

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, FEBRUARY 16, 2021 – 5:00 P.M.
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

Pursuant to State of Michigan's Public Health Order, this meeting will be held using remote participation via Zoom Meeting.

Meeting link for the Public is [here](#). Password is boc16

Telephone access: 1-312-626-6799. Webinar ID: 859 6416 8191 Passcode: 184541

Public Comments may be submitted to the Board of Commissioners Deputy Clerk at lisa_sanders@monroemi.org until 3:00 p.m. on Tuesday, February 16, 2021 to be included as part of the public record for this meeting. Click [here](#) for the required format.

ASL Interpreters are available by request. Please click [here](#) to request an accommodation. Requests for accommodation must be submitted by 8:00 a.m. on Monday, February 15, 2021.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
Led by Commissioner Moore
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (02/02/2021 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
 1. Demonstration of the County's Geographic Information System (GIS) Property Data Exchange-Mr. Jeff McBee, Director, Planning & Community Engagement Department
- IX. FINANCE MATTERS
 1. Approval of the 02/17/2021 Accounts Payable Current Claims Report in the amount of \$633,795.44

X. CONSENT AGENDA

1. Approval of Non-Claims
 - a. Check Register dated 02/05/2021 in the amount of \$479,032.02
 - b. Check Register dated 02/12/2021 in the amount of \$550,253.08
2. The Operations Committee recommends to the Full Board the following from the 02/08/2021 committee meeting:
 - a. Letter dated January 6, 2021 from Ms. Kim Comerzan, Health Officer/Director requesting approval to add/fill a full time Public Health Technician position with funding from the 2021 Health Department budget. The position is currently filled through Southeastern Michigan Health Association (SEMHA).
 - b. Letter dated February 1, 2021 from Sheriff Troy Goodnough, Monroe County Sheriff's Office outlining 2021 reorganization plan for Sheriff's Office with the following: (i) transitioning the majority of police officers from eight (8) hour shifts to twelve (12) hour shifts, (ii) creating 3 command officer positions at the rank of Lieutenant with no backfill of 1 Sergeant and 2 deputy positions; the number of funded positions and certified officers remain the same.
 - c. Letter dated January 28, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting eight (8) updated County policies for consideration and approval. Includes a summary matrix of the policies recommended and the suggested updates for each policy.
 - i. Policy 101-Organization and Structure of County Policies
 - ii. Policy 201-Preparation of Agendas for Board of Commissioners Meetings
 - iii. Policy 202-Preparation & Distribution of Agendas for County Boards & Commissions (New Policy)
 - iv. Policy 203-County Resolutions, Special Tributes and Certificates
 - v. Policy 204-Conflicts of Interest
 - vi. Policy 302-Claims Against the County
 - vii. Policy 307-Employee Expense Reimbursement
 - viii. Policy 608-Drugs, Narcotics & Alcohol

XI. COMMUNICATIONS

Board Action:

1. Letter dated February 8, 2021, from Sergeant David Buchko, Monroe County Sheriff's Office, requesting approval to apply for the Fiscal Year 2021 Marine Safety Grant to the Michigan Department of Natural Resources in the amount of \$29,739.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

1. Update on County Response to COVID-19 Pandemic Emergency
 - a. Public Health-Health Officer Kim Comerzan
 - b. Jail & Law Enforcement Operations-Jail Administrator Julie Massengill
 - c. County Operations-Administrator/CFO Michael Bosanac

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
FEBRUARY 2, 2021

I. CALL TO ORDER

The Monroe County Board of Commissioners held a regular meeting regular meeting on Tuesday, February 2, 2021 by electronic video/teleconference via Zoom Meeting pursuant to the Michigan Public Health Department's orders. Chairman Brant called the meeting to order at 5:00 p.m.

II. ROLL CALL

Roll call by Deputy Clerk, Lisa Sanders, as follows:

PRESENT		ABSENT
David Hoffman	Sharon Lemasters	
Mark Brant	David Swartout	
Dawn Asper	Greg Moore, Jr.	
George Jondro	Henry Lievens	
Randy Richardville		

A quorum being present, the Board proceeded to conduct business.

III. PLEDGE OF ALLEGIANCE

Commissioner Moore led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Lisa Sanders led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Asper, supported by Commissioner Lievens to approve the February 2, 2021 agenda as presented.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Sharon Lemasters			
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

VI. APPROVAL OF MINUTES (01/19/2021 Regular Meeting Minutes)

Motion by Commissioner Lemasters, supported by Commissioner Swartout to approve the minutes of the January 19, 2021 Regular Meeting as presented and waive the reading thereof.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Sharon Lemasters			
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

VII. PUBLIC COMMENT—None

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATIONS

1. Monroe County Sewage Disposal System Bond Authorizing Resolution, Monroe County Sewage Disposal System Bonds (Ida-Raisinville Sewage Disposal System), Series 2021 (Limited Tax General Obligation) in amount not to exceed \$850,000.
 - a. Letter dated January 25, 2021 from Mr. Patrick McGow, Bond Counsel, Miller, Canfield, Paddock and Stone, P.L.C.
 - b. Monroe County Sewage Disposal System (Ida-Raisinville Sewage Disposal System) Series 2021 Contract
 - c. Public Meeting Notice related to the Limited Tax General Obligation and credit pledge of the County related to the bonds.

Drain Commissioner David Thompson and Legal Counsel Pat McGow explained the purpose and benefits of the Monroe County Sewage Disposal System Bond Authorizing Resolution, Monroe County Sewage Disposal System Bonds (Ida-Raisinville Sewage Disposal System)

Motion by Commissioner Swartout, seconded by Commissioner Hoffman to approve the resolution and authorize the Chairman and Clerk to execute the contract for the Monroe County Sewage Disposal System, Ida-Raisinville Sewage Disposal System, Series 2021.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Sharon Lemasters			

Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

- Resolution to Approve Ballot Proposal, Monroe County Museum System Funding Renewal Proposal for May 4, 2021 County Election. For review is a Letter dated January 28, 2021 from Mr. Brian Egen, Chairman, Monroe County Museum System Board of Trustees and Mr. Andy Clark, Director and the Monroe County Museum System Strategic Plan dated January 2021.

Mr. Andy Clark and Mr. Brian Egen gave a PowerPoint presentation to show the strategic plan for the Museum should the millage pass at the May 4, 2021 election.

Motion by Commissioner Hoffman, seconded by Commissioner Asper to approve the resolution to place the Ballot Proposal on the May 4, 2021 and authorize the Monroe County Clerk to be notified by delivering the executed resolution to the office of the Clerk.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Sharon Lemasters			
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

- Resolution recognizing the St. Mary Catholic Central girls volleyball State championship.

Motion by Commissioner Swartout, supported by Commissioner Lievens to adopt the Resolution recognizing the St. Mary Catholic Central girls volleyball State championship.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman			Sharon Lemasters- Excused due to technical difficulties	
Mark Brant	David Swartout			

Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

IX. FINANCE MATTERS

1. Approval of the 02/03/2021 Accounts Payable Current Claims Report in the amount of \$386,645.99

Motion by Commissioner Hoffman, seconded by Commissioner Asper to accept the 02/03/2021 Accounts Payable Current Claims Report for \$386,645.99.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Sharon Lemasters			
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

2. Letter dated January 28, 2021 from Mr. Jesse Stanford, Monroe County Treasurer transmitting the Cash and Investment Report for the quarter ending December 31, 2020.

Mr. Stanford explained the report.

Motion by Commissioner Jondro, seconded by Commissioner Lemasters to accept and place on file the December 31, 2020 Cash and Investment Report from the Monroe County Treasurer.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Sharon Lemasters			
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims

- a. Check Register dated 01/22/2021 in the amount of \$947,834.04
- b. Check Register dated 01/29/2021 in the amount of \$539,051.06

Motion by Commissioner Asper, seconded by Commissioner Lemasters to approve the Consent Agenda as presented.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Sharon Lemasters			
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

XI. COMMUNICATIONS

Board Action:

1. Letter dated January 27, 2021 from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting the audit engagement letter covering the audit for the fiscal year ended December 31, 2020.

Mr. Bosanac explained the purpose and significance of the audit engagement letter.

Motion by Commissioner Swartout, seconded by Commissioner Jondro to accept the communication and place it on file.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Sharon Lemasters			
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			
Randy Richardville				

Motion carried.

XII. PUBLIC HEARING—None

XIII. OLD BUSINESS

1. Update on County Response to COVID-19 Pandemic Emergency

Public Health

Ms. Kim Comerzan, Public Health Director gave an overview of the Health Department's role and response to the COVID-19 Pandemic Emergency.

- Ms. Comerzan thanked the Board for their support during these difficult times.
- Total confirmed cases to date=8196
- Average is 26.4 cases per day as of January 28.
- Positivity rate is 7.9% which is still moving down
- Vaccine update: Clinics are being held at the Health Education Center. 8,507 doses have been distributed in Monroe County
- Discussion commenced about the variant strains of Covid19. Ms. Comerzan's understanding is that the transmission rate is higher with the variant strains.

Jail & Law Enforcement Operations

Ms. Julie Massengill, Jail Administrator, Monroe County Sheriff's Office discussed the Sheriff's Office's response to the Covid-19 Pandemic Emergency.

- Currently there are no inmates or employees with Covid
- Continuing to follow sanitation protocols
- Hats off to the employees for their efforts in following protocols

County Operations

Mr. Michael Bosanac, Administrator/Chief Financial Officer discussed County's response to the COVID-19 Pandemic.

- One employee tested positive late last week
- Moving security desk out of the vestibule due to the cold snap coming our way.
- Courthouse is open for appointments only
- Still have plenty of PPE
- Commissioner Asper asked how the courts are operating currently. Ms. Michelle Marcero, District Court Administrator, said that she reports to the judges after each Board of Commissioners meeting. The courts are currently in Phase I but would like to move to Phase II and stay there (and not have to go back to Phase I). All hearings are being held remotely.

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT—

Mr. Richard Micka, 47 E. Elm St., Monroe thanked the Board of Commissioners for supporting the Museum Millage to be on the May 4, 2021 ballot. He thanked Commissioner

Richardville for appointing him to the Museum System Board of Trustees and thanked Ms. Kim Comerzan for the smooth process for his Covid19 immunization.

XVI. ANNOUNCEMENTS—

Commissioner Richardville announced that there will be an Operations Committee Meeting later this month. He and Commissioner Lemasters attended their first Retirement Board Meeting and the pension has excellent results. Community Mental Health Authority is doing an excellent job working on many difficult things. Congratulations to SMCC volleyball team.

XVII. MEMBERS TIME

Commissioner Moore—Congratulations to the student athletes at SMCC.

Commissioner Hoffman—I echo what Commissioner Moore said.

Commissioner Lievens—Congratulations to the SMCC volleyball team on its success.

Commissioner Swartout—Received a lot of positive comments about the snow removal by the Road Commission and MDOT. Thank you to Kim Comerzan and her staff.

Commissioner Asper—I'm going to echo everyone else tonight.

Commissioner Richardville—Pass

Commissioner Jondro—Congratulations to the SMCC group and also to the Health Department,

Commissioner Lemasters—Congratulations to the SMCC girls volleyball team. Kim, you are doing a great job.

Commissioner Brant—Thank you to all the presenters. With these Zoom meetings it's difficult but I'm glad we are still able to have presentations. Museum pulled off the presentation well.

Mr. Tom Graham, Legal Counsel said the Board of Commissioner By-law changes are being worked on and should be ready soon.

XVIII. ADJOURNMENT—Motion by Commissioner Lemasters, seconded by Commissioner Moore, to adjourn. With no further business to conduct, Chairman Brant adjourned the meeting at 5:59 p.m.

[RAP205]

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OPTIMUM PAYMENTS SUMMARY

RUN: 004765 PAYMENT DATE: 02/17/21 PAY-THROUGH DATE: 02/09/21

Vendor Name Amount Count

000000010335	ACCESS & ALARM INC	1500.00	1
000000010345	FIRST ADVANTAGE BACKGROUND SER	114.47	1
000000010706	ADVANCED CORRECTIONAL HEALTHCA	80468.97	1
000000012679	PREMIER SAFETY	16.91	1
000000012816	RED AUSTIN'S FUNERAL COACH SER	2800.00	1
000000012823	AUTO BODY INC	85.00	1
000000020004	B & L OFFICE MACHINES	268.90	3
000000020070	BOB BARKER COMPANY, INC.	695.74	2
000000020072	BAKER'S GAS & WELDING SUPPLIES	437.69	13
000000020180	BATTERY WHOLESALE	14.24	1
000000020405	BEDFORD TOWNSHIP SEWER O & M	157.46	1
000000020600	RELX INC. DBA LEXIS NEXIS	375.00	1
000000020770	BIDDLE CONSULTING GROUP, INC.	459.00	1
000000020877	BIZSTREAM	3360.00	2
000000021010	BOILERS, CONTROLS & EQUIPMENT	2122.00	1
000000030005	AUTO VALUE OF MONROE	38.97	3
000000030009	CDW GOVERNMENT INC.	8659.06	5
000000030310	CAPITAL TIRE INC	1630.00	1
000000031159	COMMUNICATION INFRASTRUCTURE R	375.00	1
000000031179	COMPASSIONATE COMPANIONS, INC.	17916.67	1
000000031357	CONCIERGE CORRECTIONS LLC	13154.76	3
000000031830	COUNTY AGENCY ADMINISTRATIVE	5947.84	15
000000031844	CORRECTIONAL HEALTHCARE COMPAN	6542.35	3
000000031899	CRIMINAL DEFENSE ATTORNEYS OF	60.00	1
000000041760	DLT SOLUTIONS, LLC	1234.80	1
000000042380	DYKEMA GOSSETT PLLC	7600.00	1
000000050005	ESRI INC	2400.00	1
000000050517	ENGRAVED IMAGE	12.50	1
000000060790	FRAME'S PEST CONTROL, INC.	127.00	2
000000061059	FRESH AIR SOLUTIONS, INC.	300.00	1
000000061069	FRIENDS BUSINESS SOURCE	63.97	1
000000070009	GALL'S INC.	352.00	3
000000070011	GARST LP GAS INC	1452.69	4
000000070045	GAYLORD BROS.	328.62	2
000000070050	GEAL ELECTRIC COMPANY	202.00	1
000000070200	GENERAL LINEN/UNIFORM SERVICE	16.86	1
000000070430	GOV. FINANCE OFFICERS ASSOC.	840.00	1
000000070501	GRAINGER	102.75	1
000000080017	HABITAT FOR HUMANITY OF MONROE	1000.00	1
000000080020	HARBOR BEHAVIORAL HEALTHCARE	8127.25	1
000000080094	HD SUPPLY FACILITIES MAINTENAN	380.10	2
000000080836	HOME DEPOT USA INC	805.86	1
000000080904	HOUSE ARREST SERVICES, INC.	15295.90	3
000000080922	HR STAFFING TEAM, LLC	7497.54	4
000000090326	IMAGE SOFT, INC.	1424.00	1
000000090416	INTERACTIVE SYSTEMS INC	4550.00	2
000000100601	JUSTICE CLEARINGHOUSE, LLC	447.00	1
000000110450	KIESLER POLICE SUPPLY INC	4587.60	2
000000120250	LAMOUR PRINTING LLC	3355.00	6

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OPTIMUM PAYMENTS SUMMARY

RUN: 004765 PAYMENT DATE: 02/17/21 PAY-THROUGH DATE: 02/09/21

Vendor	Name	Amount	Count
000000120647	LEGAL & LIABILITY RISK MGMT IN	150.00	1
000000121003	LOWERY CORP	5104.40	7
000000130075	MACNLOW ASSOCIATES	390.00	1
000000130180	MANPOWER, INC.	3004.42	2
000000130450	McKESSON GENERAL MEDICAL CORP	1650.66	4
000000130700	MELLOCRAFT	343.91	3
000000131051	MI ASSOC. OF COUNTY CLERKS	50.00	1
000000131063	M.A.D.C.M.	225.00	3
000000131260	MICHIGAN DISTRICT JUDGES ASS'N	675.00	3
000000131397	MPJRA	200.00	2
000000131701	MID-AMERICAN GUNITE, INC	41506.90	1
000000132169	MONROE AUTO PARTS, INC	136.42	3
000000132230	ALWAYS RIGHT LLC	68.00	1
000000132437	MONROE FEEDS	340.00	1
000000132850	MONROE NEWS	1617.00	2
000000133050	MONROE INDUSTRIAL SUPPLY CO.	1320.00	1
000000133600	MONROE VETERINARY CLINIC	170.80	2
000000133890	MOTOROLA SOLUTIONS, INC.	28535.00	1
000000140390	NOEL LAWN SERVICE	9800.00	5
000000150311	OPTUM 360 LLC	52.48	1
000000160012	PSYBUS P.C.	4095.00	5
000000160251	PEERLESS SUPPLY CO.	586.84	3
000000170300	QUILL CORPORATION	747.00	8
000000180706	RELIABLE CUSTOMER SERVICE LLC	210.00	1
000000180860	RNA OF ANN ARBOR	14070.00	3
000000180915	ROCKWOOD AUTO PARTS, INC.	7954.40	19
000000181001	ROSE PEST SOLUTIONS	63.00	1
000000190001	SEMCOG	27111.00	1
000000190405	ST. PIERRE ACE HARDWARE	75.19	2
000000190900	SCHINDLER ELEVATOR CORP.	2084.35	2
000000191250	S.E.MICH.HEALTH ASSOCIATION	41325.41	2
000000191500	SHERWIN WILLIAMS	30.85	1
000000191600	SIEB PLUMBING & HEATING	859.29	1
000000192299	SOUTH COUNTY WATER SYSTEM	40.00	1
000000192421	STAPLES BUSINESS ADVANTAGE	3005.71	8
000000192612	STATE OF MICHIGAN	3000.00	1
000000192708	STATE OF MICHIGAN	753.00	2
000000192848	STERICYCLE	271.33	2
000000193051	SUPERIOR UNIFORMS	1240.19	1
000000193070	SUPPLYDEN INC.	459.72	2
000000200455	THOMSON REUTERS	368.75	1
000000200880	PROMEDICA CPR TRAINING	17.00	1
000000201499	TRACTOR SUPPLY CREDIT PLAN	97.94	1
000000201525	TRANSUNION RISK & ALTERNATIVE	180.10	1
000000220162	VERIZON WIRELESS	50.00	1
000000221200	VOSS LIGHTING	3401.87	3
000000230401	THOMSON REUTERS	3104.52	4
000000230665	WILLO PRODUCTS COMPANY, INC.	426.50	1
000000230868	WORLDWIDE INTERPRETERS INC	940.00	6

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OPTIMUM PAYMENTS SUMMARY

RUN: 004765 PAYMENT DATE: 02/17/21 PAY-THROUGH DATE: 02/09/21

Vendor Name Amount Count

000000230887	WYANDOTTE ALARM	860.00	1
000000250015	YINGER PHARMACY SHOPPE	132.20	1
000000260040	TRITECH SOFTWARE SYSTEMS	26265.50	2
000000400170	CITY OF MONROE	1425.00	1
000000400226	EXETER TOWNSHIP TREASURER	1500.00	1
000000400349	VILLAGE OF BLISSFIELD	50.00	1
000000501333	MONROE COMM.MENTAL HEALTH AUTH	3885.00	1
000000501851	MONROE COUNTY ROAD COMMISSION	398.76	2
000000509835	ANNAMARIE OSMENT	97.06	1
000000509850	JAMES RISINGER	88.63	1
000000509855	LAURA PAPENHAGEN	39.00	2
000000509860	MEGAN MULLINS	284.99	1
000000509881	JAMIE DEAN	5.30	1
000000700020	CAMMIE O. ANDERSON	83.44	1
000000700690	NICOLE L. LINDSAY	98.70	1
000000720297	PETER E COZZENS	1000.00	1
000000720301	GLENN EDWARD CROSS	1155.00	1
000000720374	FLORAL CITY GLASS COMPANY	40.00	1
000000720784	JB SEAL COATING LLC	5460.00	3
000000721122	ALEX KERSHAW	700.00	1
000000721126	SANDRA KURTANSKY	1340.00	1
000000721423	ROBERTO S NEGRON	80.00	1
000000721644	QC PRINTING	1360.00	2
000000721647	PROTEGIS HOLDINGS, LLC	168.63	1
000000721903	MARGARET ANN SCHILLING	798.00	1
000000721951	SPARTAN AGRICULTURAL CONSULTIN	2750.00	1
000000721953	SPECTRUM TRAINING SOLUTIONS, L	2100.00	1
000000722312	ANNE M WIEDLING	20.50	1
000000750000	CHRISTOPHER ALEXANDER	922.00	11
000000750021	JAMES BARTLETT	7426.00	46
000000750028	RONALD J BENORE, JR	3819.00	40
000000750036	ARIEL MICHELLE BERGER	3187.00	29
000000750077	RONALD BRUCE	1802.00	15
000000750089	LESLIE CARR	1158.00	23
000000750098	ALEC JOHN CHABALOWSKI	1059.00	5
000000750269	MARY GANTZOS	2624.00	11
000000750325	JOHN GONTA	11168.00	69
000000750335	DAVID GRENN	1617.00	16
000000750368	CHRISTINA D HILLS	456.00	6
000000750420	STEVEN TODD JEDINAK	13029.40	89
000000750422	BILLY R. JEFFERS	6668.60	53
000000750439	KASTL LAW, PLC	8080.00	62
000000750442	JASON KACZMAREK	732.00	9
000000750446	KERSHAW, VITITOE & JEDINAK, PL	156.00	1
000000750491	LAURA M. KYSTAD	60.00	1
000000750497	TIMOTHY LAITUR	9211.00	75
000000750507	LENNARD, GRAHAM & GOLDSMITH	7765.00	1
000000750530	JOHN LUCHANSKY	310.00	3
000000750591	TINA MARIE MULLINS	53.20	3

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OPTIMUM PAYMENTS SUMMARY

RUN: 004765 PAYMENT DATE: 02/17/21 PAY-THROUGH DATE: 02/09/21

Vendor	Name	Amount	Count
000000750645	BRETT C PERELMAN	15583.00	90
000000750703	JESSICA M. PALADINO	13316.00	87
000000750714	THOMAS RICHARD RUDDY	5039.00	48
000000750724	MICHAEL A. ROTH	530.00	3
000000750742	ISAAC ANTHONY SKAGGS	8802.00	62
000000750749	MICHAEL A SMITH	4054.00	28
000000750788	JOHN SULLIVAN	120.00	2
000000750833	LINO ALESSANDRO TAORMINA	5732.00	60
000000750834	ROBERT J VANHOUTTE	104.00	1
000000822398	JAMIE DEAN	50.00	1
000000822630	CAROLEE GOODNOUGH	20.05	1
000000823835	JOSEPH HAMMOND	90.40	1
000000823935	MARJORY POPE	8.96	1
000000824055	MELISSA HENDERSON	95.50	1
000000824300	ERICA HUERTA	24.14	1
000000825990	JASON MILLER	73.36	1
000000826434	MADONNA OSBORNE	68.04	1
000000826919	DAWN RAFKO	35.84	1
000000827115	DANIEL ROCK	148.10	1
000000827215	MICHELLE WEISBECKER	64.30	1
000000828400	STELLA WALLS	62.72	1
000000902121	BUCK & KNOBBY EQUIP CO INC	173.00	1
000000903181	MENARDS	517.66	3
000000903213	STONECO, INC.	5028.28	4
000000903239	MONROE COUNTY ENTERPRISE FUND	14156.72	11
000000903807	ST.PIERRE ACE HARDWARE	98.91	1
000000903811	START'S AUTO PARTS	119.88	1
000000903829	SPICER GROUP	3119.25	1
CTY HEALTH	Steve Beaufait	240.00	1
SHERIFFADMIN	ROCKWOOD TOWING, INC	1219.00	1
**** TOTALS:		633795.44	1258

NON-CLAIM RUN 02/05/21

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

02/04/21

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PARAMETERS FOR PAYMENT RUN NUMBER 004762

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON-CLAIM RUN 02/05/21

[RAP215]		PAYMENT REGISTER - Checks				02/04/21	PAGE	2
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004762	Payment Date 02/05/21	Pay-thru Date 02/03/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	DUE020121	5224590	02/03/21	211.13	0.00	211.13	000000548779
		02012021DUE	5224591	02/03/21	290.12	0.00	290.12	
		DUE.020121	5224592	02/03/21	51.65	0.00	51.65	
					552.90	0.00	552.90	
THE ASU GROUP	000000010200	MO0S005859	5224594	02/03/21	1030.00	0.00	1030.00	000000548780
					1030.00	0.00	1030.00	
AREA AGENCY ON AGING	000000012654	10203032916	5224653	02/03/21	993.83	0.00	993.83	000000548781
					993.83	0.00	993.83	
ASH SENIOR CITIZEN C	000000012750	1020112412B	5224656	02/03/21	2242.50	0.00	2242.50	000000548782
					2242.50	0.00	2242.50	
AT & T	000000012805	DUE02012021	5224593	02/03/21	106.18	0.00	106.18	000000548783
					106.18	0.00	106.18	
B & L OFFICE MACHINE	000000020004	18687	5224536	02/01/21	119.17	0.00	119.17	000000548784
		18688	5224537	02/01/21	85.00	0.00	85.00	
					204.17	0.00	204.17	
BEDFORD SENIOR CITIZ	000000020400	1020302250B	5224664	02/03/21	24008.50	0.00	24008.50	000000548785
					24008.50	0.00	24008.50	
COMCAST CABLEVISION	000000031085	1/25-2/24	5224538	02/01/21	159.95	0.00	159.95	000000548786
					159.95	0.00	159.95	
CONSUMERS ENERGY	000000031502	DUE02192021	5224595	02/03/21	341.88	0.00	341.88	000000548787
					341.88	0.00	341.88	
CONTINENTAL SERVICES	000000031545	RC06758	5224583	02/03/21	5256.31	0.00	5256.31	000000548788
					5256.31	0.00	5256.31	
D & P CABLE INC	000000040009	10035421	5224584	02/03/21	129.90	0.00	129.90	000000548789
					129.90	0.00	129.90	
DTE ENERGY	000000040601	90335661	5224601	02/03/21	310.23	0.00	310.23	000000548790
					310.23	0.00	310.23	
DTE ENERGY	000000040603	DUE02172021	5224596	02/03/21	30.61	0.00	30.61	000000548791
		DUE021721	5224597	02/03/21	16.45	0.00	16.45	
		DUE.021721	5224598	02/03/21	24.84	0.00	24.84	
		021721DUE	5224599	02/03/21	58.80	0.00	58.80	
		DUE02162021	5224600	02/03/21	221.59	0.00	221.59	
		92000480154	5224615	02/03/21	193.99	0.00	193.99	
					546.28	0.00	546.28	
MICHIGAN GAS UTILITI	000000131350	020121	5224541	02/01/21	53.31	0.00	53.31	

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[RAP215]		PAYMENT REGISTER - Checks				02/04/21	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004762	Payment Date 02/05/21	Pay-thru Date 02/03/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MICHIGAN GAS UTILITI	000000131350	DUE02152021	5224602	02/03/21	14.10	0.00	14.10	
		DUE.021521	5224603	02/03/21	535.85	0.00	535.85	
		DUE 021521	5224604	02/03/21	2234.31	0.00	2234.31	
		021521 DUE	5224605	02/03/21	206.76	0.00	206.76	
		DUE02182021	5224606	02/03/21	721.89	0.00	721.89	
		3131988960	5224686	02/03/21	3171.41	0.00	3171.41	
					6937.63	0.00	6937.63	000000548792
SYSCO DETROIT LLC	000000131804	358698268	5224610	02/03/21	997.57	0.00	997.57	
		358698270	5224611	02/03/21	890.06	0.00	890.06	
		358698269	5224612	02/03/21	49.94	0.00	49.94	
					1937.57	0.00	1937.57	000000548793
MILAN SENIORS FOR HE	000000131835	1020302271B	5224669	02/03/21	4655.00	0.00	4655.00	
		1020302281B	5224672	02/03/21	810.00	0.00	810.00	
		10203022712	5224675	02/03/21	1483.82	0.00	1483.82	
					6948.82	0.00	6948.82	000000548794
MONROE COUNTY DENTAL	000000132420	020521 554	5224628	02/03/21	34.98	0.00	34.98	
		020521 565	5224629	02/03/21	657.49	0.00	657.49	
					692.47	0.00	692.47	000000548795
MONROE FAMILY YMCA	000000132435	020521 YMC	5224630	02/03/21	107.26	0.00	107.26	
		10202090222	5224661	02/03/21	3075.79	0.00	3075.79	
					3183.05	0.00	3183.05	000000548796
MONROE CO.HEALTH INS	000000132450	020521 554M	5224632	02/03/21	622.40	0.00	622.40	
		020521 554V	5224633	02/03/21	4.61	0.00	4.61	
		020521 565M	5224634	02/03/21	11013.06	0.00	11013.06	
		020521 565V	5224635	02/03/21	79.74	0.00	79.74	
					11719.81	0.00	11719.81	000000548797
MONROE WATER DEPT.	000000133650	DUE 2/5/21	5224585	02/03/21	308.77	0.00	308.77	
		2/5/21	5224586	02/03/21	2763.01	0.00	2763.01	
					3071.78	0.00	3071.78	000000548798
PERFECTION BAKERIES,	000000160355	2103026071	5224609	02/03/21	20.92	0.00	20.92	000000548799
PRAIRIE FARMS DAIRY,	000000161170	9084533	5224613	02/03/21	41.08	0.00	41.08	
		9084532	5224614	02/03/21	83.86	0.00	83.86	
		9093244	5224622	02/03/21	34.85	0.00	34.85	
					159.79	0.00	159.79	000000548800
THE HARTFORD	000000200415	82836200275	5224624	02/03/21	27791.49	0.00	27791.49	
		23597753148	5224625	02/03/21	3325.30	0.00	3325.30	
					31116.79	0.00	31116.79	000000548801
UNITED PARCEL SERVIC	000000210200	5R74X103120	5224580	02/02/21	3.94	0.00	3.94	

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[RAP215]		PAYMENT REGISTER - Checks				02/04/21	PAGE	4
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004762	Payment Date 02/05/21	Pay-thru Date 02/03/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
UNITED PARCEL SERVIC	000000210200	5R74X103121 4X8119041	5224581 5224623	02/02/21 02/03/21	3.94 11.82 19.70	0.00 0.00 0.00	3.94 11.82 19.70	000000548802
VERIZON WIRELESS	000000220156	9871345499 9871918383	5224542 5224607	02/01/21 02/03/21	527.48 72.02 599.50	0.00 0.00 0.00	527.48 72.02 599.50	000000548803
WEX BANK	000000230425	69852570	5224618	02/03/21	10991.40 10991.40	0.00 0.00	10991.40 10991.40	000000548804
WEX BANK	000000230425	69913754	5224616	02/03/21	569.54 569.54	0.00 0.00	569.54 569.54	000000548805
WEX BANK	000000230425	69923386	5224699	02/03/21	713.13 713.13	0.00 0.00	713.13 713.13	000000548806
TRACY LEE ANDERSON	000000300164	17-243979FH	5224543	02/02/21	137.50 137.50	0.00 0.00	137.50 137.50	000000548807
EY DENNIS BUR	000000300233	18-244876FH	5224544	02/02/21	225.00 225.00	0.00 0.00	225.00 225.00	000000548808
BP GAS STATION	000000300275	16-242858FH	5224545	02/02/21	50.00 50.00	0.00 0.00	50.00 50.00	000000548809
JULIE BOOKS	000000300323	15-41895-FH	5224546	02/02/21	100.00 100.00	0.00 0.00	100.00 100.00	000000548810
DAVID KAY JEWELLERS	000000300459	16-242534FH	5224547	02/02/21	4965.00 4965.00	0.00 0.00	4965.00 4965.00	000000548811
DAVE & MARGARET BURT	000000300462	17-243774FH	5224548	02/02/21	100.00 100.00	0.00 0.00	100.00 100.00	000000548812
CJ & PATRICIA DIXON	000000300469	17-243774FH	5224549	02/02/21	100.00 100.00	0.00 0.00	100.00 100.00	000000548813
CARLOS FISHER	000000300638	19-245591FH	5224550	02/02/21	40.00 40.00	0.00 0.00	40.00 40.00	000000548814
FRANKENMUTH INSURANC	000000300664	17-243757FH	5224551	02/02/21	120.00 120.00	0.00 0.00	120.00 120.00	000000548815
JUDITH GABLE	000000300699	19-245540FH	5224552	02/02/21	360.00 360.00	0.00 0.00	360.00 360.00	000000548816
JOHN GERWECK	000000300713	13-40525-FH	5224553	02/02/21	55.00	0.00	55.00	

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[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		02/04/21		PAGE	5
Office 001	Main	Bank	BNK001	National City Bank	Run 004762	Payment Date 02/05/21	Pay-thru Date 02/03/21				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					55.00	0.00	55.00	000000548817			
JENNIFER HURD	000000300908	19-244958FH	5224554	02/02/21	125.96	0.00	125.96				
					125.96	0.00	125.96	000000548818			
JEFFREY & VERA JOHNS	000000300986	16-243098FH	5224555	02/02/21	50.00	0.00	50.00				
					50.00	0.00	50.00	000000548819			
CHERICE JOHNSON	000000300988	19-245455FH	5224556	02/02/21	56.00	0.00	56.00				
					56.00	0.00	56.00	000000548820			
MICHIGAN STATE POLIC	000000301255	20-245700FH	5224557	02/02/21	20.00	0.00	20.00				
					20.00	0.00	20.00	000000548821			
KENNETH MICKEL	000000301289	18-244212FH	5224558	02/02/21	800.00	0.00	800.00				
					800.00	0.00	800.00	000000548822			
TERRY & ELAINE MILLE	000000301296	17-243774FH	5224559	02/02/21	100.00	0.00	100.00				
					100.00	0.00	100.00	000000548823			
MEIJER	000000301297	20-245693FH	5224560	02/02/21	47.49	0.00	47.49				
					47.49	0.00	47.49	000000548824			
MANTIS	000000301500	19-245077FH	5224561	02/02/21	30.00	0.00	30.00				
					30.00	0.00	30.00	000000548825			
LANIS PILON	000000301641	17-243774FH	5224562	02/02/21	130.00	0.00	130.00				
					130.00	0.00	130.00	000000548826			
CYNTHIA PLUMMER	000000301643	19-245174FH	5224563	02/02/21	50.00	0.00	50.00				
					50.00	0.00	50.00	000000548827			
CINDY RAKER	000000301705	16-242763FH	5224564	02/02/21	50.00	0.00	50.00				
					50.00	0.00	50.00	000000548828			
DEANNA & ERIC ROACH	000000301755	17-243354FH	5224565	02/02/21	150.00	0.00	150.00				
					150.00	0.00	150.00	000000548829			
SALVATION ARMY ARC	000000301799	16-242661FH	5224566	02/02/21	41.18	0.00	41.18				
					41.18	0.00	41.18	000000548830			
KIMBERLY STUNDON	000000301926	18-244274FH	5224567	02/02/21	150.00	0.00	150.00				
					150.00	0.00	150.00	000000548831			
JULIE WALENTOWSKI	000000302326	11-39304-FH	5224568	02/02/21	15.00	0.00	15.00				
					15.00	0.00	15.00	000000548832			
RICHARD WALDROP	000000302363	15-242410FH	5224569	02/02/21	1036.00	0.00	1036.00				

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[RAP215]		Company 01 County of Monroe					PAYMENT REGISTER - Checks		02/04/21		PAGE 6	
Office 001	Main	Bank	BNK001	National City Bank		Run 004762	Payment Date 02/05/21	Pay-thru Date 02/03/21				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
					1036.00	0.00	1036.00	000000548833				
ROBERT WATTS	000000302366	17-244027FH	5224570	02/02/21	300.00	0.00	300.00					
					300.00	0.00	300.00	000000548834				
STEVE WALTERREIT	000000302373	17-243757FH	5224571	02/02/21	80.00	0.00	80.00					
					80.00	0.00	80.00	000000548835				
FRENCHTOWN TOWNSHIP	000000400231	58079450581	5224619	02/03/21	113.40	0.00	113.40					
		58079450580	5224620	02/03/21	78.40	0.00	78.40					
		58079450582	5224621	02/03/21	43.75	0.00	43.75					
		2020WINTER	5224631	02/03/21	5.35	0.00	5.35					
		WINTER2020	5224636	02/03/21	5.23	0.00	5.23					
					246.13	0.00	246.13	000000548836				
BEDFORD PUBLIC SCHOO	000000450250	1020112192B	5224659	02/03/21	5464.80	0.00	5464.80					
					5464.80	0.00	5464.80	000000548837				
MONROE COUNTY	000000500002	020521 DPR	5224637	02/03/21	536.57	0.00	536.57					
		020521 MPR	5224638	02/03/21	26772.50	0.00	26772.50					
		020521 VPR	5224639	02/03/21	70.04	0.00	70.04					
					27379.11	0.00	27379.11	000000548838				
MONROE COUNTY	000000500003	020521 554	5224640	02/03/21	3.65	0.00	3.65					
		020521 565	5224641	02/03/21	97.14	0.00	97.14					
					100.79	0.00	100.79	000000548839				
MONROE COUNTY GENERA	000000501100	020521 554	5224642	02/03/21	32.70	0.00	32.70					
					32.70	0.00	32.70	000000548840				
MONROE CO.MENTAL HEA	000000501330	02012021	5224608	02/03/21	83150.25	0.00	83150.25					
					83150.25	0.00	83150.25	000000548841				
MARC MOORE	000000509820	CHIT 1-8	5224617	02/03/21	1188.34	0.00	1188.34					
					1188.34	0.00	1188.34	000000548842				
FRENCHTOWN TOWNSHIP	000000510206	18	5224627	02/03/21	9684.95	0.00	9684.95					
					9684.95	0.00	9684.95	000000548843				
MONROE COUNTY	000000510725	020521 554	5224643	02/03/21	585.72	0.00	585.72					
					585.72	0.00	585.72	000000548844				
MONROE CO. EMP. RETI	000000550200	020521 565	5224644	02/03/21	21943.87	0.00	21943.87					
		020521 PST	5224645	02/03/21	233.37	0.00	233.37					
		020521 RCO	5224646	02/03/21	303.80	0.00	303.80					
		020521 RET	5224647	02/03/21	18400.10	0.00	18400.10					
		020521 RTC	5224648	02/03/21	1876.27	0.00	1876.27					

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Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run	004762	Payment Date 02/05/21	Pay-thru Date 02/03/21	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MONROE CO. EMP. RETI	000000550200	020521 RTD	5224649	02/03/21	1934.40	0.00	1934.40	000000548845
		020521 RTS	5224650	02/03/21	10924.53	0.00	10924.53	
					55616.34	0.00	55616.34	
AIG VALIC	000000550207	020521 AIG	5224651	02/03/21	75.00	0.00	75.00	000000548846
					75.00	0.00	75.00	
ING, INVESTMENT SERV	000000550209	020521 PJL	5224652	02/03/21	333.82	0.00	333.82	000000548847
		020521 RPJ	5224655	02/03/21	725.42	0.00	725.42	
					1059.24	0.00	1059.24	
UNITED WAY OF MONROE	000000550215	020521 UW	5224698	02/03/21	159.00	0.00	159.00	000000548848
					159.00	0.00	159.00	
POLICE OFFICERS ASSN	000000550231	020521 U07	5224660	02/03/21	310.10	0.00	310.10	000000548849
		020521 U01	5224662	02/03/21	3209.12	0.00	3209.12	
		020521 U08	5224663	02/03/21	455.42	0.00	455.42	
		020521 U09	5224665	02/03/21	414.08	0.00	414.08	
		020521 U10	5224666	02/03/21	2219.42	0.00	2219.42	
		020521 U12	5224667	02/03/21	490.80	0.00	490.80	
		020521 U14	5224668	02/03/21	501.42	0.00	501.42	
		020521 U16	5224670	02/03/21	349.50	0.00	349.50	
		020521 U17	5224671	02/03/21	418.80	0.00	418.80	
		020521 U18	5224673	02/03/21	186.00	0.00	186.00	
					8554.66	0.00	8554.66	
MONROE COUNTY COMMAN	000000550241	020521 9A	5224674	02/03/21	80.00	0.00	80.00	000000548850
					80.00	0.00	80.00	
TPOAM	000000550243	020521 U03	5224676	02/03/21	200.00	0.00	200.00	000000548851
		020521 U04	5224677	02/03/21	2511.00	0.00	2511.00	
		020521 U11	5224678	02/03/21	186.00	0.00	186.00	
		020521 U13	5224679	02/03/21	124.00	0.00	124.00	
					3021.00	0.00	3021.00	
MONROE CO DEPUTY SHE	000000550244	020521 1A	5224680	02/03/21	510.00	0.00	510.00	000000548852
					510.00	0.00	510.00	
MO CO CORRECTION OFF	000000550248	020521 10A	5224681	02/03/21	498.46	0.00	498.46	000000548853
					498.46	0.00	498.46	
LOCAL 517, UTILITY W	000000550250	020521 U02	5224682	02/03/21	690.00	0.00	690.00	000000548854
					690.00	0.00	690.00	
MONROE CO CORRECTION	000000550252	020521 17A	5224683	02/03/21	106.25	0.00	106.25	000000548855
					106.25	0.00	106.25	
UAW LOCAL 723	000000550270	020521 U06	5224684	02/03/21	426.94	0.00	426.94	

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Office 001	Main	Bank	BNK001	National City Bank	Run 004762	Payment Date 02/05/21	Pay-thru Date 02/03/21				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					426.94	0.00	426.94	000000548856			
MONROE COUNTY ASSIST	000000550274	020521 14A	5224685	02/03/21	135.00	0.00	135.00				
					135.00	0.00	135.00	000000548857			
GREAT-WEST LIFE & AN	000000550280	020521 GWE	5224687	02/03/21	7009.00	0.00	7009.00				
					7009.00	0.00	7009.00	000000548858			
AXA EQUITABLE	000000550285	020521 EQU	5224688	02/03/21	875.00	0.00	875.00				
					875.00	0.00	875.00	000000548859			
MONROE CO.UNEMPLOYME	000000550310	020521 565	5224689	02/03/21	62.07	0.00	62.07				
		020521 554	5224690	02/03/21	1.92	0.00	1.92				
					63.99	0.00	63.99	000000548860			
MONROE COUNTY WORKER	000000550315	020521 554	5224691	02/03/21	1.06	0.00	1.06				
					1.06	0.00	1.06	000000548861			
MONROE CO.LONG TERM	000000550320	020521 554	5224692	02/03/21	17.63	0.00	17.63				
		020521 565	5224693	02/03/21	506.51	0.00	506.51				
					524.14	0.00	524.14	000000548862			
MONROE CO.RETIREE HE	000000550325	020521 CRH	5224694	02/03/21	761.85	0.00	761.85				
		020521 DRH	5224695	02/03/21	451.40	0.00	451.40				
		020521 RHC	5224696	02/03/21	6796.50	0.00	6796.50				
		020521 SRH	5224697	02/03/21	4939.18	0.00	4939.18				
					12948.93	0.00	12948.93	000000548863			
PAUL INGBER	000000730555	56496	5224587	02/03/21	2980.46	0.00	2980.46				
					2980.46	0.00	2980.46	000000548864			
CHEVRETTE GRADALL SE	000000902208	020121	5224540	02/01/21	10000.00	0.00	10000.00				
					10000.00	0.00	10000.00	000000548865			
ERIN EDWARDS	ANIMAL CNTL	15458	5224588	02/03/21	25.00	0.00	25.00				
					25.00	0.00	25.00	000000548866			
CHESTERFIELD RESOURC	CLERK/REGIST	16-242661FH	5224573	02/02/21	8.82	0.00	8.82				
					8.82	0.00	8.82	000000548867			
LATITUDE SUBROGATION	CLERK/REGIST	16-242840FH	5224577	02/02/21	40.00	0.00	40.00				
					40.00	0.00	40.00	000000548868			
JESSE MAZO	CLERK/REGIST	16-242892FH	5224574	02/02/21	5.90	0.00	5.90				
					5.90	0.00	5.90	000000548869			
AUSTIN GREEN	CLERK/REGIST	16-243119FH	5224572	02/02/21	34.00	0.00	34.00				

NON-CLAIM RUN 02/05/21

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			02/04/21		PAGE 9	
Office 001	Main	Bank	BNK001	National City Bank		Run 004762	Payment Date 02/05/21		Pay-thru Date 02/03/21			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
					34.00	0.00	34.00	000000548870				
RICHELLE DOTSON	CLERK/REGIST	18-244345FH	5224578	02/02/21	500.00	0.00	500.00	000000548871				
					500.00	0.00	500.00					
JULIE THOMAS	CLERK/REGIST	19-244958FH	5224575	02/02/21	24.04	0.00	24.04	000000548872				
					24.04	0.00	24.04					
WOODVILLE RENTAL CO	CLERK/REGIST	19-245274FH	5224579	02/02/21	500.00	0.00	500.00	000000548873				
					500.00	0.00	500.00					
MARTIN SHEPHERD	CLERK/REGIST	20-245740FH	5224576	02/02/21	2.00	0.00	2.00	000000548874				
					2.00	0.00	2.00					
CAREER RESOURCE CONN	EMPT & TRAIN	0979	5224582	02/02/21	3600.00	0.00	3600.00	000000548875				
					3600.00	0.00	3600.00					
NEW REZ LLC DBA SHEL	TREASURER	89014	5224533	01/28/21	116829.50	0.00	116829.50	000000548876				
					116829.50	0.00	116829.50					
DONALD REHAHN	TREASURER	116738	5224539	02/01/21	246.84	0.00	246.84	000000548877				
					246.84	0.00	246.84					
BANK BNK001 - TOTAL					479032.02	0.00	479032.02	*				
OFFICE 001 - TOTAL					479032.02	0.00	479032.02	**				

NON-CLAIM RUN 02/12/21

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

02/11/21

PAGE 1

PARAMETERS FOR PAYMENT RUN NUMBER 004767

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON-CLAIM RUN 02/12/21

[RAP215]		PAYMENT REGISTER - Checks				02/11/21	PAGE	2
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004767	Payment Date 02/12/21	Pay-thru Date 02/10/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	BILL020121	5224774	02/10/21	221.62 221.62	0.00 0.00	221.62 221.62	000000548878
ALLSTAR ALARM LLC	000000010825	302498	5224727	02/09/21	201.00 201.00	0.00 0.00	201.00 201.00	000000548879
STANFORD ALLEN CHEVR	000000010845	2017 FORD	5224760	02/10/21	12972.00 12972.00	0.00 0.00	12972.00 12972.00	000000548880
AUTOMATIC DATA PROCE	000000012850	573951517	5224782	02/10/21	133.00 133.00	0.00 0.00	133.00 133.00	000000548881
REPUBLIC SERVICE OF	000000020010	259-3030700 002994634	5224704 5224713	02/05/21 02/08/21	5883.04 0.60 5883.64	0.00 0.00 0.00	5883.04 0.60 5883.64	000000548882
CHARTER COMMUNICATIO	000000030566	28636020121 49230020121 26006020121 15803802012	5224770 5224771 5224772 5224773	02/10/21 02/10/21 02/10/21 02/10/21	291.60 124.32 127.55 214.98 758.45	0.00 0.00 0.00 0.00 0.00	291.60 124.32 127.55 214.98 758.45	000000548883
CONSUMERS ENERGY	000000031502	020821 DUE02242021	5224725 5224780	02/08/21 02/10/21	153.29 244.72 398.01	0.00 0.00 0.00	153.29 244.72 398.01	000000548884
CRYSTAL FLASH LIMITE	000000031933	001077485	5224765	02/10/21	30.69 30.69	0.00 0.00	30.69 30.69	000000548885
DTE ENERGY	000000040603	1531RM1 1531RM2 1531RM3 1531RM4 1539U#6 DUE02262021 DUE03012021	5224728 5224730 5224731 5224732 5224733 5224769 5224781	02/09/21 02/09/21 02/09/21 02/09/21 02/09/21 02/10/21 02/10/21	47.63 62.14 88.06 316.56 33.71 15.75 88.45 652.30	0.00 0.00 0.00 0.00 0.00 0.00 0.00	47.63 62.14 88.06 316.56 33.71 15.75 88.45 652.30	000000548886
FLORAL CITY TREE SER	000000060455	2437316	5224801	02/10/21	120.28 120.28	0.00 0.00	120.28 120.28	000000548887
FRENCHTOWN SENIOR CI	000000061050	1020904480B 1020904470B	5224794 5224795	02/10/21 02/10/21	23300.77 6116.50 29417.27	0.00 0.00 0.00	23300.77 6116.50 29417.27	000000548888
GOODWILL INDUSTRIES	000000070345	6379	5224734	02/09/21	19.96 19.96	0.00 0.00	19.96 19.96	000000548889
LIVING INDEPENDENCE	000000120967	10210041909	5224792	02/10/21	6118.32	0.00	6118.32	

NON-CLAIM RUN 02/12/21

[RAP215]		PAYMENT REGISTER - Checks				02/11/21	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004767	Payment Date 02/12/21	Pay-thru Date 02/10/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
LIVING INDEPENDENCE	000000120967	10210040408	5224793	02/10/21	31843.68 37962.00	0.00 0.00	31843.68 37962.00	000000548890
LOWE'S COMPANIES INC	000000120986	901263 902842 902897 980110	5224786 5224787 5224788 5224789	02/10/21 02/10/21 02/10/21 02/10/21	199.87 29.67 25.62 554.18 809.34	0.00 0.00 0.00 0.00 0.00	199.87 29.67 25.62 554.18 809.34	000000548891
MICHIGAN GAS UTILITI	000000131350	0615717003 DUE2152021	5224761 5224777	02/10/21 02/10/21	188.13 1010.25 1198.38	0.00 0.00 0.00	188.13 1010.25 1198.38	000000548892
MICH MUNICIPAL RISK	000000131392	D20121029	5224783	02/10/21	22170.56 22170.56	0.00 0.00	22170.56 22170.56	000000548893
SYSCO DETROIT LLC	000000131804	358695760	5224799	02/10/21	61.21 61.21	0.00 0.00	61.21 61.21	000000548894
VISA	000000132175	1/6-2/5/21	5224764	02/10/21	4063.82 4063.82	0.00 0.00	4063.82 4063.82	000000548895
MONROE COUNTY LEGAL	000000132550	1020508323B	5224791	02/10/21	20931.11 20931.11	0.00 0.00	20931.11 20931.11	000000548896
MONROE CO. OPPORTUNI	000000132600	10210074813	5224790	02/10/21	12576.93 12576.93	0.00 0.00	12576.93 12576.93	000000548897
MONROE SENIOR CITIZE	000000133450	1020307581B 1020905101B	5224796 5224797	02/10/21 02/10/21	40852.00 4000.00 44852.00	0.00 0.00 0.00	40852.00 4000.00 44852.00	000000548898
PERFECTION BAKERIES,	000000160355	2103035151	5224779	02/10/21	14.10 14.10	0.00 0.00	14.10 14.10	000000548899
PITNEY BOWES	000000160952	DUE030321	5224778	02/10/21	20167.00 20167.00	0.00 0.00	20167.00 20167.00	000000548900
PRAIRIE FARMS DAIRY,	000000161170	9001327	5224800	02/10/21	41.26 41.26	0.00 0.00	41.26 41.26	000000548901
GLAXOSMITHKLINE PHAR	000000192121	8253376185	5224703	02/05/21	7563.00 7563.00	0.00 0.00	7563.00 7563.00	000000548902
STAPLES CREDIT PLAN	000000192422	9826598219 9826891350	5224737 5224739	02/09/21 02/09/21	8.71 33.39 42.10	0.00 0.00 0.00	8.71 33.39 42.10	000000548903
STATE OF MICHIGAN	000000192620	551-573987	5224744	02/09/21	480.00	0.00	480.00	

NON-CLAIM RUN 02/12/21

[RAP215]		PAYMENT REGISTER - Checks				02/11/21	PAGE	4
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004767	Payment Date 02/12/21	Pay-thru Date 02/10/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
STATE OF MICHIGAN	000000192620	551-573858	5224762	02/10/21	120.29 600.29	0.00 0.00	120.29 600.29	000000548904
STATE OF MICHIGAN	000000192705	JAN 2021	5224741	02/09/21	26252.48 26252.48	0.00 0.00	26252.48 26252.48	000000548905
TELNET WORLDWIDE, IN	000000200250	214164	5224798	02/10/21	2738.77 2738.77	0.00 0.00	2738.77 2738.77	000000548906
TRIPLE A MANAGEMENT	000000201553	516	5224736	02/09/21	8588.33 8588.33	0.00 0.00	8588.33 8588.33	000000548907
UNITED PARCEL SERVIC	000000210200	5R74X1051 4X8119051	5224763 5224768	02/10/21 02/10/21	11.82 17.58 29.40	0.00 0.00 0.00	11.82 17.58 29.40	000000548908
U.S. FOODSERVICE INC	000000210260	2171182	5224784	02/10/21	888.39 888.39	0.00 0.00	888.39 888.39	000000548909
NINA JOHNSON	000000300989	17-243409FH	5224738	02/09/21	88.77 88.77	0.00 0.00	88.77 88.77	000000548910
COZEN & O'CONNER	000000301504	16-242548FH	5224708	02/08/21	3323.00 3323.00	0.00 0.00	3323.00 3323.00	000000548911
MONROE CO CLERK/REG	000000500175	20-245931FH	5224707	02/08/21	10.00 10.00	0.00 0.00	10.00 10.00	000000548912
MONROE COUNTY LAW LI	000000501225	JAN 2021	5224749	02/09/21	3250.00 3250.00	0.00 0.00	3250.00 3250.00	000000548913
BEDFORD TOWNSHIP	000000510201	JAN 2021	5224753	02/09/21	579.15 579.15	0.00 0.00	579.15 579.15	000000548914
ERIE TOWNSHIP	000000510204	JAN 2021	5224754	02/09/21	92.40 92.40	0.00 0.00	92.40 92.40	000000548915
FRENCHTOWN TOWNSHIP	000000510206	JAN 2021	5224755	02/09/21	283.80 283.80	0.00 0.00	283.80 283.80	000000548916
SUMMERFIELD TOWNSHIP	000000510213	JAN 2021	5224756	02/09/21	33.00 33.00	0.00 0.00	33.00 33.00	000000548917
LUNA PIER CITY	000000510300	JAN 2021	5224751	02/09/21	195.52 195.52	0.00 0.00	195.52 195.52	000000548918
MONROE CITY	000000510302	JAN 2021	5224750	02/09/21	2690.69	0.00	2690.69	

NON-CLAIM RUN 02/12/21

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			02/11/21		PAGE	5
Office 001	Main	Bank	BNK001	National City Bank		Run 004767	Payment Date 02/12/21	Pay-thru Date 02/10/21				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
					2690.69	0.00	2690.69	000000548919				
CARLETON VILLAGE	000000510400	JAN 2021	5224757	02/09/21	1219.35	0.00	1219.35	000000548920				
					1219.35	0.00	1219.35					
DUNDEE VILLAGE	000000510401	JAN 2021	5224758	02/09/21	7061.85	0.00	7061.85	000000548921				
					7061.85	0.00	7061.85					
SO. ROCKWOOD VILLAGE	000000510404	JAN 2021	5224759	02/09/21	4186.02	0.00	4186.02	000000548922				
					4186.02	0.00	4186.02					
HEALTHEQUITY, INC.	000000550234	FEB 2021	5224775	02/10/21	86.90	0.00	86.90	000000548923				
					86.90	0.00	86.90					
STATE OF MICHIGAN	000000601950	JAN 2021	5224743	02/09/21	34.00	0.00	34.00	000000548924				
					34.00	0.00	34.00					
STATE OF MICHIGAN	000000602054	551-573512	5224705	02/08/21	22866.00	0.00	22866.00	000000548925				
					22866.00	0.00	22866.00					
STATE OF MICH-DEPT O	000000602058	JANUARY2021	5224702	02/05/21	514.36	0.00	514.36	000000548926				
					514.36	0.00	514.36					
KRISTEN GARCEAU	000000720750	0979	5224802	02/10/21	3600.00	0.00	3600.00	000000548927				
					3600.00	0.00	3600.00					
SHELLY JOHNSON	000000824585	JAN. 2021	5224766	02/10/21	6.72	0.00	6.72	000000548928				
					6.72	0.00	6.72					
RAIMY JONES	000000824644	JAN. 2021	5224767	02/10/21	3.36	0.00	3.36	000000548929				
					3.36	0.00	3.36					
CHEVRETTE GRADALL SE	000000902208	020921	5224742	02/09/21	10000.00	0.00	10000.00	000000548930				
					10000.00	0.00	10000.00					
DETROIT EDISON	000000902307	020821A	5224716	02/08/21	30.61	0.00	30.61					
		020821B	5224717	02/08/21	508.57	0.00	508.57					
		020821C	5224718	02/08/21	184.31	0.00	184.31					
		020821D	5224719	02/08/21	566.81	0.00	566.81					
		20821E	5224720	02/08/21	440.19	0.00	440.19					
		020821F	5224721	02/08/21	583.76	0.00	583.76					
		020821G	5224722	02/08/21	58.51	0.00	58.51					
		020821H	5224723	02/08/21	665.66	0.00	665.66					
		020821	5224724	02/08/21	466.34	0.00	466.34					
					3504.76	0.00	3504.76	000000548931				
SALENBIEN TRUCKING &	000000903817	PAY APP #3	5224709	02/08/21	35217.00	0.00	35217.00					

NON-CLAIM RUN 02/12/21

[RAP215]		PAYMENT REGISTER - Checks				02/11/21	PAGE	6
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004767	Payment Date 02/12/21	Pay-thru Date 02/10/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					35217.00	0.00	35217.00	000000548932
SCHUMAKER BROTHERS	000000903819	020821	5224726	02/08/21	15400.00	0.00	15400.00	000000548933
					15400.00	0.00	15400.00	
SPICER GROUP	000000903829	205533	5224710	02/08/21	46370.75	0.00	46370.75	000000548934
		205538	5224711	02/08/21	2486.25	0.00	2486.25	
		205540	5224712	02/08/21	123358.75	0.00	123358.75	
					172215.75	0.00	172215.75	
WEX BANK	000000904205	69898482	5224715	02/08/21	648.63	0.00	648.63	000000548935
					648.63	0.00	648.63	
SHELLEY KIMBERLIN	ANIMAL CNTL	14211	5224746	02/09/21	25.00	0.00	25.00	000000548936
					25.00	0.00	25.00	
JULIE POSEY	ANIMAL CNTL	15423	5224747	02/09/21	25.00	0.00	25.00	000000548937
					25.00	0.00	25.00	
SHANNON WOJTOWICZ	ANIMAL CNTL	15426	5224748	02/09/21	25.00	0.00	25.00	000000548938
					25.00	0.00	25.00	
JESSICA BLANKENSHIP	ANIMAL CNTL	15497	5224745	02/09/21	25.00	0.00	25.00	000000548939
					25.00	0.00	25.00	
RAYLYNN HALL	CLERK/REGIST	20-245931FH	5224706	02/08/21	90.00	0.00	90.00	000000548940
					90.00	0.00	90.00	
TERESA DOCKUM	CLERK/REGIST	20-245934FH	5224714	02/08/21	250.00	0.00	250.00	000000548941
					250.00	0.00	250.00	
DARIES MILLER #39666	CLERK/REGIST	17-243409FH	5224740	02/09/21	25.34	0.00	25.34	000000548942
					25.34	0.00	25.34	
MUSCULAR DYSTROPHY A	HMN RESOURCE	JAN.2021	5224785	02/10/21	14.00	0.00	14.00	000000548943
					14.00	0.00	14.00	
ROBBIN SCHEFFLER	TREASURER	116833/4/5M	5224700	02/04/21	300.42	0.00	300.42	000000548944
					300.42	0.00	300.42	
PATRICIA L WHITE	TREASURER	116842M	5224701	02/05/21	3.60	0.00	3.60	000000548945
					3.60	0.00	3.60	
BANK BNK001 - TOTAL					550253.08	0.00	550253.08	*
OFFICE 001 - TOTAL					550253.08	0.00	550253.08	**

January 6, 2021

Dear Chairman Brant,

This letter serves as a request for approval to post and obtain a full time Public Health Technician position to provide necessary clerical and clinical support to the Health Department in various programs that serve the residents of Monroe County.

The funding for this position is established in the 2021 budget. The position previously has been filled by a Southeastern Michigan Health Association (SEMHA) employee who has recently terminated employment at the Health Department. This individual works directly with clients through appointment scheduling, registration for services, clinical technical support and other client based functions.

You may be aware of the long history of the Health Department utilizing SEMHA as a fiduciary for employing staff at the Health Department. Because this mechanism has proved more costly to the county, we are taking the opportunity when it avails itself to replace SEMHA positions with county positions in an effort to be more cost effective.

The position is supported through grant funded programs, including WIC, Family Planning, and Immunizations.

Thank you for your consideration of this request and please contact me with any questions or if you need additional information.

Thank you,

Kim Comerzan

Kim Comerzan, MSN, RN, CNS
Health Officer/Director

CC: MC Board of Commissioners
Michael Bosanac, County Administrator
Aundrea Armstrong, Human Resource Director
Lisa Sanders, Administrative Assistant, MC Board of Commissioners

HIRING REVIEW FORM

Department: Health Department

Vacancy Job Title: Public Health Technician

Brief Job Description:

Performs support functions of assigned programs. Maintains client files and recordkeeping systems. Provides assistance to the public, collects and records fees and answers questions on procedures. Conducting initial interviews, preparing clients for examinations, administering tests and record results.

Budgeted Position:

☒ YES

If YES, are Funds Available?

☒ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☐ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

This position has been filled through Southeastern Michigan Health Association (SEMHA) historically to provide front line client support services. The SEMHA staff that held this position resigned. This position is within the 2021 budget as a SEMHA position utilizing state grant funds and billing revenue. PH Techs are critical to continuing operations and serving clients within our department.

Completed By: Jamie Dean DATE: 01/06/2021

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment is necessary. The cost of the position is included in the 2021 Health Department budget.
Human Resources: The position will be posted and filled in compliance with the Collective Bargaining Agreement and County policies.

Finance Reviewer: Sue Maier DATE: 01/29/2021

HR Reviewer: Aundrea Armstrong DATE: 01/29/2021

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	ADMIN	TOTAL
ANNUAL BUDGET	2021	FUND 221	N/A			SEMHA EMPLOYEE	\$ 36,210	\$ 14,750	\$ 2,548	\$ 53,508
PROPOSED	DOH 2/1/21	FUND 221	UNION_04GA	RYE5	1	PUBLIC HEALTH TECHNICIAN	\$ 26,864	\$ 15,299	\$ -	\$ 42,162
						TOTAL COST/(SAVINGS)	\$ (9,346)	\$ 549	\$ (2,548)	\$ (11,346)
FINANCE CONCLUSION:										
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.										
ANNUAL PROPOSED	2021	FUND 221	UNION_04GA	RYE5	1	PUBLIC HEALTH TECHNICIAN	\$ 29,449	\$ 19,445	\$ -	\$ 48,894



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 · Fax: (734) 240-7480

February 1, 2021

Mr. Randy Richardville, Chairman
Monroe County Board of Commissioners
Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Proposed Shift and Operational Staffing Plan-Monroe County Sheriff's Office

Dear Chairman Richardville and Committee Members:

The Monroe County Sheriff's Office, in consultation with the Human Resources and Finance offices, has developed the above plan and presents the same for the Committee's review. Upon your review, we trust you will accept our request to approve the plan as presented. A few of the key highlights and objectives of the plan are as follows:

- Move a majority of police officer position classifications from eight (8) hours to twelve (12) hours per shift
 - Extended shifts will allow for more efficient scheduling of manpower resulting in expected reductions in overtime costs. The plan will provide consistent day to day staffing levels/coverage
 - The plan will be more cost effective by extending straight time pay for the additional four (4) hours per shift in lieu of adding more funded positions to deliver more hours of law enforcement services
 - The plan adds 6,240 hours of law enforcement for less overall cost than if we were adding three (3) additional positions
 - By moving to 12 hour shifts, plan leverages the most out of existing human capital before investing in additional staff and the requisite associated costs of outfitting and supplying each additional officer with the tools and equipment to serve; and
- Create three (3) command officer positions at the rank of Lieutenant to provide the overall leadership and management of the Sheriff's Office. These positions would be filled internally with promotions of existing officers. As a result, one (1) Sergeant position and two (2) Deputy positions will not be backfilled, the total funded positions in the Sheriff's Office budget will remain unchanged.

As part of our overall change in how the department is staffed and operations carried out, we identified a number of operational changes and expenditure reductions that add to the underlying ability to finance the cost of the plan. In year one, the cost savings are both one time and recurring. In future years, the focus is on carrying forward the recurring savings that defer but do not fully cover the total cost of the plan within the Sheriff's Office budget. For the 2021 year budget, the plan is cost neutral and the Sheriff's Office budget is able to absorb the budget changes that will be made as part of the plan's implementation.



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163

Telephone: (734) 240-7400 · Fax: (734) 240-7480

The second year plan, if it continues as developed, will have an annualized additional cost based on 2021 dollars of \$217,791. While we recognize this additional amount, we feel it is both relatively minor in the overall importance of law enforcement as public safety remains a high priority of the Board. We also expect other budget opportunities to present themselves to be available as we develop the 2022 and cover this additional cost.

On behalf of the Sheriff's Office, I will present additional details and information on the plan, the operational changes that will be part of the implementation and the overall value to the office in enhancing response times and law enforcement services throughout Monroe County.

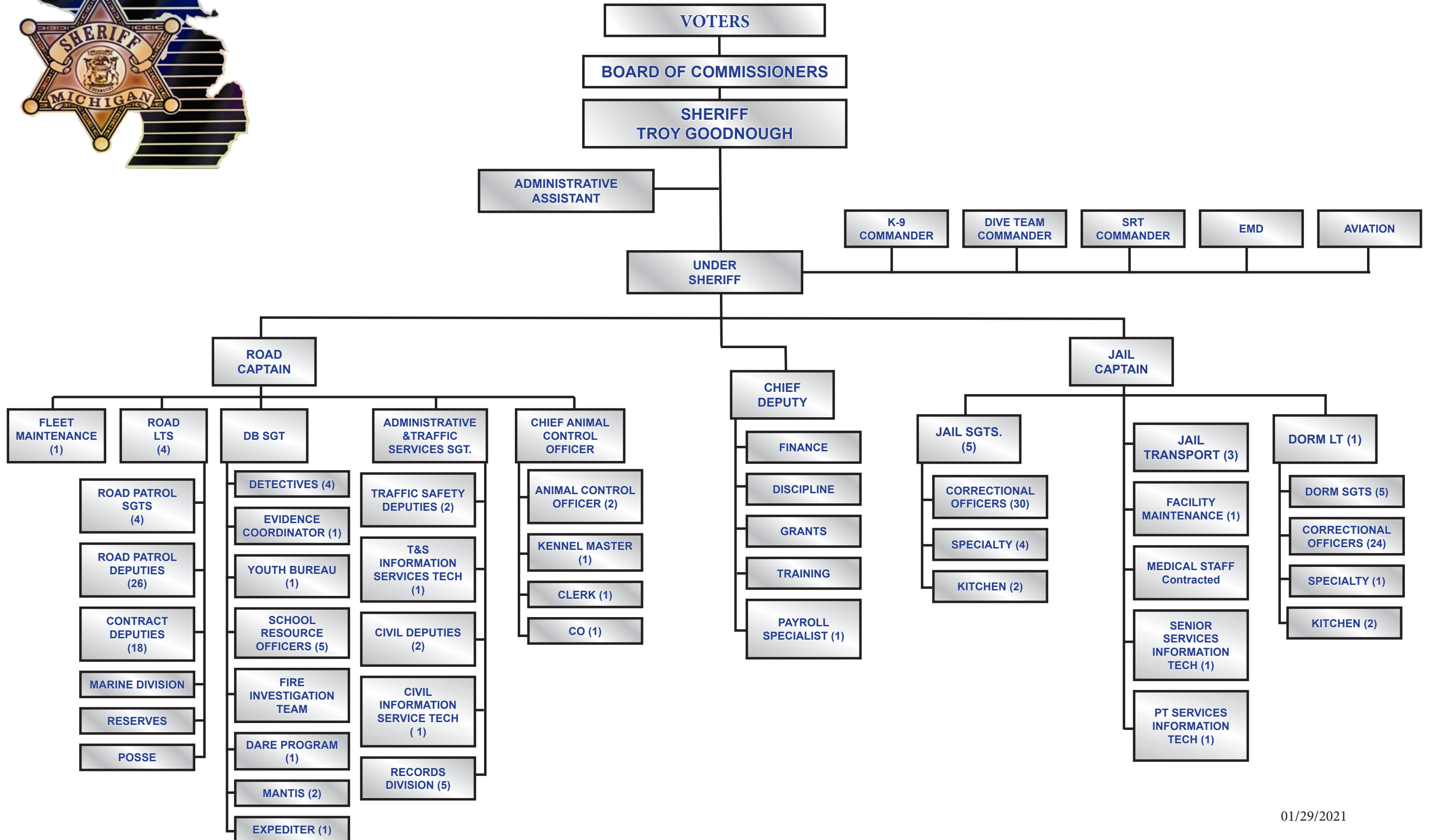
Our request is the Committee accepts the communication, place it on file and recommend the Full Board of Commissioners approve the changes in hours of work, the change in funded positions and associated authorizations required to implement the plan as presented.

Sincerely,

Troy Goodnough, Sheriff
Monroe County Sheriff's Office



MONROE COUNTY SHERIFF'S OFFICE



<u>Days</u>			<u>Nights</u>		
<u>Team A</u>			<u>Team A</u>		
Lt			Lt		
Sgt			Sgt		
1	Deputy	D-1	26	Deputy	D-1 K-9
2	Deputy	D-1	27	Deputy	D-1
3	Deputy	D-1	28	Deputy	D-1
4	Deputy	D-1 11a-11p	29	Deputy	D-2
5	Deputy	D-2	30	Deputy	D-2
6	Deputy	D-2	31	Deputy	D-3
7	Deputy	D-3	32	Bedford	
8	Bedford		33	Bedford	
9	Bedford		34	Frenchtown	
10	Bedford	11a-11p			
11	Frenchtown				
12	Monroetownship	2p-2a			
13	Resort Beach	2p-2a			
<u>Traffic Services</u>			<u>School Resource</u>		
Sgt			56 Airport		
44	Deputy		57	Bedford	
45	Deputy		58	Bedford	
<u>Civil Division</u>			59	Monroe	
46	Deputy		60	Summerfield (Contract)	
47	Deputy		61	Whiteford	
48	Deputy Expeditor				
49	Deputy DARE				
<u>Detective Bureau</u>			<u>Mantis</u>		
Sgt			62 Detective		
50	Detective		63	Detective	
51	Detective				
52	Detective		<u>Jail Transport</u>		
53	Detective		64	Deputy	
54	Evidence		65	Deputy	
<u>Youth Bureau</u>			66	Deputy	
55	Detective				
Total Contract Deputies including school resource officers			23		
Total General Funded Deputies, 416,Civil, Court Transport, Mantis & Detectives			<u>43</u>		
Total			66		

***** Positions 1-45, 50-54, as well as the Detective and Traffic Sergeant are 12 hour shifts (84 hours). The remaining are 8- hour shifts (80 hours)

Transition from 8 hour shifts to 12 hour shifts:	
8 hour shift cost	\$ 8,066,084
12 hour shift cost	\$ 8,412,646
less increase in Local Unit Contract Revenue	\$ (75,221)
Cost of Transition from 8 hour shifts to 12 hour shifts	\$ 271,342
Create 3 additional Lieutenant Positions	\$ 522,149
Eliminate 1 Sergeant Position	\$ (153,307)
Eliminate 2 Deputy Positions	\$ (174,275)
Total Reorganization Cost/(Savings)	\$ 465,908
Annual Savings	
Personnel Savings Retirements/Backfills	\$ (96,717)
Car savings	\$ (36,750)
Briefing Time	\$ (25,000)
Overtime	\$ (89,650)
Total Other Savings	\$ (248,117)
Grand Total Cost/(Savings)	\$ 217,791
2021 Savings:	
Backfills May start date (Academy Graduation)	\$ (105,478)
12 Hours Shift March Start Date	\$ (67,835.00)
Delay in Hire Deputy Vacancy(6/20/21)	\$ (43,569.00)
Total 2021 Savings	\$ (216,882)
2021 Grand Total Cost/Savings	\$ 909.41

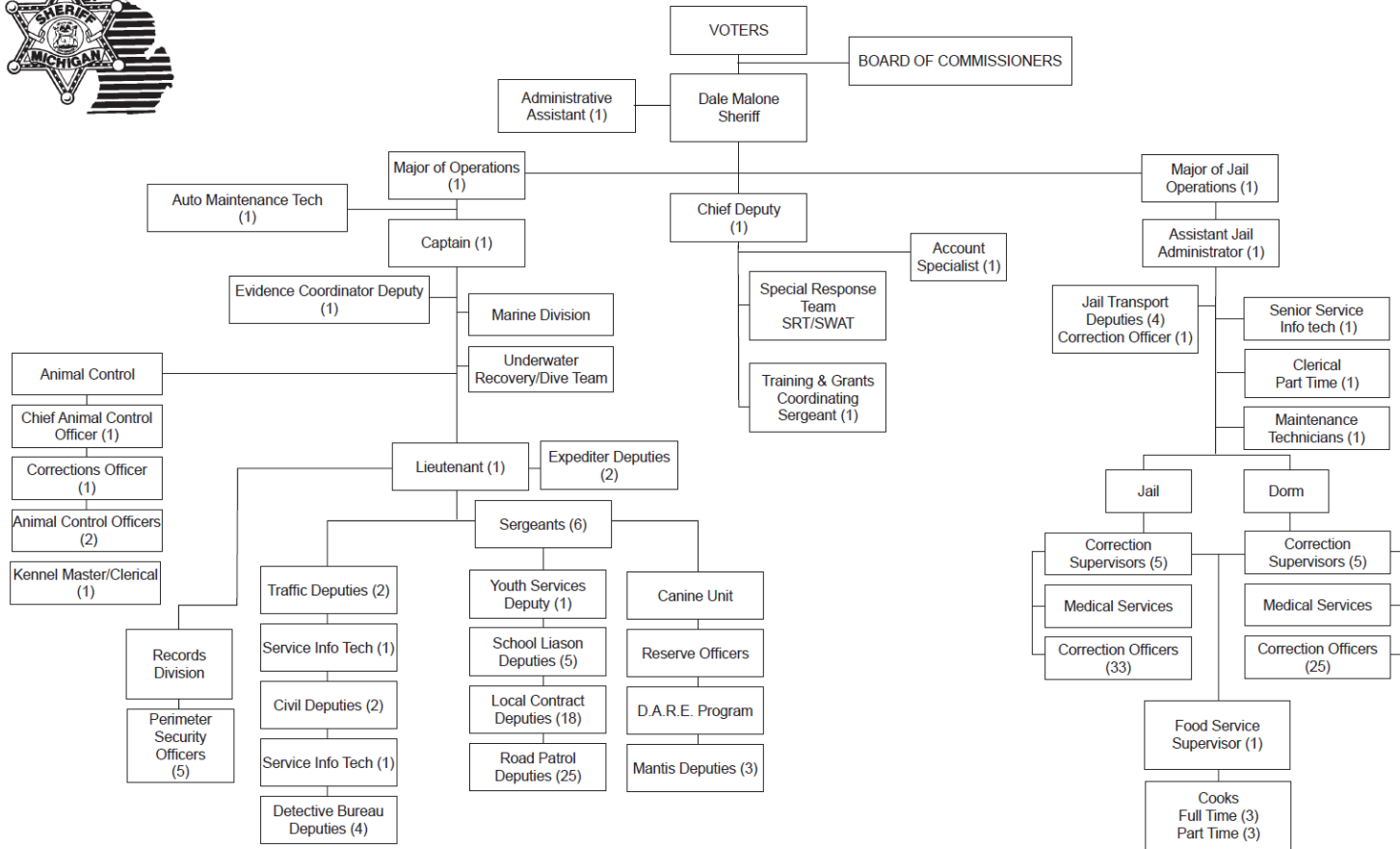
Monroe County Sheriff's Office

Staffing Proposal

Current Organizational Chart



2019 Monroe County Sheriff's Office
Organizational Chart



Current Staffing Model

- Based on 8-hour day
- Work 10 days out of 14
- 80 hours per pay period
- 2,080 hours per year
- Two weekends off every six weeks

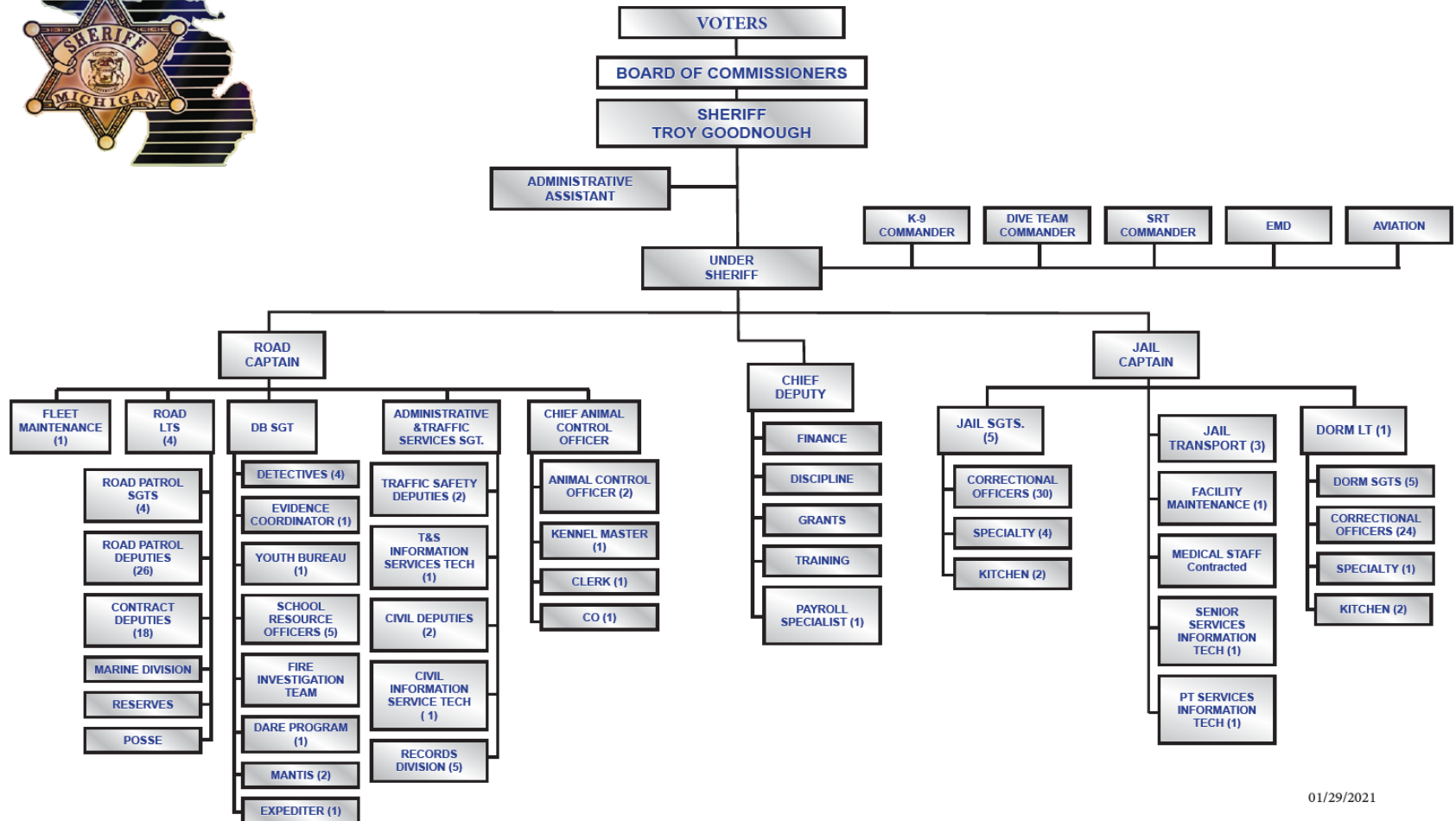
Current Staffing Model

- One (1) Uniformed Services Captain
- One (1) Uniformed Services Lieutenant
- Six (6) Uniformed Services Sergeants
- One (1) Traffic Services/Detective Sergeant
- 68 Deputy Sheriffs
 - 45 County Funded Deputies
 - 23 Contracted Deputies
- Total Sworn Officers (Command & Deputy) = 77

Proposed Organizational Chart



MONROE COUNTY SHERIFF'S OFFICE



Proposed Staffing Model

- Based on 12-hour shift
- Work 7 days out of 14
- 84 hours per pay period
- 2,184 hours per year
- Every other weekend off

Proposed Staffing Model

- One (1) Uniformed Services Captain (80 hours)
- One (4) Uniformed Services Lieutenant
- Four (4) Uniformed Services Sergeants
- One (1) Traffic Services/Administrative Sergeant
- One (1) Detective Sergeant
- 66 Deputy Sheriffs
 - 43 County Funded Deputies
 - 23 Contracted Deputies
- Total Sworn Officers (Command & Deputy) = 77

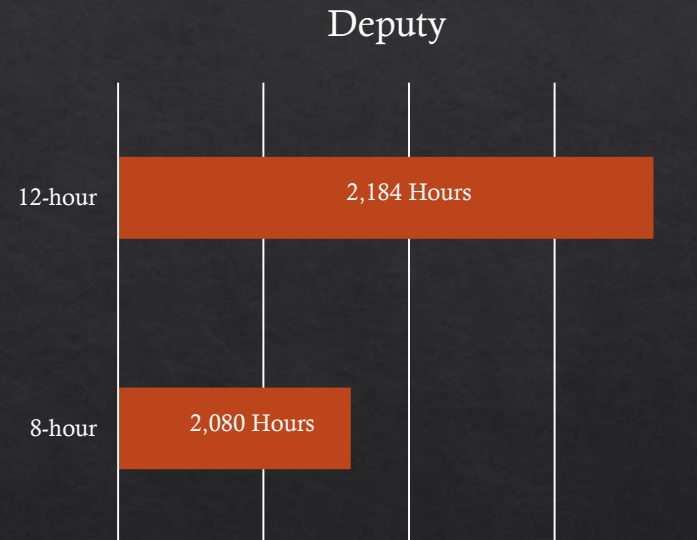
Police Coverage Comparison

	Current Staffing Model (Days)	Current Staffing Model (Afternoons)	Current Staffing Model (Nights)	Proposed Staffing Model (Days)	Proposed Staffing Model (Nights)
Command	2	2	2	2	2
County Funded Deputy	4	6	5	7	6
Bedford Contract	2	3	2	3	2
Frenchtown Contract	1	1	1	1	1
Monroe Township	0	1	0	1	0
Resort Beach	0	1	0	1	0
Totals	9	14	10	15	11

- Current model staffing numbers are averages and may change day to day
- Hybrid carry over shifts

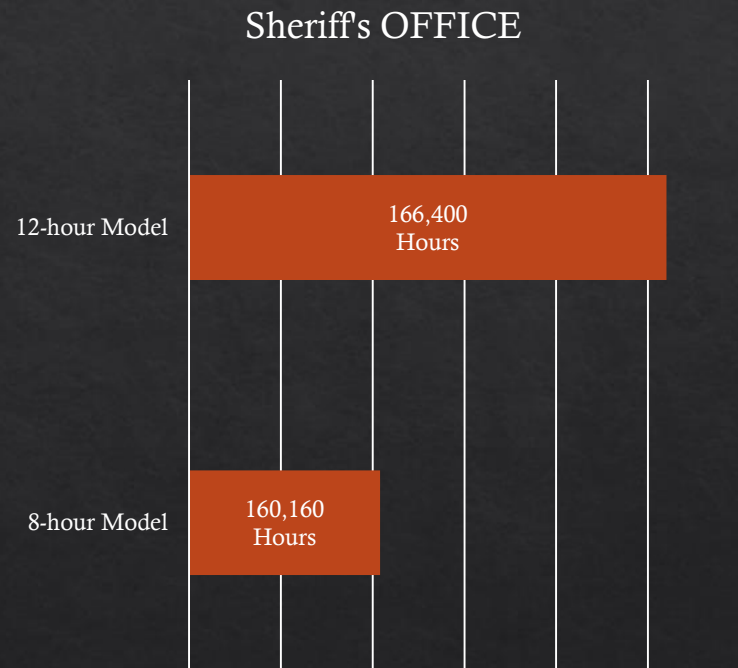
Hour Comparison

- ◆ Each Deputy will work an additional 104 per year at straight time increasing boots on the street.



Hour Comparison

- ◆ The 12-hour model will increase total hours by 6,240 hours (increase boots on the street)



Key Points

- ◆ Majority of Police Officer Positions will move from 8-hour model to 12-hour model
- ◆ Extended shifts will allow for more efficient scheduling of manpower resulting in reductions of overtime
- ◆ 6,240 added hours from 12-hour model is the equivalent of three (3) full time employees but carries less overall cost than adding additional positions
- ◆ The plan creates three (3) Lieutenant positions to provide leadership and supervision within the Sheriff' Office

Additional Benefits

- ◆ 12- hour model creates additional visible police presence through increased coverage on each shift
- ◆ Increased police coverage helps to reduce response time to emergencies and citizens' calls
- ◆ Increased coverage allows for more proactive police efforts
- ◆ 12-hour model helps with recruiting and retention

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING FEBRUARY 8, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Organization 100	101	101	Organization & Structure of County Policies	Expands name of policy Restructures the organization of policies under section headers (numbers & policy names) Edits/revisions with current updates	Improves the organization of the polices and separates them by more detailed headers/subjects as policies have increased in count.
Governance 200	201	201	Preparation of Agendas for Board of Commissioners' Meetings	Revises policy to align with updated Board of Commissioners By-Laws	By-Laws have had several updates and the policy & By-laws should be aligned.
Governance 200	NA	202	Preparation and Distribution of Agendas for County Boards and Commissions	New policy to provide uniformity & consistency to all County Boards & Commissions' agendas. Standardized & minimum formats of agendas & times for the preparation & distribution	Help give guidance to all Boards & Commissions of the County to assist in meeting requirements for public meetings
Governance	501	203	County Resolutions, Special Tributes and Certificates	Revises old policy, moves it under the Governance section of manual	Provides additional clarity, coordination , and presentation of resolutions through the Chairperson. Provides a hierarchy of recognition.
Governance 200	403	204	Conflicts of Interest	Expanded policy statement and code of conduct further defined	Provides for intended outcomes and draws from other policies for modeling the county's Adds a section on code of conduct and expands several areas of the old policy for more clarity.

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING FEBRUARY 8, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Financial Mgt & Budgeting	302	302	Approval of Claims Against the County Of Monroe	Updates to reflect the elimination of the Finance committee.	Align with Board Bylaws.
Financial Mgt & Budgeting	307	307	Employee Expense Reimbursement	Policy name change, includes travel expenses and other allowable employee expense reimbursement. Provides updates to policy limits and additional provisions of the policy.	Includes Michigan Treasury guidelines on allowable expenses made a part of the policy. All employee expense reimbursement for travel or other business costs incurred tracked on single request form.
Employee Relations	406	608	Drugs, Narcotics & Alcohol	Updates to policy reflecting changes to law. Provide consistency of policy with current law.	Changes developed with labor counsel.

Section Name:	General	Effective Date:	March 23, 1999
Section Number:	100	Date of Revision:	February 16, 2021
Policy Number:	101		

Subject: Organization and Structure of County Policies

Overview

The County's policies are intended to provide written guidelines for administrative actions, achieve consistency and uniformity in the handling of administrative affairs, guide decision making and improve internal communications and understanding.

Purpose:

To establish a structure for the preparation and issuance of policies by the Monroe County Board of Commissioners.

Scope:

This policy shall apply to all offices, departments and administrative units of Monroe County government.

Statement of Policy:

- A. County policies are promulgated to promote quality and efficiency of public services to the citizens and users of county programs and services. All policies shall be accessible to employees and the public through posting of the County policy manual on the County's official website.

The County's policies shall not be construed as creating a contract between the Employer and any of its employees. The interpretation and application of all policies are within the sole discretion of the County with ultimate responsibility residing in the Board of Commissioners.

- B. Subject Categories. Board policies will be issued under one of the following nine (9) subject categories:

- 100 Organization and Structure of County Policies
- 200 Governance
- 300 Financial Management and Budgeting
- 400 Employment Compensation and Benefits
- 500 Post-Employment Benefits
- 600 Employee Relations

- 700 Safety
- 800 Information Technology
- 900 Property & Facilities

C. Numbering System. Board policies will be numbered serially according to a three-digit code assigned each subject category.

D. Policy Format. Board policies shall be generally organized as follows:

- Overview
- Purpose
- Scope
- Statement of Policy
- Definitions
- Policy Compliance
 - Responsibility
- Administrative Procedure
- Legislative History

E. Approval Process. Drafts of proposed and revised policies shall be submitted to the Board of Commissioners through the Administrator/Chief Financial Officer. The Chairperson of the Board of Commissioners *may* refer the policy to the appropriate Standing Committee of the Board of Commissioners which shall review the need for the proposed policy and the revisions proposed for existing policies and provide a recommendation along with any supplemental revisions to the Board of Commissioners. The full Board of Commissioners shall then consider the policy for adoption or modification or elimination.

F. Interpretation of Policy. The County Administrator/Chief Financial Officer or his or her authorized designee shall be responsible for the interpretation of Board policy and shall issue such interpretive rulings or guidelines as may be required in their implementation. The Administrator/Chief Financial Officer may seek additional advice and guidance from general and/or labor counsel in the interpretation of policies.

G. Exceptions to Policy. Policies are intended to serve as guidelines for the administration of day to day operations within the County. Exceptions to policy may be approved upon recommendation of the County Administrator/Chief Financial Officer and approval of the Board of Commissioners as applicable.

H. Revisions or Cancellation of Policies. All policies shall be subject to review, revision or cancellation by the Board of Commissioners at its discretion.

Definitions.

- A. Policy- A statement that makes Board decisions available in a form that is convenient for the conduct and management of the County's administrative affairs.
- B. Policy Manual- A loose-leaf binder or series of electronic files/folders containing policies of Monroe County.
- C. County Departments- Departments responsible for the management of specific County operations.
- D. Appointing Authority- An Appointing Authority is the head of a department, a person or group of persons with the power of law, ordinance, or lawfully delegated authority to make appointments to positions in the County.

Policy Compliance:

A. Responsibility

- 1. The Monroe County Board of Commissioners: Shall be responsible for the adoption of all policies.
- 2. The Board of Commissioners Administrative Assistant/Deputy Clerk: Shall be responsible for certifying policies approved by the Board of Commissioners, and posting the same to the County's official web site and for maintaining a record of all policies approved by the Board of Commissioners as part of the Board's official business.
- 3. The Administrator/Chief Financial Officer: Shall be responsible for maintaining a complete and up-to-date Policy Manual.
- 4. Department Head/ Elected officials: Shall be responsible for informing employees of the policies, and ensuring compliance with all policies.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.

Section Name: By-Laws Governance
Section Number: 200
Policy Number: 201

Effective Date: March 23, 1999
Date of Revision: February 16, 2021

Subject: Preparation of Regular Board Meeting Agendas

Purpose.

The purpose of this policy is to provide for the preparation of regular board meeting agendas and committee meeting agendas.

Scope:

This policy applies to members of the Monroe County Board of Commissioners.

Statement of Policy.

- A. All regular Board of Commissioners meeting agendas will be prepared in accordance with Appendix C, of the Monroe County Board of Commissioners By-Laws and Rules of Procedure as Amended and Revised. Any items being considered must be presented by 12:00 noon of the Thursday preceding the scheduled regular meeting. The Board of Commissioners shall determine the time meeting agendas will be prepared. Appropriate time shall be provided in order to permit the Board's Administrative Assistant to prepare and distribute the agendas no later than 5:00 p.m. on the Friday prior to the regular board meeting. All Department Heads and Elected Officials will be notified annually of the scheduled time for agenda meetings by the Administrative Assistant.
- B. All regular Board of Commissioners meeting agendas will be approved by the Chairman of the Board of Commissioners. The Administrative Assistant under the direction of the County Administrator/Chief Financial Officer will prepare the draft agenda for consideration. County Legal Advisor and the Administrative Assistant of the Board of Commissioners, other members of the Board of Commissioners and Administrative Staff, including Elected Officials, may participate and provide input into the agenda.
- C. The Chairpersons of the various standing committees of the Board of Commissioners shall be responsible for scheduling the standing committee meetings and for advising the Administrative Assistant of the items to be placed on the standing committee agendas. The Administrative Assistant shall coordinate with offices/departments and those responsible with items on the agenda for providing the supporting documents to be included on the agenda.

Definitions. None

Policy Compliance:

A. Responsibility.

1. The Chairperson of the Board of Commissioners or, in his or her absence, the then presiding officer of the Board of Commissioners will have the responsibility for overseeing and implementing this policy.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.

Section Name: Governance
Section Number: 200
Policy Number: 202

Effective Date: February 16, 2021

Subject: Preparation and Distribution of Agendas for County Boards and Commissions

Purpose.

The purpose of this policy is to provide for the preparation of agendas for County of Monroe boards and commissions, and the timely distribution and posting of meeting agendas and supporting documents.

Scope.

This policy applies to all boards and commissions operating under the direction and oversight of the Monroe County Board of Commissioners and who are further insured or defended from actions arising out of claims of liability and errors and omissions.

Statement of Policy.

- A. All boards and commissions agendas of the County will be prepared on a schedule so as to provide a minimum of two (2) business days of time to allow members of the respective board or commission time to review and prepare for the meeting for which the agenda was prepared. Each respective board and commission chairperson shall formulate procedures and schedules by which items may be submitted and included on any meeting agenda, subject to the approval of the chairperson. The schedule shall allow appropriate time for staff to prepare, copy, scan, distribute to board and commission members and post the agenda with supporting documents.
- B. All County board and commission meeting agendas will be prepared by staff and follow the standard agenda outline for public meetings as published by the Board of Commissioners in the Board's By-Laws under Article III, subsection 3.5. A quorum shall be present for the conduct of business before any action may be taken.
- C. After the first meeting of each calendar year, each board or commission shall submit the regular meeting schedule to the Administrative Assistant to the Board of Commissioners listing the board or commission name, the month, day and date for each meeting scheduled for the current year, the meeting start time and the meeting location including identifying room within the building address. This information will be compiled and posted for public viewing and information.
- D. The Michigan Open Meetings Act shall govern the notice requirements for all meetings of County boards and commissions and the chairperson of each board or commission shall be responsible for ensuring the requirements are being met. If staff training and information is needed to ensure compliance with the Open Meetings Act, the Chairperson shall communicate this need to the Administrator/Chief Financial Officer to request appropriate training or guidance for compliance.

- E. The agenda and supporting documents including prior meeting minutes shall be posted to the County web site not less than 24 hours prior to the scheduled start time of the meeting. Staff to the respective board and commission shall be responsible for the timely posting of the meeting agenda and supporting documents under the oversight of the Chairperson.
- F. Postings for rescheduled meetings, special meetings or meetings recessed more than 36 hours must follow the current requirements for posting the meeting notice at a prominent and conspicuous place both at the board or commission's principle office and on the County website. The posting of notices on the County website is required through the County's maintenance of an official internet presence where monthly or more frequent updates of public meeting agendas and minutes are regularly posted.

Definitions. None

Policy Compliance:

A. Responsibility.

- 1. Chairperson- Chairperson of each board and commission of the County will have responsibility for complying with the provisions of this policy.
- 2. Administrator/Chief Financial Officer- The Administrator/CFO shall have responsibility for overseeing and implementing this policy.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.

Section Name: Governance
Section Number: 200
Policy Number: 203

Effective Date: September 1977
Date of Revision: February 16, 2021

Subject: County Resolutions, Special Tributes and Certificates

Purpose:

The purpose of this policy is to provide for the recognition of individuals and organizations for significant, personal and professional achievements.

Scope:

This policy applies to all County Commissioners who may request a resolution, special tribute or certificate. All requests shall be approved by the Chairperson of the Board of Commissioners prior to staff preparing a document of recognition.

Statement of Policy:

It is the policy of the Board of Commissioners to recognize individual and group accomplishments of benefit to our community, state and country through appropriate resolutions, special tributes and certificates of acknowledgment. The recognition shall be for the highest and not ordinary achievements in, but not limited to, education, athletics, public service, art and humanities and other similar achievements benefiting the public.

A. Definitions:

1. Resolution: A County Resolution is a form of Recognition of individuals or organizations that have accomplished a type of high achievement that has overall County-wide significance. Resolutions may also be used to promote a position or support for an issue of significant importance to the community and used to formally communicate the position of the governing board to state and federal officials. Individuals or groups receiving a Resolution may be invited to a Board of Commissioner's meeting to receive the Resolution.
2. Special Tribute: A Special Tribute is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has local or community significance. The Special Tribute may be presented by individual Commissioners at local events on behalf of the Board.
3. Certificate: A Certificate is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has organization-wide or local community significance. The Certificate may be presented by individual Commissioners at local events on behalf of the Board or issued in another manner determined by the Chairman of the Board.

Policy Compliance:

- A. Responsibility. The Administrative Assistant/Deputy County Clerk of the Board of Commissioners and the Chairperson of the Board of Commissioners shall be responsible for implementing and overseeing this policy.

Administrative Procedures:

- A. All requests for Resolutions, Special Tributes and Certificates must be made to the Chairperson through the Administrative Assistant/Deputy County Clerk.
- B. Requests shall be honored from the first requesting Commissioner. The County Board Chairperson shall resolve any disputes between Commission members.
- C. Commissioners requesting Resolutions, Special Tributes and Certificates shall assist staff in collecting and gathering factual and background information to be used in the drafting of Resolutions, Special Tributes and Certificates. Sources of information include but are not limited to media articles, statements from organizations and interviews.

1. Resolutions:

- a. A Resolution may be offered by the presiding District Commissioner and supported by any other Commissioner, when a Commissioner is requested by a person or organization from outside his or her district to offer a resolution. In such circumstances, the Commissioner who has been requested to make the resolution shall notify the presiding Commissioner of said district of the request. The resolution shall be offered jointly by the presiding and requested Commissioner(s) and supported by any other Commissioner.
- b. Resolutions may be offered by not more than one (1) Commissioners and supported by one Commissioner.
- c. Resolutions may be read into the record at a Regular County Board meeting.
- d. Resolutions shall be approved by a majority roll call vote.
- e. Commissioners that have approved the resolution shall have their signatures affixed on the resolution.
- f. Resolutions may be printed on letter size paper and framed.

2. Special Tributes:

- a. Any one or more Commissioners may request to offer special Tributes.
- b. The offering Commissioners and the County Board Chairperson shall sign special Tributes.

- c. Special Tributes shall be printed on letter size paper and may be framed as requested by the offering Commissioners.

3. Certificates:

- a. Any one or more Commissioners may request to offer certificates.
- b. The offering Commissioner(s) and the County Board Chairperson shall sign certificates.
- c. Certificates shall be framed in a decorative frame.

D. Presentation of Resolutions, Special Tributes and Certificates

- 1. The requesting Commissioner shall coordinate with the Administrative Assistant/ Deputy Clerk for the recipient(s) to be notified in advance of the meeting and confirm attendance at the meeting to receive a Resolution of recognition. Special Tributes and Certificates for presentation shall be coordinated with the Administrative Assistant/Deputy Clerk for presentation at a scheduled event or as prescribed by the requesting Commissioner.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999 and February 16, 2021.

Section Name: Financial Management
Section Number: 300
Policy Number: 302

Effective Date: March 25, 1997
Revision Date: February 16, 2021

Subject: Approval of Claims against the County of Monroe

Overview:

The County of Monroe strives to provide timely payments to vendors, contractors and service providers to promote and foster good business working relationships with businesses providing goods and services to the county.

Purpose:

The purpose of this policy is to establish guidelines and procedures for the preparation and submission of all claims against the County to the Monroe County Board of Commissioners.

Scope:

This policy applies to the Board of Commissioners when auditing and adjusting for claims against the County.

Statement of Policy:

- A. Approval of Claims. On the first and third Tuesday of each month at the meeting of the Board of Commissioners, the Board will approve a list of claims against the County. The list will consist of the vendor number, vendor name and the amount to be paid.
- B. Issuing of Checks. Upon approval of the claims listing, the Finance Department shall issue checks for the payment of the approved listing of claims.
- C. Exceptions to this policy. The Finance Department shall be allowed to authorize payments prior to the Board of Commissioners approval for exceptions contained in this policy. All payments made for the following exceptions, as noted in 1-7, will be paid on a weekly basis. Invoices paid on a weekly basis are not required to be submitted to the Board of Commissioners for their approval as required above:
 1. Bi-weekly payroll and all related tax withholding and payroll related withholding deposits.
 2. All invoices which will incur a penalty if not paid on a timely basis or invoices requiring a deadline that occurs prior to the finance committee approval, or invoices that will generate a discount if paid prior to a deadline.
 3. Invoices determined by the Administrator/Chief Financial Officer to require immediate payment.
 4. All payments held in Trusts by the County for a third party.

5. All payments ordered by the Court including jury fees paid to jurists.
6. Investments and cash transfers approved by the County Treasurer.
7. Appropriations from and to operating funds of the County.

Definitions: None

Policy Compliance:

A. Responsibility

1. Elected Officials/Department Heads: All Elected Officials/ Department Heads have the responsibility and obligation to promptly review claims, verify each claims accuracy and legitimacy and approve the same for payment, in accordance with this policy.
2. County Administrator/Chief Financial Officer: The County Administrator/CFO will be responsible for overseeing and administering this policy.

Administrative Procedures.

- A. Department Heads or their authorized designee shall approve all invoices for payment, on forms approved by the Finance Department and submit them to the Finance Department no later than 5:00 p.m. on each Tuesday prior to the scheduled Board of Commissioners meeting in order to be included on the claims listing for the Board of Commissioners review. Invoices received after the time period contained above shall be included on the subsequent cycle.
- .

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 25, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated April 13, 1999 and February 16, 2020.

Section Name: Employee Relations
Section Number: 300
Policy Number: 307

Effective Date: May 10, 1994
Date of Revision: February 16, 2021

Subject: Employee Expense Reimbursement

Purpose:

The purpose of this policy is to establish guidelines, procedures and allowed amounts for reimbursement of authorized expenses while conducting official business of the County.

Scope:

This policy shall apply to all departments and administrative units of Monroe County government

Statement of Policy:

- A. Expenses Incurred. Expenses incurred by employees for out of pocket costs or travel expenses are the ordinary and necessary expenses for a bona fide business purpose. All officers and employees conducting or traveling on official business are expected to exercise the same care in incurring expenses that a reasonably prudent person would exercise if traveling on personal business. Travel must be planned using the most practical cost-effective means. Employees should carpool whenever practical. Travelers incurring expenses based on personal preferences are responsible for paying any additional costs. If the training is available through a webinar/teleconference option rather than in person attendance, employees and department heads should consider the value of this option as opposed to travel.
- B. Reimbursements for Travel. Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to incurring additional expenses or expenses beyond the amount budgeted.
- C. General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:
 1. Mileage: The rate of vehicle mileage reimbursement shall be as established and adjusted in accordance with the Internal Revenue Service (IRS) published rates and guidelines.
 2. The below amounts are the maximum amounts of reimbursement or allowed expense per employee:

<u>Meals:</u>	
Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	\$22.00
Gratuity shall not exceed 20%	

- a. Itemized meal receipts are required and must show date, time, location and items purchased. Breakfast will only be paid when travel starts prior to 6:00 a.m. Lunch is reimbursable only when travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m. Dinner will only be paid when travel extends beyond 7:00 p.m. Meal allowances cannot be aggregated into a single daily allowance. Each meal allowance and reimbursement is a separate occurrence.
- b. If meals are included with registration, corresponding meals are not reimbursable. Exceptions will be considered on a case-by case basis based on such factors, which must be presented with the reimbursement request, as:
 - Was not sufficient as a meal
 - Employee was unable to consume the furnished meal(s) because of medical requirements or a religious belief
 - Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so
 - Other relevant factors the employee may present

D. Overnight Lodging: *Generally*, reimbursement may be made for actual expenditures for overnight accommodations, subject to the following restrictions and limitations:

1. Rates:

Single, per day, maximum	\$130.00
Double, per day, per person,	\$ 75.00 maximum
* Tax included	

2. If the destination is more than 120 miles from the normal work location, and if the individual must be at the destination at or before 8:00 a.m., an official or employee may elect to stay overnight the preceding calendar day.
3. If official business terminates after 6:00 p.m. and the location is more than 120 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.
4. If the temporary work location is more than 120 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.
5. These are general rules; there may be traffic, construction, inclement weather or other relevant factors which the employee may present if an employee's

circumstance does not meet the general rules. The employee must request approval prior to booking the hotel room.

6. Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business. If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (½) the rate. If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.
 7. Meal Reimbursement guidance also applies when an employee is lodging overnight and is therefore eligible for breakfast meal allowance reimbursement. If breakfast is provided by the hotel, no additional reimbursement may be claimed. Lunch meal allowance reimbursement applies when the event continues through the day and into the lunch period defined as between 11:00 a.m. and 2:00 p.m.
 8. Overnight lodging must be documented with a detailed itemized receipt from the hotel or lodging facility in order to qualify for approved reimbursement.
- E. Special Cases. When conferences are held at a conference center, hotel or lodging facility and if meals, registration and lodging at the facility exceed the above schedule, authorization is required from the County Administrator/Chief Financial Officer prior to incurring costs in excess amount of the allowable rates.
- F. Emergency Lodging. In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation and justification from the department head prior to incurring costs in excess amount of the allowable rates.
- G. Conventions, Conferences, or Group Functions. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, seminar, educational or training session or group function (event) and costs associated with this event have been approved in the County's annual budget, the following provisions apply:
1. Reimbursement for expenses to and from the event site will be at the normal rates included in Section C. A full explanation must be given on the County published travel expense reimbursement form, including the name of the event. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be attached as supporting documents for the amount of the reimbursement.
 2. Employees will be reimbursed actual expenses for lodging, group luncheons, banquet, and educational/program materials whenever such lodging and meals

are in conjunction with an approved event. The County will make advance payment of the lodging and event registration via credit card as the primary method of advance payment rather than direct to employees. Advance payment for these expenses will be allowed upon submission of supporting documents for the event and consistent with the County Credit Card policy and procedures for use.

- H. Guest Meals. The cost of guest (non-family member) meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section C. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.
- I. Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved events covering the estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing on the County credit card authorization form to the County Administrator/Chief Financial Officer in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation and those costs that must be paid in advance. Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above. The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.
- J. Discount Rate Registration and Fees. If a discount rate for an event, including rates for lodging and/or registration fees is made available to attendees, employees must register within the allowable dates to obtain the group discounted rate(s). Failure to do so will limit the allowable reimbursement amounts to the discounted rate, unless prior approval is requested to the Administrator/Chief Financial Officer with supporting rationale as to why the discounted group rate was not secured within the allowable time.
- K. Alcoholic Beverages. No alcoholic beverages will be paid for by the County.
- L. Map Mileage, Coach, or special Fares. Whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.

1. All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must make their own reservations using their own funds and submit itemized receipts for reimbursement with the understanding that reimbursement may not be paid in full.
2. Baggage Fees: Travelers will be reimbursed for one piece of personal luggage with appropriate receipts; fees for additional or overweight luggage are not reimbursable. Reimbursement of baggage fees for business-related materials is allowed with a receipt and detailed explanation.

Definitions:

- A. The reasonably prudent person- The reasonably prudent person is a concept or standard in the law entailing a hypothetical person that acts in a manner society might expect of a normal, reasonable person under the same or similar circumstances. There is no technical and universally applied definition, and thus it varies between contexts.

Policy Compliance:

A. Responsibility:

1. Employee- Each employee submitting a travel expense claim is responsible for following the reimbursement procedures outlined in this policy.
2. Elected Official/Judges/Department Head/Authorized Representative- Shall approve the reimbursement request and will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.
3. County Administrator/Chief Financial Officer- The County Administrator /CFO shall be responsible for administering this policy.

Administrative Procedure:

All employees who incur expenses in the performance of the County's business shall submit requests for reimbursement in accordance with the following procedure:

- A. All travel expense claims shall be prepared and submitted on the standard Employee Expense Reimbursement Form, and must be itemized. All travel related expenses shall be reported on the standard Employee Expense Reimbursement Form. Forms are as prepared by the Finance Department and posted on the County intranet as fillable electronic forms.
- B. The expense of only one (1) employee shall be included on a single expense reimbursement form. If an employee pays for the cost of other or additional employees, then the costs expended may be submitted on a single expense reimbursement form for

reimbursement at the allowable rate with all supporting receipts. The reimbursement form shall list the additional employees for which costs were incurred.

- C. Expense reimbursement forms shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator.
- D. Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy. Meal costs shall not include gum, candy, or breath mints.
- E. Employees will not be reimbursed for meal expenses while on official business within the geographic boundaries of Monroe County unless the expenses are for training or educational programs pre-approved by the policy administrator.
- F. Any other expense incurred by the employee for operating supplies in the furtherance of County business shall be submitted with accompanying receipt(s) for reimbursement of the actual cost. At a minimum an expense shall comply with the Michigan Department of Treasury guidelines on unlawful expenditures that is attached and made a part of this policy.
- G. All expense items contained on the Employee Expense Reimbursement form must appear in chronological order and all expenses for the period must be included.
- H. Dates of travel must be shown on the Employee Expense Reimbursement form must include the places between which travel was incurred.
- I. The description column of the travel voucher must include the places between which travel was incurred.
- J. For travel by privately owned vehicles, all point-to-point mileage must be shown. Only actual mileage incurred will be allowed. Mileage will be paid from the employee's place of work to their destination or from the actual point of departure, whichever is less. "Vicinity" mileage must be shown at each point where incurred.
- K. Miscellaneous expenses must be shown under the actual date they are incurred and explanations included where required. All required receipts (i.e. cab fare, parking, hotels, etc.) must be attached. Parking expenses shall be at the lowest available rate. Valet parking, premium parking or secured parking expenses will only be reimbursed at the lowest non-valet, non-premium or unsecured parking rate available at the event.
- L. The certification on each Employee Expense Reimbursement form shall be attested to by the signature of both the employee and the elected official/department head, or the authorized representative shall be authorized to sign said form.
- M. The nature of the official business must also be shown in the space provided. Blanket statements such as "on official business" or "as directed", are not acceptable.

- N. Employees recognize that while attending educational programs, seminars, conferences and business meetings they are attending during working hours and are on duty or on the clock. As such, they shall conform to proper conduct as County employees and endeavor to best represent the County of Monroe. Further, as on duty employees, the employee shall be available to the Department or Office to respond as needed and as a management employee or supervisor shall contact the Department or Office periodically to remain aware and informed of operations during their physical absence from work.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated May 10, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 24, 1999, February 27, 2001 and February 16, 2021.

Michigan Department of Treasury guidelines on unlawful expenditures

Copied from:

http://www.mi.gov/documents/treasury/Audit_Manual_for_LUG_in_Michigan_383593_7.pdf

Local units of government in Michigan are only allowed to incur expenditures for a valid public purpose. The local unit is the steward of public resources, and they may not be used for a private purpose. Determining whether expenditure is for a valid public purpose is a legal consideration. Often the local unit's legal counsel can be helpful in making this determination. There are numerous state statutes, court cases and attorney general opinions that define allowable expenditures. As a guide, the following is a list of the more common types of questionable expenditures:

1. Charitable Donations to Non-Profit Organizations: Unless the payment is in exchange for the provision of a governmental service that the local unit could have provided itself, this is not a valid public purpose. In general, such expenditures should be documented through a written agreement. This prohibition includes churches, veterans' organizations, community organizations, Little League, Boy Scouts, Big brothers/ Big Sisters, etc.
2. Donations to a Private Ambulance or EMS Service: MCL 333.20948 authorizes local governmental units to contract for ambulance services. This would only be allowed if there is a written agreement providing that the payment is in consideration for services rendered (which service the local unit could have provided with its own employees).
3. Public Celebrations and Events: MCL 123.851 specifically allows cities, villages and townships to expend money for observances of Armistice (Veterans), Independence and Memorial Days and Diamond Jubilee or Centennial celebrations. MCL 46.11a specifically allows counties to appropriate money for the celebration of Armistice (Veterans) Day. It is

improper for a unit of government to expend public money for an annual picnic or other celebration that is not specifically authorized by law and does not serve a public purpose. The Michigan Supreme Court in *Wayne County v Hathcock*, 471 Mich 445, 462; 684 NW2d 765 (2004), defined “public purpose” as having “for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose.”

4. Providing Coffee, Food, etc.: The purchase of coffee, food, etc., must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for fire fighters, volunteer or full-time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose. Coffee, food, etc., for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit). See the definition of “public purpose” in item 3 above.

5. Retirement/Recognition Functions and Employee and Retiree Gifts: Retirement functions, gifts or plaques for employees or officials, recognition dinners for volunteer fire fighters or ambulance staff are usually not for a public purpose, therefore, not an allowable expense. Travel and meals as part of the cost of training volunteers to perform emergency services within the local unit are deemed a public purpose, payable as an expense when properly budgeted, authorized and approved. See the definition of “public purpose” in item 3 above.

6. Historical Activities: MCL 399.161 allows a township to appropriate money that the township board believes advances and fosters historical interests of the township. MCL 399.171 and 399.172 allow a city, county, township or village to individually appropriate money or jointly create a commission to advance the historical interests of the unit or units. MCL 399.201-399.215 allow a city, county, township or village to establish historical districts and a commission to preserve and refurbish historical structures.

7. Juvenile Delinquency--Youth Centers: MCL 123.461 allows a county, city, township or village to operate centers open exclusively to youths under 21 years of age and aimed at curbing juvenile delinquency within the community.

8. Economic Development: MCL 125.1601-125.1636 allows a county, city, village or township to incorporate an economic development corporation, file articles of incorporation and fund projects of said EDC, which are for a public benefit. MCL 125.1231 - 125.1237 allows county commissioners to create a county commission to promote economic development and provide in the county budget for the expenses of the commission.

9. Senior Citizens, Older Persons: MCL 400.571 - 400.577 allows a county, township, city or village to provide services to persons 60 years or older. Appropriations to a private organization must be specified in a contract. The terms of the contract must be published within 10 days of its approval in a local newspaper specifying the contract terms and services to be performed.

10. Legal Expenses: A governmental unit is not authorized to expend public money to assist residents with legal costs in defending the homeowners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.

11. Membership Dues: Membership dues to governmental associations such as MTA, MML, MAC and similar organizations that advise, inform and educate officials and employees are appropriate. (See court decision Hayes v City of Kalamazoo, 316 Mich. 443).

12. Training and Education: Registration fees, lodging, travel, and meals while in attendance at useful public informational or educational workshops and seminars are appropriate.

13. Mileage Reimbursements: Local units should follow the IRS guidelines for determining which travel is considered a "business purpose." Mileage of officials (except county finance committee and board of commissioners. See MCL 46.52 and 46.62) and employees to and from their residence to the city, township or village hall, county building or meeting rooms is not to be reimbursed. (Mileage paid to county commissioners must be included on their W-2 forms as taxable income.) This means that commuting from home to work and back is not to be reimbursed.

14. Private Roads: Expenses for private roads are the responsibility of the private owners of the road and it is inappropriate to use public funds for such purpose. However, this does not prohibit a local unit from assisting the private road owners by levying a special assessment for improving or maintaining a private road, as long as the special assessment is designed to cover 100% of the costs associated with the private road. (Public Act 188 of 1954, as amended, being MCL sections 41.721 - 41.738)

15. Per Diem Payments to Township Supervisor, Clerk or Treasurer: When the supervisor, clerk or treasurer is paid on a salary basis, it is inappropriate to pay extra or a per diem for attendance at meetings (MCL 41.95). (Check city and village charters for their compensation procedures or restrictions.) Extra compensation for summer tax collections is inappropriate, unless part of the initial salary resolution or is authorized within statutory procedures for an increase in salary.

16. Flowers to the Sick or Departed: Local governments do not have authority to expend money for floral gifts. (Attorney General Opinion Number 2346 dated July 18, 1956)

Section Name: Employee Relations
Section Number: 600
Policy Number: 608

Effective Date: September 1, 1990
Date of Revision: February 16, 2021

Subject: Alcohol and Drugs

Overview

The County of Monroe strives to create and maintain a workplace that is free from the effects of drug and alcohol abuse.

Purpose

The purpose of this policy is to establish guidelines and protocols for employees and supervisors.

Scope

This policy applies to all employees and officials who are employed by the County of Monroe.

Statement of Policy.

- A. The County prohibits the possession, use, sale, dispensing, and the distribution, of alcoholic beverages and illegal drugs on County premises or while conducting County business. The presence of any detectable amount of alcohol or illegal drug while in the workplace or while conducting County business is considered a violation of this policy. Illegal drugs include marijuana, even if the use of marijuana may be legal under state law.
- B. Employees must report their use of over-the-counter or prescribed medications to their Supervisor if a medication's use may prevent the employee from performing his/her job safely or if the medication is known or advertised as possibly affecting or impairing the employee's ability to perform his/her job safely or effectively. Employees shall report their possible impairment prior to starting work or as soon as the condition becomes known. A determination will then be made as to whether the employee may continue to work, needs to take a leave of absence, or if some other action is appropriate.
- C. Supervisors should report immediately to the Human Resources Director any action by an employee who appears to be under the influence of alcohol or drugs. The Human Resources Director in consultation with the employee's Department Head will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of alcohol or drugs, may be required to leave the premises.
- D. Employees may be tested if there is reasonable suspicion that they are under the influence of alcohol or drugs. Employees may also be tested following an accident on the job, or at random to determine the presence of alcohol or drugs. It is a condition of employment that an employee cooperate fully, sign any required document, submit to any required drug test,

and consent to the County's use of the test results for purposes of administering this policy. A refusal to comply with drug and alcohol testing will constitute insubordination, a presumption of impairment, and may result in disciplinary action up to and including termination. A refusal to test for purposes of this policy shall include:

- the failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
 - any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, or a delay in providing a sample; and
 - failure to execute release forms required as part of the testing process.
- E. Employees subject to the Drug-Free Workplace Act, who are convicted of any federal or state criminal drug statute occurring in the workplace, must report the conviction to the Human Resources Director within five (5) days of the of the conviction. The Human Resources Director shall notify federal contractors or granting agencies of any conviction of an employee for a violation of a criminal drug statute occurring in the workplace within ten (10) days of receiving notice from an employee or otherwise receiving actual notice of a conviction.
- F. Early recognition and treatment of drug and/or alcohol abuse is important for successful rehabilitation. The County encourages the earliest possible diagnosis and treatment for substance abuse. Employees are urged to seek treatment for substance abuse problems and are reminded that treatment and counseling services are available through the Employee Assistance Program ("EAP") and under the County's health insurance plans. An employee needing assistance may contact the EAP or the office of Human Resources for a referral.
- G. Any employee may be granted a leave of absence to undertake rehabilitation treatment. In such cases, the employee will not be permitted to return to work until certification is presented to the Human Resources Department that the employee is capable of performing his or her job. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this other County policies.
- H. The County, in accordance with the Drug-Free Work Place Act of 1988 and related legislation, is committed to informing employees of the dangers of drug and alcohol abuse in the workplace through an ongoing drug-free awareness program which may include new employee orientation sessions, supervisory training, and the availability of an employee assistance program.
- I. The obligation to comply with this policy is a condition of employment. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy.

Definitions. None

Policy Compliance:

A. Responsibility

1. Employee: Each employee has the responsibility and obligation to comply with the policy and report medication use that may prevent them from performing their job safely.
2. Elected Officials/Judges/Department Heads: Shall ensure compliance with this policy with their respective departments.
3. Human Resources. The Human Resources Director along with every Department Head/Elected Official/Judge shall have the responsibility for overseeing and implementing this policy.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 1, 1990.

Revised pursuant to action of the Monroe County Board of Commissioners, dated June 20, 1994 and February 16, 2021.



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 • Fax: (734) 240-7480

February 8, 2021

Mr. Mark Brant, Chairman
Monroe County Board of Commissioners
125 E Second Street
Monroe, MI 48161

Re: FY2021 Marine Safety Grant Application

Dear Chairman Brant and Members of the Board:

The Monroe County Sheriff's Office is seeking approval to submit the annual Marine Safety Grant application to the Michigan Department of Natural Resources. The FY2021 Marine Safety budget is \$29,739 and is included in the 2021 adopted budget. Awards are usually announced in late spring or early summer.

If awarded, the grant may reimburse up to 100% of actual and allowable expenses.

If you have any questions please contact Chief Deputy David Buchko at 240-7716.

Regards,

Chief Deputy David Buchko