

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

MAY 27, 2021 SESSION

JOURNAL 69

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MORNING SESSION**MAY 27, 2021 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on May 27, 2021 at 9:07 A.M. in accordance with the motion for adjournment of May 13, 2021, and rules of this board; Chairman Storey presiding.

The 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	DEAN KAPENGA- Allegan Twp	DIST #5	TOM JESSUP - Allegan Twp
DIST #2	JIM STOREY - Allegan Twp	DIST #6	GALE DUGAN - Allegan Twp
DIST #3	MAX THIELE - Allegan Twp	DIST #7	RICK CAIN - Allegan Twp
DIST #4	MARK DeYOUNG - Allegan Twp		

PUBLIC PARTICIPATION - NO COMMENTS

2/ Chairman 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 Thiele, seconded by Commissioner Dugan to adopt the meeting agenda as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

DISCUSSION ITEMS:**HOPKINS TOWNSHIP - REQUEST PARTICIPATION/SUPPORT OF TAX INCREMENT FINANCE AND DDA PLAN**

4/ Hopkins Township Supervisor Mark Evans presented to the board on the Hopkins Township Tax Increment Finance and DDA Plan. The township is requesting Board of Commissioner support and participation in the plan. Discussion followed. Hopkins Township will develop plan that meets with the Board of Commissioners' 2007 resolution and bring back to the board at a future meeting.

BREAK - 10:09 A.M.

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

OFF ROAD VEHICLE ORDINANCE REVIEW

6/ Discussions continued on the draft of the ORV Ordinance with question follow-ups; proposed additions and changes; stakeholder questions; and communications received from local jurisdictions. Discussion followed.

WATER STUDY GROUP

7/ Administrator Sarro noted that during the May 13, 2021 session the board reviewed the Public Health's recommendation for the construct of a workgroup. He recommended that the work group positions be posted for application to provide opportunity for new stakeholder participation utilizing the County's Board and Commissions applications.

Moved by Commissioner Kapenga, seconded by Commissioner Cain to approve the water study group memorandum. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**Allegan County
Administrator**

Robert J. Sarro



County Services Building
3283 – 122nd Avenue
Allegan, MI 49010
269.673.0203

MEMORANDUM

May 27, 2021

TO: Board of Commissioners

RE: Water Study Group

On March 25, 2021, the Board of Commissioners (Board) adopted the following: “Based on the Health Officers review of the report and suggestions for next steps, the County Administrator recommends a work group be convened to review the data and form recommendations for next steps. Public Health is able to bring a recommendation for the construct of such a workgroup (e.g. local unit representatives, Commissioners, well professionals, etc.) back to the board within 45 days. The group would be considered “ad hoc advisory” and all output from the group subject to consideration by the Board. Based on the groups’ final findings and recommendations, the need for a project based group or ongoing group could considered if deemed necessary.” Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

On May 13, 2021, the Board reviewed the Public Health’s recommendation for the construct of a workgroup. The Board accepted the report, scheduled a follow-up discussion for May 27, 2021, and based on individual feedback, requested additional information regarding the expected tasks and deliverables from the workgroup, further specifics relative to member requirements and an option for reduction in work group size. Please see the additional information below provided in consultation with Public Health:

Workgroup Tasks and Deliverables:

1. Review the final Allegan County Groundwater Study, conducted by Hydrosimulatics, Inc. and submitted to the Board on March 25, 2021.
2. Provide regular updates to the Board and a final written summary of observations and recommendations of the workgroup, within one-year of the appointment of its members, relative to the study content and any other aspects of Allegan County’s current and future state relative to water quality, including recommendations for how the County (as a geographic area) should proceed with next steps (if any) and provide particular focus on Hydrosimulatics, Inc. recommendation to pursue an interactive Decision Support System. All recommendations must be specific as to the management/oversight model, funding, root need/issue to be addressed and expected results of any next steps to be considered.
3. The Allegan County Health Department will participate in the discussions of the work group and will provide administrative support, guidance and expertise. In addition, Hydrosimulatics, Inc. may participate at the request of the work group to provide technical expertise (any costs shall first be approved by the County).
4. As an ad-hoc workgroup, the work of the group will be considered complete upon the delivery of item number 2 above.

Workgroup Appointments:

It is recommended that the work group positions be posted for application to provide opportunity for new stakeholder participation utilizing the County's Boards and Commissions applications. Qualifications of applicants may be providing utilizing the County's standard application which includes, "Please state any specific qualifications you possess which would be beneficial to the appointment you desire, such as special skills, interests, education, experience, or membership in specific groups. Please attach additional sheets if necessary." Some positions could be left to the recommendation of a corresponding group if applicable (e.g. Conservation District, Tribe, etc.)

Revised Workgroup Composition (Based on the Public Health submitted presentation provided for the May 13, 2021 meeting):

<u>Position:</u>	<u>Description/Role</u>	<u># of Seats (13 Total)</u>
County Commissioners	Represent the citizenry of Allegan County and have direct links to the Boards of the Local Units of Government (LUG)	2
Manager or Supervisor of a Local Unit of Government.	Represent the LUG perspective. Many LUGs use ground water for their municipal water supply. The local units may directly use the study, possibly for direction of their master plans.	1
Municipal Water Supply Supervisor or Technician	Represent technical expertise relative to Municipal Water Supplies.	1
Academia (Not directly related to the development of the groundwater study)	Provide perspective not only scholastically, but also the latest in technology and how the study can be best utilized.	1
Agricultural Businesses: Growers & Livestock	Agricultural businesses are some of the biggest users of the ground water in the county, not only for irrigation purposes but for watering of animals. Their businesses are directly affected by the availability and quality of ground water. Some farmers, in the dry times of the year, can use several thousands of gallons of water/day.	1
Allegan County Conservation District (ACCD)	ACCD work with many Allegan County agricultural businesses and are committed, as evidenced by their vision, to help sustain the natural resources for future generations. ACCD is familiar with the mechanisms of the Allegan County agricultural businesses as well as the hydro-lithology of Allegan County.	1
Real Estate: Builder, Developer, and Realtor-	According to the survey by the Health Department, 7% of developers are planning on developing in Allegan County using individual wells. Allegan County utilizes ground water or on-site wells for their potable water source.	1
Industrial	Some businesses in Allegan County rely on ground not only for potable water supply, but also for industrial processes. Some of these	1

	businesses can use up to one million gallons of water/day.	
Well Driller	Provide insight, experience and knowledge. Any policy or water management planning can directly or indirectly impact this sector.	1
Restaurant Owner	Several restaurant owners have on-site wells for their water supply. Restaurants have a vested interest. If their water supplies were to become tainted it would put their businesses in jeopardy.	1
Community Member (owner of a private water supply)	Represent the perspective of private water supplies in Allegan County which is very large.	1
Tribal Member	The tribe uses groundwater and represents a portion of the constituency of Allegan County. They have a direct interest into the success and protection of the ground water of Allegan County.	1

VOLUNTEER RECOGNITION POLICY

8/ Administrator Sarro reviewed the draft copy of the volunteer recognition policy with the board.

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to continue discussion on the volunteer recognition policy as discussion item #4 during the afternoon session. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

ADMINISTRATIVE UPDATE

9/ Moved by Commissioner Cain, seconded by Commissioner Jessup to have the administrative update during the afternoon session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - NO COMMENTS

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

ADJOURNMENT UNTIL JUNE 10, 2021 AT 9:00 A.M.

11/ Moved by Commissioner Dugan, seconded by Commissioner Jessup to adjourn until June 10, 2021 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 12:01 P.M. Yeas: 7 votes. Nays: 0 votes.

AFTERNOON SESSION

MAY 27, 2021 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

12/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on May 27, 2021 at 1:02 P.M. in accordance with the motion for adjournment of May 13, 2021, and rules of this board; Chairman Storey presiding.

The invocation was offered by District #4 Commissioner DeYoung.

Chairman Storey offered a moment of silence for the passing of Allegan County Deputy Denise Priebe who passed away on May 25, 2021 and the passing for Emergency Mangement Director Scott Corbins' father.

The 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 DEAN KAPENGA- Allegan Twp | DIST #5 TOM JESSUP - Allegan Twp |
| DIST #2 JIM STOREY - Allegan Twp | DIST #6 GALE DUGAN - Allegan Twp |
| DIST #3 MAX THIELE - Allegan Twp | DIST #7 RICK CAIN - Allegan Twp -left 4:23PM |
| DIST #4 MARK DeYOUNG - Allegan Twp - left 2:59 PM | |

COMMUNICATIONS

13/ Deputy Clerk Tien noted to the board that they received the following resolutions:

- Livingston County resolution authorizing the issuance of FOIA requests for documents supporting an extension on the MIOSHA COVID-19 Emergency Rules

2. Memominee County and Dickinson County resolution requesting that the State of Michigan fulfills its statutory obligation with regard to state revenue sharing payments
3. Muskegon County resolution regarding passports within the boundaries of Muskegon County

MAY 13, 2021 SESSION MINUTES - ADOPTED

14/ Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the minutes for the May 12, 2021 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - NO COMMENTS

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

AGENDA - ADDITIONS

16/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner DeYoung asked to add discussion item #1 regarding a tour for the Board of Commissioners of the county buildings.

Moved by Commissioner DeYoung, seconded by Commissioner Cain to adopt the changes to the meeting agenda as requested. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

AGENDA - ADOPTED AS AMENDED

17/ Moved by Commissioner Thiele, seconded by Commissioner Cain to adopt the meeting agenda as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

INFORMATIONAL SESSION

18/ Health Office Angelique Joynes presented the 2020 Annual Report for the Allegan County Health Department.





**TO OUR BOARD OF
COMMISSIONERS,
COUNTY
ADMINISTRATION, THE
SHERIFF'S
DEPARTMENT-
INCLUDING
EMERGENCY
MANAGEMENT**

*Thank
you!*

"

This pandemic pushed us to forge partnerships that I believe will benefit our community into the future.

It brought to light that health and the economy intersect. That social determinants of health matter. That all sectors are essential "parts" of the public health machine and improving health and economic outcomes in our community.

"

- ANGELIQUE JOYNES, MPH, RN
HEALTH OFFICER

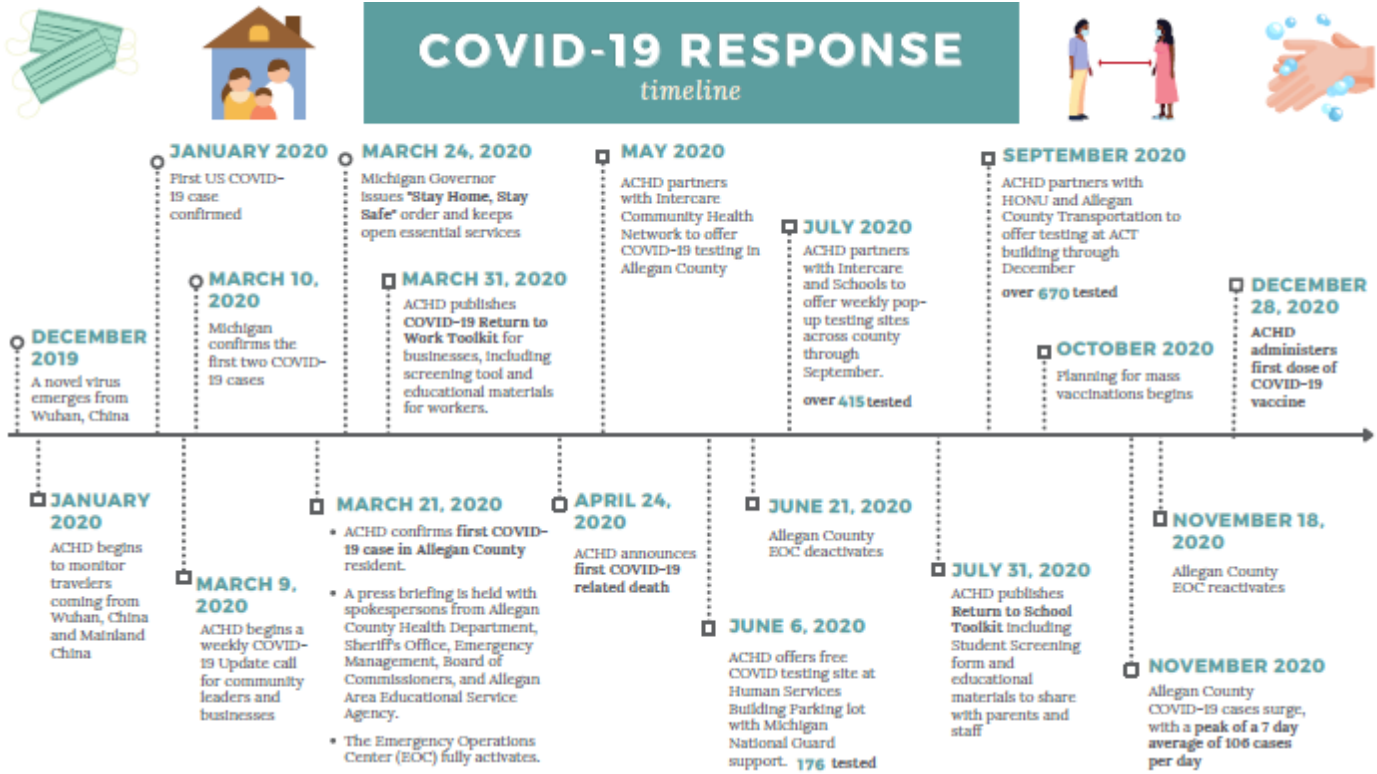
STRATEGIC FRAMEWORK

PURPOSE: *Together;
Striving for a Healthier
Allegan County.*

Our strategic framework influences community health outcomes, while improved community health outcomes align with the vision and purpose of the Department.

See Allegan County's Strategic Map [here](#).





A YEAR IN REVIEW

2020 Highlights

New challenges arose as a global pandemic emerged. Normal operations shifted to responding to the pandemic and its affects on the Allegan County community. Despite the hardships, the collective community continued to follow our purpose - together, striving for a healthier Allegan County.

Strengthening Community Partnerships



28 ACHD COVID-19 Community Updates began attending weekly School Superintendent meetings

With the help of Allegan County Information Services, we launched a SharePoint site for the school districts and ACHD to streamline case identification and contact tracing efforts.



Training All Health Department Team Members to be Case Investigators



All Essential Public Health Services Continue amid Pandemic



New Positions

- Epidemiologist (1)
- Health Educator (1)
- Environmental Health Field Coordinator (1)



Social Media Following Grows by 1,103%

In January 2020, ACHD's Facebook page had 494 followers. By the end of 2020, we had 5,942 followers. Our biggest jump in followers was from March 2020 (513 followers) to April 2020 (5,008 followers).

Employee Time towards PTO and PD decreases

3,498.5 hours of overtime worked



330.5 hours team members spent on professional development for service area
73.5% DECREASE FROM 2019



3,454 amount of PTO hours taken by employees
28% DECREASE FROM 2019

COVID-19 RESPONSE

at a glance

21 testing events
over 1,610 people tested

62 educational materials created including guidance documents and business signage

RESPONDING TO OUTBREAKS

- Worked with businesses and schools to mitigate the spread of COVID-19
- Example from early in the pandemic: After noticing cases connected to a business, we worked with the business to ensure strong mitigation strategies were in place
 - This led to an effective public/private partnership that was then used as a model for other outbreaks moving forward.

1,800+ calls & emails fielded through our COVID-19 hotline and email

7,788 COVID-19 Case Investigations
monitored 6,570 people
5,831 total cases
177 hospitalizations
102 COVID-19 related deaths

COVID-19 BRINGS ATTENTION TO HEALTH DISPARITIES

- In May 2020, 35% of our COVID-19 cases reported Hispanic Ethnicity in Allegan County, while 7% of Hispanic Ethnicity made up Allegan County's population.
- With specific communications on mitigation practices on and off the job and the increase in testing capacities, we saw the percentage of Hispanic related cases slowly decrease from the overall case count.
- By December 2020, our percentage of COVID-19 cases reporting Hispanic Ethnicity was down to 12.3%.

TECHNOLOGY IN A PANDEMIC

- In the world of public health, we had to work to overcome the need for rapid communication for identifying cases and close contacts in a virtual way.
- We learned quickly across the state that our public health technology infrastructure was not built for the demand it saw causing barriers for local health departments.
- The use of Qualtrics, Microsoft Teams, SharePoint and other tools are now rooted in our day to day operations for identifying cases and close contacts and internal and external communications.

ENVIRONMENTAL HEALTH

at a glance

FIELD

685 well permits issued
11% increase from 2019

401 SESC permits issued
33% increase from 2019

367 final well inspections completed
25% decrease from 2019

3,466 SESC inspections
31% increase from 2019

691 sewage disposal permits issued
14% increase from 2019

537 final septic inspections
25% increase from 2019

Met the 14 business day turn-around 98.5% of the time for permits and loan evaluations

139 abandoned wells plugged
34% decrease from 2019

FOOD

421 food establishments inspected
39% decrease from 2019

20 food borne investigations/complaints
18% increase from 2019

30 temporary food inspections
66% decrease from 2019

OTHER SERVICES

20 campground inspections
29% decrease from 2019

84 public pool inspections
15% decrease from 2019

5 body art inspections
50% decrease from 2019

33 ground water samples collected
23% decrease from 2019

1,454 EH Record Requests processed
41% decrease from 2019

ENVIRONMENTAL HEALTH

highlights

PROVIDING TECHNICAL ASSISTANCE TO RESTAURANTS, CHURCHES, & OTHER FOOD DISTRIBUTING ORGANIZATIONS

- With the Stay at Home order in place, many restaurants and food serving agencies were looking for direction on what to do and what they needed to do to keep people safe.
- Created email lists for Fixed Food Licensed Facilities (Restaurants, Churches, Schools, etc.) Special Transitory Units and Mobile Units to quickly share updated information on Emergency Orders, Testing, Vaccine Sign up, and other information regarding the pandemic.
- Overall, the response has been **positive** with this communication channel.
- Provided businesses and agencies with technical assistance regarding COVID-19.
- Went on site when it was appropriate to review and assist with layout and procedures.
- Available by phone or email to help with quarantine and isolation questions, determining disinfectant approved by the EPA, and helping stay compliant with Emergency Orders.
- The team also reviewed COVID-19 Preparedness Plans upon request.



GROUND WATER STUDY BEGINS

- Developed a survey to understand the current knowledge and perceptions of stakeholders, residents, and businesses regarding groundwater.
 - Distributed in August 2020 and results were compiled by the end of December 2020.

PERSONAL HEALTH

at a glance



Case investigation and contact tracing was a main priority for the Personal Health Team. Overall services were down as many people stayed home, but our number of communicable disease investigations increased by 1,549% for 2020.

CHILDREN'S SPECIAL HEALTH CARE SERVICES

provided to children and adults with qualified medical diagnosis.

Children's Special Health Care Services **689** total clients
6% increase from 2019

COMMUNICABLE DISEASE

8,145 investigations
1,549% increase from 2019

23 Lead test follow ups
60% decrease from 2019

41 TB skin tests
64% decrease from 2019

Level 1 Plans of Care **69**
64% decrease from 2019

Level 2 Care Coordination **35**
5% decrease from 2019

HEARING AND VISION

2,186 hearing screenings
55% decrease from 2019

2,629 vision screenings
66% decrease from 2019

IMMUNIZATIONS

525 immunizations
27% decrease from 2019

118 waivers
45% decrease from 2019

SEXUAL HEALTH SERVICES

106 STI/HIV clinic visits
35% decrease from 2019

320 case follow-ups
50% decrease from 2019

PERSONAL HEALTH

highlights

EASTERN EQUINE ENCEPHALITIS (EEE) STRIKES AGAIN

- In 2020, EEE infected 3 Michigan residents, with one of these cases being fatal.
- EEE also infected 41 animals across the state, with one animal case in Allegan County.
- With cases across the state trending higher than 2019, MDHHS aeri ally sprayed parts of the state with insecticide to kill mosquitoes and reduce the risk of infection.
- A 5-mile radius in Dorr Township was sprayed during this operation.



RABIES CASES INCREASE BY 60%

- In 2020, Allegan County had three animals test positive for rabies and investigated eight cases of potential exposure.
- The team plans to provide more education and awareness around rabies in 2021 through social media and news releases.

PLANNING FOR MASS VACCINATIONS

- Prepare for COVID-19 Vaccine roll out
- Part of the preparation included becoming a CDC approved COVID-19 Vaccine Provider.
 - To do this, we had to ensure we met all the requirements, recommendations, and guidance for the vaccine. This included:
 - Understanding the Advisory Committee for Immunization Practices (ACIP) Recommendations for Vaccine Prioritization
 - Meeting the vaccine administration and 24 hour reporting requirements
 - Following the Safe Immunization Practices requirements
 - Storing and handling vaccine properly
 - Reporting to the Vaccine Adverse Event Reporting System (VAERS) following any adverse event identified by the CDC



EMERGENCY PREPAREDNESS



The Public Health Emergency Preparedness (PHEP) and Bioterrorism Division develops plans, conducts trainings and collaborates with Community, Regional, and State stakeholders to prepare for and protect the public in a disaster or emergency situation. These plans have been put to test during this pandemic and which identified opportunities for operational improvements that have been implemented.

- By October 2020, planning for mass vaccination was underway.

FORMATION OF COVID-19 VACCINATION TASK FORCE

The Allegan County COVID-19 Community Vaccination Task Force was formed to focus on the effective deployment of the COVID-19 vaccine in Allegan County. The task force met bi-weekly and worked to:

- Identify the Human Capital need.
- Explore costs for vaccination mitigation strategies.
- Estimate number of population per priority group.
- Survey agencies for support availability.
- Deploy the MI Volunteer Registry platform.
- Develop the Allegan County Volunteers' policies and procedures.
- Determine facilities for points of vaccinations (POV).
- Develop POVs' standardized schematics.
- Conduct inspections of the POVs.
- Evaluate thru-put rate.
- Determine Physical Assets and Supply needs.
- Provide weekly updates to the EOC.



This multi-sector group was important to ensure that all aspects of planning were addressed. We thank each member that contributed their time and expertise for the good of Allegan County.

Members:

Kathy Yonkers-Wright (ACHD)
Dan Wedge (Allegan County)
Dr. Richard Tooker (Allegan County
 Community Mental Health/ACHD)
Scott Corbin (Allegan County EOC)

Mike Larsen (Sheriff's Department)
Greg Janik (Saugatuck Twp. Fire Chief)
Billy Bregg (Allegan Area Educational
 Service Agency (AAESA))

Craig Gardner (AAESA)
Ryan Cronk (Acension Borgess)
Margaret Brown (Holland Hospital)
Alex Yared (Perrigo)
Steve Sedore (Allegan County)

RESOURCE RECOVERY

1,690 TONS
total volume of
single-stream recycling

85,766 LBS
of e-waste recycled

6,464
scrap tires
collected

33,964 LBS
household hazardous waste
collected & properly disposed of

highlights

- Voters approved increased funding in **eight** municipalities.
- Through a regional partnership, **1,326** illegally dumped scrap tires were collected from the Allegan State Game Area and recycled.



311
cats adopted
7% increase from 2019

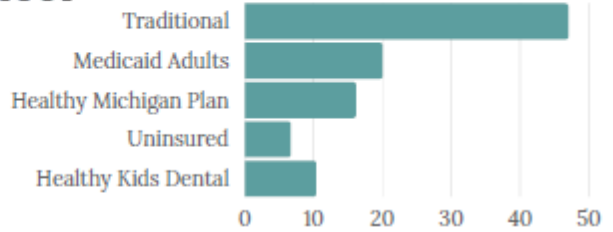
263
dogs adopted
12% decrease from 2019



2,302
patients served



Average Type of Patient Coverage (%), 2020

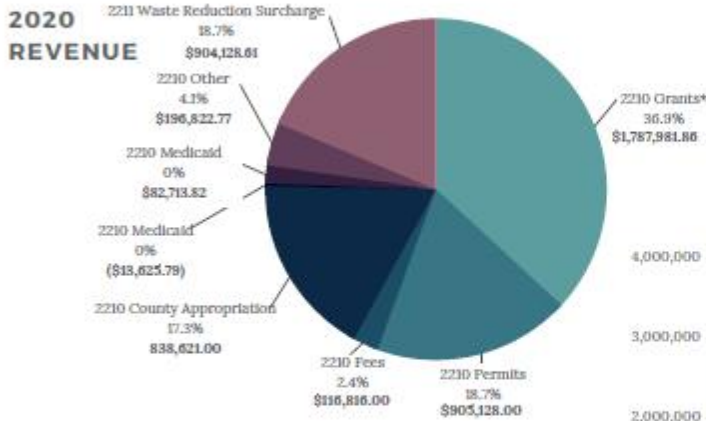


Source: Google Maps

Address: 1535 Lincoln Rd, Allegan

FINANCIAL OVERVIEW

The Health Department budget is from two funds. Fund 2211 supports all recycling activities. The primary revenue for recycling is the recycling surcharge. Fund 2210 supports all Public Health operations. Revenue in Fund 2210 generally includes the County General Fund allocation, State funding, grants, permits, fees, and Medicaid reimbursement.



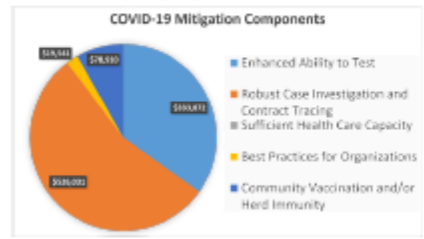
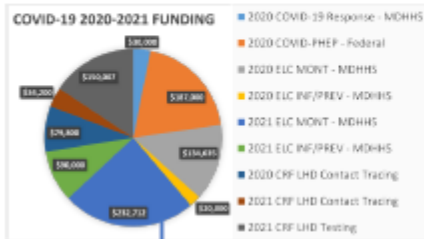
TOTAL REVENUE 2210: \$3,914,457.66

TOTAL REVENUE 2211: \$904,128.61

*Includes COVID-19 Grant Funding from Federal and State

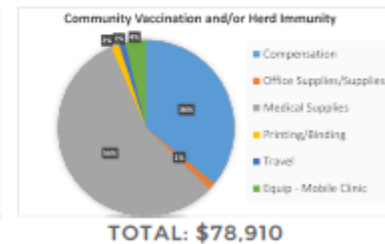
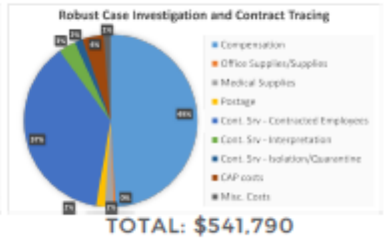
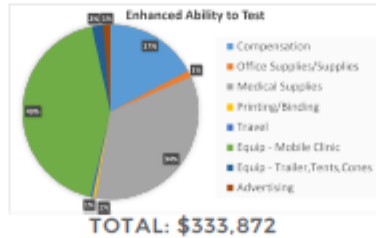


COVID-19 FUNDING SUMMARY



TOTAL BUDGET* FOR COVID: \$958,354
 *2020 funding carried over to 2021 FY

MITIGATION COMPONENTS



IT TAKES A VILLAGE

While 2020 did not fall short of its challenges, we would not have been as successful without the support we received from, our community, local volunteers, Allegan County Emergency Management, Michigan National Guard, and MDHHS.

THANK YOU!



HEALTH
Department



allegancounty.org/health



@AlleganCountyHD

ANNUAL REPORT 2020

Allegan County Health Department

Together; striving for a healthier Allegan County

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| 06 environmental health | 14 governance, mission, and vision |
| 08 personal health | 15 thank you |
| 10 emergency preparedness | |

A LETTER FROM OUR HEALTH OFFICER



Dear Board of Commissioners and Community,


2020 turned to be a very different year than many of us had planned. In our 2019 Public Health Annual Report, we focused on improving partnerships and processes to become a well-oiled machine. However, it became obvious that our Public Health machine was much larger than the local health department and health systems as a pandemic emerged that pushed Public Health to the forefront. It quickly became apparent that schools, public safety, emergency management, businesses, local unit of governments, non-profits, and volunteers/community members all greatly influenced public health outcomes and resilience in a community. We recognized this response was "going to take a village"!

Communication was vital with our community leaders and community. If I had to choose the biggest challenge, it would be communication with the ever-changing guidance and information as the pandemic evolved. We established a weekly "Community Leaders" meeting with leaders to present them with recent information and data and provide an opportunity to provide feedback or ask questions.

We would not have been able to do effective contact tracing in schools and businesses without their help. Schools and businesses helped us identify close contacts and minimize transmission and the amount of virus in the community. Public Safety, Emergency Management, and volunteers provided resources for events, such as testing, in the community. Many non-profits took the lead on providing basic needs to those who were in financial hardships and our health providers providing needed care for COVID and non-COVID patients. This pandemic pushed us to forge partnerships that I believe will benefit our community into the future. It brought to light that health and the economy intersect. That social determinants of health matter. That all sectors are essential "parts" of the public health machine and improving health and economic outcomes in our community.

While 2020 was hard for many of us for different reasons, it is important to recognize that amongst adversity comes growth and the ability to recover with a better "well-oiled machine".

I look forward to continuing to partner with you all on improving the well being of our community because it takes all of us.

yours in health,


Angelique Joynes, MPH, RN
 Health Officer



Source: Public Health Practice Program Office, Centers for Disease Control and Prevention, National Public Health Performance Standards Program, User Guide (first edition), 2002.

COVID-19 MITIGATION COMPONENTS



ADMINISTRATION

WHO WE ARE



Pictured (left to right): Randy Rapp, Lisa Letts, Angelique Joynes, Dr. Rik Tooker

Angelique Joynes, MPH, RN
Health Officer

Randy Rapp, RS
Environmental Health Manager

Lisa Letts, BSN, RN
Personal Health Manager

Rik Tooker, MD, MPH
Medical Director

STRATEGIC FRAMEWORK

PURPOSE: *Together;
Striving for a Healthier
Allegan County.*

Our strategic framework influences community health outcomes, while improved community health outcomes align with the Organization's vision and purpose of the Department.

See Allegan County's Strategic Map [here](#).



A YEAR IN REVIEW


2020 Highlights

New challenges arose as a global pandemic emerged. Normal operations shifted to responding to the pandemic and its affects on the Allegan County community. Despite the hardships, the collective community continued to follow our purpose - together; striving for a healthier Allegan County.

Strengthening Community Partnerships



Communication was a vital piece in effectively responding to this pandemic. Starting March 2020, we began meeting weekly, then bi-weekly, with community leaders to provide local updates and technical assistance to businesses and schools.

28 ACHD COVID-19 Community Updates  began attending weekly School Superintendent meetings

With the help of Allegan County Information Services, we launched a SharePoint site for the school districts and ACHD to streamline case identification and contact tracing efforts. This helped both parties stay in regular communication while striving for in-person learning at the schools.



Training Health Department Team Members to be Case Investigators

As COVID-19 cases began to increase, the Personal Health Team could not keep up with the demand of timely case investigations and contact tracing efforts. By October 2020, the Personal Health Team had trained all staff to be case investigators as well as other County employees.



Employee Time

With increase case investigation and response activities, we saw a decrease in the hours team members spent on professional development for service area as well as the amount of Paid Time Off (PTO) hours taken by employees. The decreases in these two areas allowed us to continue essential public health services at some level.

330.5 hours team members spent on professional development for service area
73.5% DECREASE FROM 2019



3,498.5 hours of overtime worked |  **3,454** amount of PTO hours taken by employees
28% DECREASE FROM 2019

Essential Public Health Services Continue amid Pandemic



Despite priorities being shifted to the COVID-19 Response, essential services continued including:

- immunizations
- STI/HIV testing
- Hearing and Vision screenings
- All Environmental Health services, following the Emergency Orders and Epidemic Orders

New Positions



An Epidemiologist and Health Educator were added to the Administration Team.

An Environmental Health Field Coordinator was added to the EH Team.



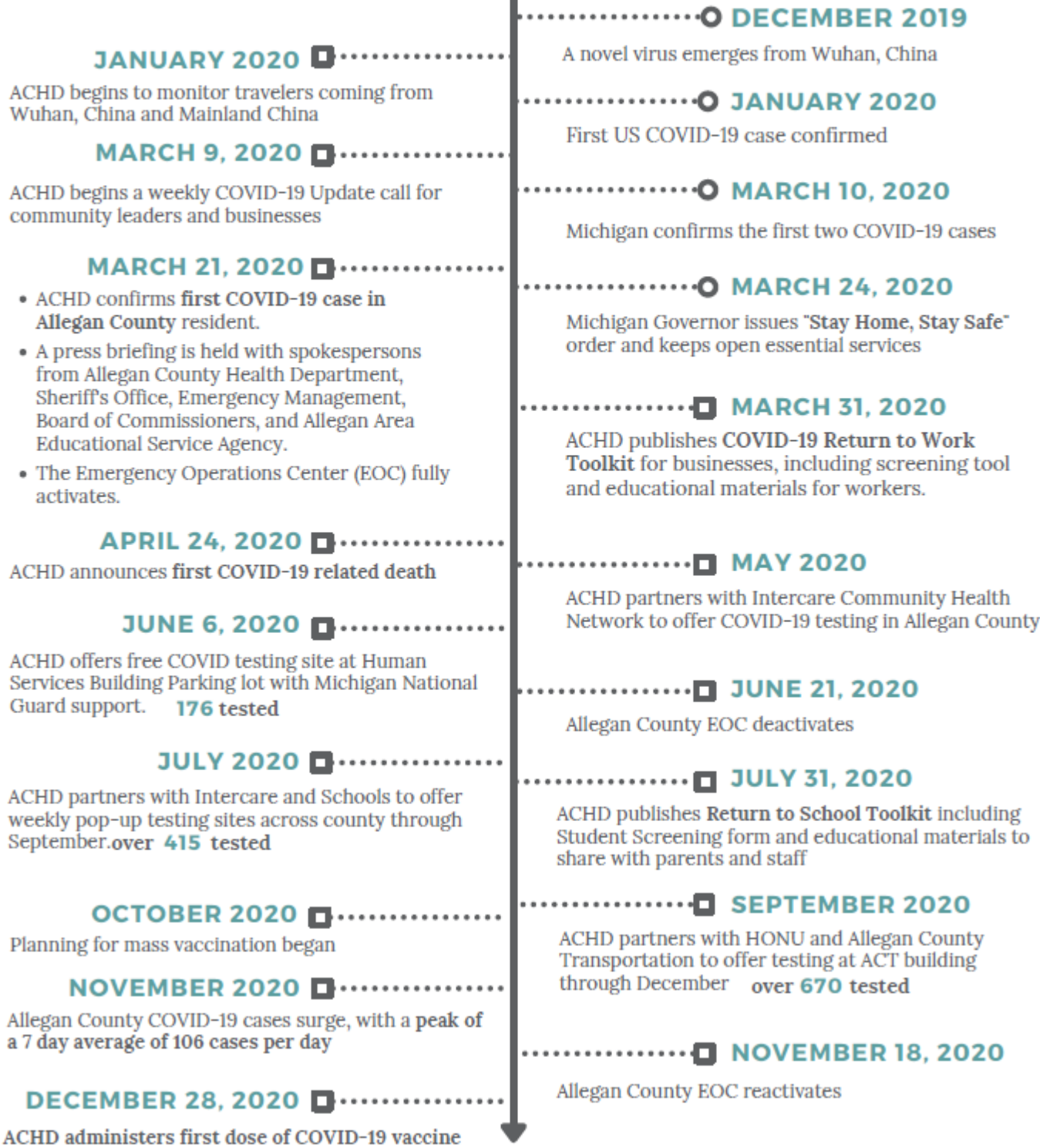
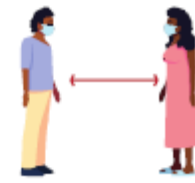
Social Media Following Grows by 1,103%

In January 2020, ACHD's Facebook page had 494 followers. By the end of 2020, we had 5,942 followers. Our biggest jump in followers was from March 2020 (513 followers) to April 2020 (5,008 followers).



COVID-19 RESPONSE

timeline





21 testing events
 over **1,610** people tested

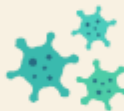
62 educational materials created including guidance documents and business signage

1,800+ calls & emails fielded through our COVID-19 hotline and email

7,788 COVID-19 Case Investigations

monitored **6,570** people

5,831 total cases



177 hospitalizations



102 COVID-19 related deaths

RESPONDING TO OUTBREAKS

One response activity in this pandemic was providing technical assistance to businesses. An early example of this was in early April 2020, Public Health began to notice cases from a local business. After discussions with neighboring counties, we learned of more cases that could be traced back to the business. With concerns of workplace safety on the rise, we communicated to the business and evaluated mitigation strategies in place. We continued to build our relationship with the business and monitor cases. This outbreak was resolved. This outbreak lead to an effective public/private partnership that was then used as a model for other outbreaks moving forward.



COVID-19 BRINGS ATTENTION TO HEALTH DISPARITIES



On a national, state, and local level, we saw minority populations disproportionately be more affected by COVID-19. In May 2020, 35% of our COVID-19 cases reported Hispanic Ethnicity in Allegan County, while 7% of Hispanic Ethnicity made up Allegan County's population. Through partnership with agencies, businesses, and the state, COVID-19 testing was expanded with focused efforts in migrant workers due to the increased risk of exposure on the job. With specific communications on mitigation practices on and off the job and the increase in testing capacities, we saw the percentage of Hispanic related cases slowly decrease from the overall case count. By December 2020, our percentage of COVID-19 cases reporting Hispanic Ethnicity was down to 12.3%.

TECHNOLOGY IN A PANDEMIC

In March 2020, many of us replaced our work desks to a new workspace in the home as all non-essential services had to work from home. Technology became our new best friend and many of us had to face a learning curve. In the world of public health, we had to work to overcome the need for rapid communication for identifying cases and close contacts in a virtual way. We learned quickly across the state that our public health technology infrastructure was not built for the demand it saw, causing barriers for local health departments. This gap highlighted the need for updating the way case investigations are completed. We used technology to our benefit which helped build capacity for our team. The use of Qualtrics, Microsoft Teams, SharePoint and other tools are now rooted in our day to day operations for identifying cases and close contacts and internal and external communications.




ENVIRONMENTAL HEALTH at a glance

FIELD

685 well permits issued
 11% increase from 2019



401 SESC permits issued
 33% increase from 2019



3,466 SESC inspections
 31% increase from 2019

367 final well inspections completed
 25% decrease from 2019



691 sewage disposal permits issued
 14% increase from 2019




537 final septic inspections
 25% increase from 2019



139 abandoned wells plugged
 34% decrease from 2019



Met the 14 business day turn-around 98.5% of the time for permits and loan evaluations 

FOOD

421 food establishments inspected
 39% decrease from 2019



30 temporary food inspections
 66% decrease from 2019



20 food borne investigations/complaints
 18% increase from 2019



OTHER SERVICES


20 campground inspections
 29% decrease from 2019




84 public pool inspections
 15% decrease from 2019




33 ground water samples collected
 23% decrease from 2019



5 body art inspections
 50% decrease from 2019



1,454 EH Record Requests processed
 41% decrease from 2019



ENVIRONMENTAL HEALTH highlights

PROVIDING TECHNICAL ASSISTANCE TO RESTAURANTS, CHURCHES, & OTHER FOOD DISTRIBUTING ORGANIZATIONS



With the Stay at Home order in place, many restaurants and food serving agencies were looking for direction on what to do and what they needed to do to keep people safe.

Our Food Service Team created email lists for Fixed Food Licensed Facilities (Restaurants, Churches, Schools, etc.) Special Transitory Units and Mobile Units to quickly share updated information on Emergency Orders, Testing, Vaccine Sign up, and other information regarding the pandemic. This allowed for the food team to share specific, or essential, portions of the information to specific groups. Overall, the response has been positive with this communication channel.

Our food team was also available to provide these businesses and agencies with technical assistance regarding COVID-19. We went on site when it was appropriate to review and assist with layout and procedures, and were available by phone or email to help with quarantine and isolation questions, determining disinfectant approved by the EPA, and helping these businesses stay compliant with Emergency Orders. The team also reviewed COVID-19 Preparedness Plans upon request.

VECTOR BORNE SURVEY GRANT CONTINUES



The grant work around vectors, and vector borne viruses continued in 2020. The purpose of the grant is to:

- Surveil the mosquitos in Allegan County identifying the different species
- Surveilling for the mosquito species the may transmit the Zika virus
- Surveilling for ticks, via tick drags, to identify if they carry the bacteria that causes Lyme Disease
- Educate the citizenry of Allegan County in the prevention of the transmission of vector borne diseases and arboviruses

This work will continue in 2021 as vector borne viruses continue to be emerging diseases.

GROUND WATER STUDY BEGINS

The majority of private wells and city/township water in Allegan County are supplied by ground water. Currently, government agencies throughout Allegan County do not have easy access to important and reliable data needed to make decisions and develop plans regarding water availability and quality. After 2019 Board of Commissioners approval, the project was underway. The first task was developing a survey to understand the current knowledge and perceptions of stakeholders, residents, and businesses regarding groundwater. The groundwater survey was distributed in August 2020 and results were compiled by the end of December 2020. A presentation covering survey results and next steps for the project will occur in 2021.



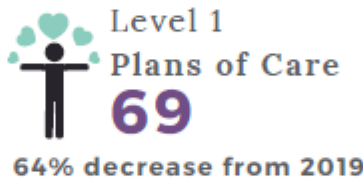
PERSONAL HEALTH at a glance



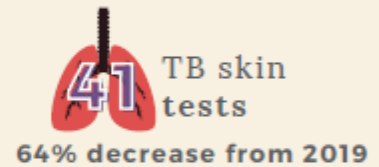
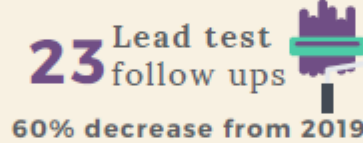
Case investigation and contact tracing was a main priority for the Personal Health Team. Overall services were down as many people stayed home, but our number of communicable disease investigations increased by 1,549% for 2020.

CHILDREN'S SPECIAL HEALTH CARE SERVICES

provided to children and adults with qualified medical diagnosis.



COMMUNICABLE DISEASE



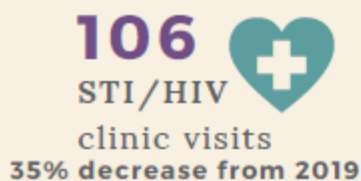
HEARING AND VISION



IMMUNIZATIONS



SEXUAL HEALTH SERVICES



PERSONAL HEALTH highlights

EASTERN EQUINE ENCEPHALITIS (EEE) STRIKES AGAIN

Similar to 2019, Michigan saw EEE activity. EEE is an extremely rare but serious and often fatal infection that causes encephalitis or inflammation of the brain. It is spread by the bite of a mosquito infected with EEE virus. In 2020, EEE infected 3 Michigan residents, with one of these cases being fatal. **EEE also infected 41 animals across the state, with one animal case in Allegan County.** With cases across the state trending higher than 2019, MDHHS aeri ally sprayed parts of the state with insecticide to kill mosquitoes and reduce the risk of infection. A 5-mile radius in Dorr Township was sprayed during this operation.



RABIES CASES INCREASE BY 60%

In 2020, Allegan County had **three** animals test positive for rabies and investigated **eight** cases of potential exposure. The team plans to provide more education and awareness around rabies in 2021 through social media and new releases.

PLANNING FOR MASS VACCINATIONS

The Personal Health Team continued to be busy throughout 2020. In December 2020, the team had to balance response activities such as case investigations, contact tracing, and testing efforts to prepare for the largest vaccine roll out in our history. Part of the preparation included becoming a CDC approved COVID-19 Vaccine Provider. To do this, we had to ensure we met all the requirements, recommendations, and guidance for the vaccine. This included:



- Understanding the Advisory Committee for Immunization Practices (ACIP) Recommendations for Vaccine Prioritization
- Meeting the vaccine administration and 24 hour reporting requirements
- Following the Safe Immunization Practices requirements
- Storing and handling vaccine properly
- Reporting to the Vaccine Adverse Event Reporting System (VAERS) following any adverse event identified by the CDC

EMERGENCY PREPAREDNESS



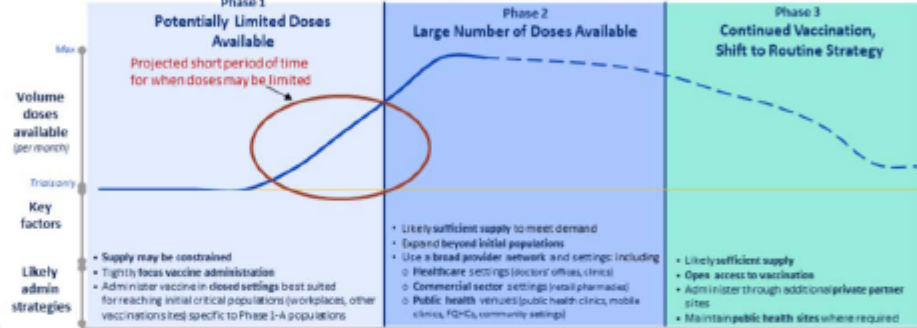
The Public Health Emergency Preparedness (PHEP) and Bioterrorism Division develops plans, conducts trainings and collaborates with Community, Regional, and State stakeholders to prepare for and protect the public in a disaster or emergency situation. These plans have been put to test during this pandemic and which identified opportunities for operational improvements that have been implemented.

COVID-19 MASS VACCINATION PLANNING

At the November 12th Board of Commissioners meeting, a presentation to County Administration and stakeholders took place to:

- Review the Allegan County Public Health COVID-19 Community Vaccination base plan.
- Identify details of the proposed phase approach of the COVID-19 vaccine release.
- Discuss additional assistance needed from the Emergency Operation Center (EOC).
- Provide information on the December 2020 vaccination release, what MDHHS and CDC viewed as the local public health's role in this part of the response, the supplies needed, and how distribution to administer would occur.

The COVID-19 Vaccination Program will require a phased approach



FORMATION OF COVID-19 VACCINATION TASK FORCE

The Allegan County COVID-19 Community Vaccination Task Force was formed to focus on the effective deployment of the COVID-19 vaccine in Allegan County. The task force met bi-weekly and worked to:


- Identify the Human Capital need.
- Explore costs for vaccination mitigation strategies.
- Estimate number of population per priority group.
- Survey agencies for support availability.
- Deploy the MI Volunteer Registry platform.
- Develop the Allegan County Volunteers' policies and procedures.
- Determine facilities for points of vaccinations (POV).
- Develop POVs' standardized schematics.
- Conduct inspections of the POVs.
- Evaluate thru-put rate.
- Determine Physical Assets and Supply needs.
- Provide weekly updates to the EOC.

This multi-sector group was important to ensure that all aspects of planning were addressed. We thank each member that contributed their time and expertise for the good of Allegan County.

Members:		
Kathy Yonkers-Wright (ACHD)	Mike Larsen (Sheriff's Department)	Craig Gardner (AAESA)
Dan Wedge (Allegan County)	Greg Janik (Saugatuck Twp. Fire Chief)	Ryan Cronk (Acension Borgess)
Dr. Richard Tooker (Allegan County Community Mental Health/ACHD)	Billy Bregg (Allegan Area Educational Service Agency (AAESA))	Margaret Brown (Holland Hospital)
Scott Corbin (Allegan County EOC)		Alex Yared (Perrigo)
		Steve Sedore (Allegan County)

RESOURCE RECOVERY

The Resource Recovery Program serves 18 communities in Allegan County. Find more information on Resource Recovery, visit www.allgeancounty.org/health.

 **1,690 TONS**
total volume of
single-stream recycling

 **85,766 LBS**
of e-waste recycled

 **6,464**
scrap tires
collected

33,964 LBS
household hazardous waste
collected & properly disposed of 

highlights

- Voters approved increased funding in eight municipalities.
- Through a regional partnership, 1,326 illegally dumped scrap tires were collected from the Allegan State Game Area and recycled.

ANIMAL SHELTER



Public Health and Animal Control partner with Wishbone Pet Rescue Alliance who operate the Animal Shelter. Wishbone offers pet adoption services, education about the importance of safe animal care and housing and reuniting strays with their families through the Animal Shelter.

 **311**
cats adopted
7% increase from 2019

 **263**
dogs adopted
12% decrease from 2019

MY COMMUNITY DENTAL CENTER

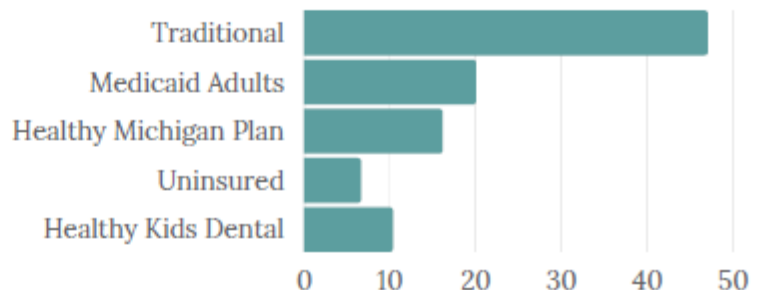
My Community Dental Centers (MCDC) is a non-profit 501(c)3 corporation, established a partnership with Public Health to provide dental services to Medicaid enrollees and low-income, uninsured residents.



Address: 1535 Lincoln Rd, Allegan

2,302
patients served 

Average Type of Patient Coverage (%), 2020



FINANCIAL OVERVIEW

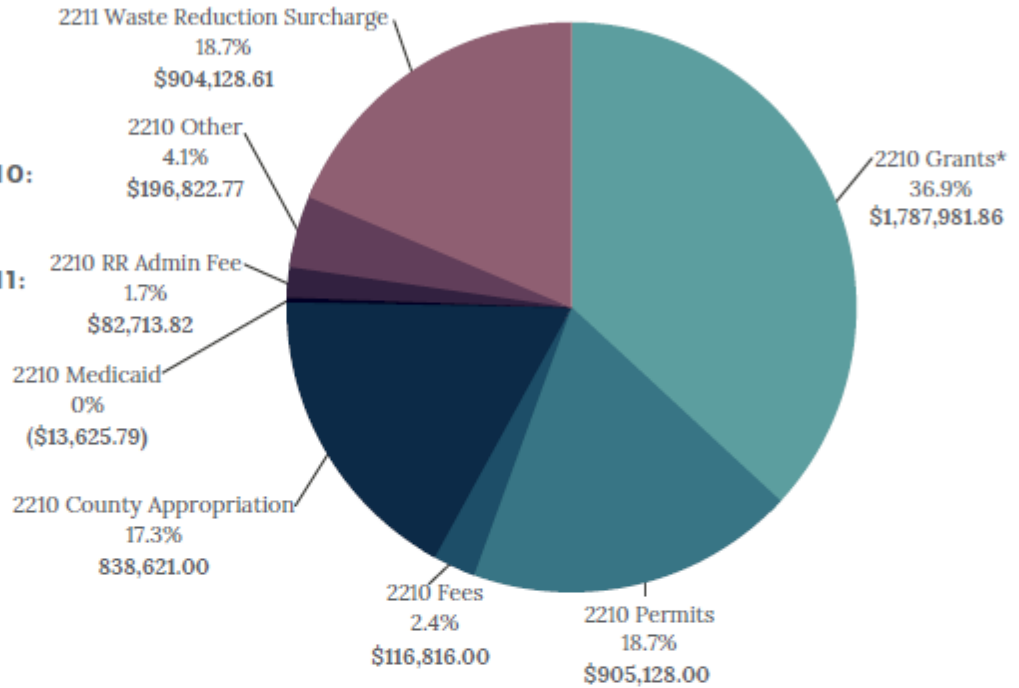
2020 REVENUE

The Health Department budget is from two funds. Fund 2211 supports all recycling activities. The primary revenue for recycling is the recycling surcharge. Fund 2210 supports all Public Health operations. Revenue in Fund 2210 generally includes the County General Fund allocation, State funding, grants, permits, fees, and Medicaid reimbursement.

TOTAL REVENUE 2210:
\$3,914,457.66

TOTAL REVENUE 2211:
\$904,128.61

*Includes COVID-19 Grant Funding from Federal and State



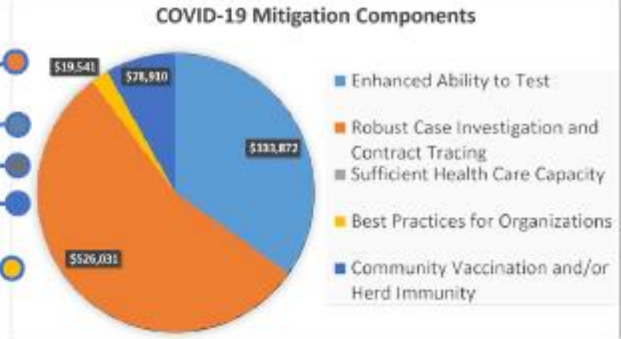
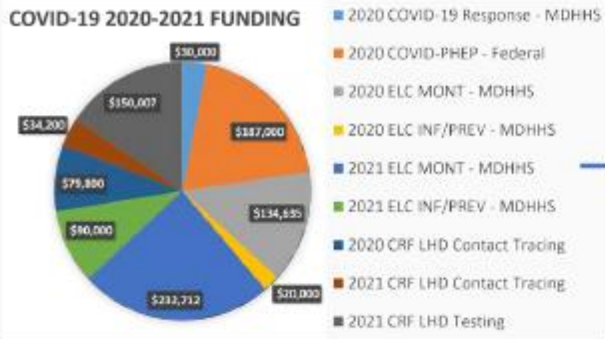
REVENUE & EXPENDITURES BY YEAR

Revenue
Expenditures

TOTAL EXPENDITURES 2210:
\$3,555,591.121

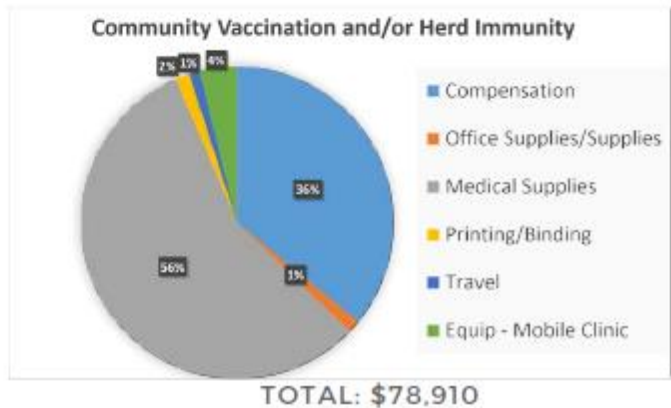
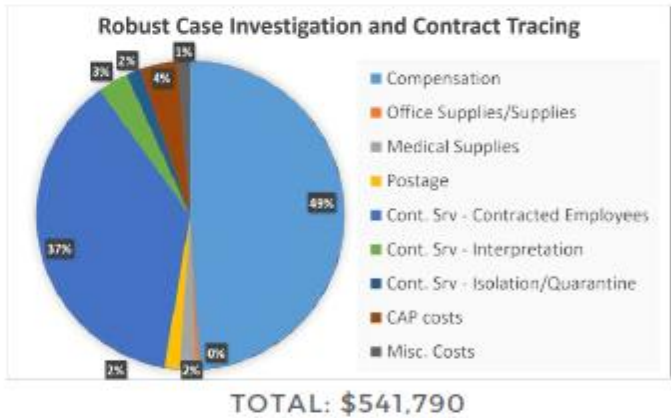
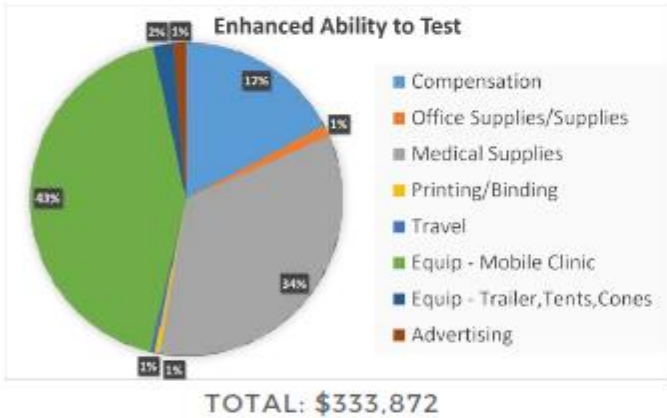


COVID-19 FUNDING SUMMARY



TOTAL BUDGET* FOR COVID: \$958,354
 *2020 funding carried over to 2021 FY

MITIGATION COMPONENTS



GOVERNANCE

The Allegan County Board of Commissioners (BOC) is the governing board of the Public Health Department. The BOC employs a County Administrator who is recognized as the Chief Administrative Officer of the County. Representatives are below. For more information on our BOC, visit www.allegancounty.org



Dean Kapenga,
District 1



Jim Storey,
District 2



Max R. Thiele,
District 3



Mark DeYoung,
District 4



Tom Jessup,
District 5



Gale Dugan,
District 6



Rick Cain,
District 7



Robert J. Sarro,
County Administrator



MISSION

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

VISION

The Allegan County Board of Commissioners is committed to providing our citizens superior and innovative services, being judicious and efficient in the expenditure of resources and promoting a safe, clean and healthy environment in which to live, work and play.





IT TAKES A VILLAGE

While 2020 did not fall short of its challenges, we would not have been as successful without the support we received from our community, Board of Commissioners, County Administration, schools, public safety, emergency management, businesses, local unit of governments, non-profits, and volunteers/community members local volunteers, Michigan National Guard, and MDHHS.

THANK YOU!





HEALTH Department



allegancounty.org/health



@AlleganCountyHD

ADMINISTRATIVE REPORTS:

19/ Administrator Rob Sarro noted his written report was submitted to Commissioners. Highlights included: 2021 Leadership Conference; courthouse construction; Brownfield Authority; L-4029's; Public Health delivery updates; Commissioner inquiries; and Workplace Preparedness Plan update.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

20/ **WHEREAS**, Administration has compiled the following claims for May 21, 2021 and May 28, 2021; 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 2021 Claims folder of the Commissioners' Record of Claims.

May 21, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	181,195.87	181,195.87	
Park/Recreation Fund – 2080	501.52	501.52	
Friend of the Court Office – 2151	92.87	92.87	
Health Department Fund – 2210	1,683.27	1,683.27	
Solid Waste – 2211	43,945.69	43,945.69	
Transportation Grant – 2300	4,036.22	4,036.22	
Capital Improvement Fund - 2450	290,941.41	290,941.41	
Animal Shelter - 2550	6,438.00	6,438.00	
Indigent Defense – 2600	12,965.68	12,965.68	
Grants – 2790	635.55	635.55	
Wayland Township - 2806	880.26	880.26	
Child Care-Circuit/Family - 2921	8,420.77	8,420.77	
Soldiers Relief Fund – 2930	462.50	462.50	
Senior Millage – 2950	22,733.18	22,733.18	
Delinquent Tax Revolving Fund - 6160	591.72	591.72	
Delinquent Tax Revolving Fund-2020 Taxes - 6190	2,340.81	2,340.81	
Tax Reversion 2020 - 6201	175.00	175.00	
Fleet Management – 6612	15.33	15.33	
Self-Insurance Fund - 6770	50,268.49	50,268.49	
Drain Fund - 8010	22,775.24	22,775.24	
TOTAL AMOUNT OF CLAIMS	\$651,099.38	\$651,099.38	

May 28, 2021

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	71,001.23	71,001.23	
Park/Recreation Fund – 2080	624.27	624.27	
Central Dispatch/E911 Fund - 2110	4,155.57	4,155.57	

Central Dispatch CIP – 2118	426.67	426.67	
Friend of the Court Office – 2151	111.80	111.80	
Transportation Grant – 2300	4,483.63	4,483.63	
Register of Deeds Automation Fund – 2560	178.62	178.62	
Indigent Defense – 2600	35,603.97	35,603.97	
Drug Law Enforcement Fund – Prosecutor - 2651	288.14	288.14	
Grants – 2790	15,130.15	15,130.15	
Victims Rights Grant - 2791	45.47	45.47	
Child Care-Circuit/Family - 2921	4,030.61	4,030.61	
Senior Millage – 2950	3,454.52	3,454.52	
Wayland Refunding 2012 – 3670	12.32	12.32	
Delinquent Tax Revolving Fund - 6160	78.58	78.58	
Tax Reversion - 6200	63.99	63.99	
Drain Equip Revolving - 6390	50.00	50.00	
Drain Fund - 8010	1,526,405.56	1,526,405.56	
TOTAL AMOUNT OF CLAIMS	\$1,666.145.10	\$1,666.145.10	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for May 21, 2021 and May 28, 2021.

Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to adopt the report of claims for May 21, 2021 and May 28, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

DISCUSSION ITEMS:

COMMISSIONER TOUR OF COUNTY BUILDINGS

21/ Commissioner DeYoung requested to have Commissioners tour the county buildings. Discussion followed.

Commissioner Thiele requested division of the question.

Moved by Commissioner DeYoung, seconded by Commissioner Jessup to have the Board take a tour of the County buildings on June 3, 2021 commencing at 9:00 A.M. at the County Services Building using a County bus. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner DeYoung, seconded by Commissioner Jessup to have a working lunch at 12:00 at the Dumont Lake Pavilion and to invite county elected officials. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup and Cain. Nays: Thiele and Dugan.

SENIOR SERVICES – AWARD SENIOR PROGRAMS MARKETING SERVICES BID

22/ WHEREAS, The Board of Commissioners and the Commission on Aging have expressed an expectation to increase awareness and utilization of the millage funded programs available through Allegan County Senior Services; and

WHEREAS, consistent with the County's Purchasing Policy, a Request for Proposal (RFP) process was used to solicit competitive bids for marketing services; and

WHEREAS, the Commission on Aging reviewed the plan for this project and made a motion on May 19, 2021 to recommend proceeding with an award to the most qualified low bid vendor.

THEREFORE BE IT RESOLVED that the Board of Commissioners awards the senior millage program marketing services bid to Hosler, LLC dba GreenStreet Marketing of 244 East Michigan Avenue, Kalamazoo, MI 49007 and authorizes payments for these services in a not to exceed amount of \$95,000 for the development and implementation of a marketing plan; and

BE IT FURTHER RESOLVED that the County Administrator is authorized to negotiate and sign any necessary documentation on behalf of the County and the Executive Director of Finance is authorized to perform the necessary budget adjustment to appropriate \$95,000 from the fund balance available in the Senior Millage Fund (#2950) to establish a not to exceed project budget.

BE IT FINALLY RESOLVED that before any marketing materials resulting from this award are released to the public they will be previewed by the Board of Commissioners.

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the resolution as presented and take immediate action.

Moved by Commissioner Storey, seconded by Commissioner Dugan to amend the resolution to include that before any marketing materials resulting from this award are released to the public they will be previewed by the Board of Commissioners. Motion amendment carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

Amended motion to approve the resolution and take immediate action carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

BREAK - 2:59 P.M.

23/ Upon reconvening at 3:08 P.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, Jessup, Dugan and Cain. Absent: DeYoung.

COMMISSION ON AGING - ADOPT AMENDED BY-LAWS

24/ BE IT RESOLVED, that the Board of Commissioners hereby approves the amended by-laws of the Allegan County Commission on Aging, as attached; and

BE IT FURTHER RESOLVED, that these attached by-laws supersede any previously established by-laws.

Moved by Commissioner Thiele, seconded by Commissioner Cain to approve the resolution as presented.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to amend the resolution under Article X - Section C and D to read "...County Administrator or designee." Motion amendment carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

Amended motion to approve the Commission on Aging amended by-laws with the above amendment carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

**BY-LAWS OF
THE ALLEGAN COUNTY COMMISSION ON AGING**

**Article I
Name**

The name of this Commission, created by the Allegan County Board of Commissioners, shall be the Allegan County Commission On Aging, hereinafter referred to as “the COA.”

**Article II
Purposes**

The mission of the COA is “Dedicated to serving Allegan County seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life.”

- A. Develop, coordinate, and facilitate the delivery of programs and services, public and private, that support the independence, maintain the dignity, and preserve the quality of life of Allegan County’s citizens age 60 and over;
- B. Provide leadership, consultation, assistance and outreach to interested groups or individuals to foster the well-being of our aging citizens;
- C. Accumulate, study, and maintain as informational resources data related to aging citizens;
- D. Cooperate and engage in planning with existing public and private organizations to develop and make available needed resources for aging citizens throughout Allegan County;
- E. Disseminate information concerning services and programs related to the social, economic, health, transportation, and housing needs of the aging;
- F. Monitor and evaluate programs and services that support the COA’s purpose;

- G. Recommend how funds are distributed for senior services funded by the Senior Millage and other sources;
- H. Become a member of the Allegan County Multi-Agency Collaborative Council (MACC); and
- I. Perform such other actions as identified by the Allegan County Board of Commissioners to further the welfare, well-being, security, and happiness of Allegan County's citizens age 60 and over.

Article III Members

- A. The COA shall consist of eleven (11) voting members who shall be responsible for governing its actions and achieving its purposes subject to the authority of the Allegan County Board of Commissioners. The members of the COA shall be elected by the Allegan County Board of Commissioners. ~~based on the findings of a review committee which shall consist of the BOC Chair, the COA Chair and the HR Committee Chair.~~
- B. Of the eleven (11) COA members, four (4) members shall be members at large, five (5) members shall be senior citizens age 60 or over, and two (2) members shall be County Commissioners.
- C. To the extent reasonably practicable and subject to requirements otherwise herein contained, members of the COA shall also represent the various geographic areas of Allegan County.
- D. All COA members must be residents of Allegan County or representatives of organizations located in Allegan County dedicated to promoting and safeguarding the welfare of Allegan County senior citizens and supportive of these By-Laws and the purpose of the COA as stated herein.
- E. The terms of office shall be three (3) years in duration. There shall be no term limitation upon a member's service. Terms of office begin on January 1 and end on December 31 of the appropriate year. A member shall declare their intentions to reapply for another term not later than the regularly scheduled COA meeting in September of the last year of

their term. Any member failing to do so will be presumed to have no interest in serving another term.

- F. All COA members are expected to attend all meetings. If a COA member has three (3) meeting absences during a calendar year, the COA may, at their discretion, recommend the member for removal and replacement by the Allegan County Board of Commissioners. All members shall notify either the Chairperson, Vice-Chairperson or if unavailable, leave a message with the Department of Senior Services of their intended absence from a scheduled meeting.
- G. Members of the COA may be removed at will by the Allegan County Board of Commissioners, provided that a written statement of reasons and an opportunity to be heard thereon are provided.
- H. In the event of a vacancy on the COA, such vacancy shall be filled by the Allegan County Board of Commissioners for the remainder of the unexpired term
- I. Newly elected members of the COA shall undergo an orientation session. This orientation will include at a minimum, a review of these By-laws, the policy and procedure manual and an overview of the business conducted over the previous six months.

Article IV Officers

- A. During the COA's annual meeting, officers shall be elected as described below, for the coming year. Nominations will be made from the floor for the following officers:
 - 1. Chairperson: The Chairperson shall preside at all meetings, appoint members to all Special Committees and/or a standing advisory committee once receiving confirmation of all appointments by the COA; and be an ex-officio member of all committees.
 - 2. Vice-Chairperson: The Vice-Chairperson shall perform such duties as may be assigned by the Chairperson; perform the duties of the Chairperson in his/her absence or inability to act

- B. Any officer may be removed from office by a two thirds (2/3) majority vote at a regularly scheduled meeting or a special meeting called for that purpose.
- C. In the event that an office should become vacant prior to the expiration of an officer's term, the COA shall elect a replacement for the unexpired portion of the term by a simple majority vote at the earliest possible meeting.

Article V Committees

- A. The COA may establish Special Committees for defined purposes for specified durations as deemed necessary for the purpose of focusing on development, improvement and/or research of programs and services.
- B. Should the COA determine the need for a special committee; they will, at their inception, have a pre-defined set of vision, mission and values statements. COA members may serve on special committees as they are able; however it is expected that they fully participate and contribute to the project.
- C. All decisions of Special Committees are considered recommendations and must be brought to the COA for recommendation to the Board of Commissioners.

Article VI Meetings

- A. The regular meetings of the COA shall be held once a month at a time and place approved by its members.
- B. A simple majority of the members elected and serving shall constitute a quorum for the transaction of business.
- C. Special meetings may be called by the Chairperson, when deemed necessary. The membership shall receive 24 hours' notice of any special meeting and the reason for it.

- D. There shall be an annual meeting held in January of each year. The purpose of the annual meeting shall be to elect officers, welcome new members, establish the annual meeting calendar, outline progress, review policies and procedures, and conduct any other business as needed.
- E. All meetings of the COA and its committees shall be in accordance with Robert's Rules of Order (official version), unless the By-Laws conflict therewith, in which event the By-Laws shall supersede as long as they are not in conflict with federal or state law.
- F. All meetings of the COA and its committees shall be conducted and noticed in compliance with the Open Meetings Act.
- G. Public comments offered during the public participation portion of regular meetings shall be limited to no more than five (5) minutes per individual with a total of fifteen (15) minutes overall.
- H. Service providers and/or vendors who wish to address the COA may request in advance to be placed on the agenda of a regularly scheduled meeting should time permit; however all presentations shall be limited to no more than fifteen (15) minutes.

Article VII Compensation

- A. All members of the COA that are serving as citizens without compensation or reimbursement by the County or any other organization shall receive a per diem and travel reimbursement at the rate as determined by the Allegan County Board of Commissioners for attending the regular and special meetings of the COA.
- B. Members serving on Special Committees will not receive a per diem or travel reimbursement for attending those meetings.
- C. Members' reimbursement for general travel and other expenses shall be at the rate as determined by the Allegan County Board of Commissioners.

Article VIII Ethics and Conduct

- A. No member of the COA shall be affiliated with a public or private organization that contracts with senior citizens in Allegan County or be involved in any endeavor which would influence the decisions of the COA unless that affiliation is disclosed to and determined by the Allegan County Board of Commissioners to be consistent with the provisions of Article VIII of these by-laws.
- B. Members of the COA and/or any committee shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to agreements or sub-agreements. Members of the COA and/or any committee shall comply with all applicable laws and County policies regarding ethics and conflict of interest. No member of the COA and/or any committee shall participate in the selection or award of a contract, grant, or any other monies awarded by or to the COA if a conflict of interest would be present or if the appearance of a conflict of interest could be present. Such a conflict would include, but is not limited to, a situation where a member of the COA and/or any committee, or a family member, partner, employer or potential employer, has a financial or other interest in a firm or agency selected for an award.
- C. In the pursuit of his/her functions or duties as a member of the COA and/or any committee, no member shall discriminate against any individual or group on any basis prohibited by federal or state law.
- D. All members of the COA and/or any committee shall, to the extent permitted by law (including, but not limited to, the Open Meetings Act, the Freedom of Information Act, and Health Insurance Portability and Accountability Act), maintain confidentiality when discussing information that might reveal personal or confidential information about an individual or group.

Article IX Contracts

- A. The COA shall be authorized to recommend contracts for approval by the Allegan County Board of Commissioners with private and public agencies for the purpose of providing services to senior citizens.
- B. The COA shall have the power to establish COA rules, policies, and procedures, except as they may conflict with applicable law, County Policy, or these By-Laws.

Article X Director of Senior Services

- A. Provides expertise, leadership, and support to the COA.
- B. Oversees day-to-day operations of the Department of Senior Services and carries out the goals and objective of the COA, develop programs, prepares grants, and supervise other Department of Senior Services staff. The Director shall be an ex officio member of all COA committees.
- C. The Director of Senior Services is a County employee under the direct supervision of the County Administrator or designee.
- D. The Director of Senior Services shall work with the COA to prepare and recommend an annual budget to the Board of Commissioners through the County Administrator or designee.

Article XI Finances

- A. The COA shall issue an annual report to the Allegan County Board of Commissioners no later than March outlining activities and services provided during the preceding year.
- B. The COA shall recommend its annual budget to the Allegan County Board of Commissioner for approval through the process established by County policy.

Article XII Amendments

These By-Laws may be amended in whole or in part at any time by a two-thirds vote of all members of the COA at any regular or special meeting of the COA, provided that written notice of such proposed amendment shall be given to all members not less than five (5) days prior to such meeting. Any such amendment shall be subject to approval by the Allegan County Board of Commissioners. The Allegan County Board of Commissioners may amend these By-Laws at any time.

Article XIII Dissolution

The COA may recommend dissolution to the Allegan County Board of Commissioners at any time it deems necessary; however the Allegan County Board of Commissioners may dissolve the COA at any time.

FACILITIES MANAGEMENT - AWARD COURTHOUSE HEAT PUMP BID

25/ WHEREAS, the Allegan County Board of Commissioners (Board) appropriated \$117,000 from the Public Improvement Fund (#2450) in 2021 to fund the continued replacement of aging heat pumps at the County Courthouse; and

WHEREAS, consistent with the County's Purchasing Policy, an RFP process was used to solicit competitive bids for heat pump replacements; and

WHEREAS, with uncertainty about exact costs, itemized bids were solicited for the replacement of 22 heat pumps of which 16 can be replaced within current project budget appropriation; and

WHEREAS, Facilities Management is recommending the replacement of all 22 heat pumps as bid which would require an additional appropriation of \$40,000.

THEREFORE BE IT RESOLVED that the Board hereby awards the 2021 Courthouse Heat Pump Replacement Project bid (#1400-21) to R.W. LaPine of 5140 E. ML Avenue, Kalamazoo, Michigan, 49048, to procure and install 22 heat pumps, and to Grand Valley Automation of 4275 Spartan Industrial Drive, Grandville, MI, 49418 to install 22 new heat pump controls for a total project cost not to exceed \$157,000; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to negotiate and sign any necessary documentation on behalf of the County and the Executive Director of Finance is authorized to perform the necessary budget adjustment to appropriate \$40,000 from the fund balance available in the Public Improvement Fund (#2450).

Moved by Commissioner Thiele, seconded by Commissioner Dugan to approve the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

VOLUNTEER RECOGNITION POLICY CONTINUED

26/ Discussions continued on the draft of the Volunteer Recognition Policy.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to amend item #15 of the draft volunteer recognition policy to read "As such, the County may conduct a volunteer conference once per year either collectively for all County volunteers or by group of related function and may provide modest meal accommodations for attendance which may include up to one guest per volunteer or employee. Total meal expenditures (venue, services, food, gratuity, etc.) provided by the County shall not exceed the amount allowable for meal reimbursement for an employee as outlined in the Budget policy. Example for calculation: 100 volunteers, employees or guests attending a dinner volunteer conference shall not exceed \$1,900 which is 100 times the current dinner rate of \$19." Amendment carried by roll call vote. Yeas: Kapenga, Storey, Jessup, Dugan and Cain. Nays: Thiele. Absent: DeYoung.

Moved by Commissioner Dugan, seconded by Commissioner Cain to amend item #15 of the draft volunteer recognition policy to insert "Donations received consistent with section 16 "Recognition of Volunteers" shall be utilized first for any expenses in this section prior to expenditure of County funds." Amendment carried by roll call vote. Yeas: Kapenga, Storey, Jessup, Dugan and Cain. Nays: Thiele. Absent: DeYoung. Moved by Commissioner Dugan, seconded by Commissioner Cain to accept and adopt the Volunteer Recognition Policy as amended and have the Volunteer Recognition Policy take immediate effect. Motion carried by roll call vote. Yeas: Kapenga, Storey, Dugan and Cain. Nays: Thiele and Jessup. Absent: DeYoung.



**ALLEGAN COUNTY
POLICY**

TITLE: Volunteers

POLICY/PROCEDURE NUMBER: N/A

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: May 27, 2021

1. **GENERAL:** Volunteers are recognized as a valued component of Allegan County Government operations.
2. **VOLUNTEER DEFINITION:** A volunteer is anyone who without compensation or expectation of compensation, beyond allowable reimbursement of direct expenses, performs a task at the direction of and on behalf of Allegan County (County). A volunteer must apply to, and be officially approved by, the County prior to performance of tasks. Volunteers shall not be considered "employees".
3. **EMPLOYEES AS VOLUNTEERS:** The County accepts the services of staff/employees as volunteers. This service is accepted provided that the volunteer service is provided totally without any coercive nature, involves work which is outside the scope of normal staff duties, and is provided outside of usual working hours. Family members of staff are allowed to volunteer with the County. When family members are enrolled as volunteers, to the degree practicable, they will not be placed under the direct supervision of the family member who is an employee.
4. **SERVICE AT THE DISCRETION OF COUNTY:** The County accepts the service of all volunteers at the sole discretion of the County. The County may at any time, for whatever reason, decide to terminate the volunteer's relationship with the County. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the County. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.
5. **VOLUNTEER RIGHTS AND RESPONSIBILITIES:** Volunteers shall be given meaningful assignments, treated with equality, provided effective supervision, and be recognized for work performed. Volunteers shall actively perform their duties to the best of their abilities, consistent with the goals and procedures of the County.
6. **POSITION DESCRIPTIONS:** Prior to any volunteer assignment or recruitment effort, a clear, complete, and current position description outlining the duties and responsibilities must be provided to Human Resources. The position description will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated at least every two years, or whenever the work involved in the position changes substantially.
7. **SUPERVISION:** Each volunteer who is accepted to a position with the County must have a clearly identified employee who is responsible for direct supervision and shall be available to the volunteer for consultation and assistance.
8. **MAINTENANCE OF RECORDS:** Official volunteer personnel records shall be confidentially stored in the Human Resources Department. At a minimum, records shall include volunteer application and background check authorization with the corresponding results.

9. **CONFIDENTIALITY:** Volunteers are responsible for maintaining the confidentiality of all non-public information (examples of such information include, but are not limited to, information related to the Health Insurance Portability and Accountability Act, Law Enforcement Information Network, and Protected Personal Information) whether this information involves a single staff, volunteer, client or other person, or involves overall County business.
10. **DRESS CODE:** As a representative of the County, volunteers are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Dress code will be established by the Volunteer's supervisor. County Volunteers may be provided with a shirt (or other necessary articles of identification which may include badge, uniform, or ID card) for the purpose of identification when providing services. Such articles shall clearly display "Allegan County", "Volunteer" and the County logo (and/or sheriff or court logo, if responsibilities fall within the jurisdiction of law enforcement or justice). Articles must be purchased consistent with County policy including but not limited to the Purchasing Policy and Budget Policy.
11. **SERVICE LOGS:** Each department, with the assistance of the volunteer, shall keep a service log for each volunteer providing services. This log shall include:
 - 11.1 Date of service
 - 11.2 Start / Stop Time of service
 - 11.3 Service activity performed
12. **LIABILITY:** Volunteers are not employees of the County, and provide such services at their own risk. As volunteers are not employees, they are not entitled to any compensation or benefits from the County, including but not limited to worker's compensation, medical insurance, or unemployment compensation unless otherwise provided through law or County policy. The County shall not defend or indemnify the volunteers against liability for the following:
 - 12.1 Intentional, grossly negligent or unlawful acts or allegations thereof,
 - 12.2 Providing false and/or inaccurate information on the County Application for Volunteer Services form.
13. **RECRUITMENT:** Volunteers shall be recruited on a proactive basis, with the intent of expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification shall be the ability to perform tasks on behalf of the County consistent with the applicable position description.
14. **APPLICATION PROCESS & BACKGROUND/HEALTH SCREENING:** Volunteers shall complete a Volunteer Application and agree to a criminal background check. Volunteers who do not agree may be refused assignment. In cases where volunteers will be working with clients with health difficulties, a health screening may be required prior to volunteer assignment. In addition, if there are physical requirements necessary for performance of a volunteer task, a screening or testing procedure may be required to ascertain the ability of the volunteer to safely perform the task.
15. **VOLUNTEER CONFERENCE:** While volunteers may participate in operational meetings as necessary, it is recognized that the time and availability of volunteers may be limited. In an effort to manage an effective volunteer program, it is necessary for the County to provide information and training to volunteers and receive input from them. As such, the County may conduct a volunteer conference once per year either collectively for all County volunteers or by group of related function and may provide modest meal accommodations for attendance which may include up to one guest per

volunteer or employee. Total meal expenditures (venue, services, food, gratuity, etc.) provided by the County shall not exceed the amount allowable for meal reimbursement for an employee as outlined in the Budget policy. Example for calculation: 100 volunteers, employees or guests attending a dinner volunteer conference shall not exceed \$1,900 which is 100 times the current dinner rate of \$19. Donations received consistent with section 16 “Recognition of Volunteers” shall be utilized first for any expenses in this section prior to expenditure of County funds.

15.1 The County may plan a single combined event by extending invitation to all County volunteers.

15.2 If it is determined to conduct individual events, trainings etc. for specific workgroups, the County will strive for consistency in areas such as recognition certificates, awards, food, etc.

16. **RECOGNITION OF VOLUNTEERS:** A simple “thank you” means so much. A thank you says, “We appreciate you.” The County also may administer, and supply all materials for volunteer recognition certificates for specific achievements or general participation in conjunction with or separate from the volunteer conference. Recognition may come in different forms and the related expenses of such likely exceeds the County’s ability to expend public funds. As such, in accordance with the County’s donation section of the Budget Policy, a program is authorized to receive donations and permit the expenditure or distribution of such donations to the extent they assist the County in providing reasonable, non-monetary recognition of volunteers. (Examples include, covering expenses for a guest of a volunteer at a volunteer conference, plaques, awards, modest give-a-ways/prizes pertaining to team building during or outside the volunteer conference.) In general, the program shall be administered consistent with the standards of the County’s Employee Engagement program and employee recognition program.

17. **ENGAGEMENT OF VOLUNTEERS:** The most meaningful forms of engagement should:

17.1 Include volunteers in planning, especially in the development of goals.

17.2 Enable volunteers to work side-by-side with staff and receive ongoing direction.

17.3 Show appreciation toward the achievements of volunteers when contributing to the successful completion of tasks that support the plan and specific goals.

PUBLIC PARTICIPATION - NO COMMENTS

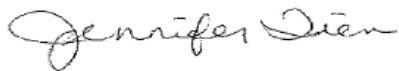
28/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

FUTURE AGENDA ITEMS

29/ Commissioner Cain requested a future agenda item to invite township supervisors affected by FEMA flood plain redrawings together with Emergency Services Director, Drain Commissioner, Drain Engineer and Congressman Upton's staff to discuss flood plain appeals.

ADJOURNMENT UNTIL JUNE 10, 2021 AT 1:00 P.M.

30/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adjourn until June 10, 2021 at 1:00 P.M. The motion carried by roll call vote and the meeting was adjourned at 4:33 P.M. Yeas: 5 votes. Nays: 0 votes. Absent: 2 votes.



Deputy Clerk



Board Chairperson

Minutes approved during the 06/10/2021 Session