

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

OCTOBER 14, 2021 SESSION

JOURNAL 69

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AFTERNOON SESSION

OCTOBER 14, 2021 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 October 14, 2021 at 3:00 P.M. in accordance with the motion for adjournment of September 30, 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 | DIST #5 | TOM JESSUP |
| DIST #2 | JIM STOREY | DIST #6 | GALE DUGAN |
| DIST #3 | MAX THIELE | DIST #7 | RICK CAIN |
| DIST #4 | MARK DeYOUNG | | |

PUBLIC PARTICIPATION - COMMENTS

2/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Jeff Koon of Dorr Township addressed the board with a presentation representing Allegan County Parents for Choice
2. Tyler Carpenter of Otsego continued with the presentation representing Allegan County Parents for Choice
3. Rachelle Smith of Otsego gave the closing remarks for the presentation representing Allegan County Parents for Choice
4. Erin Stepeck of Wayland addressed the board and supports the efforts of the Health Officer in Allegan County and supports the mask mandate
5. Erik Almquist of Fennville addressed the board regarding looking at all sides before taking action

AGENDA - ADOPTED AS PRESENTED

3/ Moved by Commissioner Kapenga, seconded by Commissioner Cain to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

DISCUSSION ITEMS:**DRAFT 2022 BUDGET**

4/ Administrator Sarro highlighted on the procedures that have taken place on the 2022 Budget. Discussion followed on follow-up questions commissioners had on the budget relating to personnel requests.

PRESENTATION - APPORTIONMENT COMMISSION UPDATE

5/ County Clerk/Register Bob Genetski updated that board on the duties and responsibilities of the Apportionment Commission. Based on the criteria in Public Act 261 of 1966 the Apportionment Commission voted on a 5 member map. Discussion followed.

AMEND MEETING AGENDA

6/ Moved by Commissioner Kapenga, seconded by Commissioner Jessup to amend the meeting agenda and put all the remaining discussion items on the evening session. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - NO COMMENTS

7/ 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 OCTOBER 28, 2021 AT 9:00 A.M.

8/ Moved by Commissioner Jessup, seconded by Commissioner Kapenga to adjourn until October 28, 2021 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 5:15 P.M. Yeas: 7 votes. Nays: 0 votes.

EVENING SESSION**OCTOBER 14, 2021 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

9/ 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 October 14, 2021 at 7:00 P.M. in accordance with the motion for adjournment of September 30, 2021, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #1 Commissioner Kapenga.

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 | DIST #5 | TOM JESSUP |
| DIST #2 | JIM STOREY | DIST #6 | GALE DUGAN |
| DIST #3 | MAX THIELE | DIST #7 | RICK CAIN - Left 9:14PM |
| DIST #4 | MARK DeYOUNG | | |

PUBLIC HEARING: 2022 ALLEGAN COUNTY PROPOSED FINAL BUDGET

10/ Deputy Clerk Tien read the Notice of Public Hearing on the 2022 Allegan County Proposed Final Budget that was published in the Allegan County News on September 30, 2021.

PUBLIC NOTICE**2022 ALLEGAN COUNTY PROPOSED FINAL BUDGET**

The Board of Commissioners of the County of Allegan will hold a budget hearing on Thursday, October 14, 2021, for all interested citizens to comment and discuss the proposed budget.

The hearing will take place at 7:00PM in the Board Room, County Services Building, 3283-122nd Avenue, Allegan, Michigan, for the purpose of discussion of the proposed budget. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** The public may also participate in the meeting/public hearing by calling 1-929-205-6099, Meeting ID: 845 3019 7246 and Meeting Password 101421. For other options connecting to the meeting, please visit the meeting calendar website at www.allegancounty.org or contact the County Administrator's Office.

The proposed budget may be examined beginning at noon on October 4, 2021, at www.allegancounty.org under News Media Room or on weekdays at the Office of the Allegan County Administrator (address below), between 8:00AM and 5:00PM. All interested citizens will have the opportunity to give written and/or oral comment.

The County will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the public hearing upon one (1) week notice. Individuals requiring auxiliary aids or services should contact the following in writing or by telephone:

Robert J. Sarro,
County Administrator,
3283 – 122nd Avenue,
Allegan, Michigan, 49010
269-673-0239

Chairman Storey opened the meeting for the public hearing at 7:04 P.M.

Chairman Storey opened the meeting for public input and as there were no comments from the public, he closed the hearing for public participation.

Chairman Storey closed the public hearing at 7:05 P.M.

COMMUNICATIONS

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

1. Kalkaska County resolution opposing mandatory vaccinations and mandatory masks
2. Delta County resolution opposing Senator Shirkey's Gearing Toward Integration Proposal and supporting Pathways Community Mental Health Services program
3. Ingham County resolution supporting current emergency orders as determined by Ingham County Health Officer pursuant to State of Michigan Public Health Code, Public Act 368 of 1978, Section 2453

SEPTEMBER 23, 2021 & SEPTEMBER 30, 2021 SESSION MINUTES – ADOPTED

12/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to approve the minutes for the September 23, 2021 and September 30, 2021 session as distributed. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

MEMORIAM - JUDITH FARRER

13/ Chairman Storey read the memoriam for Judith Farrer to the board:

**ALLEGAN COUNTY BOARD OF COMMISSIONERS
I N M E M O R I A M**

Judith A. Farrer

September 27, 1945 - April 16, 2020

TO THE HONORABLES, THE BOARD OF COUNTY COMMISSIONERS,

Gentlemen:

WHEREAS, our Almighty God in His providence has removed from this life our friend and public servant, Judith Farrer; and

WHEREAS, the members of this Board, recognize and are grateful for her passionate, lifetime commitment to citizenship, and public service in our Allegan County Community. From 1986 to 1995, Judith served as Executive Director of the American Red Cross. From May 23, 2001 to November 7, 2001 she served as the 6th District Commissioner on the Allegan County Board of Commissioners. Judith was also a member of the Local Emergency Planning Committee from January 1, 1996 through July 21, 2006. She also served on the Board of Directors for the Saddle Bag Lake Resort Association and also volunteered for Allegan General Hospital in its Infusion Center where she gave others with cancer hope. Judith knew the toll cancer takes on an individual and was helpful in starting a cancer support group for her community; and

WHEREAS, Judith's joys were founded in family, painting, and gardening. She personally enjoyed working with the Allegan Community Players and the Children's Theatre, where nothing gave her as much joy as working with Cabaret and the wonderful cast, crew, and amazing following.

THEREFORE, BE IT RESOLVED, that we, the Allegan County Board of Commissioners, deploring her loss, not only to her family, but to her friends, to the public and to ourselves, do hereby extend our sincere sympathy to her bereaved family; and in cherishing her memory in respect to her many virtues, we do hereby instruct the Clerk of this Board to properly inscribe a page of this Journal to Judith's memory and present a copy of this resolution to her family.

Dated at Allegan, Michigan, this 14th day of October 2021.

Jim Storey, Board Chairperson

The members of the Board of Commissioners rose for a moment of silence to honor the life and memory of Judith Farrer.

STATE OF MICHIGAN)

COUNTY OF ALLEGAN) ss

I, Bob Genetski, Clerk of the Allegan County Board of Commissioners and Clerk of the County of Allegan, do hereby Certify that the Above Resolution was duly adopted by said Board on October 14th of year 2021.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court in Allegan, Michigan, this 14th day of October, 2021.

Bob Genetski, Clerk-Register

PUBLIC PARTICIPATION - COMMENTS

14/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Terri Beilby of Martin Township addressed the board regarding letting parents have a choice for masks for their children
2. Jason Thomas of Health Township addressed the board regarding keeping children healthy in school
3. Anthony Gutierrez of Dorr Township addressed the board regarding the mask mandates and testing requirements
4. Kayla Pierson of Plainwell addressed the board regarding the negative impacts the masks were having on her children

AGENDA - ADDITIONS

15/ Chairman Storey noted from the afternoon session that the four discussion items were added to the evening session as discussion items #2-5.

Moved by Commissioner Kapenga, 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

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

INFORMATIONAL SESSION - ROAD COMMISSION

17/ Road Commission Managing Director Craig Atwood presented the 2020 Annual Report for the Road Commission.



ALLEGAN COUNTY ROAD COMMISSION

2020 ANNUAL REPORT

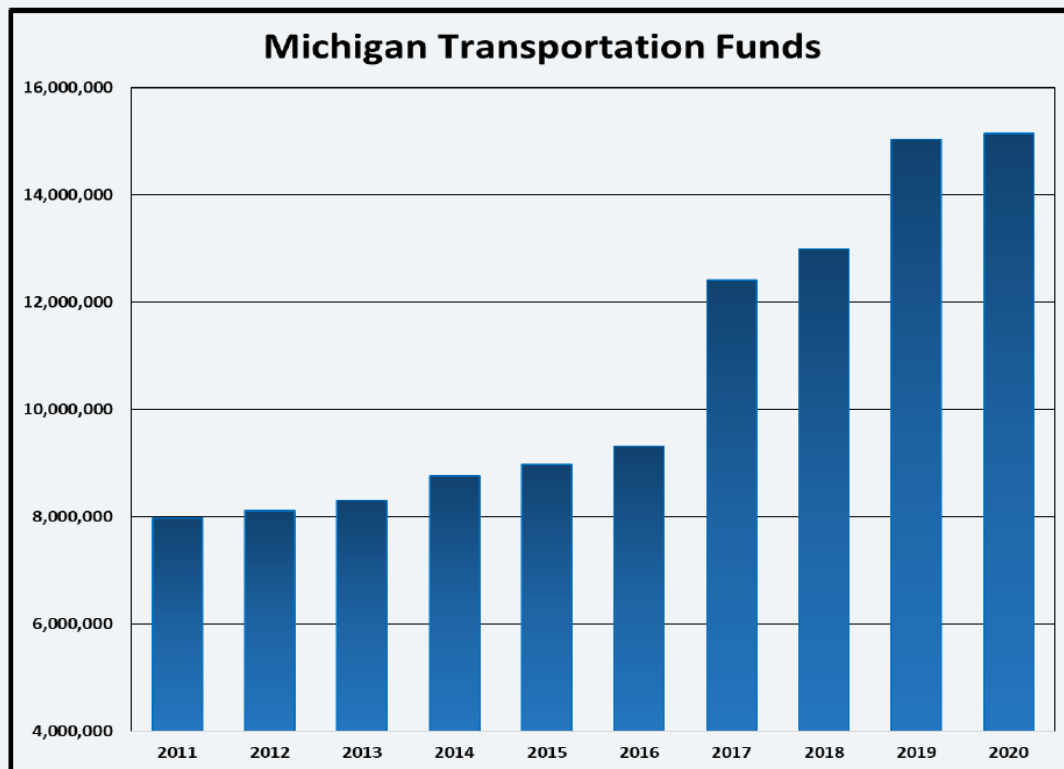
Presentation Topics

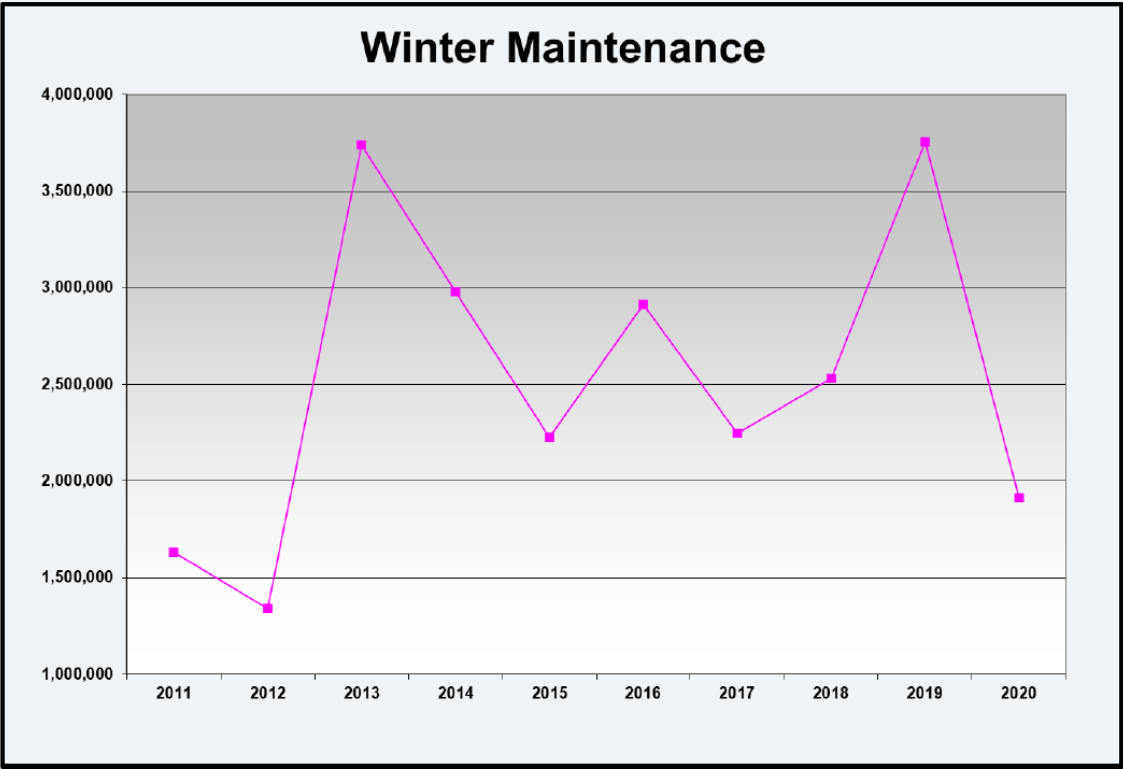
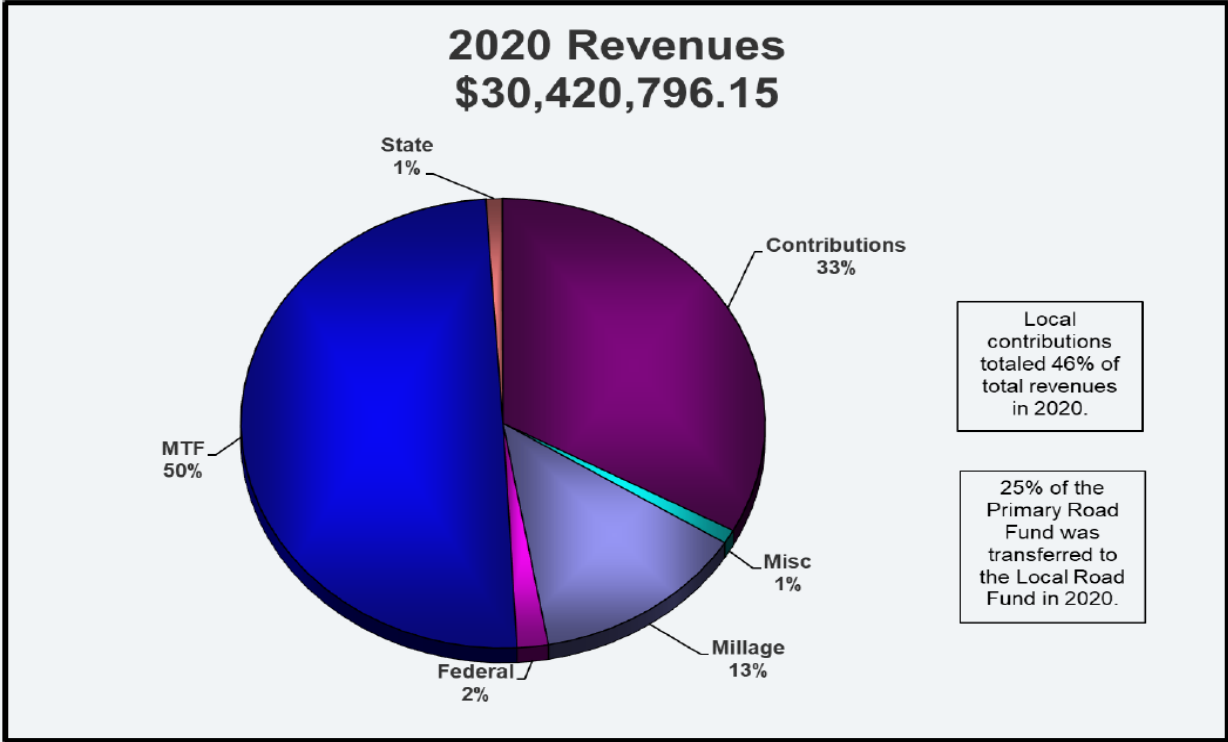
Financial information

Report of progress

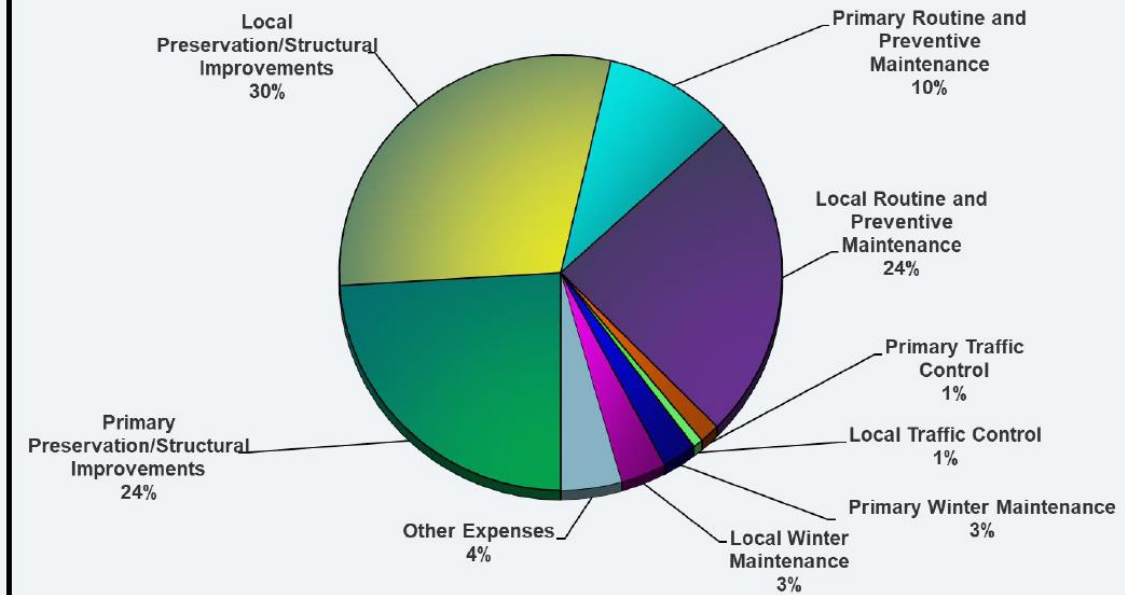
Upcoming projects

Other information





2020 Expenses \$32,761,754.91



Fund Balance

| | |
|--------------------------------|---------------|
| Beginning Fund Balance | \$13,708,990 |
| Total Revenues | \$30,420,796 |
| Total Expenditures | \$32,761,755 |
| Net Revenues over Expenditures | (\$2,340,959) |
| Ending Fund Balance | \$11,368,031 |
| Reserved for Building | \$1,500,000 |
| Reserved for Bond | \$500,000 |
| Unreserved Fund Balance | \$9,368,031 |

*Note: The 2020 budget included higher expenses than revenues and \$905,129 was a loss in MTF revenue due to the pandemic.

Primary Road System

- 23.01 miles resurfaced
- 2.10 miles renovated and paved
- 43.04 miles crack sealed
- 24.17 miles chip and fog sealed
- Spot tree removal was done county wide
- 5 large culverts (36 inches in diameter or greater), and 13 small culverts (30 inches in diameter or less) replaced

Local Road System

- 6.04 miles reconstructed
- 1.00 mile renovated and resurfaced
- 6.18 miles paved with HMA
- 37.52 miles resurfaced
- 6.52 miles crack sealed
- 11.72 miles chip and fog sealed
- 9 large culverts (36 inches in diameter or greater) and 52 small culverts (30 inches in diameter or less) replaced
- 23.10 miles resurfaced with gravel
- Spot tree removal

Upcoming Projects

Road construction projects

- MACC projects in 2022-2026
- Safety project in Dorr Township
- Gravel primary reconstruction

Bridge projects

- 138th east of 28th
- 146th west of 48th
- Possible bridge bundling

Other Information

- ORV Ordinance
- COVID-19 impacts
- Lakeshore Drive updates

ADMINISTRATIVE REPORTS:

18/ Administrator Rob Sarro noted his written report was submitted to Commissioners. Highlights included COVID-19 vaccine Federal mandate, body cameras, courthouse construction project, dispatch position #6, civil and criminal case file scanning, jury management solution, animal shelter project update, Rock Tenn update and Allegan County Transportation recognition.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

19/ **WHEREAS**, Administration has compiled the following claims for October 1, 2021, October 8, 2021 and October 15, 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.

October 1, 2021

| | | | AMOUNT DISALLOWED |
|---|---------------------|---------------------|----------------------|
| General Fund – 1010 | 144,122.12 | 144,122.12 | |
| Park/Recreation Fund - 2080 | 303.02 | 303.02 | |
| Central Dispatch CIP - 2118 | 1,160.00 | 1,160.00 | |
| Friend Of The Court Office - 2151 | 390.06 | 390.06 | |
| Health Department Fund – 2210 | 21,163.64 | 21,163.64 | |
| Transportation Grant – 2300 | 604.61 | 604.61 | |
| Register of Deeds Automation Fund - 2560 | 150.00 | 150.00 | |
| Indigent Defense - 2600 | 5,313.00 | 5,313.00 | |
| Palisades Emergency Planning Facility - 2630 | 927.17 | 927.17 | |
| Local Corrections Officers Training Fund - 2640 | 961.15 | 961.15 | |
| Grants - 2790 | 30,633.48 | 30,633.48 | |
| Victims Rights Grant - 2791 | 105.93 | 105.93 | |
| Sheriff Contracts - 2807 | 115.38 | 115.38 | |
| Child Care – Circuit/Family - 2921 | 1,404.33 | 1,404.33 | |
| Soldiers Relief Fund - 2930 | 1,905.06 | 1,905.06 | |
| Senior Millage - 2950 | 1,245.97 | 1,245.97 | |
| Kal Lake Sewer Water #18 Debt - 3640 | 38,563.63 | 38,563.63 | |
| Delinquent Tax Revolving Fund - 6160 | 1,722.56 | 1,722.56 | |
| Fleet Management - 6612 | 119.99 | 119.99 | |
| Self-Insurance Fund - 6770 | 1,328.03 | 1,328.03 | |
| Drain Fund – 8010 | 49,598.72 | 49,598.72 | |
| TOTAL AMOUNT OF CLAIMS | \$301,837.85 | \$301,837.85 | |

October 8, 2021

| | | | AMOUNT DISALLOWED |
|--|-------------------|-------------------|----------------------|
| General Fund – 1010 | 189,227.29 | 189,227.29 | |
| Park/Recreation Fund - 2080 | 3,465.98 | 3,465.98 | |
| Central Dispatch/E911 Fund - 2110 | 45,930.23 | 45,930.23 | |
| Friend Of The Court Office - 2151 | 252.08 | 252.08 | |
| Health Department Fund – 2210 | 32,955.35 | 32,955.35 | |
| Solid Waste - 2211 | 235.00 | 235.00 | |
| Transportation Grant – 2300 | 714.59 | 714.59 | |
| Capital Improvement Fund - 2450 | 12,560.56 | 12,560.56 | |
| Youth Home CIP - 2465 | 4,994.09 | 4,994.09 | |
| Register of Deeds Automation Fund - 2560 | 134.46 | 134.46 | |
| Indigent Defense - 2600 | 52,851.16 | 52,851.16 | |
| Palisades Emergency Planning Facility - 2630 | 321.59 | 321.59 | |
| Law Library Fund - 2690 | 2,272.12 | 2,272.12 | |
| Grants - 2790 | 8,624.16 | 8,624.16 | |
| Victims Rights Grant - 2791 | 387.89 | 387.89 | |
| Sheriff Contracts - 2807 | 181.29 | 181.29 | |
| Child Care – Circuit/Family - 2921 | 8,530.95 | 8,530.95 | |
| Senior Millage - 2950 | 3,604.72 | 3,604.72 | |
| Tax Reversion 2020 - 6201 | 42.09 | 42.09 | |
| Fleet Management - 6612 | 59.41 | 59.41 | |
| Self-Insurance Fund - 6770 | 492,662.16 | 492,662.16 | |
| Drain Fund – 8010 | 28,109.28 | 28,109.28 | |
| TOTAL AMOUNT OF CLAIMS | 888,116.45 | 888,116.45 | |

October 15, 2021

| | | | AMOUNT DISALLOWED |
|---|------------|------------|----------------------|
| General Fund – 1010 | 50,244.08 | 50,244.08 | |
| Friend Of The Court Office - 2151 | 320.25 | 320.25 | |
| Health Department Fund – 2210 | 42,556.49 | 42,556.49 | |
| Transportation Grant – 2300 | 87,996.65 | 87,996.65 | |
| Multi Agency Collaborative Committee - 2400 | 523.83 | 523.83 | |
| Brownfield Redevelopment Auth. - 2430 | 7,288.00 | 7,288.00 | |
| Capital Improvement Fund - 2450 | 3,330.19 | 3,330.19 | |
| Indigent Defense - 2600 | 365,787.65 | 365,787.65 | |
| Palisades Emergency Planning Facility - 2630 | 447.88 | 447.88 | |
| Local Corrections Officers Training Fund - 2640 | 1,008.00 | 1,008.00 | |
| Justice Training Fund – P.A. 302, 1982 - 2660 | 555.00 | 555.00 | |
| Grants - 2790 | 3,758.00 | 3,758.00 | |

October 14, 2021 Session

| | | | |
|--------------------------------------|---------------------|---------------------|--|
| Sheriff Contracts - 2807 | 375.48 | 375.48 | |
| Child Care – Circuit/Family - 2921 | 17,051.71 | 17,051.71 | |
| Soldiers Relief Fund - 2930 | 5,765.01 | 5,765.01 | |
| Senior Millage - 2950 | 153,709.39 | 153,709.39 | |
| Delinquent Tax Revolving Fund - 6160 | 1,051.43 | 1,051.43 | |
| Drain Equip. Revolving - 6390 | 166.63 | 166.63 | |
| Self-Insurance Fund - 6770 | 25,613.43 | 25,613.43 | |
| Drain Fund – 8010 | 56,415.01 | 56,415.01 | |
| TOTAL AMOUNT OF CLAIMS | \$823,964.11 | \$823,964.11 | |

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for October 1, 2021, October 8, 2021 and October 15, 2021.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adopt the report of claims for October 1, 2021, October 8, 2021 and October 15, 2021. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ACTION ITEMS:

COUNTY OF ALLEGAN – 2022 GENERAL APPROPRIATIONS ACT

20/ WHEREAS, pursuant to MCLA 141.421 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on September 30, 2021, and a public hearing on the proposed budget was held on October 14, 2021; and

WHEREAS, the Board of Commissioners intends to levy and collect the general property tax on all real and personal property within the County upon the current tax roll an allocated millage of 5.1472 mills for County operations, which includes the Allocated Veterans Relief fund; voter approved millage of .4811 for Senior Services, voter approved millage of 0.9760 mills for County Roads, and voter approved millage of .2475 mills for Medical Care Community, for a total millage of 6.8518; and

WHEREAS, the Board of Commissioners has reviewed the recommended balanced budget and through this resolution is appropriating funds through Line Items contained within each budgetary Activity to each Department, as attached, and County officials responsible for the expenditures authorized in the budget may expend the funds up to, but not to exceed, the total appropriation authorized for each Activity and in accordance with the Board approved Budget Policy; and

WHEREAS, the 2022 proposed budget includes the capital and non-capital projects and grant funds received from State, Federal and other sources, as outlined in the attached lists; and

WHEREAS, a comprehensive list of the County's fleet (e.g. vehicles, boats, ATVs, golf carts and trailers), inclusive of the approved funding source, has been reviewed.

THEREFORE BE IT RESOLVED, in cases where there may be benefit financially and operationally, 2022 Capital Projects may proceed effective immediately upon adoption, contingent upon approval by the County Administrator; subsequently, the Executive Director of Finance is authorized to perform necessary budget adjustments; and

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the continuation of current capital projects into 2022, to include the re-appropriation of funding, as detailed as attached; and

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the County Administrator to execute documents related to fleet acquisitions and disposals, including, but not limited to, titles, purchase agreements and registrations; and

BE IT FURTHER RESOLVED, that any action (e.g. purchase, grant, donation) that would serve to increase the total fleet size beyond the annually reviewed fleet list, or a significant change in fleet item (i.e. ATV exchange for Full Size Truck) must be brought before the Board of Commissioners for consideration; and

BE IT FURTHER RESOLVED, the County Administrator is authorized to apply for and accept when awarded all grants included in the 2022 budget submission, as attached; and

BE IT FURTHER RESOLVED, the Board Chairperson and/or County Administrator is authorized to sign any necessary grant documents on behalf of the County, and the Executive Director of Finance is authorized to perform any necessary budget adjustments related to these grants; and

BE IT FURTHER RESOLVED, the portion of any position funded through a grant shall be coterminous with the available program and grant funds; and

BE IT FURTHER RESOLVED, the Board of Commissioners adopts the proposed 2022 budget as the fiscal year 2022 Budget for the County of Allegan; and

BE IT FINALLY RESOLVED, the County Administrator and/or Board of Commissioners shall make any necessary corrections and adjustments to the 2022 Budget in accordance with Board approved County policy.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

740
Allegan County
General Fund Operating Budget
Fiscal Year 2022

| | 2020 Actual | 2021 Projected | 2022 Recommended |
|--|-------------------|-------------------|---------------------|
| Revenues By Source: | | | |
| Taxes (1010.253.401 to 449.98) | 23,599,055 | 24,656,612 | 29,963,630 |
| Licenses & Permits (450.00 to 499.99) | 48,748 | 67,101 | 67,080 |
| State & Federal Grants (500.00 to 599.99) | 2,752,532 | 2,419,576 | 2,491,731 |
| Charges for Services (600.00 to 654.99) | 4,230,342 | 3,542,052 | 3,971,952 |
| Fines & Forfeits (655.00 to 663.99) | 205,169 | 261,150 | 126,150 |
| Interest & Rent (664.00 to 670.99) | 480,351 | 491,744 | 491,744 |
| Other Revenue (671.00 to 698.00) | 2,965,405 | 2,325,966 | 2,777,234 |
| Transfers In / Other Fin Sources (699.03 - FOC, Del Tax) | 607,298 | 282,911 | 82,911 |
| Total Revenues | 34,888,900 | 34,047,112 | 39,972,432 |

| | | | |
|---|-------------------|-------------------|-------------------|
| Expenditures by Function: | | | |
| Legislative (101) | 352,889 | 280,276 | 288,401 |
| Judicial (131 to 169) | 3,793,546 | 4,043,457 | 4,177,463 |
| General Government (170 to 299) | 9,400,348 | 10,583,047 | 11,165,498 |
| Public Safety (300 to 439) | 11,555,972 | 12,507,185 | 13,500,033 |
| Public Works (440 to 499) | 131,242 | 224,896 | 227,426 |
| Health & Welfare (500 to 699) | 358,856 | 356,757 | 424,336 |
| Recreation & Cultural (700 to 799) | 50,000 | 50,000 | 55,000 |
| Other (851 to 890) | 1,385,598 | 2,196,053 | 2,649,213 |
| Transfers Out (900 to 999) | 7,302,308 | 5,201,769 | 8,463,971 |
| Total Expenditures | 34,330,759 | 35,443,440 | 40,951,341 |
| Net of Revenues/Expenditures | 558,141 | (1,396,328) | (978,909) |
| Beginning Fund Balance | 5,972,425 | 6,530,566 | 5,134,238 |
| Ending Fund Balance | 6,530,566 | 5,134,238 | 4,155,329 |
| Fund Balance as a Percent of Expenditures | 19.02% | 14.49% | 10.15% |

| | | | |
|------------------------------|------------|------------|------------|
| Expenditures by Type: | | | |
| Personnel (701 to 726) | 20,782,188 | 22,491,960 | 23,887,576 |
| Operating (727 to 969) | 6,246,263 | 7,749,711 | 8,599,794 |
| Transfers Out (999) | 6,956,213 | 4,855,674 | 8,117,876 |
| Capital (970-998) | 346,095 | 346,095 | 346,095 |
| | 34,330,759 | 35,443,440 | 40,951,341 |

2021 General Fund Revenues - Proposed

| <u>Activity</u> | <u>Title</u> | 2020 Actual | 2021 Projected | 2021 Proposed |
|-----------------|---|-------------------|-------------------|-------------------|
| 001 | TRANSFER IN | 607,298 | 282,911 | 82,911 |
| 131 | CIRCUIT COURT | 16,428 | 11,300 | 14,300 |
| 136 | DISTRICT COURT | 1,395,854 | 1,520,000 | 1,459,000 |
| 148 | PROBATE COURT | 37,451 | 39,670 | 39,670 |
| 149 | FAMILY COURT JUDICIAL | 144,692 | 64,500 | 119,500 |
| 152 | PROBATION-DISTRICT COURT | 185,734 | 220,000 | 155,000 |
| 201 | FINANCE DEPARTMENT | 126,000 | 125,000 | 0 |
| 215 | CLERK | 422,753 | 337,080 | 337,080 |
| 225 | EQUALIZATION | 9,022 | 16,175 | 16,175 |
| 229 | PROSECUTING ATTORNEY | 1,526 | 7,500 | 7,500 |
| 236 | REGISTER OF DEEDS | 1,606,548 | 1,093,100 | 1,603,100 |
| 253 | TREASURER | 28,493,070 | 28,515,670 | 34,393,706 |
| 259 | NETWORK SYSTEMS | 54,960 | 22,414 | 22,414 |
| 261 | FACILITIES MANAGEMENT - COURTHOUSE | 0 | 0 | 0 |
| 262 | 911/CENTRAL DISPATCH (FACILITIES) | 0 | 40 | 40 |
| 263 | FACILITIES MANAGEMENT - HUMAN SERVICES | 196,165 | 198,594 | 198,594 |
| 264 | FACILITIES MANAGEMNET - MCF BUILDING | 218,787 | 300,300 | 300,300 |
| 265 | FACILITIES MANAGEMENT | 3,976 | 1,000 | 1,000 |
| 266 | FACILITIES MANAGEMENT-MAIL/COPY SERVICE | 35,297 | 21,000 | 16,000 |
| 267 | FACILITIES MANAGMENT-ACC BUILDING | 0 | 0 | 0 |
| 268 | FACILITIES MANAGEMENT -CMH CLINIC | 78,085 | 72,000 | 72,000 |
| 269 | FACILITIES MANAGEMENT SHERIFF/JAIL | 0 | 200 | 200 |
| 270 | FACILITIES MANAGEMENT-COUNTY SERVICES | 71,883 | 75,300 | 75,300 |
| 271 | FAC MGMT-TRANSPORTATION BLDG | 0 | 0 | 0 |
| 275 | DRAIN COMMISSIONER | 26,394 | 47,797 | 48,297 |
| 301 | SHERIFFS DEPARTMENT | 54,979 | 55,311 | 54,690 |
| 303 | WEMET-SHERIFFS DEPT. | 23,108 | 24,000 | 24,000 |
| 305 | ENFORCEMENT/SECONDARY ROAD PATROL | 118,682 | 120,000 | 115,000 |
| 314 | AUXILIARY SERVICES | 12,356 | 30,000 | 30,000 |
| 315 | DETECTIVE SERVICES | 884 | 0 | 0 |
| 331 | MARINE LAW ENFORCEMENT | 68,100 | 70,000 | 70,000 |
| 351 | JAIL | 523,144 | 358,500 | 353,000 |
| 352 | INMATE PROGRAMS | 47,718 | 103,750 | 84,500 |
| 403 | LAND INFORMATION SERVICES (LIS) | 2,209 | 2,000 | 2,000 |
| 426 | EMERGENCY MANAGEMENT | 33,663 | 32,000 | 32,000 |
| 427 | L.E.P.C. | 0 | 0 | 0 |
| 430 | ANIMAL CONTROL | 0 | 0 | 0 |
| 448 | MONUMENTATION PROGRAM | 74,688 | 90,000 | 74,000 |
| 630 | SUBSTANCE ABUSE | 197,251 | 190,000 | 171,155 |
| 681 | VETERANS SERVICES | 195 | 0 | 0 |
| 728 | ECONOMIC DEVELOPMENT | 0 | 0 | 0 |
| Total | | 34,888,900 | 34,047,112 | 39,972,432 |

2022 General Fund Expenditures - Proposed

| <u>Activity</u> | <u>Title</u> | 2020 Actual | 2021 Projected | 2022 Proposed |
|-----------------|--|-------------|----------------|---------------|
| 101 | BOARD OF COMMISSIONERS | 352,889 | 280,276 | 288,401 |
| 131 | CIRCUIT COURT | 626,345 | 664,032 | 679,348 |
| 136 | DISTRICT COURT | 1,467,327 | 1,561,363 | 1,736,259 |
| 141 | FRIEND OF THE COURT | 1,265 | 0 | 0 |
| 147 | JURY BOARD | 1,695 | 6,806 | 6,638 |
| 148 | PROBATE COURT | 455,291 | 476,458 | 492,695 |
| 149 | FAMILY COURT JUDICIAL | 696,814 | 731,476 | 740,645 |
| 150 | GUARDIAN/CONSERVATORS | 12,780 | 43,500 | 43,500 |
| 151 | PROBATION-CIRCUIT COURT | 7,143 | 7,480 | 7,480 |
| 152 | PROBATION-DISTRICT COURT | 512,886 | 537,217 | 455,773 |
| 166 | FAMILY COUNSELING SERVICES | 12,000 | 15,125 | 15,125 |
| 172 | ADMINISTRATIVE DEPARTMENT | 331,970 | 347,713 | 339,395 |
| 191 | ELECTIONS | 239,945 | 219,900 | 247,893 |
| 201 | FINANCE DEPARTMENT | 414,080 | 436,458 | 459,421 |
| 202 | AUDITING | 51,000 | 56,000 | 56,000 |
| 215 | CLERK | 666,059 | 708,406 | 709,038 |
| 225 | EQUALIZATION | 421,673 | 586,515 | 571,866 |
| 226 | HUMAN RESOURCE DEPARTMENT | 420,534 | 458,783 | 553,101 |
| 228 | VICTIMS RIGHT ACT | 0 | 0 | 0 |
| 229 | PROSECUTING ATTORNEY | 1,411,370 | 1,539,022 | 1,754,789 |
| 236 | REGISTER OF DEEDS | 294,717 | 339,184 | 345,860 |
| 253 | TREASURER | 521,244 | 575,176 | 654,826 |
| 256 | ADMINISTRATION LEGAL COUNSEL | 0 | 193,303 | 217,223 |
| 257 | COOPERATIVE EXTENSION | 99,384 | 98,939 | 100,918 |
| 258 | PROJECT MANAGEMENT | 199,731 | 207,373 | 213,690 |
| 259 | NETWORK SYSTEMS | 1,306,429 | 1,390,898 | 1,443,974 |
| 260 | FACILITIES MANAGEMENT - ANIMAL CONTROL | 28,293 | 33,219 | 33,219 |
| 261 | FACILITIES MANAGEMENT - COURTHOUS | 348,321 | 324,855 | 364,301 |
| 262 | 911/CENTRAL DISPATCH (FACILITIES) | 96,273 | 149,588 | 170,341 |
| 263 | FACILITIES MANAGEMENT - HUMAN SERV | 222,422 | 272,974 | 248,817 |
| 264 | FACILITIES MANAGEMNET - MCF BUILDIN | 217,423 | 297,800 | 293,800 |
| 265 | FACILITIES MANAGEMENT | 700,775 | 703,468 | 754,350 |
| 266 | FACILITIES MANAGEMENT-MAIL/COPY SE | 201,453 | 192,321 | 193,146 |
| 267 | FACILITIES MANAGMENT-ACC BUILDING | 9,428 | 13,000 | 0 |
| 268 | FACILITIES MANAGEMENT -CMH CLINIC | 13,351 | 18,000 | 18,000 |
| 269 | FACILITIES MANAGEMENT SHERIFF/JAIL | 563,924 | 649,613 | 652,357 |
| 270 | FACILITIES MANAGEMENT-COUNTY SERV | 118,059 | 148,352 | 149,337 |
| 272 | FACILITIES MANAGEMENT-COUNTY SVC C | 59,461 | 47,388 | 39,600 |
| 273 | FACILITIES MANAGEMENT - YOUTH HOM | 42,325 | 78,500 | 78,500 |
| 275 | DRAIN COMMISSIONER | 310,193 | 399,934 | 401,633 |
| 291 | RECORDS MGT | 90,511 | 96,365 | 100,103 |
| 301 | SHERIFFS DEPARTMENT | 5,026,525 | 5,139,373 | 5,745,263 |
| 303 | WEMET-SHERIFFS DEPT. 1/1 → 9/30 | 108,981 | 119,043 | 112,538 |
| 305 | ENFORCEMENT/SECONDARY ROAD PATRO | 334,291 | 343,203 | 357,876 |
| 314 | RESERVES | 38,297 | 79,554 | 81,136 |
| 315 | DETECTIVE BUREAU | 703,766 | 711,398 | 835,307 |
| 316 | COURTHOUSE SECURITY | 205,085 | 550,460 | 275,701 |
| 331 | MARINE LAW ENFORCEMENT | 118,379 | 144,234 | 107,039 |
| 351 | JAIL | 4,258,860 | 4,568,399 | 3,959,963 |
| 352 | INMATE PROGRAMS | 324,500 | 356,594 | 366,045 |
| 353 | JAIL HEALTH | 0 | 0 | 1,142,923 |
| 401 | PLAT BOARD | 58 | 959 | 959 |
| 403 | LAND INFORMATION SERVICES (LIS) | 183,130 | 200,749 | 217,252 |
| 426 | EMERGENCY MANAGEMENT | 120,189 | 128,087 | 129,938 |
| 427 | L.E.P.C. | 34,241 | 37,437 | 38,733 |
| 430 | ANIMAL SHELTER | 99,670 | 125,645 | 127,310 |
| 431 | LIVESTOCK CLAIMS | 0 | 2,050 | 2,050 |
| 441 | DEPARTMENT OF PUBLIC WORKS | 11,331 | 12,896 | 13,426 |

2022 General Fund Expenditures - Proposed

| <u>Activity</u> | <u>Title</u> | 2020 Actual | 2021 Projected | 2022 Proposed |
|-----------------|---------------------------------|-------------------|-------------------|-------------------|
| 445 | DRAINS-PUBLIC BENEFIT | 45,223 | 117,000 | 140,000 |
| 448 | MONUMENTATION PROGRAM | 74,688 | 95,000 | 74,000 |
| 630 | SUBSTANCE ABUSE | 0 | 0 | 0 |
| 636 | COMMUNICABLE DISEASES | 335 | 7,500 | 7,500 |
| 648 | MEDICAL EXAMINER | 248,523 | 226,250 | 265,000 |
| 681 | VETERANS SERVICES | 109,998 | 123,007 | 151,836 |
| 728 | ECONOMIC DEVELOPMENT | 50,000 | 50,000 | 55,000 |
| 851 | EMPLOYEES OTHER FRINGE BENEFITS | 1,000,598 | 1,294,783 | 1,447,943 |
| 865 | INSURANCE AND BONDS | 385,000 | 385,000 | 385,000 |
| 890 | CONTINGENCIES | 0 | 516,270 | 816,270 |
| 970 | TRANSFERS OUT-MENTAL HEALTH | 346,095 | 346,095 | 346,095 |
| 981 | TRANSFERS OUT-OTHER | 6,956,213 | 4,855,674 | 8,117,876 |
| Total | | 34,330,759 | 35,443,440 | 40,951,341 |

RESOLUTION OF SUPPORT FOR UPDATING PART 115, MICHIGAN'S SOLID WASTE LAW

21/ WHEREAS, the Michigan Department of Environment, Great Lakes, and Energy has been working with a wide range of stakeholders to substantially update and amend Part 115, Michigan's solid waste statute, to prioritize sustainable materials management, specifically the recovery and diversion of discarded materials for productive use; and

WHEREAS, Allegan County's last Solid Waste Plan was updated and approved in 2000 and is overdue for an update; and

WHEREAS, Allegan County would receive funding to facilitate a new planning process, in which all pertinent local stakeholders would work to update the county's plan under the updated system; and

WHEREAS, plans will be required to show how progress will be made to meet established benchmark recycling standards and State recycling goals based on the needs and interests of the county as determined by local participants; and

WHEREAS, these new plans will be designated as Materials Management Plans, reflecting the shift in priorities to reduce the disposal of resources; and

WHEREAS, Part 115 updates aim to support sustainable materials management methodologies such as recycling, composting, anaerobic digestion, and other beneficial utilization activities, by:

- I. Incentivizing counties to set recycling goals and plan for holistic discards management.
- II. Consider and plan for the development of facilities necessary to manage these materials in ways that protect human health and the environment, as well, as making materials available for remanufacturing.
- III. Making funding available with the goal of tripling Michigan's recycling rate. The funding would cover:
 - a. County Materials Management Planning,
 - b. Recycling infrastructure development,
 - c. Development of markets for recyclable materials, and
 - d. Education to help residents use recycling systems effectively;
 and

WHEREAS, Allegan County would benefit from a fresh take on waste, funded planning, and state grants, including funding for:

- I. Improved recycling infrastructure and services
- II. Public education; and

WHEREAS, Public Act 588 enrolled in the 2018 Legislative makes annual funding available to support the amendments proposed to Michigan Solid Waste Laws.

THEREFORE BE IT RESOLVED that Allegan County Board of Commissioners supports the substantial update of Michigan solid waste laws, Part 115, for the advancement of local, county, regional, and state recycling goals and county materials management planning.

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

DISCUSSION ITEMS:**EMERGENCY MANAGEMENT - ADOPT MULTI-JURISDICTIONAL HAZARDS MITIGATION PLAN**

22/ WHEREAS, Allegan County Emergency Management has updated the Allegan County Hazards Mitigation Plan with the assistance of a contractor, ATSI Environmental, resulting in the FEMA approved 2021 update; and

WHEREAS, the plan is compliant with planning criteria contained in 44 CFR Section 201.6, as authorized under the Disaster Mitigation Act of 2000; the related regulations and pertinent materials and guidance provided by FEMA for the interpretation of these regulations; and

WHEREAS, the Allegan County Hazards Mitigation Plan was forwarded to FEMA and passed federal review on September 21, 2021.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby adopt the updated Allegan County Hazards Mitigation Plan, as presented.

Moved by Commissioner DeYoung, seconded by Commissioner Thiele to take immediate action and approve the resolution as amended during discussions. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

2022 BOARDS & COMMISSIONS PER DIEM

23/ Administrator Sarro reviewed the Per Diem/Mileage table with the Board.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to table discussion on the Boards & Commissions Per Diem/Mileage table until November 4, 2021 and to have Administration update the per diem table for all non statutory boards by increasing the per diem to be \$5/half day and \$10/full day.

Moved by Commissioner DeYoung, seconded by Commissioner Cain to amend the Per Diem/Mileage table to have all boards increased to \$50/half day and \$100/full day. Motion amendment carried by voice vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

Final Motion to table discussion on the per diem/mileage until November 4, 2021 and to have Administration update the table to reflect \$50/half day and \$100/full day carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup and Cain. Nays: Thiele and Dugan.

PARKS & RECREATION - APPROVE LETTER OF SUPPORT RELEASE

24/ BE IT RESOLVED that the Board of Commissioners approves the request from the Parks Manager to release the attached letter of support on behalf of the County.

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

INSERT LETTERHEAD

September 13, 2021

To Whom It May Concern:

On behalf of Allegan County Parks, Recreation and Tourism, I am writing to express support for creating a quality, safe, accessible bicycle & XC ski trail system in areas of the Allegan County State Game area not already in use and that would align with the mission of the DNR for the State Game Area. This effort is consistent with the goals and objectives below from within the Allegan County Board of Commissioners approved Parks 5-Year Recreation Plan.

- Goal 2: Provide safe, broad community-based recreation opportunities, facilities and programs that improve the overall quality-of-life year round for all Allegan County residents and tourists.
 - Objectives
 - Add recreational opportunities/amenities, which fall in line with the purpose of the park and are based upon recreation needs, trends, and input from the community.
 - Continue efforts to find and enhance recreation opportunities throughout Allegan County
 - Create more winter recreation opportunities, such as cross-country skiing, sledding and snowshoeing.
- Goal 3: Provide leisure time activities with special consideration given to improving health, wellness and fitness.
 - Objectives
 - Provide both passive and active activities for a variety of ages and abilities of the community.
 - Expand healthy lifestyle, physical fitness and wellness programs, educating residents about the benefits of this lifestyle.
- Goal 4: Provide non-motorized and/or multi-use pathways/waterways for recreational and transportation use.
 - Objectives
 - Expand non-motorized and/or multi- use pathways/waterways through Allegan County with a focus upon linking parks, schools, neighborhoods, cities, business areas, regional trails and local destination points.
 - Support the efforts of trail groups (Friends of the Blue Star Trail, River to River trail committee, etc.) to connect Allegan County to parks, schools, neighborhoods cities, business areas, regional trails and local destination points.

Based on alignment with these goals and objectives, to include increasing community based recreation opportunities, increased tourism, economic growth and public health improvements, Allegan County Parks, Recreation and Tourism supports your effort to move this project forward.

Sincerely,

Brandy Gildea
Parks Manager

**BROWNFIELD AUTHORITY - APPLY/ACCEPT FY2022 ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS COMMUNITY-WIDE ASSESSMENT GRANT**

25/ BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the request from the Allegan County Brownfield Authority, to apply for and accept when awarded, the Brownfields Community-Wide Assessment grant offered through the Environmental Protection Agency FY2021, in the amount of up to \$500,000 to assess sites with contamination by hazardous substance and/or petroleum; and

BE IT FURTHER RESOLVED that the County Administrator be authorized to use up to \$3,000 from the Local Revenue Sharing Fund (#2470) fund balance for an environmental consultant to update the FY2021 proposal and meet the FY2022 grant guidelines; and

BE IT FINALLY RESOLVED that the Board Chairperson and/or the County Administrator are authorized to make any final revisions to text prior to submission and sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

TELEWORK UPDATE

26/ Commissioner Kapenga addressed the board. He contacted local surrounding counties in the area and found most counties are fully back to work. His three questions were: 1) should the County Administrator be back at work? 2) what percentage of employees should be back to work? 3) if it makes sense to not have employees return to work should we sell buildings?

Administrator Sarro noted the county has had a telework policy in place since August 1, 2007. Discussion followed.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to table discussion on the Telework policy and add as a discussion item on the October 28, 2021 agenda. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

**Allegan County
Administrator**

Robert J. Sarro



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

MEMORANDUM

October 14, 2021

TO: Board of Commissioners
RE: Telework

On Thursday, September 23, 2021, during the regular meeting of the Board of Commissioners, Commissioner Kapenga requested the topic of remote work be added to a future agenda. In trying to understand the information needed to support a productive discussion and in my recollection of already providing updates on this topic, I inquired as to what specific concerns or additional information may be needed. Through discussion, only a few points were brought to light of which I have addressed below:

1. **(Kapenga) Senior/Veteran Services voice menu indicates remote work and a three day response time** – In reviewing this matter, the greeting indicated that a return call will be made as soon as possible and definitely within three working days. The greeting also indicated the office was working remotely. The message was put in place under the initial mandate requiring staff to work offsite. The message was very similar to that of State agencies. Unfortunately, the greeting was not updated after last year to reflect the change that staff was conducting on-site work (consistent with the update provided to the Board in October of 2020). The message was updated on September 24 (the next day after this was brought to attention). Finally, it was confirmed that when Commissioner Kapenga called for assistance, notwithstanding the voice menu greeting, a call-back occurred quickly and the requested information was provided.
2. **(Cain) Administrative visits to the Courthouse** – Administration understands the value in visiting our buildings and we try to do so regularly, although not as much as we would like to. In the weeks leading up to the September 23 meeting, I have personally worked at the County Services Building and visited or attended meetings in the Human Services Building, Sheriff's Department and Courthouse, albeit with the least time at the Courthouse. I have visited the Courthouse three times since the September 23 meeting. I observed offices utilizing some degree of a hybrid approach to on-site work and telework in a number of different ways (some more scheduled, some as needed, some not at all unless urgent). This is consistent with the information shared with the Board in June during a special meeting on the topic of staffing plans. Leaders that I could visit with did not express concerns with central services and in relation to staffing plans. Concerns in one area related to problems generally not reported through the escalation procedures. As such, I followed up with an in-person meeting with that department and provided direct assistance. It is important to note that based on the Board's desire for increased delegation, a number of administrative personnel are regularly at the buildings relative to their own duties, or on my behalf.
3. **(Cain) Buildings are Empty?** – I have not observed this concern directly. For over a year, every area has been required to have on-site personnel. I have observed offices

occupied at a reduced level and have also observed increased work availability through remote access. Reiterating information shared in October of 2020, it has already been demonstrated that existing space can be reallocated, in part resulting from telework and in part from other changes in the workforce patterns. It makes sense to address the County's space needs through innovation and process change wherever possible in order to avoid the operating and capital expenses that would be required to expand the County's existing footprint. It is also important to note that certain buildings have significantly less County employees than other buildings. When you consider the number of administrative employees that do not work consistently at their desk (due to field work, meetings, etc.), even when on-site, it would not be accurate to gauge work output or space utilization simply by workspace occupancy at any one point in time.

4. **(Kapenga) What are other employers doing regarding telework?** – State departments and agencies continue to support some level of telework, including the Department of Licensing and Regulatory Affairs, Department of Health and Human Services and the Department of Transportation. In fact, the local MDHHS office is only 25% or less on-site. Michigan Works is also at a level of 25% or less. Local employers including Perrigo and Haworth have reported during community updates they will continue to utilize telework options. Internally, each office (Courts, Elected and Appointed) provided their plans to the Board in June and those remain consistent with several using some degree of telework options. Other Counties, including Calhoun, Kalamazoo, Ottawa, also report continued use of telework.

5. **Overall Update on Allegan County Telework** – You may recall that a telework policy has actually been in place for many years at the County for use as needed and for specific positions. A policy/procedure dates back to 2007. The policy was updated to reflect current practices in October of 2020. Since the last update to the Board on June 3, 2021, telework has continued to be successfully leveraged in different ways based on each areas' needs and positions. It is important to note that no individual employee, to my knowledge, is currently "required" to work remotely unless there are underlying issues such as having symptoms of an illness. Based on October 12, 2021, meeting with Courts and Elected officials, the information from the June 3 minutes remains accurate and was confirmed as follows:
 - a. All areas have a willingness to consider telework under urgent circumstances (e.g. illness, quarantine, etc.)
 - b. All areas have maintained at least limited on-site presence of staff since the start of the pandemic.
 - c. All areas have maintained adequate on-site staff for service functionality particularly over the past year. There has been no reporting of empty buildings or even departments on a regular basis. (However, given the nature of work in certain departments, it should be expected that workspaces and sometimes complete areas will be vacant regardless of telework usage, due to injury/illness, Paid Time Off, meetings and field work.
 - d. Some areas report full on-site reporting for work other than for urgent or planned circumstances, including the Prosecutor, District Court, Drain and Clerk/Register. Some commonly reported reasons for on-site needs are to access physical files, in-person traffic and handling of cash.
 - e. Some areas report on-going use of varying degrees of a hybrid schedule (time on-site and off-site based on employer, employee and customer needs) including Divisions of Circuit Court, Probate Court, Sheriff Clerical Division, Treasurer, Finance, Admin, HR, IS, Health, Central Dispatch Admin, Parks, Senior/Veteran Services, Equalization, and Public Defenders. Generally, staff rotate to provide a

full balance of on-site and remote needs to the benefit of the customers, employer and employee.

- f. Many areas have positions that must be predominately on-site such as maintenance, custodial, on-site technical support, various court functions, law enforcement, corrections, dispatch, etc. However, there may still be opportunities for occasional training, specific tasks, or urgent/planned leave that may include some degree of telework.
6. **How telework is best managed** – The current policy provides guidance and best practice towards managing telework. Among other benefits, telework, in balance, is good for recruiting, providing affordable and accessible services, and being efficient and cost effective. As with any process it has challenges that must be managed as well. From an administrative perspective, several tools are utilized to effectively manage telework including time sheets, results logs, work order systems, Zoom, Microsoft Teams and Cisco Jabber all aimed at tracking results and remaining engaged. In general, reliance on physical presence alone as an indication of performance is not recommended. Whether employees are on-site or teleworking, effective managers should remain engaged and focus on establishing clear goals and expectations, recognize when those are met and provide appropriate coaching when they are not met.

Please see the previous updates to this communication from October 8, 2020, December 10, 2020, and June 3, 2021 (Attachment A) as well as the Telework Analysis paper submitted by Human Resources and Operations (Attachment B) and the Telework Policy (Attachment C). Administration continues to monitor the Telework Policy. If a Commissioner has a particular service related issue or learns of an issue, please report it to the appropriate Executive Director or escalate to me with specific details (date, time, individuals involved, etc.) and the matter will be reviewed.

**Previous Board Updates:
October 8, 2020 (Reprint)**

Board Meeting Inquiry RE: Executive Orders – At the end of the September 24, Board Meeting, a question was raised regarding the status/expiration of Executive Orders as they may relate to remote work and other workplace restrictions. The County Administrator was directed to follow up in writing rather than address the question during the meeting as a motion to adjourn was ready to be made.

In review of the Orders, even the most recent Orders still contain the following language:

“Remote work. Except in Region 6, any work capable of being performed remotely (i.e., without the worker leaving his or her home or place of residence) must be performed remotely. Although not required, in Region 6, any work capable of being performed remotely should be performed remotely.”

There is not a specific expiration of these orders. The overall Declaration of the State of Emergency has been extended through October 27 (under the Emergency Management Act). However, the declarations and related orders are made pursuant to two different laws, the Emergency Management Act being the one that requires the declaration and the periodic renewals and the other being the Emergency Powers of the Governor Act. Under the more general act the orders were intended to continue even if the declaration was unable to be renewed.

On Friday, October 2, 2020, the Michigan Supreme Court held that "the executive orders issued by the Governor in response to the COVID-19 pandemic lack any basis under Michigan law." The Court indicated that its decision "leaves open many avenues for the Governor and Legislature to work together" to address the challenges posed by the pandemic. Importantly, the Court's order does not affect the Michigan Department of Health and Human Services (MDHHS) orders, which require organizations to have many of the same health and safety protocols in place as required by the Governor's executive orders.

The provisions regarding remote work were also included in the MDHHS emergency order of July 30 which at this time is understood to still be enforceable.

Administrative work location and schedules are not necessarily tied directly to the Executive Orders. No significant changes in work location and scheduling is planned to occur. No services under Administration have been shut down, all buildings in which administrative offices exist have remained available to customers with some representative staff available on-site at all times. This has recently been reviewed with the Executive Team. There is accountability for time and work performed consistent with the Administrative Policy. There have been no current issues reported. If a commissioner has a particular service related issue or learns of an issue please report it to the appropriate Executive Director or escalate to me with specific details (date, time, individuals involved, etc.) and the matter will be reviewed.

It was referenced within the commissioner's inquiry that perhaps there is an opportunity to make more efficient use of building space. Administration agrees with this observation and recommends the Board continue its facility master planning discussions.

December 10, 2020 (Reprint)

Telework – During the October 22, Board Meeting, there was a concern that remote work was causing some of our increased numbers related to wellness reporting and health care claims for anxiety and depression. There was also a concern raised that remote work has caused employees to be less productive.

Some research was found related to the above concerns, Harvard Business Review information was found regarding pro's and con's on productivity while teleworking, their summary states: Researchers studied knowledge workers in 2013 and again during the 2020 pandemic lockdown and found significant changes in how they are working. They learned that lockdown helps people focus on the tasks that really matter. They spent 12% less time drawn into large meetings and 9% more time interacting with customers and external partners. Lockdown also helped people take responsibility for our own schedules. They did 50% more activities through personal choice and half as many because someone else asked them to. Finally, during lockdown, people viewed their work as more worthwhile. The number of tasks rated as tiresome dropped from 27% to 12%, and the number we could readily offload to others dropped from 41% to 27%.

There are some drawbacks regarding remote work. However, the new socially distanced mode of working in most organizations will continue for some time. The good news for knowledge workers from the first phase of this experiment is that lockdown has helped better manage and prioritize schedules to favor the most value-added work. The challenge — as we move into the next phase where some face-to-face meetings are allowed — will be to bring back the informal and social elements of office life that are so vital to organizational and individual success.

According to the authors of, *What 12,000 Employees Have to Say About the Future of Remote Work*, remarkably, instead of finding a collapse in the functioning of business due to remote work during the COVID19 epidemic, their research reveals something few might have predicted: employees perceive that their productivity has predominantly stayed the same or even improved.

While this is a subjective productivity indicator, the data is still striking. Some 75% of employees said that during the first few months of the pandemic they have been able to maintain or improve productivity on their individual tasks (such as analyzing data, writing presentations, and executing administrative tasks). On collaborative tasks (including exchanges with coworkers, working in teams, and interacting with clients), the number is lower. But even so, more than half—51%—of all respondents said they have been able to maintain or improve their productivity on collaborative tasks. What's more, this applies across geographic areas as well as to both remote employees and those who have remained mostly onsite—indicating that changes to the ways of working are having an impact across the board.

As stated in the Harvard article the social elements of office life that are so vital to organizational and individual success need to be understood. To understand these element the BCG article dug more deeply into the data. And they focused their analysis on collaborative tasks because, as their survey revealed, in this new remote or hybrid world, collaborative work seems harder and appears to generate the most concern among employers—many of whom assume teams need to meet in person to collaborate. They found four factors that correlate with employee perceptions of their productivity on collaborative tasks, whether working remotely or onsite: social connectivity, mental health, physical health, and workplace tools.

An impressive 79% of respondents who indicated they are satisfied or doing better on all four of these factors said they have been able to maintain or improve productivity on collaborative tasks. In contrast, employee dissatisfaction with a high number of these factors is cause for concern. When we looked at respondents who are dissatisfied or doing worse on at least three factors, only 16% (from a small sample size, with a confidence interval of +/- 3% at 80% confidence) said they have been able to maintain or

improve productivity. That's a difference of almost 400%! Despite shifting hours and duties, based on the US. News, nearly all companies, 90%, said that productivity has remained the same or actually improved since employees began working remotely.

There is no doubt that Allegan County is seeing an increase in anxiety and depression and, the pamphlet offered by the American Psychiatric Association mentions this phenomena and provides employers how to help employees. This pamphlet can be found at: <http://workplacementalhealth.org/getmedia/fd8a9b98-b491-4666-8f27-2bf59b00e475/Working-Remotely-During-COVID-19-CWMH-Guide>.

In summary, most of the articles found support telework and believe it will continue past the current COVID19 pandemic. These articles suggest that employers need to create the transitions between onsite and remote work as smooth as possible, giving employees a cohesive experience that feels designed, not random, and allows them to perform at their best whether onsite or working remotely.

The COVID19 crisis has presented a once-in-a-lifetime opportunity to reinvent the workplace. Things that might once have seemed impossible have proved surprisingly workable. With collaborative productivity essential to innovation, the changes will enable organizations to become more competitive. And given employee desires for flexibility, the changes will also allow organizations to recruit and retain the best talent.

Moreover, focusing on well-being and social connectivity will serve another important purpose: helping employees to recover faster from what, for so many people, has been a traumatic, painful, and stressful period. And that is not only good for business—it is good for people.

SOURCES:

Dahik, A., Lovich, D., Kreafler, C., Bailey, A., Kilmann, J., Kennedy, D., . . . Wenstrup, J. (2020, October 07). What 12,000 Employees Have to Say About the Future of Remote Work. Retrieved November 16, 2020, from <https://www.bcg.com/en-us/publications/2020/valuable-productivity-gains-covid-19>

Julian Birkinshaw. (2020, September 01). Research: Knowledge Workers Are More Productive from Home. Retrieved November 16, 2020, from <https://hbr.org/2020/08/research-knowledge-workers-are-more-productive-from-home>

Lardieri, A. (2020, August 24). One-Third of Companies Will Have Half of Workforce Remote Post-Pandemic, Study Finds. Retrieved November 16, 2020, from <https://www.msn.com/en-us/money/smallbusiness/one-third-of-companies-will-have-half-of-workforce-remote-post-pandemic-study-finds/ar-BB18k3vx>

Working Remotely During COVID-19: Your Mental Health & Well-Being. (n.d.). Retrieved November 16, 2020, from <http://workplacementalhealth.org/getmedia/fd8a9b98-b491-4666-8f27-2bf59b00e475/Working-Remotely-During-COVID-19-CWMH-Guide>

For more information regarding the above, please contact Vickie Herzberg, Executive Director of Human Resources at vherzberg@allegancounty.org.

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ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JUNE 3, 2021 SESSION

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MORNING SESSION**JUNE 3, 2021 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met at Dumont Lake Park on June 3, 2021 at 12:38 P.M. in accordance with the motion for adjournment of May 27, 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 | - PRESENT | DIST #5 | TOM JESSUP | - PRESENT |
| DIST #2 | JIM STOREY | - PRESENT | DIST #6 | GALE DUGAN | - PRESENT |
| DIST #3 | MAX THIELE | - PRESENT | DIST #7 | RICK CAIN | - ABSENT |
| DIST #4 | MARK DeYOUNG | - PRESENT | | | |

DISCUSSION ITEMS:**FACILITIES PLANNING**

2/ Chairperson Storey opened the meeting for round table to Elected Officials and Honorable Judges to receive feedback regarding building conditions and operations.

Honorable Chief Bakker & Judge Kengis (48th Circuit Court):

- Courts maintained operations throughout the pandemic.
- Friend of the Court remains at a distance with the need for social distancing with clientele.
- Working on social distancing for jury trials (118 Jury Trials on log)
- Entering Phase III
- Per Supreme Court ruling, courts will continue to wear face masks
- Concerned people may just "roll the dice" (thinking trial may not happen) on trial, when people see trials will actually happen they may change their position.
- Stacking cases pushes stacks of subpoenas to be served by Sheriff's Office. A lot of collaboration amongst the offices.

Honorable Judge Kengis (48th Circuit Court):

- Keep in mind the ability to work remote is a new piece to recruiting and keeping people.

Sheriff Frank Baker (Law Enforcement):

- Corrections follow Michigan Department of Corrections, no major issues or outbreaks.
- Operations were maintained throughout the pandemic
- Early in pandemic did stagger schedule for officers, otherwise pretty normal.
- Lobby has been limited and had to shut down tele-visits from the lobby (did remote tele-visits).
- Lobby is now open, still appointments for fingerprinting.

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- Clerical did remote, likely will still continue (hybrid).
- Tele-visits still closed, looking for how to open backup.
- Stopped having volunteers in corrections during early pandemic, re-evaluating this as things open.
- Trying to incorporate more technology in GED program e.g. tablets, etc.

Prosecuting Attorney Myrene Koch:

- Early in pandemic did hybrid remote. Due to challenges with files, etc. switched to onsite since May 2020 with limitations on outside individuals entering office.
- Staff has been great.
- Joey is back in office which has been helpful for morale.
- Fully staffed, 1 more position coming for 2022 which will share office.
- Backlogged in cases.
- Challenges with storage space, still water issues from roof/ceiling.

Drain Commissioner Denise Medemar:

- Started hybrid in office early in pandemic; back in office since June 2020.
- Spacing works well, did Board of Review (Assessments) outside.

Treasurer Sally Brooks:

- Remote & hybrid, still doing hybrid which works well. Something to be said about flexibility of remote as long as service is available onsite.
- Busy workload.

County Clerk/Register of Deeds (ROD) Bob Genetski:

- Been operational since start of pandemic.
- Did some remote (maybe 3 weeks) but ultimately full onsite.
- Offering services outside to public when possible.
- Believes public has moved on from COVID.
- Staff was a little short for a while but they are just now starting to regulate with new staff.
- Busy traffic onsite especially for Concealed Pistol Licenses.

County Administrator Rob Sarro:

- Maintained operations throughout pandemic.
- Offices based on the discretion of service area leaders will continue to move forward with hybrid.
- Encouraged leaders if there are any identified issues/gaps in service to escalate those to a manager and if needed right up to the Executive Directors/County Administrator.

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ADJOURNMENT UNTIL JUNE 10, 2021 AT 9:00 A.M.
3/ Moved by Commissioner Thiele seconded by Commissioner Dugan to adjourn until June 10, 2021 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 1:29 P.M. Yeas: 6 votes. Nays: 0 votes. Absent: 1.

Berkey Blaine
Deputy Clerk

James M. Stacey
Board Chairperson

Minutes approved during the 06/24/2021 Session

June 3, 2021 Session

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October 14, 2021 Session

Telework Analysis

October 14, 2021

By: Vickie Herzberg, Executive Director of Human Resources
and Steve Sedore, Executive Director Of Operations

1.0. EXECUTIVE SUMMARY - TELEWORK

Allegan County's vision is to provide our citizens superior and innovative services, be judicious and efficient in the expenditure of resources and promote a safe, clean and healthy environment in which to live, work and play. To achieve this vision and ensure Allegan County continues to progress and prosper, we MUST support a united and engaged workforce and continuously improve our processes in efforts to maintain financial stability, to ultimately provide valuable and necessary quality services to our customers. The County's telework strategy leverages all these factors by maximizing efficient use of shared spaces, implementing mobile technologies to be able to perform duties from anywhere, maintain consistent communications, deliver quality services at any time, and foster health and wellness opportunities for employees to work in a space where they can maximize results.

2.0. TELEWORK CLARIFICATION

When it comes to working away from the office there are 3 common concepts – work from home, telecommuting (or often called telework) and remote work. Though they are all related, they are different. Think of them as bookends. On one side, you have Work from Home which is an allowance to a singular location other than your corporate office. On the other end of the spectrum is remote work, which is generally defined as the ability to be anywhere in the world. In many cases this does not have a requirement to come back to the office. In the middle is Telework. It balances both concepts – the flexibility to work where you can with the opportunity to come back to the office as needed. Allegan County adopted Telework as its official terminology because that expression encompasses what we have already put into practice.

3.0. TELEWORK AT ALLEGAN COUNTY

As technology developed and became much more cost effective, the telework concept expanded to the deployment of laptops, Wi-Fi access points, high speed cellular data services, remote office telephone/voicemail systems, and remote

desktop/applications solutions. Allegan County employees now have the ability to access any County electronic resource from anywhere, at any time and from any device. The new modern office environment is anywhere you need it to be.

Over the years, many service areas and employees have been able to take advantage of this mobility, both in short term and long term situations. It has been especially beneficial for service areas providing support outside of normal business hours, like Information Services, Facilities Management and the Sheriff's office. It has also been highly effective for employees on disability or who could not be physically in the office to still engage in work tasks to provide continuity of services.

Fast forward to March, 2020 when the COVID-19 Pandemic hit and the organization was notified that non-essential workforce needed to work remotely. The progressive strategic development in telework gave Allegan County the knowledge to deploy technology quickly and efficiently mobilized 75% of the workforce within 10 days. Telework technologies were also able to be leveraged to continue to hold public meetings and court proceedings virtually.

During the COVID-19 Pandemic, Administration understood the significance of the remote work policy and the necessity to maintain a workforce that was flexible. We revisited the original remote work policy to ensure it clearly defined telework, accountability and expectations. The policy was updated and then presented to the Board of Commissioners in early 2021. It continues to drive results in an innovative way and leverages the extensiveness of Internet access and remote technology to balance opportunities to work effectively from anywhere.

While managing the possibility of telework we also kept in mind the requirements for Allegan County, which was:

- 1) Not every position or person will be able to take advantage of this policy.
- 2) We have to ensure that the employees working environment is conducive to their activities and ergonomic so as to not cause injury from extended periods of work. This really boils down to proper education on ergonomics, not geography.
- 3) We have to stay results oriented and monitor for accountability. This is true regardless of where you are working.

The updated Telework Policy has been used extensively throughout the Pandemic. It was created to maintain a balance of employee engagement, process improvement,

customer service and financial stability. Also, strategically Allegan County staff understands that if we maintain the ability to work remotely everyone must be productive, accountable and results oriented.

4.0. TELEWORK – FOR AND AGAINST

Like any tool, telework isn't a one-shoe-fits-all or all-or-nothing solution and may not be suitable for every position, situation or organization. There are certain functions within an organization often better performed onsite. Detailed analysis must be performed on each position to determine the reality of a telework scenario and where it may fall within the spectrum. In most cases, a hybrid solution often works best leveraging work that must be done on premise with what can be done remotely.

Opponents to teleworking strategies often cite limited communication and reduced productivity as reasons to not employ it in their environments. They claim that their employees have less personal contact with managers, making supervision more difficult. They also claim that there are more disruptions at home, resulting in reduced productivity. Often these claims are more about perception and bias than actuality. With proper technology, process and protocols, supervisors can maintain a high degree of productivity and employees remain connected not only to their office, but the organization in general. Tools such as instant messaging and video conferencing applications, improve communication as most telework people remain in one spot for lengths of time as opposed to transition from meeting room to meeting room. Most instant messaging applications also have presence notifications to indicate when an employee has left their terminal, thereby saving time that would have otherwise been spent traveling to an on premise employee's desk. As for productivity, maintaining clear work expectations, measuring performance output, and holding employee to account are tactics each supervisor should be using not just for their remote work staff but also for on premise staff to help ensure results are being generated.

According to a 2010 U.S. Census Bureau study, 13.4 million people worked at least one day at home per week, a 35% increase from a decade prior¹. Within the this past decade, the Census Bureau estimates this number to have grown to between 20 to 30 million Americans, a 50-125% increase from 2010. In August of 2020, the U.S. Bureau of Labor study showed that 1 in 4 people employed teleworked or worked from home². Teleworking remains a highly employed strategy across the country

and has been identified as a serious marketing challenge to hiring and retaining employees. Several communities like Harmony Minnesota, Lincoln Kansas, and Tulsa Oklahoma have begun offering cash incentives to entice people to move there, if their position allows them to telework³. As reported by the National Association of County (NACo), county governments have begun following suit by offering their own incentive programs to attract new employees⁴.

According to Capers Jones in Software Productivity Research, Tom DeMarco and Tim Lister in their study about how the office environment affects programming productivity, and Stephen Jenkins in a study on the effects of interruptions on programmers, the following statistics and observations have been found:

- personnel with a shared work environment will face 4-6 interruptions on average every hour. Some examples of interruptions include: email, phone calls, unscheduled questions and discussions, social chat, instant messaging, visual/auditory distractions, urgent work requests, etcetera.
- after dealing with the interruption, it also takes 15 minutes to mentally recover from the interruption that took place.
- not only do these interruptions take a toll on your productivity, but your mental state as well.
- the toll on the worker's mental state due to the cumulative effect of all of these interruptions is rather disturbing: an average worker's functioning IQ falls ten points when distracted by ringing telephones and incoming emails.

Studies performed by Allegan County's Executive Director of Operations resulted in very similar experiences for the County's Information Services web developer. Within a 4 hour window of scheduled programming time, this individual experienced an average of 3 interruptions per hour. It was also found that this person was actually only achieving an average of 50% of scheduled time in effective coding. This resulted in programming projects taking at least twice as long to complete as they should.

Undersheriff Larsen reports similar findings, "Our Team Coordinators have been working remotely since March of 2020. We have noticed a significant increase in efficiency due to fewer distractions from foot traffic in the office. This foot traffic was not necessarily a distraction due to non-work related issues, but questions and requests for reports, documents and other things. Those requests are now done by email and are better able to be handled through time management, not on the spot. We have brought one clerical back into the office on a rotating basis, week by week. This helps with processing packets for court and other things, but the others

remain working remotely when it's not their turn in the office. We plan to continue this method indefinitely.”

Though telework may not be suited for every employee or every manager, it is an effective means that countless agencies have employed for decades and continues to embrace moving forward.

5.0. CONCLUSION

The Pandemic was and remains a significant event which taught Allegan County many lessons. One lesson taught was that many service areas could remain productive working remotely. Even as COVID restrictions are lifting, several of these areas are continuing to use telework as a tool to assist them in remaining flexible and productive, they include: Sheriff Department, Treasurer's Office, Friend of the Court, Administration, Human Resources, Information Services, Project Management, Finance Service Area, Central Dispatch Administration and Probate Court Administration.

The success of a telework policy cannot be measured by employee engagement alone. It must be balanced by all considerations, above all it must meet objectives related to all strategic goals. One example of this is financial stability. If employees in the County Administrative building are allowed to work remotely, staff from the Courthouse can move out and move into the vacated office space. This will have the effect of alleviating space needs for example at the Courthouse. In the end could save the County millions of dollars because it would not need to build another office building. It is our recommendation that this policy remain a tool that leaders can use to support the organization.

6.0. RESOURCES

1. US Census Bureau, 2010, "Home Based Workers", <https://www.census.gov/programs-surveys/sis/resources/visualizations/homebased-workers.html>
2. US Bureau of Labor, September 15, 2020, "One-quarter of the employed teleworked in August 2020 because of COVID-19 pandemic", <https://www.bls.gov/opub/ted/2020/one-quarter-of-the-employed-teleworked-in-august-2020-because-of-covid-19-pandemic.htm>
3. Commercial Café, October 7, 2020, "U.S. Cities & States Incentivizing Remote Workers", <https://www.commercialcafe.com/blog/cities-states-incentivizing-remote-workers/>

4. Looker, Rachel, November 23, 2020, "*Moving incentives draw remote workers*", <https://www.naco.org/articles/moving-incentives-draw-remote-workers>

| | |
|------------------|------------------------------|
| Category: | Administrative Policy |
| Number: | AD2 |
| Approved: | August 1, 2007 |
| Revised: | September 1, 2020 |
| Subject: | TELEWORK POLICY |

1.0 Introduction:

- 1.1 This Policy applies to all employees of Allegan County ("County").
- 1.2 This Telework Policy ("Policy") applies to telework location arrangements with employees whether on a continuous basis (teleworking on an ongoing regular basis for specific days of the week or all days of the week) or for a specific, limited period of time (e.g., to accommodate work through a mild illness). A telework location is an environment not physically maintained by the County.
- 1.3 Telework is not an employee right or benefit, and may be discontinued by the County for any reason at any time.
- 1.4 Administrative Policies are rules intended to further define Board approved County Policy. The County Administrator will be responsible for administering and/or implementing changes to the provisions outlined in this administrative policy.
- 1.5 The Allegan County Board of Commissioners has established expectations through its Policy # 207 – General Employee Professional Standards, specifically section #13 relating to work schedules.

2.0 Telework Activities:

- 2.1 To be telework eligible, an employee must, among other things: (1) have portable job duties; (2) have a suitable working environment and equipment (equipment includes, but is not limited to furniture, computing devices, telephone, internet, supplies); (3) be able to work independently and productively; (4) possess the necessary computing skills commensurate with the tasks to be performed; and (5) have minimal need for specialized materials or equipment.
- 2.2 Employees may be granted the opportunity to telework at the discretion and approval of their supervisor. Such requests must be made in advance.
- 2.3 Some positions are more suitable for telework than others. The employee's supervisor will consider the availability of work, activities, functions and tasks of a position as well as the job performance, work habits and abilities of the employee in determining whether a telework

arrangement is appropriate. Supervisors shall ensure availability of services during regular working hours are maintained.

- 2.4 The supervisor will establish the employee's work schedule and expected tasks to be completed while teleworking. Telework performance will be subject to the same standards as onsite performance, which includes compliance with the County's performance management plan. Following telework days (or periodically if teleworking on an ongoing basis) the employee will review work performed with the supervisor to ensure expectations were sufficiently met. The employee shall disclose any factors that may interfere with their ability to perform their job.

3.0 Telework Worksite:

- 3.1 A telework site must be safe, clean and conducive to the work being performed and shall be conducive to a reasonably timely response in the event the employee is needed to report to the County worksite. In general, the default telework site shall be the employee's home. Any change in location whether temporary or ongoing must approved by the employer in writing in advance.
- 3.2 While teleworking, the employee must be reachable via telephone, instant message, or e-mail during their assigned work schedule. The employee shall notify assigned office staff if leaving the telework site, just as the employee would inform the receptionist or sign out when leaving the regular County worksite during the workday.
- 3.3 The employee is responsible for all operating, maintenance and any other costs associated with the use of the telework location. This includes, but is not limited to, electricity, environmental heating and cooling, high speed internet access, telephone, and ergonomic desk and chairs.
- 3.4 In the event of an emergency or other service interruption at a telework site affecting the ability of the employee to perform their duties, the employee will notify the supervisor as soon as possible. The employee may be assigned to the regular County worksite or an alternate work site.

4.0 County Equipment, Supplies, Software and Telephone/Internet Connection:

- 4.1 The County will provide standard office supplies (pens, paper, pencils, etc.). Out-of-pocket expenses for supplies normally available at the regular County worksite will not be reimbursed. The employee will need to acquire supplies while at the regular County worksite.
- 4.2 In general, consistent with the requirements of 2.1, employees are expected to utilize their own equipment for teleworking, equipment already assigned to them by the County for normal work, or equipment temporarily loaned by the County for short-term telework.

- 4.3 In unusual situations where the County determines it is in the best interests of the County, the County may provide certain equipment, supplies, software or telephone/internet connectivity necessary for the employee to perform the desired telework. Any such items must be approved by and purchased through Information Services.
- 4.4 Equipment, hardware, software and other devices furnished by the County will remain the property of the County and subject to the County's Acceptable Use Policy. County-owned software shall not be installed on employee-owned hardware. Employee-owned software shall not be installed on County-owned hardware.
- 4.5 County-provided items and services may be used only for official County business and must be returned to the County immediately upon termination of the telework arrangement or upon request by the County. Employees using County equipment must take reasonable care to ensure the equipment's safety and performance. Repair and/or replacement costs for County-owned equipment used during teleworking is the responsibility of the County for normal use and wear. Situations where repair/replacement is needed as a result of negligence or deliberate damage will be dealt with on a case by case basis.
- 4.6 All requests for services or items relating to this section shall be submitted to Information Services utilizing the standard request for support procedures and shall be submitted well in advance (generally two weeks) of the expected telework implementation.

5.0 Safety and Security:

- 5.1 Employees teleworking are responsible for protecting the privacy and confidentiality of County data at telework locations the same as they are at the regular County worksite. Employees needing restricted-access information while teleworking must discuss the need with their supervisor before taking the information offsite. Additional levels of security may need to be applied to comply with security policy.
- 5.2 Data created and/or maintained on a non-County owned computing device (i.e., laptop, desktop, tablet, cell phone, etc.) for the purpose of County business is subject to the County's information security policies and records management and retention policies. This means proper security, retention and disposal procedures are required and the data remains the property of the County.

6.0 County Policies:

- 6.1 Whether or not specifically stated in this Policy, telework employees are subject to the same policies applicable to employees at the regular County

worksite. This includes, but is not limited to, employment policies, information security policies, and records management and retention policies.

- 6.2 Telework employees remain subject to Paid Time Off (PTO) policies and procedures. Telework is not intended to or permitted to circumvent the use of PTO or other leave types when a circumstance would typically require such use.
- 6.3 Employees equipped to telework and are at least periodically performing telework shall not be eligible for closure pay unless otherwise determined by the County to not be able to perform duties on a closure day.

7.0 Liability:

- 7.1 The County is not liable for injuries to third persons, including family members, at the telework site.
- 7.2 The County is not liable for damages to the employee's personal or real property.

8.0 Workers' Compensation:

- 8.1 The employee is covered by workers' compensation laws during the performance of official County business at the telework site during work hours.
- 8.2 The employee must report work-related injuries immediately to the supervisor and will comply with all County reporting requirements established for the purpose of reporting such claims.

ELECTIONS - BOARD OF CANVASSERS

27/ Chairman Storey opened nominations to fill the 4-year term on the Board of Canvassers; term to expire 10/31/2025.

Commissioner Dugan nominated Carolyn Ladenburger of 2723 106th Ave, Allegan - Republican Position

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to close the nominations and cast a unanimous ballot for Carolyn Ladenburger as nominated. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

Chairman Storey opened nominations to fill the 4-year term on the Board of Canvassers; term to expire 10/31/2025.

Commissioner Thiele nominated Mary Horton of 3658 109th Ave, Allegan - Democratic Position

Moved by Commissioner Thiele, seconded by Commissioner Jessup to close the nominations and cast a unanimous ballot for Mary Horton as nominated. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

PUBLIC PARTICIPATION - COMMENTS

28/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Scott Beltman of Hopkins addressed the board and thanked the Road Commission on the ORV Ordinance and requested more roads be opened for ORV use
2. Marcia Beltman of Hopkins addressed the board and thanked them for passing the ORV Ordinance for the seniors of Allegan County

FUTURE AGENDA ITEMS

29/ Commissioner Thiele requested discussion on November 4, 2021 regarding an email that was received by commissioners on county counsel inquiries.

ADJOURNMENT UNTIL OCTOBER 28, 2021 AT 1:00 P.M.

30/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to adjourn until October 28, 2021 at 1:00 P.M. The motion carried by roll call vote and the meeting was adjourned at 9:35 P.M. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

Jennifer Duen

Deputy Clerk

James M. Storey

Board Chairperson

Minutes approved during the 10/28/2021 Session