes- Meeting with community partners to discuss the sustainability of the program

### Website Improvements

- Activities for this quarter include:
  - Working with IS on putting drafted content into the website platform - **ongoing**
  - Meet with remaining managers to discuss layout and page updates - **paused**
  - Work with IS to determine the next steps - **ongoing**

### Outreach and Community Engagement

- Activities for this quarter include:
  - Research and begin developing Outreach Needs Assessment for future outreach planning - **met**
  - Develop and present to LGUs on Health in All Policies, with tools they can use in their communities. - **ongoing**

### Community Health Improvement Plan - ongoing

- Participation in Community Information Exchange (CIE) Workgroup
- Co-Chair on the Access to Care Workgroup

## IMPROVED PROCESSES

### Forms and Templates

- Working to identify and update 20 forms for Q3, improve the workflow for reviewing and approving forms, and completing unfinished updates from Q2 - **paused** until new PIO onboarded

### CI Committee

- 1 committee member attending the Michigan Public Health Institute Train the Trainer on Quality Improvement - **met**

### Michigan Public Health Accreditation

- Activity for this quarter includes:
  - Meeting with managers and program coordinators to ensure MPRs - **ongoing**

### Branding Guidelines

- Activities for this quarter include:
  - Managers reviewing branding guidelines to finalize and approve - **ongoing**

### Inventory Management

- Activities for this quarter include: - **ongoing**
  - Bulk upload inventory items into new system
  - Begin to create labels for items

## FINANCIAL STABILITY

### Community Links Program

- Proposed Medicaid Policy change to allow CHW to bill for Medicaid services related to care coordination and system navigation, and health promotion and education recently closed from public comment (8/18/2023).
- Proposed effective date for this change is currently 10/1/2023. - **moved to January 2024**



# Planning and Preparedness: 2023 Activities (Q4)

## CUSTOMERS

### Community Links Program

Activities for this quarter include:

- Training P2Bs on program operations

### Website Improvements

Activities for this quarter include:

- Finalize EH pages
- Publish EH page

### Community Health Survey (CHS)

Activities for this quarter include:

- Promote CHS through HD communication channels
- Work and support community partners in promoting the survey

### Outreach and Community Engagement

Survey all local government units for events in 2024 that ACHD can attend.

Attend Veteran's Stand Down Event (10/12/23)

## ENGAGED WORKFORCE

### PIO Onboarding

- Jackson Braunz has started as ACHD's Public Information Officer (PIO). He is currently being onboarded.

## IMPROVED PROCESSES

### Forms and Templates

- Activities for this quarter include:
  - Training PIO on process
  - Resuming project

### Michigan Public Health Accreditation

- Activity for this quarter includes:
  - Submitting the plan of organization

### Branding Guidelines

- Activities for this quarter include:
  - Sending staff new templates to use for emails

### Inventory Management

- Activities for this quarter include:
  - Bulk upload inventory items into new system
  - Begin to create labels for items



# Public Health Outreach Events in 2023

## 5 events attended in Q3:

- **July 12** - Resource Fair at OnPoint
- **September 12** - Senior Day at Allegan County Fair
- **September 22** - Great Start Collaborative Books, Balls, and Blocks event
- **September 25 and 26** - Gun Lake Tribe Employee Flu Clinics

## Events planned/attended in Q4:

- **October 12** - Veteran's Stand Down

**Total Number of events  
attended in 2023: 19**

# 2022-2025 Community Health Improvement Plan

## Access to Medical Care

### Why is it important?

Access to health services affects a person's health and well-being. Regular and reliable access to health services can:

- Prevent disease and disability
- Detect and treat illnesses & other health conditions
- Increase quality of life
- Reduce the likelihood of premature (early) death
- Increase life expectancy

Source: [CDC Healthy People](#)

**Our Goal:** Increase capacity and use of a patient-centered, community-integrated, and quality system of care for Allegan County residents.



### Allegan County Organization, including ACHD, Activities

- Expand equitable broadband internet access across Allegan County to support innovative health care, including telehealth.
- Use the Allegan County Community Links program to help individuals identify PCPs, sign up for Medicaid, or find solutions to meet their health insurance needs
- Implement a Behavior Risk Factor Survey that is representative and identifies inequities in subpopulations.
- Work with school partners to expand child and adolescent health services with a school-based health model

## Housing

### Why is it important?

Our homes, and those of our neighbors, play a critical role in shaping our health and the health of the whole community. Housing is related to health through several pathways, and the safety and quality of our homes are correlated with health.

Source: [County Health Rankings](#)

**Our Goal:** Strengthen the housing sector within Allegan County and increase collaborative solutions.



### Allegan County Organization, including ACHD, Activities

- Expand access to quality water (private and municipal supply)
- Utilize Allegan County Community Links program to support agencies in connecting residents to available housing services

## Food Security

### Why is it important?

Lacking consistent access to food is related to negative health outcomes such as weight gain, premature mortality, asthma, and activity limitations, as well as increased health care costs.

- There is evidence food deserts are correlated with a high prevalence of overweight, obesity, and premature death.
- Those with low income may face barriers to accessing a consistent source of healthy food.

Source: [County Health Rankings and Roadmaps 2021](#)

**Our Goal:** Increase availability of healthy food options for residents, while also expanding supplemental food resources in Allegan County.



### Allegan County Organization, including ACHD, Activities

- Use the Allegan County Community Links program to connect individuals to healthy food options
- Build a partnership with Help Me Grow Allegan Family Coaches to align and integrate efforts related to families who are expecting or who have children ages 0-5. This will help reduce silos and duplication of efforts

## Behavioral Health

### Why is it important?

Behavioral Health is fundamental to our collective and individual ability as humans to think, emote, interact with each other, earn a living and enjoy life.

Source: [World Health Organization](#)

**Our Goal:** Increase recognition and treatment of behavioral health conditions



### Allegan County and HD Activities

- Implement a Behavior Risk Factor Survey that is representative and identifies inequities in subpopulations.
- Expand equitable broadband internet access across Allegan County to support innovative behavioral health care, including telehealth.
- Utilize Allegan County Community Links program to support agencies in connecting residents to available behavioral health services

# 2022-2025 Community Health Improvement Plan

## 2022 CHIP Steering Committee Member Organizations:

- Ascension Borgess Allegan Hospital
- Allegan County Health Department (ACHD)
- United Way of Ottawa and Allegan Counties
- Allegan County Multi-Agency Collaborative Council (MACC)
- Allegan County Migrant Resource Council
- OnPoint
- Allegan Area Educational Service Agency (ESA)
- Gun Lake Tribe
- Allegan County Food Pantry Collaborative
- MSU Extension
- Community Action of Allegan County

**Community Health Assessments in Allegan County occur every three to five years to collect data and determine trends.**

**4 workgroups are leading the work of the CHIP and are facilitated by the MACC coordinator and co-leads. There are quarterly reports provided to the CHIP Steering Committee by the MACC Coordinator and Co-leads.**

**[View the 2022-2025 CHIP here](#)**



**Questions?**



**Are there any items that you'd like to see included in the next BOC Quarterly Meeting?**

**Please let us know!**

**COUNTY OF ALLEGAN**  
State of Michigan

Rules of Organization and Procedure

Of The

Allegan County Board of Commissioners (BOC)

Revised and Adopted: January 4, 1993 [Journal 39.6-15/11]  
[Addendum A RE: Committee of the Whole adopted April, 28, 1994: Journal 41.199-201/58]  
Amended: January 13, 1994 [Journal 41.3-4/6]  
Amended: October 27, 1994 [Journal 41.424/32]  
Amended: January 5, 1995 [Journal 42.7/11]  
Amended: June 22, 1995 [Journal 42.260/35]  
Amended: January 11, 1996 [Journal 43.4-5/10]  
Amended: June 26, 1997 [Journal 44.330/28; 341/33]  
Amended: January 2, 2003 [Journal 52.6-11/5]  
[Revisions adopted January 9, 2003: Journal 52.13-22/29]  
Amended: January 8, 2004 [Journal 53.3-9/7]  
Amended: March 24, 2005 [Journal 54.197-203/36]  
Amended: January 5, 2006 [Journal 55.4/11]  
Amended: July 27, 2006 [Journal 55.492-499/44]  
Amended: January 11, 2007 [Journal 56.26-32/38]  
Amended: February 1, 2007 [Journal 56.85/86]  
Amended: February 15, 2007 [Journal 56.95-96/41]  
Amended: February 22, 2007 [Journal 56.117/57]  
Amended: June 28, 2007 [Journal 56.280-281/51]  
Amended: January 3, 2008 [Journal 57.5/14]  
Amended: January 8, 2009 [Journal 58.3-4/8]  
Amended: January 7, 2010 [Journal 59.3-4/8-12]  
Amended: January 6, 2011 [Journal 60-7/4-12]  
Approved: June 14, 2012 [Journal 61-12]  
Amended: January 24, 2013 [Journal 62-13]  
Amended: January 24, 2014 [Journal 63-14]  
Reaffirmed: December 10, 2015 [Journal 64-15]  
Amended: January 12, 2017 [Journal 65-17]  
Amended: January 25, 2018 [Journal 66-4]  
Amended: December 13, 2018 (Journal 66-13)  
Amended: January 24, 2019 (Journal 67-3)  
Amended: January 9, 2020 (Journal 68-8)  
Amended: December 10, 2020 (Journal 68-24)  
Amended: December 9, 2021 (Journal 69-10)  
Amended: January 13, 2022 (Journal 70-7)  
Amended: January 5, 2023 (Journal 71-8)  
Amended: May 25, 2023 (Journal 71-17)

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



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

#### 4. BOARD COMMITTEES

- a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole, perform as the County Board of Public Health when necessary, and establish other committees as it deems appropriate.
- b. BOARD OF PUBLIC HEALTH: The BOC shall perform as Local Governing Entity (LGE) of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code. (Code). At least quarterly, the BOC shall schedule a dedicated agenda item during a planning session or regular meeting of the BOC (or schedule a special meeting if necessary) for the Health Officer (and other members of the LHD) to report on the activities of the LHD during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead. These sessions shall be added to the annual schedule of information sessions. Topics for these sessions may also include items, derived from the Code such as:
  - i. Concurrence or disapproval authorizing LHD to adopt regulations (e.g. water regulations),
  - ii. Receiving the annual report, approval of the Plan of Organization
  - iii. Providing or demonstrating the provision of each required service which the LHD is designated to provide, and
  - iv. Fixing and requiring payment of fees for services authorized to be performed by the LHD.
- c. ESTABLISHMENT OF COMMITTEES
  - i. The BOC may establish committees which shall perform specific functions including but not limited to research, analysis, oversight or forming a recommendation regarding a project, policy, issue, ordinance or plan that authorized by resolution of the BOC.
  - ii. Each committee shall have a Chairperson and Vice-Chairperson elected by its members.
  - iii. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
  - iv. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC although the committee may contain other members.
- d. PROCEDURES FOR USE OF COMMITTEES
  - i. Committees shall address items only referred by the BOC.
  - ii. Items which have been referred to a committee by the BOC shall be addressed in accordance with these rules.
  - iii. If a committee determines that additional county resources to address its responsibilities or if procedural clarifications are necessary to perform its duties, the committee shall ask for assistance from the CAO.

- iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination subsequent to Section 7.b herein.
- v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and lending review, give consideration through one of the following:
  - (1) Vote on the finding/recommendation.
  - (2) Table the finding/recommendation.
  - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).

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

- a. Any BOC member so appointed or elected shall make available the minutes or other informations of record of those same boards, commissions or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
  - i. **ELECTION/APPOINTMENTS:** All elections and/or appointments shall be conducted in accordance with all applicable state statute and/or by-laws specific to each board, commission, and committee.
    - (1) When an appointment is in order, the BOC Chairperson shall make the appointment subject to BOC confirmation.
    - (2) The BOC shall not elect or appoint individuals to any board, commission, or committee upon receiving first notice of a vacancy.
    - (3) **ANNUAL NOTICE:**
      - (a) The BOC shall publish two notices annually (March & October) in a local newspaper and the County website seeking potential candidates for future elections/appointments as a result of a term expiring or vacancy during an existing term.
      - (b) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.
- b. **BOARDS & COMMISSIONS:** Authorized members of Boards & Commissions shall receive per diem and mileage through BOC resolution (Attachment C).
- c. **BOARD PLANNING WORKGROUP:** A workgroup of the County Administrator, Chair and Vice-Chair is authorized to meet to review Board Meeting agendas to ensure compliance with Board rules, prepare procedurally for Board meetings including the review of progress on Board Projects established through its formal planning process.

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

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

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

county shall be determined by a majority of all BOC members elected and serving [MSA 5.323].

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

## 7. **AGENDA(S)**

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

- (1) Request additional information as needed before making recommendation or taking action.
- (2) Approve or deny items under the authority of the CAO. Items denied may be appealed in writing to the Chairperson of the BOC detailing specific reasons why an item should be considered. Requests for consideration/appeal must be received within 10 business days from the receipt of the denial.
- (3) Report items requiring action to the BOC with recommendation/resolution on disposition of action.

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

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

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

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

e. INFORMATION FLOW TO THE BOC MEMBERS

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from public or other agencies shall be given a specific time and duration. All presenters shall be limited to a twenty (20) minute maximum, including a question/answer period. Departments

- will be asked to supply their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.
- ii. **REGULAR MEETING PACKETS:** In general, on the Friday before each BOC meeting, County Administration shall provide the BOC with a written recommendation and relative background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be provided back to all BOC members before the meeting.
  - iii. **PLANNING SESSION PACKETS:** Materials will be provided as they become available. However, the intent of the Planning Session is for discussion, feedback, updates, etc., therefore, it should be expected materials may be provided up to the time of the meeting.
  - iv. **CHANGES TO THE PUBLISHED AGENDA:** At the discretion of the CAO and/or BOC Chairperson, agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be for substantial reasons i.e. urgency, lack of supporting materials, availability of presenter. The BOC shall receive a revised final agenda at the close of business that same day, reflecting any changes to the agenda with appropriate revision number noted. If no changes have been made, the meeting packet previously sent shall be considered the final agenda unless changed by the BOC during the meeting.
    - (1) Any changes to the final agenda by the BOC after noon on Tuesday must be accomplished at the beginning of the meeting by a two-thirds (2/3) majority vote of those elected and serving.
  - v. **AGENDA ITEMS:** Commissioners may add agenda items for discussion only to any regularly scheduled meetings of the Board by contacting the Chair or, in the absence of the Chair, the vice chair, up to noon on the Tuesday preceding the scheduled meeting.
  - vi. **DISCUSSION ITEMS:** Items may be of a specific nature on which action will be required at a future meeting and/or of a broader nature requiring discussion on subsequent agendas. Following the discussion of each item, the BOC Chairperson should clarify the intent of further action or discussion needed. Generally, items requiring BOC action shall start as discussion items and be moved to a future agenda for action. However, routine and time-sensitive items may be moved for immediate action.
  - vii. **CONSENT ITEMS:** The purpose of the consent items portion of the agenda is to expedite business by grouping non-controversial items together to be considered by a single motion without discussion and debate. Any member of the BOC may ask that any consent item be placed elsewhere on the agenda for the item to be considered separately. Such requests will automatically be granted.

## **8. RULES OF FORM**

- a. **SPEAKING TO A QUESTION:** Every BOC member, previous to speaking upon a question shall address the chair. When two or more BOC members speak at once, the chair shall designate the BOC member who shall be first to speak.
- b. **CALL TO ORDER:** When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the BOC Chair shall stand.
- c. **SUBMISSION OF MOTION:** No motion shall be debated or put in the minutes unless the same is seconded. It shall be stated by the Chairperson before debate, and any such motion shall be reduced to writing if any members desire it, or at the request of the Chairperson or Clerk-of-the-Board.
- d. **WITHDRAWAL OF MOTION:** After a motion is stated by the Chairperson, it shall be deemed to

be in possession of the BOC, but may be withdrawn by the member who made the motion, with the concurrence of the member seconding the motion, if there is no objection by any other member of the BOC. All BOC decisions shall be entered in the record of BOC proceedings.

- e. MOTIONS DURING DEBATE: When a question is under debate, no motions shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer, and/or to amend...
- f. MOTION TO ADJOURN: The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.
- g. PREVIOUS QUESTION: When moved, and seconded, a 2/3rds affirmative vote ends all discussion/debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).
- h. DIVISION OF QUESTION: If the question being discussed contains two or more points, any BOC member may request to have it divided for separate considerations.
- i. PETITIONS/MEMORIALS: Shall be addressed to the BOC, in writing, and presented to the Chairperson for appropriate action.
- j. RECORDING: In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC member seconding shall be entered into the record of the BOC's proceedings.
- k. COMMENTS ENTERED INTO THE RECORD: A BOC member, wishing to have his/her comment(s) entered into the record of the BOC's proceedings, shall submit the comment(s) in writing to the Clerk-of-the-Board.
- l. SPECIAL ORDERS: Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

## 9. VOTING

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

- (4) "Absent" – BOC member was not present at the time of the vote.
- b. TIE VOTES: In the event of a tie vote of the BOC upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the BOC for reconsideration in the identical, similar or revised form at any time, to be voted on by the same number of BOC members, or more, present at the time of the tie vote.
- c. RESCIND/AMEND: A motion to rescind or amend any question previously acted upon may be made on any day of any session under the following conditions:
  - i. The action caused by the original question has not already been carried out to a point that cannot be undone.
  - ii. The motion to rescind or amend must be moved and seconded by the BOC members who voted with the majority, but there must be at least as many BOC members present as there was when the matter to be rescinded was first voted upon.

## 10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment "F" for current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
  - i. BOC Mileage: The following BOC-related meetings shall be eligible for mileage reimbursement at the current IRS rate:
    - (1) Attendance in any official meeting of the BOC or a board, commission, committee, or official activity, e.g., training or conferences to which a BOC member has been appointed by the BOC or BOC Chairperson through BOC action. See Attachment "B" for identified boards, commissions, and committees,
    - (2) Quarterly Interdepartmental Meetings normally held on the last Wednesday of January, April, July, and October,
    - (3) Attendance in Michigan Association of Counties (MAC) activities in which participation or appointment has occurred,
    - (4) One publicly noticed local unit meeting per month for each local unit in a commissioner's district,
    - (5) Meetings or events at the request of the CAO to best represent the interests of the County,
    - (6) All other meetings, Board approval will be required.

## 11. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their review.
  - i. During weeks in which the BOC does not have a regularly scheduled meeting or during weeks in which that meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to [administration@allegancounty.org](mailto:administration@allegancounty.org) and [finance@allegancounty.org](mailto:finance@allegancounty.org) by each Thursday 5 PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected i.e. shut off of utilities, finance charges, the Chairperson is authorized to review, release or continue to hold the claim in question.
    - (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8 AM except those held for question.
  - ii. During weeks in which the BOC holds a regularly scheduled meeting, the BOC shall approve previously reviewed, processed, and released payments for claims but may choose to



- withhold approval of claims not reviewed but processed for payment that same week.
- iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.
- b. SIGNATORY AUTHORITY:
    - i. The Chairperson (or designee declared in writing if permitted by law) is the official signatory of the BOC where Chairperson/BOC signature is required by law or as specifically required by grant or BOC resolution.
    - ii. The County Administrator (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC approved leases, contracts and other (legal) documents consistent with the execution of the duties of the position as authorized through BOC approved policy. This designation does not diminish the authority of the Chairperson as stated above in 11.b.i.
    - iii. Other signatory authority is limited to that contained within BOC approved policy.
  - c. ORDINANCES: County ordinances that have been enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
  - d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. [MSA 5.323]
  - e. COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM: A stipend in the amount of \$50 per month shall be paid the first payroll of each month to each commissioner. The stipend is intended to reimburse each commissioner for partial use of a personal cell phone, an internet connection, and/or other equipment/services/supplies that may be used to conduct official County business. Any commissioner may opt-out of the program by submitting a written statement indicating such to the Human Resources Department prior to January 2 of each year for that year's program. Once a commissioner has opted-out of the program for a given year, the commissioner is no longer be eligible to participate until the next year.
  - f. ASSISTANT CORPORATE COUNSEL: At each Board of Commissioners meeting, the Assistant Corporate Counsel shall be present virtually or be in person as requested by the Board of Commissioners to receive any questions, concerns or direction that the Board as a body may enunciate. Assistant Corporate Counsel may also respond at said meetings to questions from individual commissioners in the course of board consideration of agenda items for the specific meeting.

## ALLEGAN COUNTY

### COUNTY ADMINISTRATOR

#### **General Summary**

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

#### **SCOPE OF RESPONSIBILITY AND AUTHORITY**

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

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

#### **Essential Functions**

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

## ALLEGAN COUNTY

### COUNTY ADMINISTRATOR

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

#### **Employment Qualifications**

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

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

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

**ALLEGAN COUNTY**  
**COUNTY ADMINISTRATOR**

**Other Requirements:**

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

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

Ability to access departmental files.  
Ability to enter and retrieve information from computers.  
Ability to access all locations of County government.

**Working Conditions:**

Works in office conditions.

**ALLEGAN COUNTY BOARDS & COMMISSIONS**

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

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**2023-24 BOARDS & COMMISSIONS PER DIEM**

**BE IT RESOLVED** that the Allegan County Board of Commissioners (Board) does hereby revise the following Boards and Commissions per diem compensation effective January 26, 2023; and

<b>Boards &amp; Commissions</b>	<b>Per Diem Rate</b>
911 Operational Policy & Procedure Committee	\$50
Area Agency on Aging of W. Michigan Board of Directors	\$50
Board of Canvassers	\$50 half day/\$100 full day
Board of Public Works	\$50
Boundary Commission	\$50 half day/\$100 full day
Broadband Action Workgroup	\$50
Brownfield Redevelopment Authority	\$50
Building Authority	\$50 (Non-County Employees)
Commission on Aging	\$50
Community Corrections Advisory Board	\$50
Economic Development Commission	\$50
Human Services Board	\$50
Jury Board	\$50 half day/\$100 full day
Local Emergency Planning Committee	\$50
Parks Advisory Board	\$50
Soldiers & Sailors	\$50
Solid Waste Planning Committee	\$50
Tourist Council	\$50
Water Study Workgroup	\$50
West Michigan Regional Planning Committee	\$50
<p>The total meeting(s) time in one (1) day more than four (4) hours shall be considered one (1) full day. The total meeting(s) time in one (1) day of four (4) hours or less shall be considered one half (1/2) day. In the event an individual is a member of more than one board or commission and they may attend multiple meetings in a single day, the total per diem for that day shall not exceed \$100. Travel time is included.</p>	

**BE IT FURTHER RESOLVED** that members shall also be eligible to receive mileage reimbursement at the 60% of the current IRS rate; and

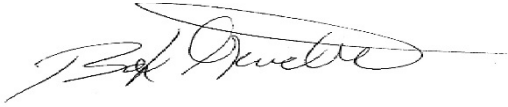
**BE IT FURTHER RESOLVED** that only members not already receiving compensation as part of their regular work duties or paid for by another source when attending meetings shall receive per diem and mileage; and

**BE IT FURTHER RESOLVED** the Board shall review per diem in accordance with term or compensation review; and

**BE IT FINALLY RESOLVED** that this action shall become an attachment to the Board Rules of Organization.

Moved by Commissioner Beltman, seconded by Commissioner Kapenga to approve the per diem rates in the attached schedule and award mileage at 60% of the Federal rate. Motion carried by roll call vote. Yeas: Storey, DeYoung, Kapenga and Beltman. Nays: Dugan.

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: January 26, 2023

cc: Admin. - Finance - Human Resources

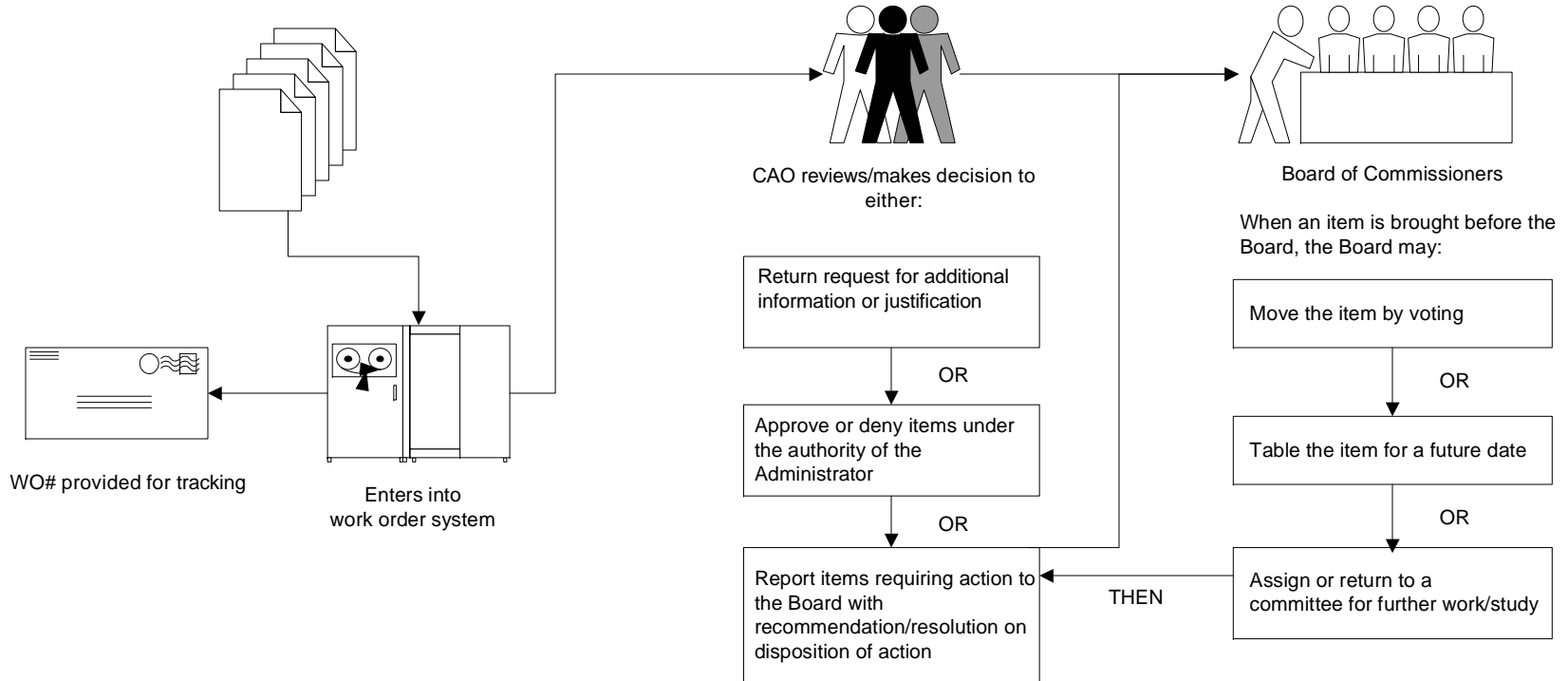
# ATTACHMENT "C"

## Allegan County Board of Commissioners

Board Procedure and Action Flow

Revised January 5, 2023

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





# ATTACHMENT "D" - SAMPLE RFA FORM



## ALLEGAN COUNTY REQUEST FOR ACTION FORM

### BUDGET ADJUSTMENTS OR TRANSFERS

Completed RFA form must be attached to a work order request through the Work Order system. If you have any questions regarding this process, please contact Finance @ext. 2658.

Date \_\_\_\_\_

Department Requesting \_\_\_\_\_

Submitted by \_\_\_\_\_

Contact Information \_\_\_\_\_

Fund, Activity: \_\_\_\_\_

Describe the requested change, and why it is needed:

	ACCOUNT	AMOUNT
<input type="checkbox"/> Revenue Increase:		
<input type="checkbox"/> Revenue Decrease:		
<input type="checkbox"/> Expenditure Increase:		
<input type="checkbox"/> Expenditure Decrease:		

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FY 2023-24 COMMISSIONER COMPENSATION**

**BE IT RESOLVED**, that the Allegan County Board of Commissioners does hereby approve the 2023-24 compensation package for Board of Commissioners to be as follows:

- Commissioner Chairperson annual salary:
  - 2023 - \$25,500.00
  - 2024 - \$26,280.00
- Commissioner Vice Chair annual salary:
  - 2023 - \$24,750.00
  - 2024 - \$25,530.00
- Member annual salary:
  - 2023 - \$24,000.00
  - 2024 - \$24,780.00
- Life Insurance - County Policy of \$50,000,
- County Municipal Employee Retirement System (MERS) Defined Contribution Plan with 7% County base contribution and a Commissioner contribution of 3%, or access to a 457 Deferred Compensation Plan with the same county contribution as the MERS Defined Contribution plan,
- Access to additional 457 Deferred Compensation Plans and Roth plan options with no County contribution,
- Eligible to receive \$300 annual payment for participation in the Wellness Program as defined by County policy,
- Eligible to receive longevity/retention payments to the extent the County offers such a program to county employees and other elected officials; and

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

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

**BE IT FURTHER RESOLVED** that Commissioners shall not be eligible to receive per diem for meetings; and

**BE IT FINALLY RESOLVED** that this action shall supersede any previous action.

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

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: November 10, 2022

cc: Admin. - Finance - Human Resources

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**BOARD OF COMMISSIONERS—APPROVE 2024 MEETING DATES**

**WHEREAS**, the following schedule has been presented for meetings of the Allegan County Board of Commissioners to be held at 1:00 P.M. (\*or 7:00 P.M.) in the Board Room, County Services Building, 3283 - 122<sup>nd</sup> Avenue, Allegan Township, Michigan:

January 11, 2024	8:00 A.M.	Organizational Meeting	
January 11, 2024	1:00 P.M.	June 27, 2024	1:00 P.M.
January 25, 2024	1:00 P.M.	July 11, 2024	1:00 P.M.
February 8, 2024	1:00 P.M.	July 25, 2024	1:00 P.M.
February 22, 2024	1:00 P.M.	August 8, 2024	1:00 P.M.
March 14, 2024	1:00 P.M.	August 22, 2024	1:00 P.M.
March 28, 2024	1:00 P.M.	September 12, 2024	1:00 P.M.
April 11, 2024	1:00 P.M.	September 26, 2024	1:00 P.M.
April 25, 2024	7:00 P.M.*	"Annual" October 10, 2024	7:00 P.M.*
May 9, 2024	1:00 P.M.	October 24, 2024	1:00 P.M.
May 23, 2024	1:00 P.M.	November 14, 2024	1:00 P.M.
June 13, 2024	1:00 P.M.	December 12, 2024	1:00 P.M.

**THEREFORE, BE IT RESOLVED** that the Allegan County Board of Commissioners hereby confirms the 2024 meeting dates as presented; and **BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to post said dates in accordance with Act 261 of the Public Acts of 1968.

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**BOARD PLANNING SESSIONS—APPROVE 2024 MEETING DATES**

**WHEREAS**, the following schedule has been presented for meetings of the Allegan County Board of Commissioners to be held at 9:00 A.M. (\*unless otherwise indicated below) in the Board Room, County Services Building, 3283 - 122<sup>nd</sup> Avenue, Allegan Township, Michigan:

January 11, 2024	8:00 A.M.	Organizational Meeting		
January 11, 2024	9:00 A.M.		June 27, 2024	9:00 A.M.
January 25, 2024	9:00 A.M.		July 11, 2024	9:00 A.M.
February 8, 2024	9:00 A.M.		July 25, 2024	9:00 A.M.
February 22, 2024	9:00 A.M.		August 8, 2024	9:00 A.M.
March 14, 2024	9:00 A.M.		August 22, 2024	9:00 A.M.
March 28, 2024	9:00 A.M.		September 12, 2024	9:00 A.M.
April 11, 2024	9:00 A.M.		September 26, 2024	9:00 A.M.
April 25, 2024	3:00 P.M.*		October 10, 2024	3:00 P.M.*
May 9, 2024	9:00 A.M.		October 24, 2024	9:00 A.M.
May 23, 2024	9:00 A.M.		November 14, 2024	9:00 A.M.
June 13, 2024	9:00 A.M.		December 12, 2024	9:00 A.M.

**THEREFORE, BE IT RESOLVED** that the Allegan County Board of Commissioners hereby confirms the 2024 meeting dates as presented; and **BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to post said dates in accordance with Act 261 of the Public Acts of 1968.