

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

JUNE 27, 2024 SESSION

JOURNAL 72

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DRAFT

JUNE 27, 2024 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on June 27, 2024 at 9:00 A.M. in accordance with the motion for adjournment of June 6, 2024, and rules of this board; Chair Storey presiding.

The Chief Deputy Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1 JIM STOREY
DIST #2 MARK DEYOUNG
DIST #3 DEAN KAPENGA
DIST #4 SCOTT BELTMAN
DIST #5 GALE DUGAN

PUBLIC PARTICIPATION - NO COMMENTS

2/ Chair Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

AGENDA - ADOPTED AS PRESENTED

3/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

MEDICAL EXAMINER 2023 ANNUAL REPORT

4/ Dr. Patrick Hansma DO and Dr. John Storer MS provided the board with data and the investigation process of deaths that occur in Allegan County.

REVIEW BOARD MINUTES & AGENDA ACCESS

5/ Administrator Sarro reviewed the process to find the Board of Commissioners minutes and agendas for the current and past meetings on the County webpage and the process of posting notices and county information that can be found on the internet.

BREAK - 10:13 A.M.

6/ Upon reconvening at 10:22 A.M., the following Commissioners were present: Commissioner Storey, DeYoung, Kapenga, Beltman and Dugan. Absent: None.

ADMINISTRATIVE UPDATE

7/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included; CAC property search and the Federal restrictions. Talked about the GPS and routing equipment in the Allegan County transportation vehicles. Press release being done to educate the

public on the activation of sirens in Allegan County. There is going to be an insert in the local tax bills with information regarding broadband.

PUBLIC PARTICIPATION - NO COMMENTS

8/ Chair Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

CLOSED SESSION: COLLECTIVE BARGAINING

9/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to recess to closed session to discuss collective bargaining. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

RECONVENE/ROLL CALL FROM CLOSED SESSION

10/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga that the Board come out of closed session at 11:52 A.M. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

ADJOURNMENT UNTIL JULY 11, 2024 AT 9:00 A.M.

11/ Moved by Commissioner Beltman, seconded by Commissioner DeYoung to adjourn until July 11, 2024 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 11:54 A.M. Yeas: 5 votes. Nays: 0 votes.

AFTERNOON SESSION

JUNE 27, 2024 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

12/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on June 27, 2024 at 1:07 P.M. in accordance with the motion for adjournment of June 6, 2024, and rules of this Board; Chair Storey presiding.

The invocation was offered by District #3 Commissioner Kapenga.

The Chief Deputy County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

- DIST #1 JIM STOREY
- DIST #2 MARK DEYOUNG
- DIST #3 DEAN KAPENGA
- DIST #4 SCOTT BELTMAN
- DIST #5 GALE DUGAN

COMMUNICATIONS

13/ Chief Deputy Clerk Porter noted to the board that they received the following communications:

- 1.Genesee County Resolution Designates June 2024 Pride Month in Genesee County.

2.Crawford County Resolution Opposing the FY 2025 Governors Recommended Budget Reducing Operational Funding for the Michigan Conservation Districts and the Elimination of Local Administration of the Michigan Agriculture Environmental Assurance Program (MAEAP)

JUNE 6, 2024 SESSION MINUTES - ADOPTED

14/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the minutes for the June 6, 2024 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: votes.

PUBLIC PARTICIPATION - NO COMMENTS

15/ Chair Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

EMPLOYEE RECOGNITION

16/ Sheriff Frank Baker recognized the retirement of Deputy David Miller for his 26 years of service to Allegan County Sheriff's Department.

AGENDA - ADOPTED AS PRESENTED

17/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

18/ **WHEREAS**, Administration has compiled the following claims for June 14, 2024, June 21, 2024 and June 28, 2024; and

WHEREAS, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

WHEREAS, said claims are listed in the 2024 Claims folder of the Commissioners' Record of Claims.

JUNE 14, 2024

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	175,007.67	175,007.67	
Parks/Recreation Fund – 208	10,473.67	10,473.67	
Friend of the Court – Cooperative Reimb – 215	2,024.10	2,024.10	
Friend of the Court – Other - 216	440.00	440.00	
Health Department Fund – 221	2,623.97	2,623.97	
Animal Shelter – 254	5,447.47	5,447.47	
Indigent Defense Fund – 260	58,673.60	58,673.60	
CDBG Program Income Fund – 277	30.00	30.00	
Grants – 279	5,700.31	5,700.31	
Transportation Fund – 288	19,594.91	19,594.91	
Child Care Fund – 292	27,801.75	27,801.75	

Veterans Relief Fund – 293	2,067.74	2,067.74	
Senior Services Fund – 298	4,929.62	4,929.62	
American Rescue Plan Act – ARPA – 299	395,658.00	395,658.00	
Property Tax Adjustments – 516	6,246.54	6,246.54	
Tax Reversion 2018 – 629	7,592.85	7,592.85	
Revolving Drain Maintenance Fund – 639	563.77	563.77	
Fleet Management/Motor Pool – 661	626.01	626.01	
Self-Insurance Fund – 677	146,645.85	146,645.85	
Drain Fund – 801	14,581.71	14,581.71	
TOTAL AMOUNT OF CLAIMS	\$886,729.54	\$886,729.54	

JUNE 21, 2024

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	148,508.98	148,508.98	
Friend of the Court – Cooperative Reimb – 215	4,010.07	4,010.07	
Health Department Fund – 221	13,689.08	13,689.08	
Solid Waste/Recycling – 226	34,605.30	34,605.30	
Animal Shelter – 254	5,939.73	5,939.73	
Indigent Defense Fund – 260	61,603.75	61,603.75	
Central Dispatch Fund – 261	5,122.50	5,122.50	
Grants – 279	4,390.00	4,390.00	
Sheriffs Contracts – 287	7,934.04	7,934.04	
Transportation Fund – 288	116,335.02	116,335.02	
Child Care Fund – 292	3,448.97	3,448.97	
Senior Services Fund – 298	128,376.12	128,376.12	
American Rescue Plan Act – ARPA – 299	14,484.00	14,484.00	
Capital Improvement Fund – 401	252.00	252.00	
Property Tax Adjustments – 516	12,935.71	12,935.71	
Revolving Drain Maintenance Fund – 639	36.01	36.01	
Self-Insurance Fund – 677	1,356.81	1,356.81	
Drain Fund – 801	12,695.14	12,695.14	
TOTAL AMOUNT OF CLAIMS	\$575,723.23	\$575,723.23	

JUNE 28, 2024

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	34,823.59	34,823.59	
Parks/Recreation Fund – 208	3,008.38	3,008.38	
Health Department Fund – 221	2,220.17	2,220.17	
Solid Waste/Recycling – 226	60,916.65	60,916.65	
Register of Deeds Automation Fund – 256	6,000.00	6,000.00	

Indigent Defense Fund – 260	39,230.15	39,230.15	
Central Dispatch Fund – 261	59,592.50	59,592.50	
Grants – 279	5,450.00	5,450.00	
Sheriffs Contracts – 287	128.76	128.76	
Transportation Fund – 288	523.60	523.60	
Child Care Fund – 292	4,173.94	4,173.94	
Fitness Center Fund – 296	879.21	879.21	
Senior Services Fund – 298	65,818.38	65,818.38	
Capital Improvement Fund – 401	242,728.92	242,728.92	
Tax Reversion – 620	18,337.00	18,337.00	
Drain Fund – 801	91,383.18	91,383.18	
TOTAL AMOUNT OF CLAIMS	\$635,214.43	\$635,214.43	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for June 14, 2024, June 21, 2024 and June 28, 2024.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adopt the report of claims for June 14, 2024, June 21, 2024 and June 28, 2024. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

ACTION ITEMS:

PUBLIC HEALTH -PLAN OF ORGANIZATION

19/ WHEREAS, as part of a periodic accreditation process for Public Health, the Board of Commissioners (Board) must review and approve the Plan of Organization; and

WHEREAS, on June 6, 2024, the County Administrator reviewed access to the Plan of Organization with the Board; and

WHEREAS, no questions or concerns have been received.

THEREFORE, BE IT RESOLVED, the Board approves the Health Department’s Plan of Organization of 2024; and

BE IT FURTHER RESOLVED, the Health Officer is instructed to submit the final copy to the State of Michigan by July 8, 2024; and

BE IT FINALLY RESOLVED, that the County Administrator is authorized to sign all necessary documents on behalf of the County as the Local Governmental Unit Representative.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adopt the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

DISCUSSION ITEMS:

ADMINISTRATION – ACCEPT ANIMAL SHELTER DONATION PLAN

20/ WHEREAS, the Animal Shelter receives donations to support animal care; and

WHEREAS, the County Animal Shelter staff seeks to use donations and, as such, developed a donation plan as required by the budget policy.

THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the Animal Shelter donation plan as received; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments and create any financial accounts.

Moved by Commissioner Kapenga, seconded by Commissioner Beltman to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes

DRAFT



Project Scoping Animal Shelter Donation Plan Version 2.0

PURPOSE: The purpose of this document is to gauge the value this project idea has in reaching a desired future state, gauging the project's impact on budget and resources, and charting a course for next steps.

Project Name:	Animal Shelter Donation Plan
Project Sponsor:	Dan Wedge
Project Manager:	Dan Wedge
Date Initial Scope Submitted:	June 21, 2024
Date Scope Completed:	June 26, 2024

PART A – PROJECT SUMMARY

1. CURRENT STATE

Fully describe the current state and list all associated issues, concerns and/or deficiencies.

In November 2023, the Allegan County Animal Shelter operation transitioned from Wishbone Pet Rescue Alliance back to the County. Prior to this date, Wishbone Pet Rescue Alliance received and used donations to support operations at the shelter. Since the transition, donations have continued to be made to the County. Without a donation plan, there is no way of determining how donations are used.

2. DESIRED FUTURE STATE

Describe the action(s) desired to address or change the current state, your expectations, proposed solution and the desired outcomes.

Consistent with the budget policy, Donation and Surplus Programs, section 4.20 requirements, this document represents a donation plan and outlines the acceptance and use of Allegan County Animal Shelter donations. As stated in the Budget policy section 4.20: Acceptance and use of any donation (money, goods, or services) shall be consistent with the nature of the County's Services and Programs, Strategic Goals, and internal controls and subject to the approval or rejection by the Board of Commissioners or County Administrator. As such this plan is being submitted in accordance with this policy. The desired outcome

would be authorization to accept future donations, including restricted donations and expend these funds in a manner consistent with the budget policy, internal controls, and this plan.

3. ADDITIONAL BACKGROUND

Provide any additional background information relevant to this project not already mentioned above if necessary to give a broader context for this project.

This plan includes an Appendix A with a list of current needs. The list of identified operational and capital needs will be reviewed annually as part of the budget submission process or as needed. Any changes to the approved list will be sent to the CAO for review and approval. The categories on the list are divided into three sections. 1.) Operational Items \$4,999 or less, 2.) Capital or operational items from \$5,000 to \$49,999 and Capital items over \$50,000.

4. SCHEDULING CONSIDERATIONS

List any scheduling factors to be considered such as new regulations coming into effect, timing project with cyclical business processes, seasonal requirements, increasing risk, etc. that have an impact on when this project is started, completed and/or work on it may be performed.

Capital projects and purchases requiring an RFP or contracts will be scheduled in advance with Project Management and Facilities Management as their capacity allows.

5. PRIORITY CONSIDERATIONS

Is the primary objective of this project to (check one or both):

- address an **operational** need necessary to maintain the status quo.
- address a **strategic** desire to change or enhance the status quo.

Fill out the Priority Matrix in Part D to help prioritize this project and enter the score here: **Score**

Items on Appendix A will be prioritized by the following priority levels: 1. Safety & Security, 2. Cost Savings or Service Enhancement, and 3. Capital Improvements. Priority levels are based on staff recommendations and final approved by the County Administrator or designee.

6. ATTACHMENTS AND REFERENCES

- 6.1 List any relevant supporting or reference materials such as product quotes, legislation, photos, budget calculations, etc., and attach them to the track it requests as separate documents.
- Appendix A List of Current Needs

PART B – PROJECT DETAIL

7. PROJECT BUDGET

Does your project involve expenditures, revenues or fees? Yes No - If "Yes":

Donation revenues and associated approved expenditures.

7.1 Initial Project Funding:

Where is the proposed initial funding for this project coming from?

- Existing budgeted operational funds to be used
- New operational funds requested in next year's budget
- Capital / project / contingency funds requested
- Existing grant funds available
- New grant funding to be applied for
- Other: Donations

This plan would seek to expend donation funds for approved projects. See Appendix A for list of identified operational and capital needs, which will be reviewed annually as part of the budget submission process or as needed. Any changes to the approved list will be sent to the County Administrator for review and approval.

7.2 How was the cost estimate determined? Was the full scope considered in estimating cost? Attaching quotes or cost breakdowns from other projects is desirable.

Describe: Consistent with budget policy. As new donations arrive, cost estimates and procurement path will be determined in accordance with the purchasing policy.

7.3 **Operational Expenditure Changes if Any (include year's 1 – 5 if applicable):**

Expenditure Item	Year	Budget Account	Estimated Change
None (or itemize)	1		\$0

The purchase of items on Appendix A with donations may decrease planned general fund or CIP expenditures.

7.4 If project has associated operational expenditures, are they incorporated and sufficiently funded in your most recent or pending five-year budget submittal? Yes No N/A

7.5 **Estimated Revenue Changes if Any (include year's 1-5 if applicable):**

Revenue Item	Year	Budget Account	Estimated Change
None (or itemize)	1		\$0

Anticipated donations.

7.6 Are anticipated revenues incorporated in your most recent or pending five-year budget submittal? Yes No N/A Budgeted for donation account line and capital projects have been submitted within the budget process.

7.7 **Funding Approval Authority:**

What levels of approval are needed to authorize funding for this project?

- Manager / Director / Elected Official
- Commission, Committee, Team or other group:
- County Administrator
- Board of Commissioners

7.8 Funding Approval Process:

What process will be used to approve project funding?

- Internal to Service Area / Department
- Through Annual Budget Process - Year: 2025-2029
- Budget Adjustment - Request for Action (RFA)
- Personnel Request - Request for Action (RFA)
- Other: County Administrator

The list of identified operational and capital needs will be reviewed annually as part of the budget submission process or as needed. Any changes to the approved list will be sent to the County Administrator for review and approval.

8. ASSET MANAGEMENT

Will your project result in a change to the assets owned by the County? Yes No - If "YES":

8.1 Assets Added:

Asset description and detail	Quantity	Useful Life
Capital assets and building improvements		

Asset addition notes and clarifications: See Appendix A, List of Needed Items

9. PROCUREMENT AND CONTRACTING

Will you need to procure products and/or contract for services? Yes No - If "YES":

- 9.1 What is the estimated cost of products or services to be procured? This will be based on donations received. Estimates will be gathered in accordance with the purchasing policy.
- 9.2 If this an emergency purchase, provide a rationale supported by the Purchasing Policy:
Not Applicable (or provide a rationale) N/A
- 9.3 Which procurement strategy is being proposed? All that apply at the time of purchase.
 - Sole Source
 - Reverse Auction
 - Cooperative Purchase (note Coop Agency and Contract #)
 - Product/services procured through quotes
 - Request for Proposal (RFP) for products and/or services
 - Other

Project Management will provide recommendations procurement process.

- 9.4 What level of approval will be needed to purchase product and/or award service contract based on account authority and approval thresholds?
 - Manager / Director / Elected Official

- Commission, Committee, Team or other group:
- County Administrator (RFA needed)
- Board of Commissioners (RFA needed)

This will be based on the account authority and approval thresholds in the budget policy.

10. PROCESS, PROCEDURE, POLICY and PERSONNEL CHANGES

If any processes, procedures or policies will be impacted by pursuing this project, please describe and elaborate:

Not Applicable

If any personnel changes will be needed to realize this project, please describe and elaborate:

Not Applicable

PART C – PROJECT MANAGEMENT SECTION

11. RESOURCE NEEDS ESTIMATES

- 11.1 Taking into consideration all other sections of this Project Scoping Form, estimate the number of months to complete each stage of the project, including lag times. If the project has multiple phases, add additional tables. PMT will assist you in putting together an Activity Schedule to estimate resource needs.

Time and resources for capital projects will be in a project-scoping form as they are identified.

12. MISCELLANEOUS PROJECT MANAGEMENT NOTES

- Prioritization of expenditures will be recommended by staff as donations are received and for items on Appendix A, with final approval by CAO or designee.
 - Items will be assigned Priority levels in three categories;
 - 1. Safety & Security
 - 2. Cost Savings or Service Enhancement
 - 3. Capital Improvements
- As stated above in the plan, the donation plan identified needs in three categories:
 - \$1,000 - \$4,999 (Operational items)
 - \$5,000 - \$49,999 (Capital and Operational items)
 - \$50,000 and above (Capital items)
- Allegan County Animal Shelter staff may solicit low-cost donations like collars, leashes, rawhide, treats, toys, etc. These donations may be made at the shelter, on social media, or through an Amazon wish list. Social media posts soliciting donations will be vetted by Administration.

PART D – PROJECT PRIORITIZATION MATRIX

Legislative Compliance			
Category	Scoring Criteria	Project Relevance	Points
State/Federal Mandate	20 = Complies with a State or Federal mandate / ordinance / law, 0 = not applicable or not mandated	The donation plan itself is not mandated by State or Federal process. (only by County Policy)	0

Employee Impact			
Category	Scoring Criteria	Project Relevance	Points
Safety and Security	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	N/A	0
Capabilities of employees (skills, abilities and knowledge)	10 = increases or would result in a decrease without this action, 0 = not applicable or no impact	N/A	0
Employee Wellness	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	N/A	0

Operational Impact			
Category	Scoring Criteria	Project Relevance	Points
Efficiency / Capacity	10 = increases or would result in a decrease without this action, 0 = not applicable or no impact	It is anticipated that all project would result in efficiency or capacity.	10
Scope	5 = impact multiple service areas 2 = impacts a single service area	Some items may impact other areas, like animal control.	2
Prevention Planning	5 = Aligns to an existing plan (i.e. maintenance, improvement, replacement), or prolongs/preserves the life of an asset and prevents greater expenditure later, 0 = Not applicable or no impact	This Donation plan would take into account and align with the budget capital plan.	5

Financial Impact			
Category	Scoring Criteria	Project Relevance	Points
Expenditures	5 = Decreases expenditures or would result in an increase without this action, 0 = Not applicable or no impact	Decreases expenditures from County General Funds.	5
Return on Investment (ROI)	5 = ROI within 2 years, 2 = ROI within 5 years 0 = Not applicable or no impact	Possible	

Revenue	5 = Increases revenue or would result in a decrease without this action, 0 = Not applicable or no impact	This plan offers an avenue to approve and receive donation revenues.	5
Risk Management & Liability	5 = decreases liability or would result in an increase without this action, 0 = not applicable or no impact		

Service Impact			
Category	Scoring Criteria	Project Relevance	Points
Level of Service	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	Seeking to invest in items or services that result in an increased level of service to animal welfare.	5
Quality of Service	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	Seeking to invest in items or services that result in an increased quality of service for animal welfare.	5
Accessibility of Service	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	Accessibility of Service will be considered where possible.	
Collaboration	5 = increases or would result in a decrease without this action, 0 = not applicable or no impact	Collaboration with partner agencies will be considered where possible.	

Appendix A
Donation Plan - Items Needed

Item	Budget Category	Description
	Category 1	\$1,000 - \$4,999
Low Cost Items	Category 1	Collars, Leashes, Specialty food, Rawhide, Treats, toys, etc.
Chip Scanner	Category 1	Additional scanners for Deputies on Road Patrol
Centerfuse 1	Category 1	Basic Spin blood test
Centerfuse 2	Category 1	Stat Spin blood test
Microscope	Category 1	Diagnostic tool
Microchip	Category 1	Clinics for low cost Microchips
Surgical light	Category 1	Ceiling mount
Pulseoximeter	Category 1	Anesthetic monitoring
Evacuation system	Category 1	Removes Anesthetic in surgical room
	Category 2	\$5,000 - \$49,999
Storage Shed	Category 2	Pre-built Storage Shed
Surgical Table	Category 2	Adjustable Surgical Table
Locking refrigerator	Category 2	Locking refrigerator for medical supplies (vaccines)
	Category 3	\$50,000 and up
Kennels with Dog run	Category 3	Outdoor kennel space including additional dog run
Medical Expansion	Category 3	Expand the current shelter with additional medical and storage

6/26/2024

FACILITIES MANAGEMENT-AWARD COUNTY SERVICES BUILDING ROOF REPLACEMENT BID

21/ WHEREAS, the Allegan County Board of Commissioners (Board) approved a \$460,000 appropriation within the 2024 Budget (#401 Public Improvements Fund) to fund the replacement of the roofing membrane on the County Services Building; and

WHEREAS, consistent with the County's Purchasing Policy, a request for proposal process was used to solicit competitive bids and those bids have been evaluated by the Project Team to identify the lowest bidder with a satisfactory proposal and references.

THEREFORE, BE IT RESOLVED that the Board awards the bid to replace the roofing membrane on the County Services Building (Project #1124-24) to Modern Roofing, Inc. of 4741 24th Street, Dorr, MI 49323 for base bid amount of \$206,120.00; and

BE IT FURTHER RESOLVED that the Board authorizes the County Administrator to approve additional expenditures deemed necessary to complete this project, provided the total cost of the project remains within budget; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to take immediate action and approve the resolution with clerical corrections. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes

FACILITIES MANAGEMENT-AWARD YOUTH HOME BUILDING ROOF REPLACEMENT BID

22/ WHEREAS, the Allegan County Board of Commissioners (Board) approved a \$98,000 appropriation within the 2024 Budget (#401 Public Improvements Fund) to fund the roof replacement of Section 5 on the Youth Home Building; and

WHEREAS, consistent with the County's Purchasing Policy, a request for proposal process was used to solicit competitive bids and those bids have been evaluated by the Project Team to identify the lowest bidder with a satisfactory proposal and references.

THEREFORE, BE IT RESOLVED that the Board awards the bid to replace the roofing on the Youth Home Building - Section 5 (Project #1124-24A) to Division 7 Building Contractors, Inc. of 8179 Neptune Drive, Kalamazoo, MI 49009 for the base bid amount of \$167,370; and

BE IT FURTHER RESOLVED that the Board authorizes the County Administrator to approve additional expenditures deemed necessary to complete this project of up to a total project cost of \$188,000; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes

**AREA AGENCY ON AGING OF WESTERN MICHIGAN-APPROVE ANNUAL IMPLEMENTATION PLAN
FY25**

23/ WHEREAS, on June 26, 2024, the County's Commission on Aging (COA) reviewed the AIP plan and recommends the Board of Commissioners (Board) approval.

THEREFORE BE IT RESOLVED, that in accordance with all statutes and policies governing the AAAM, the Board supports the AIP for FY2025, as presented.

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to take immediate action and approve the resolution as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes

DRAFT



The Source for Seniors

May 20, 2024

Jim Storey, County Board Chair
 Allegan County Board of Commissioners
 3283 122nd Avenue
 Allegan, MI 49010

Dear Commissioner Storey,

Enclosed is the Area Agency on Aging of Western Michigan's (AAAWM) proposed Annual Implementation Plan (AIP) for fiscal year 2025.

Upon approval by the State of Michigan Commission on Services to the Aging in August 2024, this plan will secure funding for programs and services that benefit older adults and caregivers, in Allegan County from October 1, 2024, to September 30, 2025.

We kindly request your County Commission's written approval of this plan. Please ensure your response is received by AAWM on or before July 19, 2024. If we do not hear from you by this date, we will assume the County Commission's implied approval of the plan.

Please send your response to:

Sheri Harris, Director of Advocacy and Planning
 3215 Eaglecrest Drive NE
 Grand Rapids, MI 49525

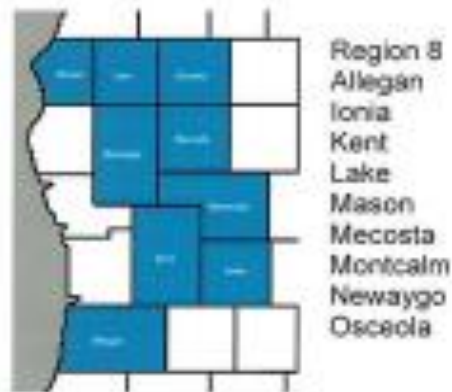
Alternatively, you can email a response to: Sherih@aaawm.org

If the Commission does not support the AIP, please let me know. If there are any questions, please feel free to contact me. I can be reached via email at sherih@aaawm.org, fax at 616-458-5692, or by phone at 616-222-7015.

Sincerely,

Sheri Harris, Director of Advocacy and Planning

Through internal expertise, external partnerships, and advocacy, The Area Agency on Aging of Western Michigan (AAAWM), provides older adults, adults with disabilities, and their caregivers equitable access to services that promote independence and dignity in their communities.



AAAWM was established in April of 1974, one of sixteen regional Area Agencies on Aging on Michigan at that time and one of over 600 area agencies in the nation. The Planning Service Area (PSA) of the Area Agency on Aging of Western Michigan (AAAWM) (Region 8) is comprised of nine counties: Allegan, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, and Osceola.

We understand that the aging process is unique for everyone, and we are committed to offering tailored services to meet the needs of all older adults.

As of March 2024, AAWM is finalizing our new agency Strategic Plan for 2024-2026. We reformatted the plan to be a more intentional and easier to disseminate document to reference by all staff and community partners. In this plan, we have updated AAWM's mission and values and added a new vision statement.

Our overarching goals for the next three years include engaging in new initiatives and partnerships by diversifying funding, expanding to meet unfulfilled needs, and launching the Essential Care at Home program. We plan to build brand awareness by increasing referrals and implementing a new database to track those referrals and strengthen outreach and support region wide.

We will work to have a greater impact on policy changes and improve our legislative influence by representing those we serve and communicating their needs. Lastly, to maintain a collaborative and productive workforce we will be updating our recruitment, hiring, onboarding, development, and retention practices along with providing staff more agency educational opportunities.

Specifically for 2024, a few initiatives we have planned are to enter at least one new partnership emphasizing the need for senior housing, we will be creating a Return on Investment (ROI) procedure for outreach initiatives and through advocacy we will help pass the Long-Term Care

Ombudsman (LTCO) increased funding of \$3 million to add 33 new LTCO positions state-wide. In FY24, with the financial support of American Plan Rescue Act (ARPA) funding, we are implementing a database that will create efficiencies in monitoring spending, tracking outcomes, processing contracted partner payments, and running reports. The database is planned to be fully implemented by October 1, 2024.

We continue to monitor the Older Americans Act funding and anticipated end to the ARPA dollars at the end of FY24. We maintain ongoing conversations with our partner agencies and review spending monthly to ensure spending is on track and identify any spending trends throughout the year. Our OAA spending is currently on track with our sustainability plan factoring in the end of ARPA to ease any funding cliff in the coming years.

Beginning in Fiscal Year 25, new Caregiver Service Standards will be implemented, prompting us to revamp our Caregiver Supplemental program to address urgent needs within this framework. We plan to utilize a Caregiver Resource Grant, in Fiscal Year 24 to support the introduction of this program. Moreover, over the past two years, we have successfully run the Grandparent Back-to-School Gift Card Program to assist grandparents who are raising their grandchildren with the expenses of school supplies. Given its success, we intend to make this an ongoing annual initiative under the Caregiver Supplemental program starting in Fiscal Year 25.

In the last couple years, we have seen two adult day center partners close their doors leaving an increased need for this service. In FY25, we have one new adult day center apply for Kent County Senior Millage funds with the potential of also applying for Older Americans Act funding in FY26. This additional partnership would help address the increased need for adult day care with the previous centers closing. We will continue to have conversations with our current adult day partners regarding the demand and their capacity and foster conversations with potential new partners.

We often think of nutrition services as being a Home Delivered meal or Congregate meal and though these are essential, we know nutrition needs are beyond a meal. In preparation for an FY26 start, we are exploring options and partnerships to introduce additional nutrition services to our region including nutrition education and counseling to support further nutrition needs for clients and their caregivers.

AAAWM is dedicated to enhancing its Options Counseling services as a cornerstone of our commitment to comprehensive care. Collaborating closely with community partners, we are diligently expanding our network to offer clients an extensive array of community resources. This collaborative effort ensures that individuals seeking assistance can access vital services tailored to their specific needs and circumstances. Furthermore, we are prioritizing the reinforcement of our firewalls to maintain the integrity and impartiality of our services. This proactive measure ensures that we uphold the highest standards of ethical conduct, guaranteeing that our clients receive unbiased guidance and support in navigating their options. Our unwavering dedication to transparency and conflict-free service provision underscores our

mission to empower individuals to make informed decisions and achieve their desired outcomes with confidence.

Emphasis on serving those in greatest social and/or economic need has always been priority. This expectation is communicated to partners regularly, reflected in our policies and procedures and discussed when seeking new partnerships. We want our services to reach those in most need and we seek out partnerships that serve a diverse population. We are taking a close look at our FY23 year-end service data to identify areas we can improve and increase our impact throughout the region. We work closely with partners to emphasize the importance of collecting data and using prioritization tools to ensure we are serving those most in need.

AAAWM is actively exploring innovative strategies to leverage Social Determinants of Health (SDOH) data effectively in reaching underserved communities. Our focus is on understanding the intricate interplay between social, economic, and environmental factors that impact health outcomes. This proactive stance underscores our commitment to advancing health equity and ensuring that our services are accessible and responsive to the diverse realities of these communities.

AAAWM is dedicated to broadening its presence in educational events, with a strategic focus on attending expos and marketing events, particularly targeting underserved communities. This deliberate approach allows us not only to showcase our services but also to engage in meaningful discussions and cultivate relationships. By actively participating in these events, we aim to foster connections and bridge gaps within these communities, ultimately contributing to their empowerment and access to essential resources.

The Area Agency on Aging of Western Michigan values diversity, equity, and inclusion (DEI); which is why we welcome individuals from all walks of life to work, partner, or participate with us. As an agency, we strive to provide an environment where all involved feel valued, celebrated, and heard. By committing to DEI, we foster growth and innovation while fulfilling our mission.

AAAWM increased service to the African American population from FY2022 to Fy2023 by 1% (443 unduplicated individuals). Our service to LGBTQ+ seniors increased by .09% during that timeframe and also had an increase of 31 individuals self-identify as transgender. While we do not currently have a year's worth of demographic data to look at for FY2024, we anticipate that our agency will continue to increase its service to BIPOC, LGBTQ+ and veteran seniors through our ongoing plan which you will find below.

1. Collaborate with community partners: Partner with community organizations that serve BIPOC and LGBTQ+ seniors to build trust, develop culturally sensitive programming, and ensure that services are accessible.
2. Hire diverse staff: Hire staff that reflects the diversity of the communities we serve. We have made improvements to our hiring process such as posting job openings in community newsletters and websites that are sent out to a diverse group of individuals.

We are also asking a question surrounding diversity and inclusion in all interviews to see how staff can advocate for and bring diversity and inclusion into their role.

3. Provide training: Provide training to staff and volunteers on cultural competency, including understanding different cultural norms, beliefs, and values. This will help ensure that services are culturally sensitive and welcoming to all.
4. Engage in ongoing outreach: Engage in ongoing outreach to veteran, BIPOC and LGBTQ+ seniors through community events, social media, and other outreach efforts. This will help increase awareness of the services available and encourage seniors to access them. AAAWM has booths at Grand Rapids Pride Festival and Rock the Block (catered to BIPOC) and look to attend more cultural events.

The Area Agency on Aging of Western Michigan (AAAWM) is committed to educating our staff, providers, and caregivers on implicit bias, cultural competencies, and root causes of racism. When individuals begin employment at AAAWM, they are required to take an asynchronous course provided by MiGen (Michigan LGBTQ+ Elders Network). This course topic is titled, "Introduction: Serving LGBT Older Adults." This course covers using inclusive language and walks through how to engage with older adults in the LGBTQ+ community. AAAWM staff are also required to take 2 virtual courses annually addressing these topics. Those courses are titled "Cultural Competence" and "Understanding Privilege."

AAAWM offers trainings for our partner agencies (providers) throughout the year and includes topics on implicit bias and cultural competencies. For example, we provided a training on how to address microaggressions in the workplace. AAAWM has offered workshop topics through Family Caregiver University and the Caregiver Resource Network that fall within the categories of implicit bias and cultural competencies as well and will continue to do so. If staff, service partners, or caregivers' express interest or need for a specific training topic, a training will be identified and provided at our agency, or information will be shared if there is a training provided by another organization that an individual may attend.

In preparation for any reduction in federal funding, AAAWM has planned to seek alternative funding options. One funding stream is the Kent County Senior Millage, which in FY24 has provided over \$15 million in direct service to supports older adults in Kent County. The state Caregiver Resource Grant is being used to expand services to support caregivers and help bridge other gaps in need region wide. AAAWM is seeking two transportation grants that will help our current transportation partners with rising costs in addition to support possible service expansion. AAAWM's plan, is to use carryover dollars from regular OAA funding to lessen the impact of the loss of ARPA funding in FY25 and FY26. AAAWM continues to monitor the current OAA partner spending to ensure sustainability over the coming years to avoid any funding cliff.

In Fiscal Year 24, our advocacy efforts centered on fostering stronger relationships with legislators in our region, enhancing communications, and increasing engagement to bolster our advocacy initiatives. Noteworthy achievements include co-hosting a coffee hour with one legislator and collaborating on an event focused on scam prevention with the Attorney General. Additionally, we successfully lobbied for an \$.85 increase in the wage of Direct Care workers. Federally, we advocated for the reauthorization of the Older Americans Act.

For FY 25, our focus remains steadfast on advancing critical priorities. Firstly, we aim to fortify the Ombudsman program by securing a \$3 million expansion, facilitating the addition of 33 new Ombudsmen statewide. This endeavor aligns with our commitment to ensuring the needs of long-term care facility residents are met effectively. Concurrently, we advocate for a \$4.00 per hour increase in pay for Direct Care Workers, acknowledging the indispensable role they play in the healthcare ecosystem. Moreover, we advocate for adjustments to the MI Choice Medicaid participant asset limits to reflect inflation and labor costs, thus enhancing accessibility to essential services.

In FY25, we are taking a multifaceted approach to advocacy, spanning ten key priorities. Foremost among these is the expansion of the Ombudsman program, alongside initiatives to bolster Direct Care Worker wages and promote health equity. Additionally, we champion administrative enhancements within the MI Choice Program, aimed at optimizing service delivery and improving outcomes for program participants.

Reflecting back over the past year, AAAWM and our contracted partners have had many successes to celebrate. Our FY23 year-end data for Older Americans Act shows that our network of partners served 16,760 clients which is a 13% increase from FY22. We continue to see an increase in clients served post-pandemic with clients welcoming back in-home help, using transportation to get around more, and senior centers are back open and providing in-person programming.

FY23 was the second year we conducted the Back-to-School Gift Card Program which provides financial assistance for purchasing school items for grandparents raising grandchildren. In FY23 we assisted 48 households and one household consisting of a grandfather and three grandchildren, sent in a handwritten note thanking AAAWM for the assistance which "helped a great deal" to purchase their school supplies. In FY23, our Disease Prevention/Health Promotion department re-branded to "Engaging Wellness". This has been a region-wide effort in increasing the marketing for the classes and adding new locations to ensure we have at least one in each of our counties. We have seen an increase in attendance for these classes with the additional marketing push.

In FY23, we were able to use a state grant to translate our most frequently used service materials to the most spoken languages in our region and in FY24, we are working on translating caregiver-specific resources to those same languages with the Caregiver Resource Center grant. This will increase access to service information for both caregivers and clients. We are also in process of updating our phone system and marketing for in-person classes and trainings to make interpreter services and accommodations more readily available. Another success in FY24 has been signing with Salesforce to implement a database to track spending, process provider payments, better track outcomes, and create reports. This database will save staff time by making data entry more automated, reduce potential for human error, and lessen the time it takes to pay providers.

We have a new Regional Direct Service Request for Dementia Friends this planning year. It is our hope that we will expand the Dementia Friends Michigan program by adding more Dementia

Champions to facilitate sessions. AAAWM will also be networking with other Area Agencies in Michigan to train their staff to be able to run their own Dementia Friends program in their region. This will all lead to an increase in community knowledge about Dementia and Dementia Resources. There is a plan to continue to host an informational session that provide dementia education, raises awareness, challenges stigma surrounding dementia, and share community resources and supports.

AAAWM is looking to begin delivering Primary Care Services throughout our PSA. These services will be delivered in the community, where residents reside. This program is a comprehensive initiative aimed at evolving healthcare delivery by providing essential medical and behavioral health services, as well as care management, to individuals in the comfort of their homes. This innovative approach integrates home and community-based services with medical and behavioral care to address the social determinants of health, enhance health outcomes, and elevate the quality of life for participants. At the heart of this program are person-centered principles and an interdisciplinary team approach, which involves collaboration among medical, behavioral, and social care professionals, alongside the patient and/or their caregivers. The overarching goal is to achieve tangible outcomes like reducing emergency room visits, minimizing hospitalizations, and prolonging participants' ability to live independently within their communities.

Some foreseeable challenges in FY25 include the continued need for direct care workers and increased pay to maintain and grow the industry. Unit rate increases were given to contracted partners in FY23 to assist in maintaining and expanding their workforce but additional support for legislation to increase the DCW wage is crucial.

We will continue to strategically allocate funding for the Older Americans Act and monitor spending to ensure sustainability of funds over the next couple years to avoid a funding cliff with ARPA dollars ending at the end of FY24. We continue to see the need for the expanded service definitions that were developed during the pandemic allowing for services to be delivered in a variety of ways.

AAAWM is proactively devising strategies to address the increasing demand for services amid limited resources and static funding, which are inadequate to meet the growing needs. In response to these challenges, we are pursuing innovative solutions to enhance resource allocation, improve service delivery, and boost efficiency, all while maintaining the high quality of care our clients expect and deserve.

BOARD OF COMMISSIONERS—SUPPORT ONPOINT'S RESOLUTION ON PROPOSED WASKUL SETTLEMENT

24/ WHEREAS, on June 18, 2024, the Community Mental Health Authority passed a resolution in opposition to the proposed Waskul Settlement, and;

THEREFORE, BE IT RESOLVED, that the Allegan County Board of Commissioners supports the attached resolution as written.

Moved by Commissioner Beltman, seconded by Commissioner Kapenga to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes

DRAFT



(DBA for Allegan County Community Mental Health Authority)
 540 Jenner Drive, Allegan, MI 49010
www.onpointallegan.org

RESOLUTION OF THE ONPOINT BOARD OF DIRECTORS ON THE PROPOSED WASKUL SETTLEMENT

The Board of Directors of OnPoint, in a meeting of the Board of Directors that was duly noticed, called, and at which a quorum was present to conduct business and which was held on June 18, 2024, hereby takes the following actions and resolutions regarding the proposed settlement of the **Waskul, et al. v. Washtenaw County Community Mental Health, et al.** suit (Waskul):

WHEREAS, OnPoint has for years, individually and through the Community Mental Health Association of Michigan (CMHA), urged the Michigan Department of Health and Human Services (MDHHS), our state legislators, and others to fix Michigan's chronic underfunding of the public behavioral health system; and,

WHEREAS, OnPoint fully supports additional funding going to the public behavioral health system as that funding is critically needed; indeed, Michigan has been facing a direct care worker (DCW) crisis for years, and the low wages DCWs continue to receive are a primary challenge for recruiting and retaining direct care workers for CMHs and our networks of contracted agencies; and,

WHEREAS, in the public behavioral health context, DCW wages are a product of the funding that the State of Michigan and MDHHS provide for a specified Medicaid service; and,

WHEREAS, DCWs are the front line worker for a variety of public behavioral health services, including community living supports (CLS) services, and DCWs work for individuals who self-direct their CLS services as well as agency providers; and,

- WHEREAS**, agency providers of CLS services are the backbone of the public behavioral health system for CLS services and OnPoint, as a CMH, is obliged to ensure an adequate and sufficient network of agency providers for CLS services; and,
- WHEREAS**, when local CMHs receive crisis calls from the community, hospital, law enforcement, or others, and an emergency community placement is needed for that individual's condition, OnPoint and our contracted agency providers are the organizations who step in to ensure that such individuals receive the care they need in the least restrictive environment; and,
- WHEREAS**, when individuals are eligible for CLS services but do not have the ability to navigate the complex Medicaid system or serve as their own employer of record in Self-Directed arrangements and do not have the family or other support to serve in that role, then OnPoint and our contracted agency providers are the ones who ensure that those individuals receive CLS services to remain in the community; and,
- WHEREAS**, there is a very tight labor market for DCWs, any short-sighted disturbance of this labor market in favor of a particular service or provider will eventually have unhelpful system- and state-wide consequences, which is why OnPoint and CMHA push for pay increases for all DCWs with support of legislative appropriations; and,
- WHEREAS**, OnPoint cares about every single service recipient and does not wish to see any group of individuals disadvantaged by the very limited scope of benefit that will result from the proposed settlement; and,
- WHEREAS**, OnPoint's board applauds MDHHS's apparent willingness to offer additional funding for CLS service workers in the proposed settlement, but holds that the terms of the settlement are not good public policy and will have negative consequences for the part of the public behavioral health system operated by OnPoint; and,
- WHEREAS**, MDHHS's current funding supports a CLS hourly rate of approximately \$20.50, the proposed settlement will increase that rate to \$31.00 per hour for FY2025 and higher after that, but only for the minority of individuals under the state's Medicaid Habilitation Support Waiver who self-direct their CLS service; and,
- WHEREAS**, in limiting additional funding to those individuals on the Habilitation Supports Waiver who self-direct their CLS service, MDHHS will skew the labor market away from agency providers – the backbone of the system – towards self-directed arrangements, causing CLS providers to move toward the more lucrative positions, and de facto increasing the going rate statewide for CLS services to \$31.00 per hour; and,

WHEREAS, OnPoint anticipates that the proposed Waskul settlement will result in not only the loss of DCWs but also the loss of lower level provider agency management staff who will also earn more as DCWs than as managers for CLS services in self-determination arrangements; and,

WHEREAS, the proposed Waskul settlement will disadvantage far more individuals than it helps, and that the individuals we serve who will be disadvantaged will include a disproportionate number of people who are older, are ethnic minorities, are from less affluent families and are without family or other support systems; thus, they are among the most vulnerable clients OnPoint serves; and,

WHEREAS, to increase the payment of OnPoint's Self-Determination services to \$32.00 per hour would result in a 56% increase (of \$272,000) to OnPoint's direct costs, and to increase the payment of all community based CLS services to \$32.00 per hour to prevent workforce discrepancies would result in a 25% increase (of \$929,000) to OnPoint's direct costs; and,

WHEREAS, in the proposed Waskul settlement, MDHHS proposes changes to the public behavioral health system that present a substantial risk for financial and workforce damage to OnPoint's CLS provider agencies; and,

WHEREAS, the proposed Waskul settlement would increase the risk borne by OnPoint and its regional Pre-paid Inpatient Health Plan (PIHP), the Lakeshore Regional Entity, in its MDHHS contract; and,

WHEREAS, in the proposed settlement MDHHS favors the "haves" over the "have-nots", it is the opinion of the OnPoint Board of Directors that this is wrong.

NOW, THEREFORE BE IT RESOLVED, that the OnPoint Board of Director opposes the proposed Waskul settlement because:

1. It does not consider the impact of the proposed settlement on the broader labor market of the increasingly scarce group of individuals that provide CLS services, and,
2. It does not fairly treat all members of the class of individuals that provide CLS services in that it narrowly focuses on CLS services provided by individuals under self-directed arrangements under HCBS waiver funding sources, though they constitute a mere 17% of the overall CLS workforce, and,
3. The proposed settlement does not obligate MDHHS to reflect the additional costs that would be borne over time by all PIHPs and CMHs in its capitated payments.

RESOLUTION DECLARED ADOPTED


 Gale Dugan, Board Chairperson

Date: 6-18-2024

I hereby certify that the foregoing is a true and complete copy of the Resolution duly adopted by the OnPoint Board of Directors at a regularly scheduled meeting held on June 18, 2024, at which a quorum was present, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, 1976 P.A. 267 as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


 Mark DeYoung, Board Secretary

Date: 6-18-2024

PUBLIC PARTICIPATION - COMMENTS

25/ Chair Storey opened the meeting to public participation and the following individuals offered comments:

1. Tim Culver from Matt Hall's office addressed the board to regarding the State Budget that was passed by legislators.

ADJOURNMENT UNTIL JULY 11, 2024 AT 1:00 P.M.

26/ Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adjourn until July 11, 2024 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 2:23 P.M. Yeas: 5 votes. Nays: 0 votes.



Chief Deputy Clerk

Board Chair

Minutes approved during the 00/00/2024 Session