

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, MARCH 7, 2023 – 6:00 P.M.
125 EAST SECOND STREET
MONROE, MI 48161
(734) 240-7003

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
Led by Commissioner Vensel
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (02/21/2023 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION—
 - 1. Resolution of Consent to the Appointment of Interim Secretary/Clerk and Assistant Secretary/Deputy Clerk for the Board of County Road Commissioners of the County of Monroe, Michigan
 - a. Letter dated February 28, 2023 from Mr. Greg Stewart, Chairman, Monroe County Road Commissioners requesting the Resolution of Consent
 - b. Resolution Requesting Consent of the County Board of Commissioners for Appointment of Secretary/Clerk & Assistant Secretary/Deputy Clerk adopted by Monroe County Board of Road Commissioners
- IX. FINANCE MATTERS
 - 1. Approval of the 03/08/2023 Accounts Payable Current Claims Report in the amount of \$328,996.94
- X. CONSENT AGENDA
 - 1. Approval of Non-Claims
 - a. Check Register dated 02/24/2023 in the amount of \$323,162.13
 - b. Check Register dated 03/03/2023 in the amount of \$388,175.03
- XI. COMMUNICATIONS
Board Action:
 - 1. Letter dated February 27, 2023 from Judge Cheryl Lohmeyer, Chief Probate Judge, requesting to confirm submission of a Child and Parent Legal Representation Grant

(CPLR) from the Michigan Department of Health and Human Services (MDHHS) to financially support families and children to ensure quality legal services during child welfare proceedings. The funding is based on the title IV-E penetration rate formula that is determined by the MDHHS which has not been determined yet for FY2024.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

1. Revisions and updates to the Monroe County Board of Commissioners By-Laws and Rules of Procedure.
2. Plan of Implementation-National Opioid Settlement.

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. CLOSED SESSION

1. Closed Session to discuss pending litigation in the matter of Mayer v. County of Monroe.

XVII. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the February 21, 2023 meeting:
None

XVIII. MEMBERS TIME

XIX. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
FEBRUARY 21, 2023

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe on Tuesday, February 21, 2023. Chairman Mark Brant called the meeting to order at 6:00 p.m.

II. ROLL CALL

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

PRESENT			ABSENT
Mark Brant	Randy Richardville	Greg Moore, Jr.	David Hoffman
Dawn Asper	David Vensel	J. Henry Lievens	
Jay Heinzerling	David Swartout		

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

III. PLEDGE OF ALLEGIANCE

Commissioner Swartout led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Lisa Sanders led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Lievens, supported by Commissioner Heinzerling to approve the February 21, 2023 Regular Meeting Agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (02/07/2023 Regular Meeting)

Motion by Commissioner Lievens, supported by Commissioner Moore to approve the minutes as presented for the February 7, 2023 Regular Meeting and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—

1. Pastor Heather Boone, Oaks of Righteousness Christian Ministries—This is her third straight Board of Commissioners meeting and tomorrow they are meeting with Community Mental Health. We will be making a decision about our shelter. She invited the Commissioners to come out and see what they do. One agency sent a peer recovery person and a tablet. She is disgusted.

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION—None

IX. FINANCE MATTERS—None

1. Approval of the 02/22/2023 Accounts Payable Current Claims Report in the amount of \$998,758.28.

Motion by Commissioner Lievens, supported by Commissioner Heinzerling to accept the 02/22/2023 Accounts Payable Current Claims Report for \$998,758.28 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
Mark Brant	Randy Richardville	Greg Moore, Jr.		David Hoffman	
Dawn Asper	David Vensel	J. Henry Lievens			
Jay Heinzerling	David Swartout				

Motion carried.

- Letter dated February 8, 2023 from Mr. Jesse Stanford, County Treasurer enclosing the 41st Annual Report of monies on deposit in the Monroe County Probate Court Escheat Account.

Mr. Stanford explained the Report.

Motion by Commissioner Lievens supported by Commissioner Heinzerling to accept the Treasurer's 41st Annual Report of moneys on deposit in the Monroe County Probate Court Escheat Account and place on file as a permanent record.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
Mark Brant	Randy Richardville	Greg Moore, Jr.		David Hoffman	
Dawn Asper	David Vensel	J. Henry Lievens			
Jay Heinzerling	David Swartout				

Motion carried.

- Letter dated February 8, 2023 from Mr. Jesse Stanford, Monroe County Treasurer transmitting the Cash and Investment Report for the quarter ending December 31, 2022.

Mr. Stanford explained the Report.

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to accept and place on file the December 31, 2022 Cash and Investment Report from the Monroe County Treasurer.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
Mark Brant	Randy Richardville	Greg Moore, Jr.		David Hoffman	
Dawn Asper	David Vensel	J. Henry Lievens			
Jay Heinzerling	David Swartout				

Motion carried.

4. Letter dated February 13, 2023 from Mr. Robert Neely, Chairman, Monroe County Retiree Health Care Trust Board and Mr. Brian Green, Investment Consultant, AndCo. Consulting, recommending approval of the amended Investment Policy Statement for the Monroe County Retiree Health Care Trust.

Chairman Brant read the recommendation into the record. Mr. Michael Bosanac, Administrator/Chief Financial Officer, answered questions from Commissioners.

Motion by Commissioner Heinzerling, supported by Commissioner Moore to approve the amended Investment Policy Statement for the Monroe County Retiree Health Care Trust.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
Mark Brant	Randy Richardville	Greg Moore, Jr.		David Hoffman	
Dawn Asper	David Vensel	J. Henry Lievens			
Jay Heinzerling	David Swartout				

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims
 - a. Check Register dated 02/10/2023 in the amount of \$601,608.39
 - b. Check Register dated 02/17/2023 in the amount of \$465,037.37

Motion by Commissioner Asper, supported by Commissioner Moore to confirm the Non-Claims payments as presented on the agenda for the dates and amounts listed.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
Mark Brant	Randy Richardville	Greg Moore, Jr.		David Hoffman	
Dawn Asper	David Vensel	J. Henry Lievens			
Jay Heinzerling	David Swartout				

Motion carried.

XI. COMMUNICATIONS

Board Action:

1. Letter dated February 15, 2023 from Mr. Michael Bosanac, Administrator/Chief Financial Officer recommending a funding plan to develop the next Economic Development strategic plan for the County in the amount of \$250,000.

Chairman Brant read the recommendation into the record.

Motion by Commissioner Lievens, supported by Commissioner Swartout to accept and place on file the letter and recommendation and approve the recommendation to fund the next Economic Development strategic plan for the County in the amount of \$250,000 and authorize the Administrator/Chief Financial Officer to appropriate the funding as outlined in his recommendation.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
Mark Brant	Randy Richardville	Greg Moore, Jr.		David Hoffman	
Dawn Asper	David Vensel	J. Henry Lievens			
Jay Heinzerling	David Swartout				

Motion carried.

2. Presentation on the Plan of Implementation-National Opioid Settlement.

Mr. Michael Bosanac, Ms. Kim Comerzan, Public Health Officer, Mr. Jason Berry, Salvation Army Harbor Light Site Administrator and Sheriff Troy Goodnough participated in the presentation and answered multiple questions from Commissioners.

Discussion commenced.

Motion by Commissioner Vensel, supported by Commissioner Lievens to table this matter regarding the Plan of Implementation-National Opioid Settlement until the next meeting on March 7, 2023 to give the Board more time to review the plan.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
Mark Brant	Randy Richardville	Greg Moore, Jr.		David Hoffman	
Dawn Asper	David Vensel	J. Henry Lievens			
Jay Heinzerling	David Swartout				

Motion carried.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

1. Draft Revision Summary of Amendments to Board of Commissioners Bylaws

Chairman Brant commented that the changes made by Mr. Graham, Legal Advisor will be made available to the Commissioners in time for a vote at either the next meeting or the meeting after that.

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT

1. Pastor Heather Boone—Expressed her disgust with the situation.
2. Erika Brodie—Wants to know how the environment is affecting the opioid crisis.
3. Sandy Libstorff—Wants to know what is going to happen to the 10 men who are currently at Oaks Shelter when it closes on Thursday.
4. Jordana Latozas—Started the Recovery Mobile Clinic and would be happy to present to the Board at some time in the future.

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the February 7, 2023 meeting: None

XVII. MEMBERS TIME

Commissioner Vensel—I would like to say a few words in support of the Monroe County Substance Abuse Coalition. In my role as a high school principal, they did outstanding work. Vicki Loveland is a very good leader. They do more than just taking on hard issues like heroin addiction; they take on issues so students can learn to make better decisions. They may have campaigns that talk about tobacco use, vaping, alcohol use or marijuana. With regard to prevention, I think the Substance Abuse Coalition, especially as it relates to young people, does an admirable job. The only other thing I would say is that this is such a complicated and difficult issue for all of us to understand. People have to be willing to accept the help before we can help them. I will tell you that the people who are working in the trenches know that is not the case all the time. It might take multiple failures before they hit rock bottom. Then you have to start over again. I think we have to keep that in mind as we move forward on this and be willing to be flexible. Sheriff Goodnough talked about the Air Traffic Controller and I think that is a good analogy. It is going to take me a couple of weeks to digest this to see if this really makes sense for almost 1/3 of the funding going to the Air Traffic Controller. If you pay the Air Traffic Controller good money but what is the percentage of Air Traffic Controllers to pilots and airplane mechanics. Is the percentage out of whack a little bit? I wish we could have an Air Traffic Controller that was going to cost less money to make these programs work and put more money to the people that are actually working in the trenches to make this operate. There again, after I really digest this a little more and ask more questions, I may come back two weeks from now, and say it does make sense to me. I'm very grateful that we are being afforded that opportunity.

Commissioner Asper—The Air Traffic Controller does not die if the airplane goes down. She quoted a passage from the Bible, 2 Timothy 1:7. We need to recognize that this is a sinful world and when you take a drug away from somebody, there's a hole there that has to be filled and it's not with another drug ultimately. So I just think we have to keep that in mind.

Commissioner Lievens—Congrats on our expanded Economic Development. I'm happy to see that the plan does identify U.S. 23 as well as I-75. I want to commend everyone for the hard work and dedication on the Opioid Settlement Plan. I'd like to see a little bit more for prevention in the plan. I was encouraged by the Sheriff referencing the mobile outreach and the under-served people in Whiteford and Milan. This reaches all four corners of the county with the theme of us all working together so we can reach those that need the most help.

Commissioner Moore—Regarding the Economic Development strategy approved earlier, there are hundreds of people that take part in the Link program and the Business Alliance. Tim Lake is here in face but it's an all-encompassing program including Board members with representation on the Business Alliance and Link 2.0. I found this very interesting—a \$100,000 investment by the Board of Commissioners in 2016, over \$663 million in economic activity has flowed from the efforts under the Monroe County Link plan. For every dollar invested \$1,270 was returned. That's \$1.27 billion of return on one \$100,000 investment in 2016. As a member of the BDC, I see what goes on at those meetings and I see how much we're impacted in the positive for economic development. I would not be opposed to looking at that \$250,000 number to increase if needed in the future. These are creating well-paying jobs. We are bringing in companies and developing properties that are increasing our tax base. Secondly, I want to take exception with one thing said during public comment. I'm in my 7th year as a County Commissioner on this Board and with all respect to Pastor Boone, I have never seen her at one of these meetings except for the last two or three. I take exception to someone who says we are acting as if this is a new thing. She hasn't been here when the Sheriff has offered anyone to tour his facility

in the jail with mental health. She wasn't here when Commissioners were going out with State Representatives, Sheriff and Prosecuting Attorney when we were holding Town Halls on the Opioid epidemic. She wasn't here for the thousands of hours we spent debating this. This is \$365,000 times 18 years and you saw how long we spent on that tonight. We do that with every single tax dollar that comes through this Board. We don't act like it's a magic pill. We don't act like we're doing this great, grand plan. Anytime we're using taxpayer money that comes through here, especially through a judgment, we take it very seriously. There's criteria that has to be met, we debate it, we talk about it, and sometimes we table it then come back and debate it more. We do a very good job of making sure that money is spent wisely. So I take a little exception to people coming in here in the eleventh hour and saying, well you don't think this and that. I haven't seen those people here for the last seven years and there's much longer serving Commissioners than me than just seven. There are some who are closing in on 20 years. So I'd like to even that image out that we don't come here and say, Oh we've got \$365,000 let's solve everyone's ails. No, we take \$1,000 seriously just like we took an \$8 million investment in first responders seriously. I have noticed since I've been on this Board that it doesn't matter the amount, everyone here takes those things very seriously.

Commissioner Swartout—Pass

Commissioner Heinzerling—Pass

Commissioner Hoffman—Excused

Michael Bosanac, Administrator/CFO—Our plan is \$338,000, not \$365,000. We do watch the money.

Commissioner Richardville—Thanks to all the efforts that went into the proposal tonight. Jason Berry, tomorrow at the Opioid Task Force meeting I will talk about opioid addiction prevention, and going after the money that is still available at the state level. Oaks may or may not close the next day. We had 60 people and roughly one-half of the people found somewhere else to live. Then more left and have 30 days in local hotels. I have a concern about that with some of them being mentally ill and being dispersed to hotels throughout the county. Most residents at Oaks shelter are gone within 90 days. There is a constant flow of homeless folks. Oaks Shelter is one of several entities under Oaks Village. Oaks of Righteousness is a church next door. There is also a grocery store, health care center, clothing distribution, food distribution that distributes 50,000 meals a year, food pantry and childcare center that is free. So Oaks Village and/or Oaks of Righteousness Church is not going to be closing on Thursday. It's possible that we can take some time and do some renovations with some grants and make it a nicer place for people to stay. I do not believe that Oaks Shelter is going to be closed long term. Pastor Boone was passionate two weeks ago but maybe a different kind of passion than tonight. She invited everyone to visit and take a tour and maybe start to bridge that gap of misunderstanding or lack of knowledge of what each other does. I will be contacting all of you to invite you to take a tour. Jason you know that people want to know and understand what other agencies do and how they do it. We are talking about rotating that meeting from one facility to another. This community has a lot of caring organizations but not all of them know what the other ones are doing. We hope the rotating will help with that.

Commissioner Brant—I appreciate the proposal tonight. It is an extremely detailed and well thought out plan. There was a lot of information there so there were questions from Board members. I hope in the next couple of weeks we can get those answered. I think rightfully, it's heavily concentrated on prevention. If I understand correctly, we have several programs in place now for the felons that are in the jail. You don't have any or not enough programs for the misdemeanors. It probably is pretty important that we that we prevent them from getting worse. An ounce of prevention is a worth a pound of cure. We have a lot of treatment programs now, but we are light on prevention. So I applaud that it's heavily weighted on prevention. Secondly, Sandy Libstorff has served on the Community Mental Health Board for 16 years. So on behalf of the County of Monroe I

would like to thank you for your service for those 16 years. It's been a little rough this last year but you did do your part on behalf of the citizens of Monroe County and serve on that Board and I applaud you for that and I thank you for that.

XVIII. ADJOURNMENT—Chairman Brant adjourned the meeting at 8:10 p.m. with no further business to conduct.

Respectfully submitted by:

Lisa E. Sanders

Lisa E. Sanders

Deputy Clerk/Administrative Assistant

Monroe County Board of Commissioners



MONROE COUNTY ROAD COMMISSION

840 South Telegraph Road, Monroe, Michigan 48161 ■ (734) 240-5102 ■ Fax (734) 240-5101

February 28, 2023

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

RE: Consent to the Appointment of Secretary/Clerk and Assistant Secretary/Deputy Clerk to the Board of County Road Commissioners.

Dear Mr. Brant:

The purpose of this letter is to provide background information regarding the position of Secretary/Clerk to the Board of County Road Commissioners.

Michigan Compiled Law 224.9 provides in relevant part as follows:

The clerk of the county shall be clerk of the board of county road commissioners, and shall keep the records and accounts of the board. When the record keeping is of sufficient volume, the board may appoint a secretary, with the consent of the county board of commissioners, who shall act as clerk of the board, and whose salary, together with the salaries of the members of the board of county road commissioners, shall be paid by the board of county road commissioners from county road funds.

On February 27, 2023, pursuant to this section, the Road Commissioners appointed David Leach as interim Managing Director and Clerk. Mr. Leach intends to retain Ms. Karley Woodhull as Assistant Secretary/Deputy Clerk to the Board of County Road Commissioners. The County Board of Commissioners consented to such appointments as provided by MCL 224.9.

The County Board of Road Commissioners adopted the enclosed Resolution making such appointment and is respectfully requesting the County Board's consent at its next regular meeting. A proposed resolution is enclosed for your consideration. Once the County Board has approved the attached resolution, Mr. David Leach will make arrangements with the County Clerk to be sworn in. Ms. Karley Woodhull was already sworn in as Assistant Secretary/Deputy Clerk in 2021.

Please call me with any questions or comments you may have.

Sincerely,

Greg W. Stewart, Chairman
Monroe County Road Commission

Cc: Annamarie Osment, Monroe County Clerk
Michael Bosonac, County Administrator
Philip Costello, MCRC Legal Counsel

Enclosure

MONROE COUNTY ROAD COMMISSION RESOLUTION

REQUESTING CONSENT OF THE COUNTY BOARD OF COMMISSIONERS APPOINTMENT OF SECRETARY/CLERK & ASSISTANT SECRETARY/DEPUTY CLERK

At the Regular Meeting of the Board of County Road Commissioners of the County of Monroe, held at the Board's offices located at 840 S. Telegraph Road, Monroe, MI 48161, on Monday February 27, 2023 at 5:30pm in accordance with the Michigan Open Meetings Act.

Commissioners Present: Greg Stewart, Danny Minton, Jack Thayer, William Kipf, James Jacobs

Commissioners Excused: None

WHEREAS, the Board of County Road Commissioners is authorized to appoint a secretary who shall act as Clerk of the Board and Assistant Secretary who shall act as Deputy Clerk when the record keeping requirements are of sufficient volume, provided that the County Board of Commissioners gives its consent; and

WHEREAS, the Board of County Road Commissioners believes that the record keeping requirements at the Road Commission are of sufficient volume to establish the need for a secretary to serve as clerk for the Board of County Road Commissioners;

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of County Road Commissioners does hereby appoint, subject to the consent of the County Board of Commissioners, David Leach as Secretary to act as Clerk of the Board of County Road Commissioners; and to retain Karley Woodhull as Assistant Secretary to act as Deputy Clerk to the Board of County Road Commissioners.
2. That the Board of County Road Commissioners does hereby request the consent of the Board of County Commissioners to such appointment in accordance with MCL 224.9.

Moved by Commissioner Minton
the adoption of the above resolution.

and supported by Commissioner Thayer

Vote: Yes 5
No 0
Excused 0
Abstain 0

BOARD OF COUNTY ROAD COMMISSIONERS
MONROE COUNTY, MICHIGAN

[Signature]
Greg W. Stewart, Chairman

[Signature]
Dan Minton, Vice Chairman

[Signature]
Jack Thayer, Member

[Signature]
William Kipf, Member

[Signature]
James S. Jacobs, Member

I hereby certify that the foregoing is a true copy of a resolution duly adopted at a meeting of the Board of Monroe County Road Commissioners held on Monday February 27, 2023, and is on file at the Office of the Monroe County Road Commission, 840 S. Telegraph Road, Monroe, Michigan 48161.

[Signature]
Karley Woodhull, Deputy Clerk

02-28-23
Dated

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF MONROE, MICHIGAN

RESOLUTION OF CONSENT TO THE
APPOINTMENT OF SECRETARY/CLERK AND ASSISTANT
SECRETARY/DEPUTY CLERK FOR
THE BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF MONROE, MICHIGAN

Regular meeting of the Board of County Commissioners of the County of Monroe held at the Board's offices located at 125 East Second Street, Monroe, MI 48161, on Tuesday, March 7, 2023 at 6:00 P.M. in accordance with the Michigan Open Meetings Act.

Present: _____

Absent: _____

The following Preamble and Resolution were offered by Commissioner _____ and supported by Commissioner _____

WHEREAS, the Board of County Road Commissioners is authorized to appoint a Secretary who shall act as Clerk of the Board and an Assistant Secretary who shall act as Deputy Clerk when the record keeping requirements are of sufficient volume, provided that the County Board of Commissioners gives its consent; and

WHEREAS, the Board of County Road Commissioners has expressed its belief that the record keeping requirements at the Road Commission are of sufficient volume to establish the need for a secretary to serve as clerk for the Board of County Road Commissioners; and

WHEREAS, the Board of County Road Commissioners has requested the consent of the County Board of Commissioners to the appointment of David Leach as Secretary to serve as Clerk and to retain Karley Woodhull to serve as Assistant Secretary/Deputy Clerk to the Board of County Road Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners does hereby grant its consent to the request of the Board of County Road Commissioners to appoint David Leach as Secretary to act as Clerk and Karley Woodhull as Assistant Secretary to act as Deputy Clerk to the Board of County Road Commissioners.

Yes: _____

No: _____

Resolution declared adopted.

Title

[RAP205]

OPTIMUM PAYMENTS SUMMARY

PAGE 1
OFFICE: 001

RUN: 005195

PAYMENT DATE: 03/08/23

PAY-THROUGH DATE: 02/28/23

Vendor Name Amount Count

000000010027	MACOMB COMMUNITY COLLEGE	1050.00	1
000000010295	ASD SPECIALTY HEALTHCARE, LLC	1491.84	1
000000010502	ACTION WALLPAPERING AND PAINTI	7630.00	1
000000010849	ALLIE BROS. INC.	3775.46	6
000000020004	B & L OFFICE MACHINES	90.00	1
000000020039	BANAS BUILDING CENTER	22.47	1
000000020070	BOB BARKER COMPANY, INC.	708.67	3
000000020072	BAKER'S GAS & WELDING SUPPLIES	532.31	11
000000020405	BEDFORD TOWNSHIP SEWER O & M	100.00	1
000000020554	BELLE TIRE DISTRIBUTORS, INC.	964.09	5
000000020762	JEREMY BEVARD	150.00	1
000000020949	BLUE CROSS BLUE SHIELD OF MICH	4094.30	1
000000021010	BOILERS, CONTROLS & EQUIPMENT	2908.92	2
000000021200	BRENT'S LOCKSMITH	10.80	1
000000030308	CAPITAL CITY GROUP, INC.	1744.10	1
000000030310	CAPITAL TIRE INC	1152.88	1
000000031179	COMPASSIONATE COMPANIONS, INC.	21041.66	1
000000031899	CRIMINAL DEFENSE ATTORNEYS OF	360.00	1
000000031955	CUMMINS BRIDGEWAY, LLC	1761.79	5
000000040245	DELL MARKETING L.P.	22526.92	5
000000040273	DENT REMOVAL/DING REMOVAL	200.00	1
000000041760	DLT SOLUTIONS, LLC	1629.80	1
000000042200	DUNDEE FIRE AND SAFETY	308.00	1
000000042380	DYKEMA GOSSETT PLLC	7600.00	1
000000050508	ENERSPECT MEDICAL SOLUTIONS LL	2825.16	1
000000060020	FAMOUS ENTERPRISES, INC.	1765.39	1
000000060210	FIFTH THIRD BANK	377.15	1
000000060790	FRAME'S PEST CONTROL, INC.	90.00	1
000000061065	FRIENDLY FORD INC	237.45	1
000000070009	GALL'S INC.	1405.84	6
000000070050	GEAL ELECTRIC COMPANY	572.00	2
000000070200	GENERAL LINEN/UNIFORM SERVICE	45.00	3
000000070501	GRAINGER	579.72	1
000000080148	HERITAGE ANIMAL HOSPITAL, DUND	2855.74	16
000000080536	THE HISTORICAL SOCIETY OF MICH	445.00	1
000000080904	HOUSE ARREST SERVICES, INC.	17675.70	2
000000080922	HR STAFFING TEAM, LLC	4035.40	2
000000080980	THE HUNTINGTON NATIONAL BANK	160.98	1
000000081040	HYLAND SOFTWARE, INC.	377.23	2
000000090199	ICLE	1379.00	1
000000090250	ID NETWORKS INC.	1995.00	1
000000090326	IMAGE SOFT, INC.	2127.50	1
000000100013	J L MECHANICAL SERVICES INC	45356.52	10
000000110450	KIESLER POLICE SUPPLY INC	11663.50	2
000000120250	LAMOUR PRINTING LLC	611.95	3
000000120600	LECKLER'S, INC.	201.84	1
000000120783	LIFELOC TECHNOLOGIES, INC.	222.00	1
000000120986	LOWE'S COMPANIES INC	287.08	9
000000121003	LOWERY CORP	11376.23	5

[RAP205]

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OFFICE: 001

OPTIMUM PAYMENTS SUMMARY

RUN: 005195 PAYMENT DATE: 03/08/23 PAY-THROUGH DATE: 02/28/23

Vendor Name Amount Count

000000121021	LUCAS COUNTY CORONER'S OFFICE	75.00	1
000000130130	ALLIED EAGLE SUPPLY	765.69	1
000000130185	MANNIK & SMITH GROUP INC	2078.85	1
000000130218	MARKS PLUMBING PARTS	150.69	1
000000130307	MASSERANT'S FEED & GRAIN INC	1591.41	2
000000131376	MICHIGAN SHERIFFS' ASSOCIATION	522.00	1
000000132169	MONROE AUTO PARTS, INC	36.71	2
000000132235	MONROE COMMUNITY AMBULANCE	540.00	1
000000132245	MONROE COUNTY BAR ASSOCIATION	845.00	1
000000132850	GATEHOUSE MEDIA MICHIGAN HOLDI	192.45	2
000000140127	NATCHEZ SHOOTING & OUTDOORS	11176.97	1
000000140390	NOEL LAWN SERVICE	3900.00	3
000000140405	NORDMANN ROOFING CO., INC.	1363.36	1
000000140507	NORTH SKYE LLC	60.00	1
000000150243	ONCELL SYSTEMS, INC	199.00	1
000000160012	PSYBUS P.C.	1250.00	2
000000160251	PEERLESS SUPPLY CO.	19.32	1
000000160948	PITNEY BOWES INC	265.59	1
000000160996	POINTCLICKCARE TECHNOLOGIES IN	511.59	1
000000170300	QUILL CORPORATION	0.00	2
000000180866	ROBERTS SECURITY & INVESTIGATI	55.12	1
000000181001	ROSE PEST SOLUTIONS	569.00	2
000000190009	S.A.COMUNALE CO.,INC.	475.00	1
000000190405	ST. PIERRE ACE HARDWARE	160.45	4
000000190900	SCHINDLER ELEVATOR CORP.	5615.61	1
000000191336	SENTINEL TECHNOLOGIES INC	5000.00	1
000000191340	SENTRY SECURITY FASTENERS	652.00	1
000000191600	SIEB PLUMBING & HEATING	7784.43	4
000000192421	STAPLES BUSINESS ADVANTAGE	1241.92	11
000000192422	STAPLES CREDIT PLAN	284.78	3
000000192708	STATE OF MICHIGAN	42.00	1
000000192848	STERICYCLE	172.87	2
000000192892	STEVENS DISPOSAL	180.00	1
000000192940	STOP STICK, LTD.	4460.00	1
000000192984	SUBURBAN ANIMAL CLINIC OF MONR	270.00	1
000000200029	TALKPOINT TECHNOLOGIES, INC.	77.45	1
000000200431	THOMAS EQUIPMENT, INC.	95.00	1
000000200475	TIGER QUILL IMAGES, LLC	275.00	1
000000200710	TOBY'S INSTRUMENTS	265.00	1
000000220205	VICTORY LANE	104.48	1
000000230401	THOMSON REUTERS	4272.02	5
000000230651	WILLIAMS BROTHERS DUNDEE DODGE	66.74	1
000000230868	WORLDWIDE INTERPRETERS INC	604.19	3
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	525.90	3
000000501851	MONROE COUNTY ROAD COMMISSION	124.69	1
000000509855	LAURA PAPENHAGEN	103.30	2
000000510855	TITLE CHECK, LLC	3086.36	1
000000700100	GERMAYN GORMAN	273.05	1
000000700523	PENELOPE KREPS	612.95	1

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OFFICE: 001

OPTIMUM PAYMENTS SUMMARY

RUN: 005195 PAYMENT DATE: 03/08/23 PAY-THROUGH DATE: 02/28/23

Vendor Name Amount Count

000000700690	NICOLE L. LINDSAY	1433.05	2
000000708070	STEPHANIE MARIE ROSINSKI	425.35	2
000000720125	AVERTEST, LLC	1440.05	3
000000720142	DR. MELANIE BLAISDELL	312.00	2
000000720390	EMERGENCY VETERINARY HOSPITAL,	195.15	1
000000720784	JB SEAL COATING LLC	1350.00	1
000000721418	BRIAN NAREWSKI	950.00	1
000000721908	SHM TOLEDO BEACH, LLC	2000.00	1
000000722090	TREE BY THE SEA COUNSELING LLC	120.00	1
000000750021	JAMES BARTLETT	4420.00	2
000000750037	DAVID MICHAEL BOGARD	2592.50	1
000000750098	ALEC JOHN CHABALOWSKI	8287.50	4
000000750212	JEFFREY A. DULANY	600.00	1
000000750269	MARY GANTZOS	375.00	1
000000750270	SUZAN GABBARA	763.80	1
000000750325	JOHN GONTA	250.00	1
000000750565	HUGH ROSS MARSHALL	391.14	1
000000750728	SYDNEY RUSHING	751.65	1
000000822346	PATRICK B DAVISON	76.00	1
000000822673	JEFFREY DUSSEAU	222.24	1
000000823378	STEPHANIE GARRETT	142.78	1
000000824248	ALANA HORKEY	143.56	1
000000825745	JEFF MCBEE	62.89	1
000000825755	AUTUMN BARNETT	22.27	1
000000826125	JENNA MORSE	107.55	1
000000826309	DAWN NEW	2084.32	1
000000826883	JEFFREY PRZEWOZNIAK	118.55	1
000000827102	BRIAN A ROCHOWAIK	75.65	1
000000827645	MELINDA STADLER	20.08	1
000000827815	MICHAEL SWIERCZ	98.00	2
000000902121	BUCK & KNOBBY EQUIP CO INC	3951.00	1
000000902208	CHEVRETTE GRADALL SERVICE	30000.00	1
000000903104	LAMBERTVILLE TRUE VALUE HARD.	32.91	1
000000903181	MENARDS	66.95	1
000000903213	STONECO, INC.	1073.66	1
000000903811	NAPA AUTO PARTS	289.08	1
000000903819	SCHUMAKER BROTHERS	10000.00	1
CTY HEALTH	Aimee Mullendore Treasurer NAF	50.00	1
CTY HEALTH	Stanford University	125.00	1
SHERIFF-JAIL	MED-PASS INC	61.93	1

**** TOTALS: 328996.94 264

NON CLAIM RUN 02/24/23

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Company 01 County of Monroe

PAYMENT REGISTER -

02/23/23

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PARAMETERS FOR PAYMENT RUN NUMBER 005192

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 02/24/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			02/23/23		PAGE 2	
Office 001	Main	Bank	BNK001	National City Bank		Run 005192	Payment Date 02/24/23	Pay-thru Date 02/22/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
AT & T	000000010000	02/10/23	5239535	02/22/23	616.36	0.00	616.36					
		02/10/23	5239537	02/22/23	431.90	0.00	431.90					
		02/10/23	5239540	02/22/23	237.99	0.00	237.99					
		02/10/23	5239542	02/22/23	140.89	0.00	140.89					
					1427.14	0.00	1427.14			000000567336		
AT&T MOBILITY	000000010026	02/11/23	5239550	02/22/23	928.48	0.00	928.48					
		X02192023	5239583	02/22/23	229.38	0.00	229.38					
					1157.86	0.00	1157.86			000000567337		
THE ASU GROUP	000000010200	MO0S006423	5239485	02/22/23	150.00	0.00	150.00					
					150.00	0.00	150.00			000000567338		
THE ASU GROUP	000000010200	MO0S006443	5239487	02/22/23	450.00	0.00	450.00					
					450.00	0.00	450.00			000000567339		
Procedural void	*****	*****	*****	*****	*****	*****	*****	*****		000000567340		
AT & T	000000012805	02/07/23	5239545	02/22/23	37.08	0.00	37.08					
		02/14/23	5239546	02/22/23	-37.08	0.00	-37.08					
					0.00	0.00	0.00			000000567340		
REPUBLIC SERVICE OF	000000020010	003486379	5239448	02/21/23	10470.54	0.00	10470.54					
					10470.54	0.00	10470.54			000000567341		
BURNZ-WELL, INC.	000000021571	444	5239490	02/22/23	45637.50	0.00	45637.50					
					45637.50	0.00	45637.50			000000567342		
CHARTER COMMUNICATIO	000000030566	02/10/23	5239555	02/22/23	230.15	0.00	230.15					
		02/13/23	5239557	02/22/23	155.73	0.00	155.73					
					385.88	0.00	385.88			000000567343		
COMCAST CABLEVISION	000000031085	3/1-3/31	5239455	02/22/23	368.96	0.00	368.96					
					368.96	0.00	368.96			000000567344		
CONSUMERS ENERGY	000000031502	02/14/23	5239558	02/22/23	28.81	0.00	28.81					
					28.81	0.00	28.81			000000567345		
CONTINENTAL SERVICES	000000031545	RC10570	5239456	02/22/23	10580.06	0.00	10580.06					
					10580.06	0.00	10580.06			000000567346		
DELTA DENTAL PLAN OF	000000040250	1190904	5239504	02/22/23	13246.05	0.00	13246.05					
					13246.05	0.00	13246.05			000000567347		
DTE ENERGY	000000040603	02/17/23	5239560	02/22/23	114.94	0.00	114.94					
		02/15/23	5239562	02/22/23	123.60	0.00	123.60					
					238.54	0.00	238.54			000000567348		
Void Stub	*****	*****	*****	*****	*****	*****	*****	*****		000000567349		

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PAYMENT REGISTER - Checks

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Company 01 County of Monroe

Office 001	Main	Bank	BNK001	National City Bank	Run 005192	Payment Date 02/24/23	Pay-thru Date 02/22/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
FIFTH THIRD BANK	000000060211	1207_010323	5239479	02/22/23	500.00	0.00	500.00	
		1207_011223	5239496	02/22/23	106.20	0.00	106.20	
		1207_11223	5239498	02/22/23	106.20	0.00	106.20	
		1207_11223	5239500	02/22/23	106.20	0.00	106.20	
		1207_011223	5239502	02/22/23	67.50	0.00	67.50	
		1207_011323	5239505	02/22/23	106.20	0.00	106.20	
		1207_11323	5239507	02/22/23	63.74	0.00	63.74	
		1207_011323	5239509	02/22/23	600.00	0.00	600.00	
		1207_11223	5239512	02/22/23	281.41	0.00	281.41	
		1207_JAN12	5239514	02/22/23	99.75	0.00	99.75	
		1207_011223	5239515	02/22/23	344.13	0.00	344.13	
		1207_012023	5239517	02/22/23	376.20	0.00	376.20	
		1207_JAN12	5239519	02/22/23	280.16	0.00	280.16	
		1207_JAN13	5239520	02/22/23	273.64	0.00	273.64	
		1207_011923	5239521	02/22/23	34.48	0.00	34.48	
		1207_012723	5239522	02/22/23	29.98	0.00	29.98	
		1207_12723	5239523	02/22/23	141.66	0.00	141.66	
		1207_012723	5239525	02/22/23	60.83	0.00	60.83	
		1207_013023	5239526	02/22/23	45.00	0.00	45.00	
		0366_010923	5239528	02/22/23	48.00	0.00	48.00	
		01092023	5239529	02/22/23	25.18	0.00	25.18	
		0366_10923	5239530	02/22/23	204.30	0.00	204.30	
		0366_010923	5239531	02/22/23	204.30	0.00	204.30	
		0366_011223	5239532	02/22/23	147.88	0.00	147.88	
		010923	5239533	02/22/23	42.69	0.00	42.69	
		0366_1923	5239539	02/22/23	252.94	0.00	252.94	
		0366_10923	5239541	02/22/23	252.96	0.00	252.96	
		0366_011823	5239547	02/22/23	10.17	0.00	10.17	
		0366_012023	5239551	02/22/23	250.00	0.00	250.00	
		02022023	5239554	02/22/23	5.99	0.00	5.99	
					5067.69	0.00	5067.69	000000567350
GOODWILL INDUSTRIES	000000070345	9583	5239607	02/22/23	23.92	0.00	23.92	
		9425	5239608	02/22/23	23.39	0.00	23.39	
		9579	5239609	02/22/23	18.43	0.00	18.43	
					65.74	0.00	65.74	000000567351
LIVING INDEPENDENCE	000000120967	30217090407	5239451	02/22/23	5748.60	0.00	5748.60	
					5748.60	0.00	5748.60	000000567352
MICHIGAN GAS UTILITI	000000131350	4477638418	5239466	02/22/23	4646.39	0.00	4646.39	
					4646.39	0.00	4646.39	000000567353
MICH MUNICIPAL RISK	000000131392	D22121029	5239527	02/22/23	34780.92	0.00	34780.92	
		D23011029	5239556	02/22/23	62353.47	0.00	62353.47	
					97134.39	0.00	97134.39	000000567354
SYSCO DETROIT LLC	000000131804	558133993	5239508	02/22/23	1075.03	0.00	1075.03	

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[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			02/23/23		PAGE 4	
Office 001	Main	Bank	BNK001	National City Bank		Run 005192	Payment Date 02/24/23	Pay-thru Date 02/22/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
SYSCO DETROIT LLC	000000131804	5581333994	5239524	02/22/23	109.91 1184.94	0.00 0.00	109.91 1184.94	000000567355				
MONROE CO. OPPORTUNI	000000132600	30217114808	5239450	02/22/23	10064.00 10064.00	0.00 0.00	10064.00 10064.00	000000567356				
PRAIRIE FARMS DAIRY,	000000161170	9055890	5239467	02/22/23	202.93 202.93	0.00 0.00	202.93 202.93	000000567357				
SOUTH COUNTY WATER S	000000192299	02/15/23	5239564	02/22/23	25.47 25.47	0.00 0.00	25.47 25.47	000000567358				
SYMMETRY ENERGY SOLU	000000193220	16022994	5239462	02/22/23	18116.87 18116.87	0.00 0.00	18116.87 18116.87	000000567359				
TELNET WORLDWIDE, IN	000000200250	266766	5239463	02/22/23	1566.18 1566.18	0.00 0.00	1566.18 1566.18	000000567360				
UNITED PARCEL SERVIC	000000210200	EY9780063 X1063	5239458 5239584	02/22/23 02/22/23	10.39 14.82 25.21	0.00 0.00 0.00	10.39 14.82 25.21	000000567361				
TRACY LEE ANDERSON	000000300164	17-243979FH	5239534	02/22/23	500.00 500.00	0.00 0.00	500.00 500.00	000000567362				
ARROWHEAD PLASTIC SU	000000300173	03-33280-FC	5239536	02/22/23	62.82 62.82	0.00 0.00	62.82 62.82	000000567363				
AUTO OWNERS INSURANC	000000300192	15-242177FH	5239538	02/22/23	59.17 59.17	0.00 0.00	59.17 59.17	000000567364				
AUTO OWNERS INSURANC	000000300197	14-40986-FH	5239543	02/22/23	2345.00 2345.00	0.00 0.00	2345.00 2345.00	000000567365				
MICHAEL BARNETT	000000300205	21-246323FH	5239544	02/22/23	400.00 400.00	0.00 0.00	400.00 400.00	000000567366				
ROSEMARIE BAUER	000000300217	17-243383FH	5239548	02/22/23	200.00 200.00	0.00 0.00	200.00 200.00	000000567367				
LENNY BOOKS	000000300323	14-41043-FC	5239549	02/22/23	211.27 211.27	0.00 0.00	211.27 211.27	000000567368				
DAVE & MARGARET BURT	000000300462	17-243774FH	5239552	02/22/23	136.25 136.25	0.00 0.00	136.25 136.25	000000567369				
CHAPP & BUSHEY OIL C	000000300463	90-23473-FH	5239553	02/22/23	100.00	0.00	100.00					

NON CLAIM RUN 02/24/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		02/23/23		PAGE	5
Office 001	Main	Bank	BNK001	National City Bank	Run 005192	Payment Date 02/24/23	Pay-thru Date 02/22/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					100.00	0.00	100.00	000000567370			
CJ & PATRICIA DIXON	000000300469	17.243774FH	5239559	02/22/23	136.25	0.00	136.25				
					136.25	0.00	136.25	000000567371			
NATHAN FITZ	000000300643	21-246326FH	5239563	02/22/23	90.00	0.00	90.00				
					90.00	0.00	90.00	000000567372			
KEVIN FORD	000000300644	21-246294FH	5239565	02/22/23	200.00	0.00	200.00				
					200.00	0.00	200.00	000000567373			
LATITUDE SUBROGATION	000000300663	21-246447FH	5239561	02/22/23	156.00	0.00	156.00				
					156.00	0.00	156.00	000000567374			
JUDITH GABLE	000000300699	19-245540FH	5239566	02/22/23	360.00	0.00	360.00				
					360.00	0.00	360.00	000000567375			
JOHN GERWECK	000000300713	13-40525-FH	5239567	02/22/23	375.00	0.00	375.00				
					375.00	0.00	375.00	000000567376			
RON GEORGE	000000300724	11-39298-FH	5239568	02/22/23	40.00	0.00	40.00				
					40.00	0.00	40.00	000000567377			
GOODWILL INDUSTRIES	000000300756	19-245556FH	5239569	02/22/23	100.00	0.00	100.00				
					100.00	0.00	100.00	000000567378			
CHERICE JOHNSON	000000300988	19-245455FH	5239570	02/22/23	56.00	0.00	56.00				
					56.00	0.00	56.00	000000567379			
KHALDOON KIZY	000000301044	20-245974FH	5239571	02/22/23	522.23	0.00	522.23				
					522.23	0.00	522.23	000000567380			
ANNETTE KURTZ	000000301097	18-244306FH	5239572	02/22/23	45.00	0.00	45.00				
					45.00	0.00	45.00	000000567381			
DANNY MATAR	000000301185	21-246235FH	5239573	02/22/23	443.00	0.00	443.00				
					443.00	0.00	443.00	000000567382			
MICHIGAN STATE POLIC	000000301255	19-245441FH	5239575	02/22/23	10.00	0.00	10.00				
					10.00	0.00	10.00	000000567383			
MICHIGAN STATE POLIC	000000301255	20-245830FH	5239574	02/22/23	167.50	0.00	167.50				
					167.50	0.00	167.50	000000567384			
MICHIGAN STATE POLIC	000000301255	22-246723FH	5239576	02/22/23	50.00	0.00	50.00				
					50.00	0.00	50.00	000000567385			
MONROE BANK & TRUST	000000301270	99-29944-FC	5239577	02/22/23	141.86	0.00	141.86				

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Company 01 County of Monroe				PAYMENT REGISTER - Checks			02/23/23		PAGE	6
Office 001	Main	Bank	BNK001	National City Bank	Run	005192	Payment Date	02/24/23	Pay-thru Date	02/22/23
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number		
					141.86	0.00	141.86	000000567386		
TERRY & ELAINE MILLE	000000301296	17-243774FH	5239578	02/22/23	136.25	0.00	136.25			
					136.25	0.00	136.25	000000567387		
PHILIP MASON	000000301309	22-246796FH	5239579	02/22/23	20.00	0.00	20.00			
					20.00	0.00	20.00	000000567388		
LANIS PILON	000000301641	17-243774FH	5239580	02/22/23	136.25	0.00	136.25			
					136.25	0.00	136.25	000000567389		
PRIMUS BUILDERS INC	000000301678	17-243990FH	5239585	02/22/23	20.00	0.00	20.00			
					20.00	0.00	20.00	000000567390		
STATE OF MI DEPT OF	000000301881	13-40877-FC	5239586	02/22/23	7070.73	0.00	7070.73			
					7070.73	0.00	7070.73	000000567391		
NCUA-AMAC	000000302248	12-40016-FH	5239587	02/22/23	25.00	0.00	25.00			
					25.00	0.00	25.00	000000567392		
CITY OF LUNA PIER TR	000000400151	JAN 2023	5239511	02/22/23	688.87	0.00	688.87			
					688.87	0.00	688.87	000000567393		
CITY OF MILAN TREASU	000000400161	JAN 2023	5239513	02/22/23	174.19	0.00	174.19			
					174.19	0.00	174.19	000000567394		
MONROE CITY TREASURE	000000400171	98034	5239452	02/22/23	699.51	0.00	699.51			
		JAN 2023	5239516	02/22/23	38.02	0.00	38.02			
					737.53	0.00	737.53	000000567395		
ASH TOWNSHIP TREASUR	000000400201	JAN 2023	5239495	02/22/23	271.89	0.00	271.89			
					271.89	0.00	271.89	000000567396		
BEDFORD TOWNSHIP TRE	000000400206	98034	5239454	02/22/23	1846.05	0.00	1846.05			
					1846.05	0.00	1846.05	000000567397		
DUNDEE TOWNSHIP TREA	000000400216	JAN 2023	5239497	02/22/23	162.60	0.00	162.60			
					162.60	0.00	162.60	000000567398		
ERIE TOWNSHIP TREASU	000000400220	JAN 2023	5239499	02/22/23	324.86	0.00	324.86			
					324.86	0.00	324.86	000000567399		
LASALLE TOWNSHIP TRE	000000400241	JAN 2023	5239501	02/22/23	340.34	0.00	340.34			
					340.34	0.00	340.34	000000567400		
RAISINVILLE TOWNSHIP	000000400261	JAN 2023	5239503	02/22/23	458.24	0.00	458.24			
					458.24	0.00	458.24	000000567401		
SUMMERFIELD TOWNSHIP	000000400265	JAN 2023	5239506	02/22/23	269.92	0.00	269.92			

NON CLAIM RUN 02/24/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			02/23/23		PAGE	7
Office 001	Main	Bank	BNK001	National City Bank	Run	005192	Payment Date	02/24/23	Pay-thru Date	02/22/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number		
						269.92	0.00		269.92	000000567402		
VILLAGE OF MAYBEE TR	000000400366	JAN 2023	5239518	02/22/23		81.15	0.00		81.15			
						81.15	0.00		81.15	000000567403		
MONROE COUNTY	000000500003	MARCH2023	5239481	02/22/23		250.32	0.00		250.32			
						250.32	0.00		250.32	000000567404		
MONROE COUNTY FINANC	000000500251	4249	5239474	02/22/23		219.22	0.00		219.22			
						219.22	0.00		219.22	000000567405		
MILAN TOWNSHIP	000000510210	98034	5239453	02/22/23		1784.57	0.00		1784.57			
						1784.57	0.00		1784.57	000000567406		
WHITEFORD TOWNSHIP	000000510214	JAN 2023	5239510	02/22/23		678.44	0.00		678.44			
						678.44	0.00		678.44	000000567407		
MONROE CO. COMMUNITY	000000510500	JAN2023	5239478	02/22/23		19.75	0.00		19.75			
						19.75	0.00		19.75	000000567408		
MONROE INTERMEDIATE	000000510502	JAN 2023	5239483	02/22/23		30.97	0.00		30.97			
						30.97	0.00		30.97	000000567409		
BEDFORD SCHOOL DISTR	000000510506	JAN 2023	5239484	02/22/23		3673.91	0.00		3673.91			
						3673.91	0.00		3673.91	000000567410		
DUNDEE SCHOOL DISTRI	000000510507	JAN 2023	5239486	02/22/23		6078.94	0.00		6078.94			
						6078.94	0.00		6078.94	000000567411		
IDA SCHOOL DISTRICT	000000510508	JAN 2023	5239488	02/22/23		5301.93	0.00		5301.93			
						5301.93	0.00		5301.93	000000567412		
JEFFERSON SCHOOL DIS	000000510509	JAN 2023	5239489	02/22/23		45.55	0.00		45.55			
						45.55	0.00		45.55	000000567413		
MASON CONSOLIDATED S	000000510510	JAN 2023	5239491	02/22/23		18119.72	0.00		18119.72			
						18119.72	0.00		18119.72	000000567414		
MILAN SCHOOL DISTRIC	000000510511	JAN 2023	5239494	02/22/23		7969.76	0.00		7969.76			
						7969.76	0.00		7969.76	000000567415		
SUMMERFIELD SCHOOL D	000000510513	JAN 2023	5239492	02/22/23		4937.04	0.00		4937.04			
						4937.04	0.00		4937.04	000000567416		
WHITEFORD AGRICULTUR	000000510514	JAN 2023	5239493	02/22/23		12052.30	0.00		12052.30			
						12052.30	0.00		12052.30	000000567417		
SAMANTHA BIJJARO	000000730191	5982RST	5239468	02/22/23		125.00	0.00		125.00			

NON CLAIM RUN 02/24/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			02/23/23		PAGE 8	
Office 001	Main	Bank	BNK001	National City Bank		Run 005192	Payment Date 02/24/23	Pay-thru Date 02/22/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
					125.00	0.00	125.00	000000567418				
MATT & NICOLE BRODIE	000000730241	5978RST	5239469	02/22/23	1157.60	0.00	1157.60					
		5974RST	5239470	02/22/23	1157.61	0.00	1157.61					
					2315.21	0.00	2315.21	000000567419				
ERIC & SANDRA DUPUIS	000000730368	5979RST	5239472	02/22/23	384.25	0.00	384.25					
		5975RST	5239473	02/22/23	384.26	0.00	384.26					
					768.51	0.00	768.51	000000567420				
TODD AND LISA JONES	000000730705	5973RST	5239475	02/22/23	50.00	0.00	50.00					
					50.00	0.00	50.00	000000567421				
MILAN HIGH SCHOOL	000000731257	5981RST	5239476	02/22/23	177.37	0.00	177.37					
		5977RST	5239477	02/22/23	177.37	0.00	177.37					
					354.74	0.00	354.74	000000567422				
MELINDA & RYAN WILCO	000000732333	5980RST	5239480	02/22/23	246.67	0.00	246.67					
		5976RST	5239482	02/22/23	246.66	0.00	246.66					
					493.33	0.00	493.33	000000567423				
LAURIE KEENAN	ANIMAL CNTL	18139	5239459	02/22/23	25.00	0.00	25.00					
					25.00	0.00	25.00	000000567424				
TYLER STUMP	ANIMAL CNTL	18140	5239461	02/22/23	25.00	0.00	25.00					
					25.00	0.00	25.00	000000567425				
ALEX RHODES	ANIMAL CNTL	18245	5239460	02/22/23	25.00	0.00	25.00					
					25.00	0.00	25.00	000000567426				
LISA MCQUEEN	CLERK/REGIST	22-246869FH	5239449	02/21/23	450.00	0.00	450.00					
					450.00	0.00	450.00	000000567427				
ANDREW HARRIS	CLERK/REGIST	13-40877-FC	5239601	02/22/23	1147.54	0.00	1147.54					
					1147.54	0.00	1147.54	000000567428				
MOBILE GAS	CLERK/REGIST	14-41043-FC	5239599	02/22/23	767.92	0.00	767.92					
					767.92	0.00	767.92	000000567429				
SPEEDWAY GAS STATION	CLERK/REGIST	14-41043.FC	5239600	02/22/23	27.37	0.00	27.37					
					27.37	0.00	27.37	000000567430				
IOTT INSURANCE	CLERK/REGIST	15-41763-FH	5239591	02/22/23	100.00	0.00	100.00					
					100.00	0.00	100.00	000000567431				
AUTO VALUE	CLERK/REGIST	17-243290FH	5239603	02/22/23	105.38	0.00	105.38					
					105.38	0.00	105.38	000000567432				
ROBERT WILSON JR	CLERK/REGIST	19-244947FH	5239606	02/22/23	100.00	0.00	100.00					

NON CLAIM RUN 02/24/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		02/23/23		PAGE 9	
Office 001	Main	Bank	BNK001	National City Bank		Run 005192	Payment Date 02/24/23	Pay-thru Date 02/22/23			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					100.00	0.00	100.00	000000567433			
FLASH 'N THUNDER FIR	CLERK/REGIST	19-245320FH	5239605	02/22/23	145.00	0.00	145.00				
					145.00	0.00	145.00	000000567434			
DAVID SMITH-PIERCE	CLERK/REGIST	19-245482FH	5239589	02/22/23	500.00	0.00	500.00				
					500.00	0.00	500.00	000000567435			
BRIDGETTE TRINKLE	CLERK/REGIST	20-246016FH	5239597	02/22/23	25.00	0.00	25.00				
					25.00	0.00	25.00	000000567436			
SAVANNAH CAREY	CLERK/REGIST	20-246038FH	5239590	02/22/23	100.00	0.00	100.00				
					100.00	0.00	100.00	000000567437			
JENNIFER HARRIS-ROCK	CLERK/REGIST	21-144202PP	5239457	02/22/23	100.00	0.00	100.00				
					100.00	0.00	100.00	000000567438			
JAMES THOMPSON	CLERK/REGIST	21-246338FH	5239595	02/22/23	50.00	0.00	50.00				
					50.00	0.00	50.00	000000567439			
BENJAMIN ROMERO	CLERK/REGIST	21-246395FH	5239598	02/22/23	150.00	0.00	150.00				
					150.00	0.00	150.00	000000567440			
KAITLYN JOHNSON	CLERK/REGIST	21-246606FH	5239588	02/22/23	1350.00	0.00	1350.00				
					1350.00	0.00	1350.00	000000567441			
HEATHER LATHAN	CLERK/REGIST	22-246820FH	5239604	02/22/23	350.00	0.00	350.00				
					350.00	0.00	350.00	000000567442			
DANIEL GENTILE	CLERK/REGIST	22-246882FH	5239594	02/22/23	60.00	0.00	60.00				
					60.00	0.00	60.00	000000567443			
SAMUEL SORRELL	CLERK/REGIST	22-246940FH	5239596	02/22/23	280.00	0.00	280.00				
					280.00	0.00	280.00	000000567444			
RONALD STRIMPEL	CLERK/REGIST	22-247042FH	5239593	02/22/23	1000.00	0.00	1000.00				
					1000.00	0.00	1000.00	000000567445			
FCCI INSURANCE CO	CLERK/REGIST	22-247061FH	5239602	02/22/23	300.00	0.00	300.00				
					300.00	0.00	300.00	000000567446			
DR. CHARBONEAU	CLERK/REGIST	22-247064FH	5239592	02/22/23	25.00	0.00	25.00				
					25.00	0.00	25.00	000000567447			
JEREMY & JENNIFER JO	TREASURER	19,20,21PRE	5239582	02/22/23	1752.59	0.00	1752.59				
					1752.59	0.00	1752.59	000000567448			
LISA M DUDUS	TREASURER	PRE 20 & 21	5239581	02/22/23	1271.15	0.00	1271.15				
					1271.15	0.00	1271.15	000000567449			
BANK BNK001 - TOTAL					323162.13	0.00	323162.13	*			
OFFICE 001 - TOTAL					323162.13	0.00	323162.13	**			

NON CLAIM RUN 03/03/23

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

03/02/23

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PARAMETERS FOR PAYMENT RUN NUMBER 005197

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 03/03/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			03/02/23		PAGE 2	
Office 001	Main	Bank	BNK001	National City Bank		Run 005197	Payment Date 03/03/23	Pay-thru Date 03/01/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
ALLSTAR ALARM LLC	000000010825	358618	5239725	03/01/23	201.00 201.00	0.00 0.00	201.00 201.00	000000567450				
AT & T	000000012805	.02/07/23	5239702	03/01/23	314.09 314.09	0.00 0.00	314.09 314.09	000000567451				
BRIGHTSPEED	000000030539	02/16/23	5239703	03/01/23	82.09 82.09	0.00 0.00	82.09 82.09	000000567452				
COMCAST	000000031086	166429768	5239723	03/01/23	1541.00 1541.00	0.00 0.00	1541.00 1541.00	000000567453				
CONSUMERS ENERGY	000000031502	022823	5239632	02/28/23	28.81 28.81	0.00 0.00	28.81 28.81	000000567454				
CONTINENTAL SERVICES	000000031545	RC10620	5239635	03/01/23	10396.46 10396.46	0.00 0.00	10396.46 10396.46	000000567455				
DELTA DENTAL PLAN OF	000000040250	1195008	5239672	03/01/23	11435.47 11435.47	0.00 0.00	11435.47 11435.47	000000567456				
DTE ENERGY	000000040603	02/22/23 .02/22/23 02/24/23 .02/24/23 02/24/23 ..02/24/23 02/23/23	5239704 5239705 5239706 5239707 5239708 5239709 5239710	03/01/23 03/01/23 03/01/23 03/01/23 03/01/23 03/01/23 03/01/23	47.03 25.87 21.02 17.86 23.99 27.47 213.97 377.21	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	47.03 25.87 21.02 17.86 23.99 27.47 213.97 377.21	000000567457				
DUNDEE SENIOR CITIZE	000000042250	30223115909	5239620	02/28/23	21909.34 21909.34	0.00 0.00	21909.34 21909.34	000000567458				
JETS PIZZA	000000100240	1003	5239715	03/01/23	47.36 47.36	0.00 0.00	47.36 47.36	000000567459				
LAKE ERIE TRANSIT CO	000000120125	30224035511	5239621	02/28/23	15903.18 15903.18	0.00 0.00	15903.18 15903.18	000000567460				
MCI RESIDENTIAL SERV	000000130016	1/3-2/2	5239636	03/01/23	14.48 14.48	0.00 0.00	14.48 14.48	000000567461				
MICHIGAN GAS UTILITI	000000131350	022723 02/22/23 02/17/23 02/20/23 .02/20/23	5239614 5239711 5239712 5239713 5239714	02/27/23 03/01/23 03/01/23 03/01/23 03/01/23	45.94 829.65 245.29 13.12 371.93	0.00 0.00 0.00 0.00 0.00	45.94 829.65 245.29 13.12 371.93					

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PAYMENT REGISTER - Checks

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Company 01 County of Monroe								
Office 001	Main	Bank	BNK001	National City Bank	Run 005197	Payment Date 03/03/23	Pay-thru Date 03/01/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MICHIGAN GAS UTILITI	000000131350	..02/20/23	5239716	03/01/23	1083.64	0.00	1083.64	
		02/20/23	5239717	03/01/23	520.85	0.00	520.85	
		.02/22/23	5239718	03/01/23	3192.66	0.00	3192.66	
		1531A_0223	5239726	03/01/23	270.51	0.00	270.51	
		1531C_0223	5239727	03/01/23	219.82	0.00	219.82	
		1531B_0223	5239728	03/01/23	70.79	0.00	70.79	
		1531D_0223	5239729	03/01/23	155.96	0.00	155.96	
		1539#4_0223	5239730	03/01/23	129.45	0.00	129.45	
		1527_0223	5239731	03/01/23	256.81	0.00	256.81	
					7406.42	0.00	7406.42	000000567462
MICHIGAN JUDGES ASSO	000000131358	06102022	5239631	02/28/23	175.00	0.00	175.00	
					175.00	0.00	175.00	000000567463
SYSCO DETROIT LLC	000000131804	558147737	5239639	03/01/23	2185.20	0.00	2185.20	
		558136918	5239640	03/01/23	17.06	0.00	17.06	
		558147736	5239641	03/01/23	187.89	0.00	187.89	
		558147735	5239642	03/01/23	106.53	0.00	106.53	
		558147734	5239643	03/01/23	1303.44	0.00	1303.44	
		558154204	5239732	03/01/23	718.01	0.00	718.01	
					4518.13	0.00	4518.13	000000567464
MONROE COUNTY DENTAL	000000132420	030323 565	5239647	03/01/23	680.31	0.00	680.31	
		030323 554	5239648	03/01/23	41.05	0.00	41.05	
					721.36	0.00	721.36	000000567465
MONROE FAMILY YMCA	000000132435	30222024713	5239619	02/28/23	720.00	0.00	720.00	
					720.00	0.00	720.00	000000567466
MONROE FAMILY YMCA	000000132435	30223111808	5239617	02/28/23	3128.93	0.00	3128.93	
					3128.93	0.00	3128.93	000000567467
MONROE FAMILY YMCA	000000132435	030323 YMC	5239649	03/01/23	775.93	0.00	775.93	
					775.93	0.00	775.93	000000567468
MONROE CO.HEALTH INS	000000132450	030323 554V	5239650	03/01/23	5.10	0.00	5.10	
		030323 565V	5239651	03/01/23	89.27	0.00	89.27	
		030323 565M	5239652	03/01/23	12043.47	0.00	12043.47	
		030323 554M	5239653	03/01/23	710.09	0.00	710.09	
					12847.93	0.00	12847.93	000000567469
MONROE CO. OPPORTUNI	000000132600	30224085407	5239623	02/28/23	7954.37	0.00	7954.37	
		30223015012	5239624	02/28/23	761.66	0.00	761.66	
		30224083606	5239625	02/28/23	224.00	0.00	224.00	
		30223015314	5239626	02/28/23	11434.50	0.00	11434.50	
		30223014711	5239627	02/28/23	12624.34	0.00	12624.34	
		30223015415	5239628	02/28/23	8119.65	0.00	8119.65	

NON CLAIM RUN 03/03/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			03/02/23		PAGE 4		
Office 001	Main	Bank	BNK001	National City Bank		Run 005197	Payment Date 03/03/23	Pay-thru Date 03/01/23					
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number					
MONROE CO. OPPORTUNI	000000132600	30223015717	5239629	02/28/23	750.00	0.00	750.00						
		30228093607	5239630	02/28/23	1086.86	0.00	1086.86						
					42955.38	0.00	42955.38					000000567470	
MONROE SENIOR CITIZE	000000133450	30224092208	5239622	02/28/23	5586.36	0.00	5586.36						
					5586.36	0.00	5586.36					000000567471	
MONROE WATER DEPT.	000000133650	2/24/23	5239637	03/01/23	3063.64	0.00	3063.64						
					3063.64	0.00	3063.64					000000567472	
PRAIRIE FARMS DAIRY,	000000161170	9063198	5239644	03/01/23	121.21	0.00	121.21						
			9055889	5239645	03/01/23	130.64	0.00	130.64					
						251.85	0.00	251.85					000000567473
TELNET WORLDWIDE, IN	000000200250	266858	5239724	03/01/23	245.81	0.00	245.81						
					245.81	0.00	245.81					000000567474	
THE HARTFORD	000000200415	23779595437	5239721	03/01/23	4749.54	0.00	4749.54						
			82427620630	5239722	03/01/23	30904.31	0.00	30904.31					
						35653.85	0.00	35653.85					000000567475
UNITED PARCEL SERVIC	000000210200	X8119073	5239646	03/01/23	10.98	0.00	10.98						
					10.98	0.00	10.98					000000567476	
VERIZON WIRELESS	000000220156	9927738502	5239633	02/28/23	2036.61	0.00	2036.61						
					2036.61	0.00	2036.61					000000567477	
MONROE COUNTY	000000500002	030323 DPR	5239654	03/01/23	577.99	0.00	577.99						
			030323 MPR	5239655	03/01/23	31339.58	0.00	31339.58					
			030323 VPR	5239656	03/01/23	88.99	0.00	88.99					
						32006.56	0.00	32006.56					000000567478
MONROE COUNTY	000000500003	030323 554	5239657	03/01/23	3.65	0.00	3.65						
			030323 565	5239658	03/01/23	94.16	0.00	94.16					
						97.81	0.00	97.81					000000567479
MONROE CO.FRIEND OF	000000500660	18-244860FH	5239616	02/27/23	500.00	0.00	500.00						
					500.00	0.00	500.00					000000567480	
MONROE COUNTY GENERA	000000501100	030323 554	5239659	03/01/23	36.13	0.00	36.13						
					36.13	0.00	36.13					000000567481	
MONROE CO.MENTAL HEA	000000501330	MARCH2023	5239638	03/01/23	83150.25	0.00	83150.25						
					83150.25	0.00	83150.25					000000567482	
MONROE COUNTY	000000510725	030323 554	5239660	03/01/23	688.74	0.00	688.74						
					688.74	0.00	688.74					000000567483	
MONROE CO. EMP. RETI	000000550200	030323 RET	5239661	03/01/23	22285.51	0.00	22285.51						

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[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		03/02/23		PAGE	5
Office 001	Main	Bank	BNK001	National City Bank		Run 005197	Payment Date 03/03/23	Pay-thru Date 03/01/23			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
MONROE CO. EMP. RETI	000000550200	030323 RTC	5239662	03/01/23	2570.64	0.00	2570.64				
		030323 RTD	5239663	03/01/23	1413.42	0.00	1413.42				
		030323 RTS	5239664	03/01/23	15165.64	0.00	15165.64				
					41435.21	0.00	41435.21			000000567484	
AIG VALIC	000000550207	030323 AIG	5239665	03/01/23	75.00	0.00	75.00				
					75.00	0.00	75.00			000000567485	
UNITED WAY OF MONROE	000000550215	030323 UW	5239666	03/01/23	95.00	0.00	95.00				
					95.00	0.00	95.00			000000567486	
POLICE OFFICERS ASSN	000000550231	030323 U01	5239667	03/01/23	3919.20	0.00	3919.20				
		030323 U07	5239668	03/01/23	279.00	0.00	279.00				
		030323 U08	5239669	03/01/23	613.26	0.00	613.26				
		030323 U09	5239670	03/01/23	607.20	0.00	607.20				
		030323 U10	5239671	03/01/23	2410.00	0.00	2410.00				
		030323 U12	5239673	03/01/23	405.00	0.00	405.00				
		030323 U14	5239674	03/01/23	623.93	0.00	623.93				
		030323 U16	5239675	03/01/23	233.00	0.00	233.00				
		030323 U17	5239676	03/01/23	444.96	0.00	444.96				
		030323 U18	5239677	03/01/23	186.00	0.00	186.00				
					9721.55	0.00	9721.55			000000567487	
MONROE COUNTY COMMAN	000000550241	030323 9A	5239678	03/01/23	110.00	0.00	110.00				
					110.00	0.00	110.00			000000567488	
TPOAM	000000550243	030323 U03	5239679	03/01/23	212.00	0.00	212.00				
		030323 U04	5239680	03/01/23	2449.00	0.00	2449.00				
		030323 U11	5239681	03/01/23	155.00	0.00	155.00				
		030323 U13	5239682	03/01/23	124.00	0.00	124.00				
					2940.00	0.00	2940.00			000000567489	
MONROE CO DEPUTY SHE	000000550244	030323 1A	5239683	03/01/23	700.00	0.00	700.00				
					700.00	0.00	700.00			000000567490	
MO CO CORRECTION OFF	000000550248	030323 10A	5239684	03/01/23	415.11	0.00	415.11				
					415.11	0.00	415.11			000000567491	
LOCAL 517, UTILITY W	000000550250	030323 U02	5239685	03/01/23	700.00	0.00	700.00				
					700.00	0.00	700.00			000000567492	
MONROE CO CORRECTION	000000550252	030323 17A	5239686	03/01/23	95.00	0.00	95.00				
					95.00	0.00	95.00			000000567493	
UAW LOCAL 723	000000550270	030323 U06	5239687	03/01/23	411.29	0.00	411.29				
					411.29	0.00	411.29			000000567494	
MONROE COUNTY ASSIST	000000550274	030323 14A	5239688	03/01/23	150.00	0.00	150.00				

NON CLAIM RUN 03/03/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			03/02/23		PAGE 6	
Office 001	Main	Bank	BNK001	National City Bank		Run 005197	Payment Date 03/03/23	Pay-thru Date 03/01/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
					150.00	0.00	150.00	000000567495				
GREAT-WEST LIFE & AN	000000550280	030323 GWE	5239689	03/01/23	6897.27	0.00	6897.27	000000567496				
					6897.27	0.00	6897.27					
AXA EQUITABLE	000000550285	030323 EQU	5239690	03/01/23	1075.00	0.00	1075.00	000000567497				
					1075.00	0.00	1075.00					
MICHIGAN DEPARTMENT	000000550291	030323 LEV	5239691	03/01/23	684.45	0.00	684.45	000000567498				
					684.45	0.00	684.45					
MONROE CO.UNEMPLOYME	000000550310	030323 565	5239692	03/01/23	67.47	0.00	67.47	000000567499				
		030323 554	5239693	03/01/23	2.13	0.00	2.13					
					69.60	0.00	69.60					
MONROE COUNTY WORKER	000000550315	030323 554	5239694	03/01/23	1.59	0.00	1.59	000000567500				
					1.59	0.00	1.59					
MONROE CO.LONG TERM	000000550320	030323 554	5239695	03/01/23	20.50	0.00	20.50	000000567501				
		030323 565	5239696	03/01/23	584.71	0.00	584.71					
					605.21	0.00	605.21					
MONROE CO.RETIREE HE	000000550325	030323 CRH	5239697	03/01/23	717.44	0.00	717.44	000000567502				
		030323 DRH	5239698	03/01/23	424.31	0.00	424.31					
		030323 RHC	5239699	03/01/23	5936.35	0.00	5936.35					
		030323 SRH	5239700	03/01/23	4386.47	0.00	4386.47					
					11464.57	0.00	11464.57					
HOBBY NELS	000000710207	02/08/23	5239719	03/01/23	0.79	0.00	0.79	000000567503				
					0.79	0.00	0.79					
NICHOLAS STEVEN GUTH	000000713242	02/08/23	5239720	03/01/23	26.33	0.00	26.33	000000567504				
					26.33	0.00	26.33					
CARL J. SCHMIDT	000000721904	2/12-2/25	5239611	02/27/23	2736.45	0.00	2736.45	000000567505				
					2736.45	0.00	2736.45					
TODD AND LISA JONES	000000730705	RST5983	5239618	02/28/23	25.00	0.00	25.00	000000567506				
					25.00	0.00	25.00					
SPICER GROUP	000000903829	219929	5239634	02/28/23	8358.75	0.00	8358.75	000000567507				
					8358.75	0.00	8358.75					
JESSICA FARMER	CLERK/REGIST	22-247123FH	5239615	02/27/23	450.00	0.00	450.00	000000567508				
					450.00	0.00	450.00					
VICTORIA BRYANT	TREASURER	OVERPMT	5239610	02/23/23	103.70	0.00	103.70	000000567509				
					103.70	0.00	103.70					
BANK BNK001 - TOTAL					388175.03	0.00	388175.03	*				
OFFICE 001 - TOTAL					388175.03	0.00	388175.03	**				



38th Judicial Circuit Court - Family Division

~JUVENILE AND DOMESTIC RELATIONS SECTIONS~

February 27, 2023

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

RE: CPLR Grant Application Request FY 24

Dear Chairman Brant and Members of the Board:

The Monroe County Probate Court is requesting approval to submit a Child and Parent Legal Representation Grant (CPLR) application to the Michigan Department of Human Services. This grant cycle begins 10/1/23 and will run through 9/30/24.

The grant provides reimbursement to the court for a portion of the court-appointed attorney fees for children and parents involved in child protective proceedings. The funding is based on the title IV-E penetration rate formula that is determined by the Michigan Department of Human Services. This formula has not been determined yet for FY 24; however, the court has previously received this grant and was awarded \$66,000 to maintain high quality attorneys and compensate them for specialized training related to child-protective issues. There is no local match for this grant; however, these funds cannot supplant what the court would normally pay for court-appointed attorney services. The funds received from this grant enabled the court to increase the hourly rate paid to counsel which provided parity in the rate for all assigned counsel in the Monroe Courts.

If you have any questions regarding this request, please contact Melissa Strong, court administrator at 734-240-7350 or melissa_strong@monroemi.org. Melissa will be in attendance at the board meeting to respond to any questions concerning the grant application request.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cheryl E. Lohmeyer".

Hon. Cheryl E. Lohmeyer
Chief Probate Judge

C: Michael Bosanac - Administrator/CFO
Sue Maier - Director of Fiscal Services
Lisa Sanders - Board of Commissioners Administrative Assistant

**MONROE COUNTY, MICHIGAN
BOARD OF COMMISSIONERS**



**BYLAWS & RULES OF PROCEDURE
AMENDED AND REVISED
MARCH 7, 2023**

County of Monroe, Michigan
Mission Statement

The mission of the Monroe County Board of Commissioners is to perform their legally constituted responsibilities which are to protect the health, safety and welfare of the residents of our community and our employees. The Board will demonstrate Fiscal Responsibility, maintain credibility and build public trust; assume leadership in the development and improvement of county services and programs. The Board will provide for the delivery of services through cooperative interaction with all other units of Government and community agencies.

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ARTICLE I BOARD ORGANIZATION

1.1 Board Membership:

The Board of Commissioners shall consist of nine (9) members elected from single districts apportioned on the basis of population as provided by law.

1.2 Term of Commissioners:

The term of each Commissioner shall be concurrent with that of state representatives as specified in Article IV, Section 3 of the State Constitution, which is for two (2) years, beginning on January 1 of every odd-numbered year.

1.3 Vacancies in Office:

When a vacancy occurs in the Office of County Commissioner, by either death, resignation or removal from the district or removal from Office, the vacancy shall be filled by appointment within thirty (30) days by the County Board of Commissioners of a resident and registered voter of that district. (See MCL 46.412.) A person who has been convicted of a violation of Section 12a(1) of 1941 PA 370, MCL 38.412a, or who is ineligible for election or appointment pursuant to Article XI, Section 8, Constitution of the State of Michigan of 1963, shall not be eligible for appointment to the Office of County Commissioner for a period of twenty (20) years after the person was convicted of a felony violation of the above-stated MCL 38.412a or who was convicted of a felony involving dishonesty, deceit, fraud, or a breach of the public trust and conviction was related to the person's official capacity while the person was holding any elective office or position of employment in local, state, or federal government. The person appointed to fill a vacancy which occurred in an odd numbered year, shall serve until the vacancy is filled in a special election. The County Board of Commissioners shall call that special election. The person appointed to fill a vacancy which occurs in a year which is an election year for the office of County Commissioner, shall serve for the remainder of the unexpired term.

If the County Board of Commissioners does not fill the vacancy by appointment within thirty (30) days, that vacancy shall be filled by special election regardless of whether the year is an election or an odd year. (See MCL 46.413.) The person appointed or elected as a County Commissioner shall be a resident and registered voter of the district which has a vacancy.

1.4 Reapportionment:

The Board shall be reapportioned, in the manner provided by law, within sixty (60) days after the publication of the latest United States Official Census figures.

1.5 Compensation:

Compensation for the County Board of Commissioners and nonjudicial elected County officers, including elected members of the Monroe County Board of Commissioners, shall be determined by the County Board of Commissioners before November 1 of every even numbered year to become effective on January 1st of the next odd numbered year. (See MCL 45.411 and MCL 45.421.) If not so determined, the previous compensation shall stay in place until changed by the County Board of Commissioners. Any change during a pending term of a member of the County Board of Commissioners or a nonjudicial elected County officer cannot be a reduction in compensation.

Compensation for the members of the Monroe County Board of Road Commissioners, and for any other appointed County officers, shall be established by the County Board of Commissioners to become effective on January 1st of the next odd numbered year, or at any other time as the County Board of Commissioners determines appropriate. If not so established, the previous compensation shall stay in place until changed by the County Board of Commissioners. Any change during a pending term of an appointed County officer cannot be a reduction in compensation.

1.6 Reimbursable Expenses:

County Commissioners shall not receive any per diem or payment, or mileage reimbursement for attending any meeting of the County Board of Commissioners, whether regular or special, or for attending any meetings of the standing Committees, or any special Committees and Subcommittees of the County Board of Commissioners. County Commissioners who are appointed to and are members of outside Boards, Commissions, Agencies, and Authorities, may receive per diem or other payment, if authorized, and may receive mileage reimbursement. Any other per diems and fees, and mileage reimbursement, and reimbursement of actual expenses, for County Commissioners in conjunction with required meetings and conferences shall all be as provided in County Policy No. 307, entitled "Employee Expense Reimbursement", and as amended from time to time.

1.7 Officers, Agents & Employees:

The Board shall elect at its first meeting of each year a Chairperson and Vice-Chairperson and may appoint at such other times such other representatives, agents and employees. The Chairperson and Vice-Chairperson of the County Board of Commissioners shall be elected in accordance with Section 3 of Act 1851 PA 156, as amended, MCL 46.3, for one-year terms. (See Appendix B.) Any vacancy occurring during a term of office for an elected Chairperson or Vice-Chairperson, shall be filled by the County Board of Commissioners by a new election in a similar manner as for a normal election at the beginning of the year, and the newly elected Chairperson or Vice-Chairperson shall serve out the

remainder of the term. Appointments made by the previous Chairperson in accordance with Section 2.1, Paragraph 2, of ARTICLE II of these Bylaws, shall remain in place for the remainder of the term.

1.8 Powers & Duties:

The Board shall have such powers and duties as shall from time to time or at any time be provided by law (For some of the powers and duties. (See Appendix A and Appendix B).

1.9 Indemnification:

The indemnification and defense of County Commissioners shall be as stated in a County Policy as may be adopted by the County Board of Commissioners from time to time and then as may be modified from time to time. Indemnification is not absolute and may be withheld by a third party insurer, in accordance with applicable coverage for insurance and claims based on the claim made and/or if it is determined that a County Commissioner acted outside the scope of his/her official duties.

ARTICLE II OFFICERS & EMPLOYEES

2.1 Chairperson:

The term of the Chairperson shall be for one year, ending December 31 of the year for which the Chairperson was elected. The duties and powers shall include the following:

1. Shall prepare the Agenda for County Board meetings in accordance with County Policy No. 201, as adopted by the Board of Commissioners and, as may have been or may ever be amended or revised (See Appendix C), and further, may assist in the preparation of the Agendas for other Committee and Subcommittee meetings, and shall preside at all meetings of the County Board.

2. Except for the Chairperson of the Operations Committee who shall be the Vice-Chairperson of the Board of Commissioners, the Board Chairperson shall appoint County Commissioners to all standing Committees, special Committees and Subcommittees of the County Board of Commissioners, and shall further name and appoint the Chairperson of each standing committee, special committee and subcommittee. The Chairperson shall also appoint certain members of the County Board of Commissioners, and any alternates even if not a County Commissioner, to various Boards, Commissions, Agencies and Authorities, not including the standing Committees, special Committees and Subcommittees of the County Board of Commissioners itself. (See paragraph 1 of Section 2.6 of this Article II of these Bylaws.) All appointments shall be by

the Chairperson alone, and no ratification by the County Board of Commissioners shall be required. All appointments of County Commissioners by the Chairperson shall be for one year, ending December 31 of the year for which the appointments were made, unless otherwise required by law.

3. May refer any communication to a standing Committee, special Committee or Subcommittee of the County Board of Commissioners, and may further refer any communication to the County Administrator/Chief Financial Officer or County Legal Advisor.

4. Shall appoint, with the confirmation of the Board, representatives for attendance at state and district conferences or service on state or district Committees.

5. May attend any meeting of any standing Committee, special Committee or Subcommittee and shall be allowed to participate in the discussions and deliberations of said standing Committee, special Committee or Subcommittee, but shall not be considered a voting member of said standing Committee, special Committee or Subcommittee unless a member of any aforementioned type of committee of which the Chairperson may appoint himself/herself to.

6. Shall affix the signature to all contracts, bonds and other documents requiring the signature of the Chairperson.

7. Shall be the ceremonial representative and spokesperson of the Board of Commissioners and shall perform such other duties as specified by law, the Board, or by custom.

8. Shall refer matters to a standing committee, special committee or subcommittee of the Board of Commissioners as deemed necessary and appropriate by the Chairperson. No vote of the Board of Commissioners shall be necessary before the Chairperson refers an item to a standing committee, special committee or subcommittee of the Board of Commissioners, but at any time, and notwithstanding what the Chairperson of the Board of Commissioners determines, the Board of Commissioners may refer matters to standing Committees, special Committees and/or Subcommittees of the Board of Commissioners by vote of a majority of the members present at any meeting where a quorum is present.

When the Chairperson determines a matter to be important for the Board of Commissioners to act directly without benefit of a standing committee, special committee or subcommittee recommendation, because of time constraints or the importance of the matter, the Chairperson may direct a matter directly to the Board of Commissioners for action. The Chairperson may take this action even

though it normally would have been referred to a standing committee, special committee or subcommittee of the Board of Commissioners and the Chairperson may also take a matter previously referred to a standing committee, special committee or Subcommittee of the Board of Commissioners from that standing committee, special committee or subcommittee before the standing committee, special committee or subcommittee has made its recommendation and direct it to the Board of Commissioners for consideration and action.

2.2 Vice-Chairperson:

The term of the Vice-Chairperson shall be for one year, ending on December 31 of the year for which the Vice-Chairperson was elected. The duties and powers shall include the following:

1. Shall prepare the Agenda for Operations Committee meetings in accordance with County Policy No. 201 as adopted by the Board of Commissioners , and as may be amended (See Appendix C), and further, may assist in the preparation of the Agenda for County Board meetings, and shall preside at all meetings of the Operations Committee.
2. Shall preside in the absence of the Chairperson.
3. Shall affix the signature to contracts, bonds or other documents requiring the signature of the Chairperson when the Chairperson is unable to do so because of illness or any other emergency, which, in the opinion of the Board, prevents the Chairperson from performing such functions of that office.
4. Shall perform such other duties as may be from time to time assigned by the Chairperson or by the Board.
5. Shall be Chairperson of the Operations Committee by virtue of position as Vice-Chairperson.

2.3 Clerk:

The County Clerk, or in the absence of the County Clerk, the Chief Deputy, shall be the Clerk of the Board and shall perform such duties as required by law or as from time to time assigned by the Board. The Clerk may also appoint, with the consent of the Board, a Deputy Clerk to perform those duties as required by law or assigned by the Board. This Deputy Clerk shall also serve, with the consent of the Board as the Administrative Assistant for the Board. This Deputy Clerk/Administrative Assistant shall be responsible for the following duties and shall serve under the direction of the Board of Commissioners and the County Clerk:

1. The performance of secretarial services for the Chairperson and Board Members.
2. The recording of the minutes of the Board and Committee Meetings.
3. The filing and preservation of the records of the Board and its Committees and Subcommittees.
4. The performance of such other duties as may be from time to time assigned by the Chairperson or by the Board.
5. Serve as Administrative Assistant to the Administrator/CFO and Recording Secretary to various Boards and Commissions.
6. Shall be the designated person to provide notice of Public Meetings in compliance with the Open Meetings Act.

2.4 Appointment of Administrator/Chief Financial Officer; Position of County Purchasing Agent Included; Power to Retain and Supervise other Representatives, Agents and Employees

The Board of Commissioners shall employ an Administrator/Chief Financial Officer for the County of Monroe pursuant to MCL 46.11(o). The position of Administrator/Chief Financial Officer shall include, among other duties, the duties of County Purchasing Agent under MCL 46.13a. The Administrator/Chief Financial Officer may, as the Board of Commissioners may directly or through its policies allow, retain and supervise such other representatives, agents and employees as may be deemed necessary by the Board to carry out any of its powers. (See Appendix D.) The Administrator/Chief Financial Officer shall have the authority and possess all the duties and responsibilities, as authorized in the Resolution Establishing the Office of County Administrator/Chief Financial Officer Position, adopted by the Board of Commissioners on January 14, 1997, as may have been or may ever be amended or revised and as recited in Appendix D attached hereto, or as the Board may otherwise provide from time to time. Nothing herein, or in the Resolution Establishing the Office of County Administrator/Chief Financial Officer Position (Appendix D) shall be construed to prohibit or interfere in any way with the authority of the Board of Commissioners to directly allow and appoint such other representatives, agents and employees as may be deemed necessary by the Board to carry out any of its powers and assist the Administrator/Chief Financial Officer, or to remove a representative, agent or employee allowed and retained by the Administrator/Chief Financial Officer.

2.5 Legal Advisor:

The Board of Commissioners shall appoint an attorney or law firm to act as the general Legal Advisor for the Board of Commissioners to serve as its general legal counsel, and may appoint other attorneys or law firms from time to time as the Board deems necessary, to represent the County and the Board of Commissioners, and their officials, employees and appointees.

2.6 Appointments to Boards & Commissions:

1. Except as otherwise stated below or elsewhere in these Bylaws, the County Board of Commissioners shall generally make all appointments to various Boards, Commissions, Agencies and Authorities, after nomination by the Chairperson of the County Board of Commissioners. Suggestions for appointments by the Board of Commissioners may be submitted to the County Board Chairperson by any other County Commissioner, and by the Board, Commission, Agency or Authority which needs the appointment.

The Deputy Clerk/Administrative Assistant for the County Board or the County Board Chairperson may bring to the attention of the chairperson or vice chairperson of the particular Board, Commission, Agency or Authority, and the other County Commissioners, of any vacancy or expiring term that has or will occur on that Board, Commission, Agency or Authority, of the need for an appointment, and that a recommendation or suggestion to the County Board Chairperson may be made. When appointments are made, or notification of the need for appointment is given to the Board, Commission, Agency or Authority, or to the County Commissioners, the criteria for appointment and the term involved, shall be considered. The Deputy Clerk/Administrative Assistant, or the County Board Chairperson, may also send notification to the appointee whose term is expiring to ascertain whether that current appointee wishes to be reappointed or not. Regardless of any suggestion or recommendation from the Board, Commission, Agency or Authority, or from the other County Commissioners, and regardless of whether the current appointee notifies the County Board Chairperson of his or her willingness or desire to be reappointed, the County Board Chairperson may nominate any qualified person that the County Board Chairperson wants, and the County Board of Commissioners may appoint any qualified person that it chooses.

Notwithstanding what is stated above, for an appointment to the County Board of Road Commissioners, if the County Board of Commissioners so determines, it may make the nomination(s) instead of the County Board Chairperson. Further, the County Board Chairperson may seek the nomination of the County Board in place of his or her nomination for any other appointment.

2. Appointments shall not necessarily be confined to incumbents only, in the case of an expiring term. All appointments made by the County Board of

Commissioners shall be made by the Board of Commissioners by a majority vote of the members of the Board of Commissioners elected and serving, unless otherwise provided by law.

3. Appointees to the various Boards, Commissions, Agencies and Authorities shall hold such position as long as that person meets the criteria for the appointment, and for the term of the appointment, and, pursuant to paragraph 8 of Section 2.6 of Article II, until a new appointment or reappointment is made, unless contrary to law. A County Commissioner who is appointed to any position on a Board, Commission, Agency or Authority, and any alternates even if not a County Commissioner shall hold such position for the term appointed, and pursuant to paragraph 8 of Section 2.6 of Article II, until an appointment or reappointment is made, unless contrary to law, but in all events, shall hold such position not longer than the duration of that County Commissioner's elected term. A vacancy of the appointment shall occur by death, resignation, or the ending of the term, or in certain cases, pursuant to paragraph 8 of Section 2.6 of Article II, until a new appointment or reappointment is made, and also in the case of a County Commissioner appointee, and any alternates even if not a County Commissioner at the end of the term of the County Commissioner for any reason.

4. No appointee shall be appointed, except for County Commissioners, to serve on more than two Boards, Commissions, Agencies or Authorities, except this restriction shall not apply to the Monroe County Municipal Building Authority and the County of Monroe Hospital Finance Authority and shall not apply to appointments made by an individual County Commissioner, in accordance with law or these Bylaws, or any other policy, rule or regulation, such as provided for in paragraph 6 of Section 2.6 of Article II. An appointee, other than a County Commissioner, and any alternates even if not a County Commissioner, who desires to serve on a different Board, Commission, Agency or Authority, may submit a letter of resignation from an existing Board, Commission, Agency or Authority, upon which the appointee is serving, subject to appointment to a new Board, Commission, Agency or Authority for which a new appointment is sought, in order to qualify for appointment to a new Board, Commission, Agency or Authority.

5. All appointments to Boards, Commissions, Agencies or Authorities, shall include only residents of the County of Monroe, or persons who are employed and work in Monroe County, and shall not include any person who has been convicted of a felony violation of Section 12a (1) of Public Act 370 of the Michigan Public Acts of 1941, MCL 38.412a, or who is ineligible for election or appointment pursuant to Article XI, Section 8, of the Constitution of the State of Michigan of 1963.

6. In certain situations and circumstances, for certain Boards, Commissions, Agencies or Authorities, as provided for by law, or these Bylaws, or by other bylaws, or by other rules or regulations, an appointment to a Board, Commission, Agency or Authority may be made by an individual County Commissioner on his or her own, without approval of the Chairperson of the Board of Commissioners and without a vote of the Board of Commissioners. This includes but is not limited to the appointment of a member of the Commission on Aging or the Historical Commission, which includes one appointee for each County Commissioner District. For every appointment by an individual County Commissioner, the appointment shall be reduced to writing which shall indicate the name, address and telephone number, and e-mail address if available, of the appointee, and such writing shall be submitted to the County Board Chairperson, the County Administrator, and the particular Board, Commission, Agency or Authority to whom the appointment is made.

7. For appointments to the various Boards, Commissions, Agencies or Authorities, the County Board Chairperson may direct the Deputy Clerk/Administrative Assistant to make advertisement, and to set up interviews with the County Board of Commissioners. Neither advertisement nor interviews shall be required, but the County Board Chairperson and County Board of Commissioners may avail themselves of advertising and/or interviewing for filling vacancies or new terms for appointees. The County Board Chairperson and the County Board of Commissioners may advertise and/or interview in any manner deemed reasonable by the County Board Chairperson or the County Board of Commissioners.

8. Unless otherwise provided by law, if an appointee's term ends and a reappointment or new appointment is not made, that appointee's appointment shall automatically extend into the new term until a reappointment or new appointment is made. This shall also apply to appointees who are County Commissioners, and any alternates even if not a County Commissioner, except that in any and all cases, the appointment of a County Commissioner and any alternates even if not a County Commissioner, shall terminate when the Commissioner's elected term as a County Commissioner ends for any reason.

9. Unless otherwise provided by law or other bylaw or rule, Policy 202, Preparation and Distribution of Agendas for County Boards and Commissions shall apply to the meetings for the Boards, Commissions, Agencies, and Authorities for which the County Board of Commissioners makes one or more appointments. The agendas for said meeting shall be prepared by the Chairperson of the particular Board, Commission, Agency or Authority, and faxed, mailed, e-mailed or delivered to all members of the Board, Commission, Agency or Authority. After an agenda is posted, the agenda may only have additions if at least one-half of the members of the Board, Commission, Agency

or Authority agree to the addition before the meeting or vote for the addition at the meeting. The Chairperson of the Board Commission, Agency or Authority may delete items from the agenda at any time. If any member of a Board, Commission, Agency or Authority has more than three unexcused absences from a regular meeting in any one year's time, the member may be removed. If appointed by the County Board of Commissioners, the Board may vote to remove the member. If appointed by a single County Commissioner, the appointing County Commissioner shall have twenty days after being notified of the three (3) unexcused absences to remove the member. If the appointing County Commissioner does not remove the member, the County Board of Commissioners acting collectively may remove the member, for members who were appointed by other than the County Board of Commissioners or an individual County Commissioner, the appointing entity or individual, or if none, the Board, Commission, Agency or Authority, may remove the member.

ARTICLE III BOARD OF COMMISSIONER MEETINGS

3.1 Regular Meetings:

Except as otherwise required by law or these Bylaws, the Regular Meetings of the Board shall be held as follows:

1. The County Board of Commissioners shall meet regularly on the first and third Tuesday of each month at a time set by the Chairperson. The first Tuesday of January of each year that is not a designated County holiday, shall be set aside for the Organizational Meeting (see Section 3.4 below), but the Organizational meeting may be set at another time and/or day in January. At the option and call of the County Board Chairperson, the Board may meet on the second, fourth and/or fifth (if there is a fifth) Tuesday of any particular month at a time set by the Chairperson. The optional Tuesday County Board meetings to be held on the second, fourth and/or fifth Tuesday of any particular month, shall not be considered Special Meetings, but shall be considered optional Regular Meetings, at the call of the Chairperson. No Agenda Meeting shall be required for the optional Regular Meetings that are held on the second, fourth and/or fifth Tuesday of any particular month, but an Agenda Meeting may be called by the Chairperson at his or her option. For special or important items or actions, such as for adopting the annual Budget, or for public hearings, or for scheduling and publishing purposes, or as deemed necessary by the County Board Chairperson, portions of a Regular Meeting may be scheduled for two or more starting times at the same meeting and on the same day.

At the option and call of the Chairperson, for reasons having to do with holidays, non-availability of County Commissioners, lack of agenda items, or for any other reason, a Regular Meeting of the County Board of Commissioners may be cancelled and/or rescheduled to a different date and time, subject to proper notice being given to the County Commissioners, subject to compliance with the Open Meetings Act. The time and/or day of any regular or rescheduled regular meeting may be changed by the Chairperson for good reason, upon lawful notice being given under the law, and notification being provided to the County Commissioners (See Appendix E).

Notwithstanding what is stated above, any Agenda Meeting may be cancelled by the County Board Chairperson.

For any meeting called on the second, fourth and/or fifth Tuesday of any particular month, or for any rescheduled meeting, the Deputy Clerk/Administrative Assistant, or Clerk, shall give notice to each of the County Commissioners of the meeting no later than eighteen (18) hours before the time of the meeting. The Deputy Clerk/Administrative Assistant, or Clerk, shall also take the necessary steps to provide statutory notice under the Open Meetings Act (See Appendix E).

2. All regular meetings of the County Board shall be held in the Board of Commissioners Chambers, 125 East Second Street, Monroe, Michigan, unless otherwise notified per the requirements of the Open Meetings Act (See Appendix E).

The County Board may, in its discretion, and from time to time, meet at other public locations within the County of Monroe, provided proper public notice is given, and compliance with the Open Meetings Act (See Appendix E), is followed.

3. All meetings of the Board of Commissioners shall be held in accordance with the Open Meetings Act (See Appendix E).

3.2 Committee Meetings:

All standing Committees, and special Committees and Subcommittees of the County Board, shall meet as a committee as provided in Article V (entitled "Committees of the Board"), as necessary, at the call of the Chairperson of the standing Committee, or special Committee or Subcommittee, or at the call of the Chairperson of the County Board. The Chairperson of the Board shall approve all matters scheduled for business on Committee agendas and/or determine if the matter shall be on the agenda of the Full Board. The Order of Business for standing Committees, and special Committees and Subcommittees of the County Board shall follow as closely as possible the Order of Business established in

Section 3.5 of these Bylaws for regular meetings of the County Board of Commissioners. The agendas for said meetings shall be prepared by the Chairperson of the standing Committee, or special Committee, or Subcommittee, with the assistance of the County Administrator and/or Deputy Clerk/Administrative Assistant, or the Chairperson of the County Board of Commissioners, and faxed, mailed, e-mailed or delivered to all members of the standing Committee, or special Committee or Subcommittee no later than 5:30 p.m. on the fifth day preceding the meeting. After the agenda is posted, , the agenda may only have additions if at least one-half of the members of the standing Committee, or special Committee or Subcommittee agree to the addition before the meeting, or vote for the addition at the meeting. The Chairperson of the standing Committee, or special Committee or Subcommittee, or the Chairperson of the County Board of Commissioners, may delete items from the agenda at any time.

Committee recommendations shall be in accordance with Appendix F (Flow Chart).

3.3 Special Meetings:

A. Special Meetings of the County Board shall be held only:

1. In accordance with 1851 PA 156, MCL 46.10, or any successor or other state statute, when requested by at least one-third (1/3) of the elected and serving County Commissioners. The request shall be in writing, shall be addressed to the County Clerk through the Deputy Clerk/Administrative Assistant, and shall specify the time, date, place, and purpose of the meeting. Notice of the Special Meeting shall be provided to every County Commissioner in the manner required by these Bylaws or any other rules of the County Board of Commissioners, which shall be, in addition to all other notice requirements, by delivery of the notice of the meeting and the request for the meeting to the all of the County Commissioners personally, or by leaving said items at the residence of every County Commissioner, or by mailing a copy of said items to every County Commissioner's post office address by certified mail with return receipt requested, or by e-mailing said items to every County Commissioner. The notice shall be provided not later than five (5) calendar days before the time of the meeting. Public notice of the time, date, and place of the meeting, and other information as required by the Open Meetings Act, shall be given in the manner required by the Open Meetings Act. (See Appendix E.) The County Board Chairperson may schedule the Special Meeting at a time different than stated in the request for the meeting, but not later than the later of six (6) calendar days after receipt of the request for the meeting and three (3) calendar days after the requested date and time.

2. An emergency meeting of the County Board of Commissioners may be scheduled by the County Board Chairperson in the event of a severe and imminent threat to the health, safety, and welfare of the public, but only when two-thirds (2/3) of the County Commissioners serving on the Board of County Commissioners determine that a delay would be detrimental to the efforts to lessen or respond to that severe and imminent threat. The meeting shall be deemed a meeting in emergency session and shall not require public notice pursuant to the Open Meetings Act. (See Appendix E.)

3.4 Organizational Meeting:

For its Organizational Meeting, the Board of Commissioners shall meet each year at 6:00 p.m., or at any other time, on the first Tuesday of January that is not a designated County holiday, or at another reasonable day and time fixed by the County Administrator, Deputy Clerk/Administrative Assistant, or County Clerk if the County Clerk chooses to act. Organizational Meetings shall be held in the Board Chambers, unless otherwise notified per the requirements of the Open Meetings Act, and shall be held in accordance with the Open Meetings Act. (See Agenda for Organizational Meetings in Section 3.5 below, and the election procedures in Section 4.22, paragraph 3.) The purpose of the Organizational Meeting shall be to elect a Chairperson and Vice-Chairperson, administer oaths if necessary and conduct any business before the Board. The Deputy Clerk/Administrative Assistant or the County Clerk if the County Clerk chooses to act, shall act as the moderator of the Organizational Meeting until such time as the Chairperson of the Board is elected, after which time, the Chairperson shall preside at said meeting. No Agenda Meeting shall be required for an Organizational Meeting. The County Administrator or in his absence the Deputy Clerk/Administrative Assistant shall be responsible for preparing the agenda for the organizational meeting.

3.5 Order of Business for Meetings:

The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer
5. Approval of Agenda
6. Approval of Minutes
7. Public Comment*
8. Resolutions, Special Tributes & Presentations
9. Finance Matters
10. Consent Agenda
11. Communications
12. Public Hearings

13. Old Business
14. New Business
15. Public Comment*
16. Announcements/Information
17. Members Time
18. Adjournment

* See ARTICLE IV, Section 4.23 regarding citizen participation.)

The order of business for Organizational Meetings shall be as follows:

1. Call to Order (By the County Clerk or Deputy Clerk/Administrative Assistant)
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer
5. Election of Chairperson and Vice-Chairperson
 - A. Election of Chairperson (The Chairperson shall preside after being elected.)
 - B. Election of Vice-Chairperson
6. Approval of Agenda
7. Approval of Minutes (if necessary)
8. New Business
 - A. Payment of Claims and Non-Claims (if Necessary)
 - B. Establish Date to Submit Proposed Changes to the Bylaws
 - C. Other Business Properly Placed on Agenda
9. Public Comment
10. Announcements/Information
11. Members Time
12. Adjournment

The order of business for Special Meetings or Emergency Meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer
5. Approval of Agenda
6. Approval of Minutes (if Necessary)
7. Special or Emergency Business
8. Public Comment
9. Announcements/Information
10. Members Time

11. **Adjournment**

3.6 Quorum:

A majority of the members shall constitute a quorum for the transaction of the ordinary business of the County.

3.7 Public Meetings: (See Appendix E)

3.8 Report of Proceedings:

The Board shall cause to be made after each Regular Meeting and/or Special Meeting a written report of the proceedings of the Board at said meeting (meeting minutes), and shall make the proposed meeting minutes available for public inspection and copying without charge within eight (8) business days after the meeting to which the minutes refer, and shall make the approved meeting minutes available for public inspection within five (5) business days after the meeting at which the minutes are approved.* Upon request, the County Clerk shall mail copies of the meeting minutes without charge. Once annually, when the Board advertises its regular meeting schedule for the year, said advertisement shall include a statement that the Board's written meeting minutes will be available in conformance with the above stated time parameters from the office of the County Clerk.

*MCL 15.269(3) - Section 9(3) Open Meetings Act.

3.9 Board Orders, Record:

Every order, resolution and determination of the Board shall be recorded in the records of the Board and signed by the Chairperson and County Clerk.

**ARTICLE IV
RULES OF GENERAL
CONDUCT & PROCEDURE**

A. CONDUCT

4.1 General Conduct:

A member shall not use profane, intemperate or discourteous language or conduct. If a member arrives late at a meeting, the time of arrival shall be noted by the Clerk or Deputy Clerk/Administrative Assistant. If a member leaves a meeting before adjournment, the time of departure shall be noted by the Clerk or Deputy Clerk/Administrative Assistant.

4.2 Conflict of Interest:

No member shall directly or indirectly be a party to any contract between himself and the County of Monroe or recommend or encourage any contract between the County of Monroe and a relative or the employment of a relative. The provision herein shall be in addition to Policy 204 Conflicts of Interest and any conflict of interest provision now or hereafter established by law.

4.3 False Statements:

No member shall make any false statements for the purpose of receiving compensation or reimbursement for expenditures or influencing pending action by the board.

4.4 Violation of the Rules of Conduct:

No penalty shall be assessed against any member for the violation of the rules of conduct except on the filing of written charges and a hearing before the entire Board. No member shall be found guilty except on a two-thirds (2/3) vote of the entire Board and the punishment may include censure or such other penalty as may be permitted by law.

B. GENERAL PROCEDURE

4.21 Agenda:

1. All Regular Board of Commissioners agendas shall be prepared in accordance with County Policy No. 201 as adopted by the Board of Commissioners , or as may be amended (See Appendix C.)

2. If an item has been submitted for review and recommendation by a standing Committee, or special Committee or Subcommittee of the County Board, and action has been taken by that standing Committee, or special Committee or Subcommittee, that item shall be placed on the agenda of a meeting of the County Board of Commissioners, for either the next Regular Meeting or for the next Regular Meeting after that, scheduled for the County Board of Commissioners. If an item has been submitted for review and recommendation by a standing Committee, or special Committee or Subcommittee, and no action has been taken by that Committee or Subcommittee within forty-five (45) days after its submission, the Chairperson for the County Board of Commissioners shall place that item on the Agenda for the next regular County Board of Commissioners meeting for either the next Regular Meeting or for the next Regular Meeting after that, scheduled for the County Board of Commissioners. In such case, the County Board of Commissioners may take action without having a review and recommendation by the standing Committee, or special Committee or Subcommittee.

3. There is hereby established a Consent Agenda, whereby non-claims and committee reports are placed. Any member of the Board may request any consent agenda item to be removed for discussion and brought before the Board for separate action and vote. Otherwise, all consent agenda items after voted on by motion and roll call, shall be considered adopted as if read and acted upon individually.

4.22 Voting:

The voting procedure shall be as follows:

1. No votes shall be taken by secret ballot.
2. Except as otherwise provided by statute or rule, all questions shall be determined by the vote of the majority of the members of the County Board present, except upon final passage or adoption of any measure or resolution, or the allowance of any claim against the County, in which case the majority of all members of the County Board elected and serving shall be necessary. (Section 3 of Act 156 of P.A. 1851, as amended, (MCL 46.3) See Appendix B.) County Board members who abstain on a vote shall be counted as a present member, for purposes of determining a quorum and for purposes of determining whether a necessary affirmative vote on a motion passes or fails. In other words, an abstaining member shall be counted as a vote not in favor of a motion or other action taken by the County Board.
3. Notwithstanding what is stated above, for electing a County Board Chairperson and Vice-Chairperson at the Organizational Meeting, or at any other meeting of the County Board of Commissioners in the event there is a vacancy in the office of Chairperson or Vice-Chairperson, the following shall be the procedure, unless the County Board by a majority vote of the quorum present determines to follow a different procedure:
 - a. The County Clerk or Deputy Clerk/Administrative Assistant will call for nominations to be made by any County Commissioner.
 - b. The County Clerk or Deputy Clerk/Administrative Assistant will close the nominations after all of the County Commissioners have had an opportunity to present their nominations.
 - c. If only one County Commissioner is nominated for Chairperson or Vice-Chairperson, the County Clerk or Deputy Clerk/Administrative Assistant will call for a motion to declare that person to be elected, and if a majority of the County Board members elected and serving are in favor of the motion, that one person nominated shall become the Chairperson or Vice-Chairperson.
 - d. If more than one Commissioner is nominated for Chairperson or Vice-Chairperson, the County Clerk or Deputy Clerk/Administrative Assistant will call the roll of all of the County Commissioners, in any order that the County Clerk or Deputy Clerk/Administrative Assistant determines, where each

County Commissioner shall, by a public voice vote, declare his or her preference for the Chairperson or Vice-Chairperson, and if one of the nominees receives five (5) affirmative roll call votes, that person shall immediately be declared the Chairperson or Vice-Chairperson by the County Clerk or Deputy Clerk/Administrative Assistant, and no further motion or vote shall be necessary.

e. If there are three or more nominees and the first roll call vote does not produce one nominee getting at least five (5) affirmative roll call votes, the County Clerk or Deputy Clerk/Administrative Assistant will call for a second roll call vote for the top two vote getters only, and the one of those two who receives five (5) affirmative roll call votes shall immediately be declared the Chairperson or Vice-Chairperson by the County Clerk or Deputy Clerk/Administrative Assistant. If, because of tied votes, there are more than two nominees who are the top two vote getters, then all of said nominees who were the top two vote getters shall continue to be nominees, and all of those nominees that do not qualify as being the top two vote getters shall be eliminated. Roll call votes shall be continued until one nominee receives at least five (5) affirmative roll call votes.

f. At the option of the elected Chairperson, after the election of the Chairperson, the Chairperson may take over duties as the moderator of the Organizational Meeting, and handle all further items on the Agenda, including the election of the Vice-Chairperson.

4. A motion for reconsideration can only be made by a member of the County Board who voted with the prevailing side of the motion being reconsidered, and can only be made at the meeting at which the motion being reconsidered was made, and requires passage by a simple majority of the quorum of the County Board present at the meeting.

5. A two-thirds (2/3) vote of the members of the County Board of Commissioners elected and serving shall be required:

a. To suspend the rules of order of business at any meeting, or to add any matter to or to delete any matter from an agenda, or to approve an agenda with any matter added to or deleted from an agenda, which is different from the previously prepared and distributed agenda of any regular, rescheduled regular or adjourned regular meeting, or to take up any matter, whether action is to be taken or not by the County Board of Commissioners, on matters that are not on the agenda at any meeting. Notwithstanding the above, if the Chairperson of the County Board of Commissioners deletes any agenda item from the previously prepared and distributed agenda of any regular, rescheduled regular or adjourned regular meeting, and no County Commissioner objects, that action may be taken without the two-thirds (2/3) vote of the members of the County Board of Commissioners elected and serving. Also notwithstanding the above, at any time the Chairperson of the County Board of Commissioners may move any

agenda item to another location on the agenda without any vote of the members of the County Board of Commissioners electing and serving.

6. A roll call vote shall be taken on the adoption of any ordinance, the adoption or amendment of the budget or the appropriation or disbursement of funds in excess of one-thousand dollars (\$1,000), during an electronic or virtually conducted meeting, or at the request of any member. The call of the roll shall not be interrupted. A member at the completion of the call may give a brief statement for the record without argument or repetition, of reasons for voting “Aye”, “Nay” or for “Abstaining”. Any member may request, through the Chairperson, that the member attempting to abstain state a reason/explanation for the abstention.

7. Board and Committee meetings may be adjourned by simple declaration by the Chairperson at the conclusion of all business before the Board or Committee being concluded.

8. Minutes of Meetings by the County Board may be approved without reading them in public at the meeting where the Minutes are to be approved.

4.23 Citizen Participation:

Citizen participation shall be permitted at those times reserved for public comment in ARTICLE III, Section 3.5 of these Bylaws & Rules of Procedure (Order of Business for Regular Meeting). Media presentations during regular Board meetings, special Board meetings, and/or committee meetings of any kind or nature whatsoever are prohibited during public comment time. In lieu of media presentations, citizens may deliver written material to the Board of Commissioners during public comment by providing twelve (12) sets of such written material to the Deputy Clerk.

At the direction of the County Board Chairperson, or at the invitation of a County Commissioner, but if at the invitation of a County Commissioner, then only through and with the approval of the County Board Chairperson and under conditions imposed by the County Board Chairperson, a citizen may speak on any Agenda item prior to the County Board of Commissioners taking a vote thereon.

4.24 General Conduct:

No member or other person shall speak until duly recognized by the Chairperson and shall immediately cease speaking if ruled out of order.

4.25 Codification:

All approved official actions, regulations, policies and ordinances shall be codified by the County Clerk in such forms as may be required for their proper use.

4.26 Rules of Order:

Robert's Rules of Order, Latest Edition of the Scott, Foresman and Company shall govern the Board and its Committees on all of their deliberations except as modified by statute or rule.

ARTICLE V COMMITTEES OF THE BOARD

A. ORGANIZATION

5.1 Purpose & Functions:

It is the purpose of each Committee to develop for the Board information, alternatives and recommendations as well as to carry on a continuing evaluation of the performance of activities within the Committee's area of responsibility.

5.2 Standing Committees:

1. Operations Committee:

Membership:

The Operations Committee shall consist of the Vice-Chairman of the County Board of Commissioners, who shall be the Chairman of the Operations Committee, and four (4) other County Commissioners appointed by the Chairperson of the County Board of Commissioners.

Areas of Responsibility:

A. The Operations Committee's responsibilities shall include all Personnel Services and Human Resources matters, which shall include, but not be limited to the following:

- a. Human Resources - Position upgrades, new position requests, organizational changes/restructurings job study evaluations for all offices and departments of the County and Courts.
- b. Any other matter referred to the Committee by the Chairperson of the Board of Commissioners.

No final decision shall be made by this Committee except as approved by the Board of Commissioners.

2. Physical Resources Committee:

Membership:

The Physical Resources Committee shall consist of a Chairperson and three (3) members appointed by the Chairperson of the County Board of Commissioners.

Areas of Responsibility:

The Physical Resources Committee's responsibilities shall include, but not be limited to the following:

a. Facility Management.

No final decision shall be made by this Committee except as approved by the Board of Commissioners.

3. Financial Matters.

All financial matters shall be acted on by the County Board of Commissioners as action items on the Board's agenda.

B. COMMITTEE PROCEDURE

5.21 Minutes:

Minutes shall be prepared for all meetings and shall be filed in a minute book or electronically maintained for each Committee.

5.22 Time, Place, Agenda Matters & Attendance of Meetings:

The following shall be the meeting procedure for each Committee:

1. Meet at the discretion of the Chairperson of those Committees or as directed by the Chairperson of the County Board on any day of the week. Meetings shall be scheduled subject to proper notice and the making of an agenda as provided for in Section 3.2 of these Bylaws, and the Deputy Clerk/Administrative Clerk shall also have any other required action and give any other required notice, according to law.

2. The Chairperson of any Committee may appoint any Commissioner, including the Board Chairperson, as a temporary member of the Committee to fill any vacancy or to obtain a quorum.

3. All Committee Chairpersons shall furnish the Deputy Clerk/Administrative Assistant and Board Chairperson an agenda of the meeting of the standing committee prior to holding the meeting. The agenda and agenda supporting materials (agenda packet) will be provided to each member of the Committee and at the same time to the other members of the Board who are not Committee members.

4. All Committees shall meet in the Board Chambers unless it is not available or unless a business purpose of the meeting requires it to be held elsewhere.

5. Each Committee Chairperson shall schedule all meetings, special and regular, through the Deputy Clerk/Administrative Assistant, who shall post any schedule, take any required action and give any required notice, according to law and according to paragraph 1 above, of this Section 5.22. The Chairperson of the County Board may likewise schedule a Committee meeting, special or regular.

6. Any Board member may attend any Committee meeting, but shall not vote nor unreasonably interfere with the conduct of the Committee business.

7. The Deputy Clerk/Administrative Assistant shall keep a record of members in attendance at all assigned regular Committee meetings.

8. If the Chairperson of the Committee is not present for any Committee meeting, the members present of the Committee shall vote a temporary Chairperson for that meeting who shall then preside over that meeting. Until a temporary Chairperson is elected, the Deputy Clerk/Administrative Assistant shall preside over the meeting.

9. A quorum for holding a Committee meeting shall be three (3) members of the Committee. If there is less than a quorum present for the Committee meeting, the members present may take action to cancel the meeting and/or reschedule the meeting to a new time and date. Notwithstanding the cancellation and/or rescheduling of a Committee meeting due to lack of a quorum, the members present may receive reports and/or presentations scheduled to be presented at the Committee meeting, but may not take any action thereon.

10. A Chairperson of any standing Committee, may make motions and second motions at a Committee meeting.

11. A vote or action on any matter before a Committee shall require a simple majority of the quorum present. If a vote on any matter before a Committee shall be a tie vote i.e. two to two or one to one, that matter shall nonetheless proceed to the County Board with a notation that the vote was a tie, thus no recommendation having been officially made, one way or the other. The Committee shall provide in its recommendations that include additional costs an accompanying recommendation on funding to pay for the additional cost related to its recommendations. Committees may only make recommendations to the Board of Commissioners and no action is deemed approved until acted upon by the Full Board.

12. Committee meetings shall be considered public meetings under the Open Meetings Act, (See Appendix E), unless otherwise stated or constituted.

5.23 Committee Reports:

Each Committee shall report its recommendation as an item under the Regular Board Meeting Consent Agenda. In the absence of a written Committee report due to a Committee meeting immediately preceding a Board Meeting, the Chairperson of the Committee may provide a verbal report and the Board may then act on the report and/or recommendation provided.

5.24 Special Committees or Sub-Committees:

The Board Chairperson or the County Board may, from time to time, authorize the establishment of a special (non-standing) Committee or Subcommittee. At least one County Board member shall be a member of the special Committee or Subcommittee. The Chairperson of the Board shall state the purpose, duration and number of members of the special Committee or Subcommittee, and appoint the members of the special Committee or Subcommittee, and appoint a Chairperson of the special Committee or Subcommittee. If the Chairperson of the County Board fails, after being given a reasonable opportunity, to state the purpose, number of members or the duration of the special Committee or Subcommittee, or fails, after being given a reasonable opportunity, to appoint the members or Chairperson of the special Committee or Subcommittee, the County Board may take that action. Any compensation to be paid to non-County Board members shall be determined by the County Board. The Chairperson of the County Board shall not have the authority to determine compensation. The procedure for the special Committee or Subcommittee shall be as stated in Section 5.22 for the Standing Committees, except a quorum shall be one-half (1/2) the number of special Committee or Subcommittee members. The Board Chairperson may also appoint a County Board member or less than a quorum of County Commissioner to attend meetings or negotiations or perform other tasks of importance to the Board, and to report to the Board. The appointed County Commissioner or Commissioners may not deliberate towards rendering a

decision on behalf of the County Board or cause any decision or policy to be made or taken on behalf of the County Board and such attendance by the County Commissioner or Commissioners shall not constitute a special Committee or Subcommittee and shall not be a meeting under the Open Meetings Act (See Appendix E).

ARTICLE VI AMENDMENT

These Bylaws and Rules of Procedure may be amended or repealed at any time by the affirmative vote of two-thirds (2/3) of the members of the County Board of Commissioners who are elected and serving. The Bylaws and Rules of Procedure may not be waived or suspended, except as may otherwise be provided in these Bylaws or as specifically allowed by law.

The County Board reserves the right to not obligate the County to any comments made by an individual Commissioner without approval of the Board.

ARTICLE VII ORDER OF SUCCESSION

Whenever the County Board Chairperson is designated to act, and the County Board Chairperson is absent or otherwise unavailable, another Commissioner may act in place of the County Board Chairperson, according to the following succession. In consecutive order, the County Board Vice-Chairperson shall act for the County Board Chairperson, and in his or her absence or other unavailability, the Chairperson of the Physical Resources Committee shall act for the County Board Chairperson, and if both of those are absent or otherwise unavailable at any meeting of the Board of Commissioners, by a majority vote of the quorum present, the County Commissioners at the meeting may vote to appoint a temporary Chairperson for that particular meeting. The Deputy Clerk/Administrative Assistant shall preside at the meeting until a temporary Chairperson is elected.

If there would ever be a conflict with the County Board Chairperson acting for the County Board Vice-Chairperson, such as where legal papers need to be executed by both the County Board Chairperson and the County Board Vice-Chairperson, the County Board Chairperson shall not act for the County Board Vice-Chairperson, and the remaining succession of those acting for the County Board Vice-Chairperson shall apply. In the event where a vote of both the County Board Chairperson and the County Board Vice-Chairperson is required, or for any other act where both the County Board Chairperson and County Board Vice-Chairperson were required to act, the County Board Chairperson

shall not act for the County Board Vice-Chairperson, and the remaining succession of those acting for the County Board Vice-Chairperson shall apply.

In the event the Chairperson is unavailable to represent the County at any ceremonial function, the Chairperson shall designate either the Vice-Chairperson or the Commissioner of the particular district in which the ceremonial function is scheduled to appear and act for and on behalf of the County. In the event that particular Commissioner is unavailable, then the Chairperson may appoint another Commissioner.

APPENDIX A

RESPONSIBILITIES AND DUTIES OF MEMBERS OF THE MONROE COUNTY BOARD OF COMMISSIONERS

The Monroe County Board of Commissioners consists of nine members with statutorily defined terms of office. The responsibilities and duties are collective and not individual in nature; therefore, the members only have authority to act collectively although the Board may delegate, on a temporary basis, some of its authority to a member.

The principal duty of the Board of Commissioners is to establish policies that govern the activities of the county government and the procedures of its employees. The Board establishes its policies by majority actions of the members in properly called meetings.

A major responsibility of the Board of County Commissioners is to assess and evaluate proposals made by the County Administrator/Chief Financial Officer, who is the Chief Administrative Officer and Chief Financial Officer of the County, to examine records and to consider communications from state and local officials, as well as from citizens and organizations in the County.

The Board of Commissioners is responsible for the maintenance of the fiscal integrity of Monroe County. It exercises this responsibility by establishing policies and prescribing procedures relating to budgeting, accounting, purchasing, employment and compensation. The Board evaluates compliance with its policies and adopted procedures through such instruments as annual audits, periodic budget reports and reports by the County Administrator.

The Board of Commissioners appoints the County Administrator to be the Chief Operating Officer and Chief Financial Officer of the County and holds that appointee accountable for administrative compliance with the County Board of

Commissioner's policies, state laws and the fiscal integrity of the County. To hold the County Administrator accountable for administrative performance and compliance, members of the County Board of Commissioners access the County's department heads and employees only through the County Administrator. The line of authority and accountability extends from the County Board of Commissioners through the Chairperson to the County Administrator and thence to department heads and to individual employees. Individual County Commissioners may contact department heads on a casual basis to discuss various issues.

1. The members will avoid making individual commitments on behalf of the county without the formal approval through a motion or resolution and a vote on the matter approving the action of the Board.

2. The Board of Commissioners and individual members advance the public standing of county government by demanding that the chairperson and the county administrator hold all employees accountable for complying with all of the Board's policies and by holding themselves, collectively and individually to that same standard.

APPENDIX B

COUNTY BOARDS OF COMMISSIONERS (EXCERPT) Act 156 of 1851

46.3 County board of commissioners; quorum; voting; electrical roll call system; electing chairperson and vice-chairperson; powers and duties of chairperson; signing documents; eligibility of member for other office.

Sec. 3. (1) A majority of the members of the county board of commissioners of a county constitutes a quorum for the transaction of the ordinary business of the county.

(2) The county board of commissioners of a county shall act by the votes of a majority of the members present. However, the final passage or adoption of a measure or resolution or the allowance of a claim against the county shall be determined by a majority of the members elected and serving. The county board of commissioners may require in its bylaws that the votes of 2/3 of the members present or a majority of the members elected and serving, whichever is greater, are required on final passage or adoption of a nonagenda item. The voting requirements of this subsection do not apply if section 11 or any other provision of law imposes a higher voting requirement.

(3) To take the yeas and nays on a question to be voted upon by the county board of commissioners of a county, an electrical roll call system may be used.

(4) The county board of commissioners of a county shall elect 1 member as chairperson and 1 member as vice-chairperson. The chairperson shall

be elected each odd numbered year for a 2-year term, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a 1-year term. The vice-chairperson shall be elected annually for a 1-year term. The election of a chairperson or vice-chairperson shall take place at the first meeting of the county board of commissioners in a year in which a chairperson or vice-chairperson, respectively, is to be elected. The term of a chairperson or vice-chairperson shall begin upon his or her election. A resolution providing for a 1-year term for the chairperson does not shorten the term of office of a sitting chairperson elected for a 2-year term.

(5) The chairperson shall preside at a meeting of the board, but if the chairperson is absent from a meeting, the vice-chairperson shall preside. A chairperson may administer an oath to a person concerning a matter submitted to the county board of commissioners or connected with the discharge of its duties, may issue subpoenas for witnesses, and may compel the attendance of a witness in the same manner as a court of law. The county board of commissioners may designate 1 member to affix his or her signature to contracts, bonds, and other documents requiring the signature of the chairperson, if the chairperson is unable to so do because of illness or other exigency which, in the opinion of the board, prevents the chairperson from performing the functions of the office.

(6) A member of the county board of commissioners of a county, while a member of the board, is not eligible for election to any other county office or position, the election of which is within the jurisdiction of the county board of commissioners.

COUNTY BOARDS OF COMMISSIONERS (EXCERPT)

Act 156 of 1851

46.11 Powers of county board of commissioners.

Sec. 11. A county board of commissioners, at a lawfully held meeting, may do 1 or more of the following:

(a) Purchase or lease for a term not to exceed 20 years, real estate necessary for the site of a courthouse, jail, clerk's office, or other county building in that county.

(b) Determine the site of, remove, or designate a new site for a county building. The exercise of the authority granted by this subdivision is subject to any requirement of law that the building be located at the county seat.

(c) Authorize the sale or lease of real estate belonging to the county, and prescribe the manner in which a conveyance of the real estate is to be executed.

(d) Erect the necessary buildings for jails, clerks' offices, and other county buildings, and prescribe the time and manner of erecting them.

(e) Borrow or raise by tax upon the county those funds authorized by law. The exercise of the authority granted by this subdivision is subject to any

voting requirement provided by the law authorizing the borrowing or tax if different from the voting requirement under section 3.

(f) Provide for the repayment of a loan made by the board, by tax upon the county. The loan must be repaid within 15 years after the date of the loan, except that a loan to erect a county building for a public function must be repaid within 30 years after the date of the loan.

(g) Prescribe and fix the salaries and compensation of employees of the county if not fixed by law and, except in a county having a board of county auditors, adjust claims against the county. The sum allowed in the adjustment of a claim is subject to appeal as provided by law.

(h) Direct and provide for the raising of money necessary to defray the current expenses and charges of the county and the necessary charges incident to or arising from the execution of the board's lawful authority, subject to the limitations prescribed in this act. The county board of commissioners may borrow in a year, in anticipation of the levy or collection of taxes for the year, a sum of money, not exceeding 50% of the tax to be levied or collected for the general fund of the county, necessary to defray current expenses of the county. The money borrowed must be repaid from the tax when levied and collected.

(i) Authorize the making of a new tax roll.

(j) By majority vote of the members of the county board of commissioners elected and serving, pass ordinances that relate to county affairs and do not contravene the general laws of this state or interfere with the local affairs of a township, city, or village within the limits of the county, and pursuant to section 10b provide suitable sanctions for the violation of those ordinances. The board may change the limits of a city, village, or school district within the county as provided by law. If there is not a general law governing the subject, or if a change cannot be made pursuant to a general law, the board may change the limits of the village upon petition of at least 10% of the resident taxpayers. An ordinance or act of incorporation provided in this subdivision takes effect when notice of the adoption is published in a newspaper of general circulation in the county. The clerk of the county board of commissioners shall engross each ordinance or act, and it shall be signed by the chairperson of the county board of commissioners and certified by the clerk of the county board of commissioners. If, within 50 days after the county board of commissioners adopts an ordinance or act, a petition signed by not less than 20% of the electors residing in the district to be affected by the ordinance or act is filed with the county clerk asking that the ordinance or act be submitted to electors of the district to be affected by the ordinance or act for approval or rejection, then the ordinance or act does not take effect until it is approved by a majority of the electors of the district affected voting on that issue at a regular or special election called for that purpose. The county board of commissioners shall provide the manner of submitting the ordinance or act to the electors for their approval and of determining the result of the election.

(k) Require a county officer whose salary or compensation is paid by the county to make a report under oath to the county board of commissioners on any subject connected with the duties of that office and require the officer to give a bond reasonable or necessary for the faithful performance of the duties of the office. An officer who neglects or refuses either to make a report or give a bond within a reasonable time after being required to do so may be removed from office by the board by a vote of 2/3 of the members elected or appointed, and the office declared vacant. The board may fill the vacancy for the unexpired portion of the term for which the officer was elected or appointed. If an election occurs before the expiration of the unexpired term, and if the office is elective, the vacancy must be filled at that election. The board shall give reasonable notice of the election to fill the vacancy.

(l) Represent the county and have the care and management of the property and business of the county if other provisions are not made.

(m) Establish rules and regulations in reference to the management of the interest and business concerns of the county as the board considers necessary and proper in all matters not especially provided for in this act or under the laws of this state. The county board of commissioners shall not audit or allow a claim, including a bill or charge, against the county unless the claim has been filed with the county clerk of the county before the fourth day of a regular meeting of the board, or before the second day of an adjourned or other meeting, the claim is contracted by the board during the session of the board or the claim is for mileage and per diem of the members of the board. The county clerk shall keep a book of all claims in the order in which the claims are presented, giving the name of each claimant and the amount and date of presentation of each claim. The book, after the time prescribed for the presentation of claims, must be delivered to the chairperson for the use of the board. At the October session, the board, by a vote of 2/3 of the members, may receive and allow accounts that have wholly accrued during the session.

(n) Subject to subdivision (o), remove an officer or agent appointed by the board if, in the board's opinion, the officer or agent is incompetent to execute properly the duties of the office or if, on charges and evidence, the board is satisfied that the officer or agent is guilty of official misconduct, or habitual or willful neglect of duty, and if the misconduct or neglect is a sufficient cause for removal. However, an officer or agent shall not be removed for that misconduct or neglect unless charges of misconduct or neglect are presented to the county board of commissioners or the chairperson of the county board of commissioners, notice of the hearing, with a copy of the charges, is delivered to the officer or agent, and a full opportunity is given the officer or agent to be heard, either in person or by counsel.

(o) If the county has an appointed county manager or other appointed chief administrative officer or a county controller, the county board of commissioners may enter into an employment contract with that officer. The term of the employment contract may extend beyond the terms of the members

of the county board of commissioners. The term of the employment contract must be 3 years or less, unless the employment contract is entered into on or after August 1 of an even-numbered year, in which case the term of the employment contract must be 1 year or less. However, in a county organized under 1966 PA 293, MCL 45.501 to 45.521, with an appointed chief administrative officer, an employment contract with the appointed chief administrative officer must be for the term provided by section 11a of 1966 PA 293, MCL 45.511a. An employment contract under this subdivision must be in writing and must specify the compensation to be paid to the officer, any procedure for changing the compensation, any fringe benefits, and any other conditions of employment. If the officer serves at the pleasure of the county board of commissioners, the contract must so state and may provide for severance pay or other benefits in the event the employment of the officer is terminated at the pleasure of the county board of commissioners.

(p) Establish rules consistent with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, for the manner of proceeding before the board.

(q) Acquire by exchange land needed for county purposes, including the purchase of land to be used in exchange for other land of approximate equal value owned by the federal government and needed for county purposes.

(r) Grant or loan money to a nonprofit corporation organized for the purpose of providing loans for private sector economic development initiatives. A grant or loan under this subdivision must not be derived from ad valorem taxes except for ad valorem taxes approved by a vote of the people for economic development. The county shall establish an application process for proposals to receive a grant or loan under this subdivision. The awarding of a grant or loan under this subdivision must be made at a public hearing of the county board of commissioners. The grant or loan contract must require a report to the county board of commissioners regarding the activities of the recipient and the degree to which the recipient has met the stated public purpose of the funding.

(s) By majority vote of the members of the county board of commissioners elected and serving in a county with an appointed board of county road commissioners, pass a resolution that transfers the powers, duties, and functions that are otherwise provided by law for the appointed board of county road commissioners of that county to the county board of commissioners. The resolution is subject to the requirement in section 6(9) of chapter IV of 1909 PA 283, MCL 224.6. The appointed board of county road commissioners of that county is dissolved on the date specified in the resolution adopted under this subdivision, and the county board of commissioners is authorized to receive and expend funds as allowed under 1951 PA 51, MCL 247.651 to 247.675. If the powers, duties, and functions of the board of county road commissioners of a county are transferred to the county board of commissioners of that county under this subdivision and the powers and duties of the office of county drain commissioner of that county had previously been transferred to the board of county road commissioners as provided in section 21(3) of the drain code of

1956, 1956 PA 40, MCL 280.21, then the county board of commissioners of that county shall reestablish, by resolution, the office of county drain commissioner as an elected office. The resolution reestablishing the office of county drain commissioner must provide for the appointment of an acting county drain commissioner for that county who shall hold office until the next general election at which a county drain commissioner will be elected as provided in chapter X of the Michigan election law, 1954 PA 116, MCL 168.191 to 168.211.

(t) By majority vote of the members of the county board of commissioners elected and serving in a county with an elected board of county road commissioners, pass a resolution to submit to the qualified and registered electors of the county at the next regular election to be held in the county the question of transferring the powers, duties, and functions of the elected board of county road commissioners of that county to the county board of commissioners. The resolution is subject to the requirement in section 6(9) of chapter IV of 1909 PA 283, MCL 224.6. If a majority of the qualified and registered electors of the county voting on the question vote in favor of transferring the powers, duties, and functions of the elected board of county road commissioners of that county to the county board of commissioners, the elected board of county road commissioners of that county is dissolved and the county board of commissioners is authorized to receive and expend funds as allowed under 1951 PA 51, MCL 247.651 to 247.675. If the powers, duties, and functions of the board of county road commissioners of a county are transferred to the county board of commissioners of that county under this subdivision and the powers and duties of the office of county drain commissioner of that county had previously been transferred to the board of county road commissioners as provided in section 21(3) of the drain code of 1956, 1956 PA 40, MCL 280.21, then the county board of commissioners of that county shall reestablish, by resolution, the office of county drain commissioner as an elected office. The resolution reestablishing the office of county drain commissioner must provide for the appointment of an acting county drain commissioner for that county who shall hold office until the next general election at which a county drain commissioner will be elected as provided in chapter X of the Michigan election law, 1954 PA 116, MCL 168.191 to 168.211.

(u) If, after a board of county road commissioners is dissolved as provided in subdivision (s) or (t), the county board of commissioners for a county determines that a board of county road commissioners would provide a cost savings to the county residents and would better meet the needs of the county residents, the county board of commissioners for that county may do either of the following:

(i) By majority vote of the members of the county board of commissioners, adopt a county road system with a board of county road commissioners as provided in chapter IV of 1909 PA 283, MCL 224.1 to 224.32.

(ii) By majority vote of the members of the county board of commissioners, submit the question of adopting a county road system with a board of county road commissioners to a vote of the electors of the county as provided in chapter IV of 1909 PA 283, MCL 224.1 to 224.32.

(v) Loan money to a township within the county for the purpose of funding a road construction project or providing matching funds for a joint project between the county and the township. A loan granted under this subdivision must not exceed a term of 10 years.

APPENDIX C

PREPARATION OF REGULAR BOARD AGENDAS

1. Purpose: The purpose of this policy is to provide for the preparation of regular Board Agendas and Committee agendas.

2. Statement of Policy:

2.1 All regular Board of Commissioners meeting agendas for its Regular Meetings, after being approved by the Chairperson of the County Board of Commissioners, shall be prepared by the Deputy Clerk/Administrative Assistant no later than 5:00 p.m. on the Friday preceding the Regular Meeting of the County Board. The agendas for all County Board Regular Meetings shall be faxed, mailed, e-mailed or delivered to all County Commissioners, no later than 5:30 p.m. on the Friday preceding the Regular Meeting of the County Board. The County Board Chairperson shall determine what items are included on the agenda for a Regular Meeting of the County Board. Any items being considered for placement on the Regular Meeting agenda must be presented by a County Commissioner, or administrative staff, or elected official by 12:00 p.m. on Thursday preceding the Agenda Meeting, or if there is no Agenda Meeting, by 12:00 p.m. on the Thursday preceding the Regular Meeting of the County Board. There may be a discussion of the proposed agenda items, but the County Board Chairperson shall make the final decision on what items are added to or included on the agenda for a Regular Meeting of the County Board. County Commissioners not successfully having an item placed on the agenda of a Regular Meeting may utilize a Special Meeting as provided for, and in accordance with law. The Chairperson of the County Board may add items to the agenda for a Regular Meeting of the County Board up until the time that the agenda is faxed, mailed, e-mailed or delivered to all of the County Commissioners. The Chairperson of the County Board or the County Administrator, or the Deputy Clerk/Administrative Assistant (or County Clerk), may submit supplemental materials relating to an existing agenda item at any time leading up to the beginning of the Regular Meeting of the County Board.

2.2 All County Board of Commissioners meeting agendas for Regular Meetings will be prepared by, or at the direction of the Chairperson of the County Board of Commissioners. Although not absolutely required for every agenda for a Regular Meeting of the County Board, the Chairperson shall seek the input of the Vice-Chairperson of the County Board of Commissioners, the Administrator/Chief Financial Officer, the Deputy Clerk/Administrative Assistant, and the general Legal Advisor. For a Regular Meeting of the County Board, the normal procedure will be to have an agenda meeting with the Chairperson and any of the following who are able to attend: Vice-Chairperson, County Administrator/Chief Financial Officer, Deputy Clerk/Administrative Assistant, and the general Legal Advisor. County Commissioners, administrative staff and elected officials may also attend.

2.3 The purpose of the Agenda Meeting shall be to help review and identify items to be placed on the agenda of a Regular Meeting of the County Board of Commissioners, and to ensure that appropriate and sufficient information and supporting documents are included in the agenda packet upon which the County Board may reasonably act at the Regular Meeting. Any Agenda Meeting will be held at 5:00 p.m. on the Thursday before the regular County Board of Commissioners meeting, or when otherwise scheduled by the Chairperson of the County Board of Commissioners, or in his or her absence, the Vice-Chairperson or Administrator/Chief Financial Officer. The Chairperson of the County Board of Commissioners may, but is not required to have an Agenda Meeting for a Special Meeting and/or a rescheduled Regular Meeting of the County Board. The Chairperson of the County Board of Commissioners may, if special circumstances exist as determined by the Chairperson, prepare, or cause to be prepared an agenda for a Regular Meeting of the County Board of Commissioners, without having an Agenda Meeting, in which event, the Chairperson of the County Board of Commissioners shall work with the County Administrator/Chief Financial Officer and/or the Deputy Clerk/Administrative Assistant to have the agenda(s) prepared and delivered as required in this Section 2.2. Other members of the County Board of Commissioners and administrative staff and elected officials, may participate and provide input into the Agenda Meetings. Supplemental information may be provided to the County Commissioners by the Chairperson of the County Board, or the County Administrator/Chief Financial Officer, or the Deputy Clerk/Administrative Assistant, up to the actual meeting.

APPENDIX D

RESOLUTION ESTABLISHING THE OFFICE OF COUNTY ADMINISTRATOR/CHIEF FINANCIAL OFFICER POSITION

WHEREAS, in 1992, Monroe County established the office of County Administrator/Auditor pursuant to the MCL 46.11 and MCL 46.13 (a); and

WHEREAS, the County had functioned under the Administrator/Auditor form of Government until April 1996, when, through action of the Board of Commissioners, the position of Administrator was abolished and in August 1996, the electorate of Monroe County voted to eliminate the Board of Auditors; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the following terms as used herein shall have the following definitions:

- A. "County" refers to Monroe County.
- B. "Board" refers to the Monroe County Board of Commissioners.
- C. "Administrator" means the Monroe County Administrator/Chief Financial Officer appointed pursuant to MCL 46.11 and MCL 46.123 (a).
- D. "County Services" shall include the functions and programs and every office, department, agency or operation financed, in whole or in part, by the County including County courts, as well as every employee, agent and officer working therein.
- E. "Budget" shall include the County's general appropriations act, including all funds, activities and accounts therein.

BE IT FURTHER RESOLVED, that the position of County Administrator/Chief Financial Officer as authorized and emplaced pursuant to MCL 46.11 and MCL 46.13 (a) shall hereafter be known as Administrator pursuant to the power vested in the Board of Commissioners as derived from Michigan Constitution 1963 Article 7, Section 1 and laws promulgated, including but not limited to Chapter 46 of the Michigan Compiled Laws, more specifically MCL 46.11 (p) (q) and (s) and MCL 46.13 (a) and that the following duties and responsibilities are assigned to the office of said Administrator:

- A. Provide administrative and management leadership and direction in governing the County and its several departments and agencies to the extent permitted by law and the policies of the Board.
- B. Establish goals and objectives of all departments, which shall be under the administrative, and management leadership and direction of the Administrator. These goals and objectives shall be established with the cooperation of said departments.
- C. While under the general direction of and reporting directly to the Board, the Administrator shall have charge of and be responsible for, in

accordance with law and the policies of the Board, management responsibility for the County.

1. Financial management services, including the following:

a. Define and establish a budget development and review process, prepare budget recommendation for consideration by the Board; administer and oversee the execution of the budget; report regularly to the Board the status of actual revenues and expenditures compared to those projected in the budget; inform the Board promptly concerning any fiscal deficit or anticipated deficit from the budget and anticipated deficit.

b. Operate as Chief Financial Officer of the County and supervise the accounting operations for all County services; install and assure that a system of accounting is properly kept for each County service; keep a general ledger of control accounts in which are recorded the assets and liabilities of the County.

c. Examine regularly the accounts for all County services and report the findings to the Board at least quarterly.

d. Oversee the preparation of payroll and related reports, withholdings and filings for all County services; review and recommend approval of all orders for disbursing County funds.

e. Assist County elected and appointed officers, employees and agents in providing to the Administrator such information and records regarding County matters in their charge as Board policies, state law and County Administrator may require regarding financial matters of the County.

f. Analyze, investigate and recommend to the Board such fiscal plans and programs that will serve the financial programs and interests of the County.

2. Personnel Management services including the following:

a. Recommend to the Board policies that will improve the performance of its employees, officers and agents in the delivery to the public of required or discretionary services.

b. Administer County policies regarding examining and testing candidates for County employment, classification and reclassification of positions in County government, employee compensation and staff benefit plans, employee development, training, transfer and promotion and other Board policies.

c. Conduct on behalf of the County the collective bargaining processes in which the County may be involved, recommend to the Board such contractual agreements that are in the best interest of the County and administer all labor contracts that have been approved by the Board.

3. Procure supplies, including the following:

a. Recommend policies governing the acquisition and use of all materials, supplies, services, equipment and improvements that are required or desired for County services and to administer such policies upon approval by the Board.

b. Assist the Board in entering into contracts for the purchase of goods and services, ensuring compliance with said contracts and arranging appropriate payment therefore.

4. Building and Facilities Operation and Management Services, including the following:

a. Recommend policies regarding the use, assignment, operation and maintenance of all County buildings and facilities including, but not limited to, repairs to the County Jail and to administer such policies.

b. Take such actions, consistent with state law and Board policy, to care for and preserve such buildings and facilities in good condition and in a manner that supports the safe and efficient operation of County programs and report, periodically, to the Board regarding the condition of County property, buildings and facilities and the need to repair, replace or dispose of such property, buildings and facilities, or to construct new facilities.

5. Internal Information Services, including the following:

a. Recommend policies regarding plans for acquisition, deployment, installation and use of electronic data and data processing and communications equipment and systems.

b. Assist County departments, agencies and employees in effectively using such systems as described above and assist County departments, agencies and employees in planning and defining said systems by providing training programs for individuals using said systems.

6. Planning Management services, including conducting studies and developing plans on matters and issues of interest to the County and its agencies and make recommendations to the Board for its consideration and action. Studies and plans described above shall include, but not be limited to, the areas of Solid Waste, Comprehensive Planning Recreation and health.

7. Policy Coordination Services including the following:

a. Assist the Board and County agencies in developing County policies that are comprehensive, coherent, internally consistent and organized to be readily accessible to the officers, employees, clients and residents of the County.

b. Prepare, submit and file as necessary all reports and financial applications required by state law or County policies.

c. Assist in providing information to the members of the Board, County officers and employees about changing requirements in state law brought about by actions of the state legislature and courts; advise the Board and County officers regarding proposed litigation or pending litigation that may have fiscal or programmatic impacts on the County.

d. Direct and oversee the administration of such other departments, activities or individuals as the Board may assign to the charge of the Administrator. The Administrator shall have the authority to hire, reassign or dismiss employees in a manner consistent with the County policy, state law or court decisions. As the Chief Administrative Officer and procurement officer,

enter into purchase contracts, orders, and other agreements for services, supplies, equipment and other commitments required of the County and its operating units.

e. Assist the departments and units and agencies of the County in carrying out their respective responsibilities and serving the residents of the County in an effective and efficient manner. Assist interdepartmental and/or intercounty agencies in coordinating similar programs and recommend to the Board such changes in said agencies as will promote greater efficiency and cost effectiveness in the delivery of County services.

f. Attend all regularly scheduled Board meetings and Special meetings, unless previously excused.

g. Assist the Board in such other manner as the Board may direct or require

BE IT FURTHER RESOLVED, that the provisions of this Resolution are severable. If any paragraph, section subdivision, sentence, clause or phrase of this Resolution is determined to be invalid for any reason, said determination shall not affect the remaining portions of this Resolution.

BE IT FURTHER RESOLVED that the County of Monroe reserves the right to modify the terms of this Resolution as provided by law at any time.

APPENDIX E

OPEN MEETINGS ACT Act 267 of 1976

AN ACT to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts.

The People of the State of Michigan enact:

15.261 Short title; effect of act on certain charter provisions, ordinances, or resolutions.

Sec. 1. (1) This act shall be known and may be cited as the "Open Meetings Act".

(2) This act shall supersede all local charter provisions, ordinances, or resolutions which relate to requirements for meetings of local public bodies to be open to the public.

(3) After the effective date of this act, nothing in this act shall prohibit a public body from adopting an ordinance, resolution, rule, or charter provision which would require a greater degree of openness relative to meetings of public bodies than the standards provided for in this act.

15.262 Definitions.

Sec. 2. As used in this act:

(a) "Public body" means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function; a lessee of such a body performing an essential public purpose and function pursuant to the lease agreement; or the board of a nonprofit corporation formed by a city under section 40 of the home rule city act, 1909 PA 279, MCL 117.40.

(b) "Meeting" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy, or any meeting of the board of a nonprofit corporation formed by a city under section 40 of the home rule city act, 1909 PA 279, MCL 117.40.

(c) "Closed session" means a meeting or part of a meeting of a public body that is closed to the public.

(d) "Decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; COVID-19 safety measures; tape-recording, videotaping, broadcasting, and telecasting proceedings; accommodation of absent members; remote attendance; rules; exclusion from meeting; exemptions.

Sec. 3. (1) All meetings of a public body must be open to the public and must be held in a place available to the general public. All persons must be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting. For a meeting of a public body held in person before April 1, 2021, the public body shall do both of the following:

(a) To the extent feasible under the circumstances, ensure adherence to social distancing and mitigation measures recommended by the

Centers for Disease Control and Prevention for purposes of preventing the spread of COVID-19, including the measure that an individual remain at least 6 feet from anyone from outside the individual's household.

(b) Adopt heightened standards of facility cleaning and disinfection to limit participant exposure to COVID-19, as well as protocols to clean and disinfect in the event of a positive COVID-19 case in the public body's meeting place.

(2) All decisions of a public body must be made at a meeting open to the public. For purposes of any meeting subject to this section, except a meeting of any state legislative body at which a formal vote is taken, the public body shall, subject to section 3a, establish the following procedures to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public body if the meeting were held in person:

(a) Procedures by which the absent member may participate in, and vote on, business before the public body, including, but not limited to, procedures that provide for both of the following:

(i) Two-way communication.

(ii) For each member of the public body attending the meeting remotely, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

(b) Procedures by which the public is provided notice of the absence of the member and information about how to contact that member sufficiently in advance of a meeting of the public body to provide input on any business that will come before the public body.

(3) All deliberations of a public body constituting a quorum of its members must take place at a meeting open to the public except as provided in this section and sections 7 and 8.

(4) A person must not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.

(5) A person must be permitted to address a meeting of a public body under rules established and recorded by the public body. The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

(6) A person must not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

(7) This act does not apply to the following public bodies, but only when deliberating the merits of a case:

(a) The Michigan compensation appellate commission operating as described in either of the following:

(i) Section 274 of the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.274.

(ii) Section 34 of the Michigan employment security act, 1936 (Ex Sess) PA 1, 421.34.

(b) The state tenure commission created in section 1 of article VII of 1937 (Ex Sess) PA 4, MCL 38.131, when acting as a board of review from the decision of a controlling board.

(c) The employment relations commission or an arbitrator or arbitration panel created or appointed under 1939 PA 176, MCL 423.1 to 423.30.

(d) The Michigan public service commission created under 1939 PA 3, MCL 460.1 to 460.11.

(8) This act does not apply to an association of insurers created under the insurance code of 1956, 1956 PA 218, MCL 500.100 to 500.8302, or other association or facility formed under that act as a nonprofit organization of insurer members.

(9) This act does not apply to a committee of a public body that adopts a non-policymaking resolution of tribute or memorial, if the resolution is not adopted at a meeting.

(10) This act does not apply to a meeting that is a social or chance gathering or conference not designed to avoid this act.

(11) This act does not apply to the Michigan veterans' trust fund board of trustees or a county or district committee created under 1946 (1st Ex Sess) PA 9, MCL 35.602 to 35.610, when the board of trustees or county or district committee is deliberating the merits of an emergent need. A decision of the board of trustees or county or district committee made under this subsection must be reconsidered by the board or committee at its next regular or special meeting consistent with the requirements of this act. "Emergent need" means a situation that the board of trustees, by rules promulgated under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, determines requires immediate action.

(12) As used in subsection (2):

(a) "Formal vote" means a vote on a bill, amendment, resolution, motion, proposal, recommendation, or any other measure on which a vote by members of a state legislative body is required and by which the state legislative body effectuates or formulates public policy.

(b) "Medical condition" means an illness, injury, disability, or other health-related condition.

15.263a Electronic public meetings; telephonic or video conferencing; "agricultural commodity group" defined; permissibility under certain circumstances; 2-way communication required; advance notice of electronic meetings; availability of agenda; registration requirement prohibited; remote participation limited to military duty or medical condition .

Sec. 3a. (1) A meeting of a public body held, in whole or in part, electronically by telephonic or video conferencing in compliance with this section and, except as otherwise required in this section, all of the provisions of this act applicable to a nonelectronic meeting, is permitted by this act in the following circumstances :

(a) Before March 31, 2021 and retroactive to March 18, 2020, any circumstances, including, but not limited to, any of the circumstances requiring accommodation of absent members described in section 3(2).

(b) Subject to subdivision (d), on and after March 31, 2021 through December 31, 2021, only those circumstances requiring accommodation of members absent for the reasons described in section 3(2). For the purpose of permitting an electronic meeting due to a local state of emergency or state of disaster, this subdivision applies only as follows:

(i) To permit the electronic attendance of a member of the public body who resides in the affected area.

(ii) To permit the electronic meeting of a public body that usually holds its meetings in the affected area.

(c) Subject to subdivision (d), after December 31, 2021, only in the circumstances requiring accommodation of members absent due to military duty as described in section 3(2).

(d) On and after March 31, 2021, for a public body that is an agricultural commodity group, any circumstances, including, but not limited to, any of the circumstances requiring accommodation of absent members described in section 3(2). As used in this subdivision, "agricultural commodity group" means any of the following:

(i) A committee as that term is defined in section 2 of the agricultural commodities marketing act, 1965 PA232, MCL 290.652.

(ii) The state beef industry commission created in section 3 of the beef industry commission act, 1972 PA 291, MCL 287.603.

(iii) The potato industry commission created in section 2 of 1970 PA 29, MCL 290.422.

(iv) The Michigan bean commission created in section 3 of 1965 PA 114, MCL 290.553.

(2) A meeting of a public body held electronically under this section must be conducted in a manner that permits 2-way communication so that members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. A public body may use technology to facilitate typed

public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants to satisfy the requirement under this subsection that members of the public be heard by others during the electronic meeting and the requirement under section 3(5) that members of the public be permitted to address the electronic meeting.

(3) Except as otherwise provided in subsection (8), a physical place is not required for an electronic meeting held under this section, and members of a public body and members of the public participating electronically in a meeting held under this section that occurs in a physical place are to be considered present and in attendance at the meeting for all purposes.

(4) If a public body directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the public body shall, in addition to any other notices that may be required under this act, post advance notice of a meeting held electronically under this section on a portion of the public body's website that is fully accessible to the public. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of nonregularly scheduled or electronic public meetings. Subject to the requirements of this section, any scheduled meeting of a public body may be held as an electronic meeting under this section if a notice consistent with this section is posted at least 18 hours before the meeting begins. Notice of a meeting of a public body held electronically must clearly explain all of the following:

(a) Why the public body is meeting electronically.

(b) How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.

(c) How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.

(d) How persons with disabilities may participate in the meeting.

(5) Beginning on the effective date of the amendatory act that added this section, if an agenda exists for an electronic meeting held under this section by a public body that directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the public body shall, on a portion of the website that is fully accessible to the public, make the agenda available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.

(6) A public body shall not, as a condition of participating in an electronic meeting of the public body held under this section, require a person to register

or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms established and required by the public body necessary to permit the person to participate in a public comment period of the meeting.

(7) Members of the general public otherwise participating in a meeting of a public body held electronically under this section are to be excluded from participation in a closed session of the public body held electronically during that meeting if the closed session is convened and held in compliance with the requirements of this act applicable to a closed session.

(8) At a meeting held under this section that accommodates members absent due to military duty or a medical condition, only those members absent due to military duty or a medical condition may participate remotely. Any member who is not on military duty or does not have a medical condition must be physically present at the meeting to participate.

15.264 Public notice of meetings generally; contents; places of posting.

Sec. 4. The following provisions shall apply with respect to public notice of meetings:

(a) A public notice shall always contain the name of the public body to which the notice applies, its telephone number if one exists, and its address.

(b) A public notice for a public body shall always be posted at its principal office and any other locations considered appropriate by the public body. Cable television may also be utilized for purposes of posting public notice.

(c) If a public body is a part of a state department, part of the legislative or judicial branch of state government, part of an institution of higher education, or part of a political subdivision or school district, a public notice shall also be posted in the respective principal office of the state department, the institution of higher education, clerk of the house of representatives, secretary of the state senate, clerk of the supreme court, or political subdivision or school district.

(d) If a public body does not have a principal office, the required public notice for a local public body shall be posted in the office of the county clerk in which the public body serves and the required public notice for a state public body shall be posted in the office of the secretary of state.

15.265 Public notice of regular meetings, change in schedule of regular meetings, rescheduled regular meetings, or special meetings; posting; statement of date, time, and place; website; recess or adjournment; emergency sessions; emergency public meeting; meeting in residential dwelling; limitation; notice; duration requirement.

Sec. 5. (1) A meeting of a public body shall not be held unless public notice is given as provided in this section by a person designated by the public body.

(2) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.

(3) If there is a change in the schedule of regular meetings of a public body, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

(4) Except as provided in this subsection or in subsection (6), for a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting in a prominent and conspicuous place at both the public body's principal office and, if the public body directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, on a portion of the website that is fully accessible to the public. The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those non-regularly scheduled public meetings. The requirement of 18-hour notice does not apply to special meetings of subcommittees of a public body or conference committees of the state legislature. A conference committee shall give a 6-hour notice. A second conference committee shall give a 1-hour notice. Notice of a conference committee meeting shall include written notice to each member of the conference committee and the majority and minority leader of each house indicating time and place of the meeting.

(5) A meeting of a public body that is recessed for more than 36 hours shall be reconvened only after public notice that is equivalent to that required under subsection (4) has been posted. If either house of the state legislature is adjourned or recessed for less than 18 hours, the notice provisions of subsection (4) are not applicable. Nothing in this section bars a public body from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat. However, if a public body holds an emergency public meeting that does not comply with the 18-hour posted notice requirement, it shall make paper copies of the public notice for the emergency meeting available to the public at that meeting. The notice shall include an explanation of the reasons that the public body cannot comply with the 18-hour posted notice requirement. The explanation shall be specific to the circumstances that necessitated the emergency public meeting, and the use of generalized explanations such as "an imminent threat to the health of the public" or "a danger to public welfare and safety" does not meet the explanation requirements of this subsection. If the public body directly or indirectly maintains an official internet presence that

includes monthly or more frequent updates of public meeting agendas or minutes, it shall post the public notice of the emergency meeting and its explanation on its website in the manner described for an internet posting in subsection (4). Within 48 hours after the emergency public meeting, the public body shall send official correspondence to the board of county commissioners of the county in which the public body is principally located, informing the commission that an emergency public meeting with less than 18 hours' public notice has taken place. The correspondence shall also include the public notice of the meeting with explanation and shall be sent by either the United States postal service or electronic mail. Compliance with the notice requirements for emergency meetings in this subsection does not create, and shall not be construed to create, a legal basis or defense for failure to comply with other provisions of this act and does not relieve the public body from the duty to comply with any provision of this act.

(6) A meeting of a public body may only take place in a residential dwelling if a nonresidential building within the boundary of the local governmental unit or school system is not available without cost to the public body. For a meeting of a public body that is held in a residential dwelling, notice of the meeting shall be published as a display advertisement in a newspaper of general circulation in the city or township in which the meeting is to be held. The notice shall be published not less than 2 days before the day on which the meeting is held, and shall state the date, time, and place of the meeting. The notice shall be at the bottom of the display advertisement, set off in a conspicuous manner, and include the following language: "This meeting is open to all members of the public under Michigan's open meetings act".

(7) A durational requirement for posting a public notice of a meeting under this act is the time that the notice is required to be accessible to the public.

15.266 Providing copies of public notice on written request; fee.

Sec. 6. (1) Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to section 5(2) to (5).

(2) Upon written request, a public body, at the same time a public notice of a meeting is posted pursuant to section 5, shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge.

15.267 Closed sessions; roll call vote; separate set of minutes.

Sec. 7. (1) A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or

purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

(2) A separate set of minutes shall be taken by the clerk or the designated secretary of the public body at the closed session. These minutes shall be retained by the clerk of the public body, are not available to the public, and shall only be disclosed if required by a civil action filed under section 10, 11, or 13. These minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.

15.268 Closed sessions; permissible purposes; applicability to independent citizens redistricting commission.

Sec. 8. (1) Except as otherwise provided in subsection (2), a public body may meet in a closed session only for the following purposes:

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions.

(b) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.

(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office must be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).

(g) Partisan caucuses of members of the state legislature.

(h) To consider material exempt from discussion or disclosure by state or federal statute.

(i) For a compliance conference conducted under section 16231 of the public health code, 1978 PA 368, MCL 333.16231, before a complaint is issued.

(j) In the process of searching for and selecting a president of an institution

of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963, to review the specific contents of an application, to conduct an interview with a candidate, or to discuss the specific qualifications of a candidate if the particular process of searching for and selecting a president of an institution of higher education meets all of the following requirements:

(i) The search committee in the process, appointed by the governing board, consists of at least 1 student of the institution, 1 faculty member of the institution, 1 administrator of the institution, 1 alumnus of the institution, and 1 representative of the general public. The search committee also may include 1 or more members of the governing board of the institution, but the number does not constitute a quorum of the governing board. However, the search committee must not be constituted in such a way that any 1 of the groups described in this subparagraph constitutes a majority of the search committee.

(ii) After the search committee recommends the 5 final candidates, the governing board does not take a vote on a final selection for the president until at least 30 days after the 5 final candidates have been publicly identified by the search committee.

(iii) The deliberations and vote of the governing board of the institution on selecting the president take place in an open session of the governing board.

(k) For a school board to consider security planning to address existing threats or prevent potential threats to the safety of the students and staff. As used in this subdivision, "school board" means any of the following:

(i) That term as defined in section 3 of the revised school code, 1976 PA 451, MCL 380.3.

(ii) An intermediate school board as that term is defined in section 4 of the revised school code, 1976 PA 451, MCL 380.4.

(iii) A board of directors of a public school academy as described in section 502 of the revised school code, 1976 PA 451, MCL 380.502.

(iv) The local governing board of a public community or junior college as described in section 7 of article VIII of the state constitution of 1963.

(l) For a county veteran services committee to interview a veteran or a veteran's spouse or dependent regarding that individual's application for benefits or financial assistance and discuss that individual's application for benefits or financial assistance, if the applicant requests a closed hearing. This subdivision does not apply to a county veteran services committee voting on whether to grant or deny an individual's application for benefits or financial assistance. As used in this subdivision, "county veteran services committee" means a committee created by a county board of commissioners under section 1 of 1953 PA 192, MCL 35.621, or a soldiers' relief commission created under section 2 of 1899 PA 214, MCL 35.22.

(2) This act does not permit the independent citizens redistricting commission to meet in closed session for any purpose. As used in this subsection, "independent citizens redistricting commission" means the independent citizens redistricting commission for state legislative and congressional districts created in section 6 of article IV of the state constitution

of 1963.

15.269 Minutes.

Sec. 9. (1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

(4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

15.269a Sound recordings of public meetings.

Sec. 9a. (1) Every meeting of a public body that is a state licensing board, state commission panel, or state rule-making board, except a meeting or part of a meeting held in closed session, must be recorded in a manner that allows for the capture of sound, including, without limitation, in any of the following formats:

(a) A sound-only recording.

(b) A video recording with sound and picture.

(c) A digital or analog broadcast capable of being recorded.

(2) A recording required under subsection (1) must be maintained for a minimum of 1 year from the date of the meeting in a format that can be reproduced upon a request under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246

15.270 Decisions of public body; presumption; civil action to invalidate; jurisdiction; venue; reenactment of disputed decision.

Sec. 10. (1) Decisions of a public body shall be presumed to have been adopted in compliance with the requirements of this act. The attorney general, the

prosecuting attorney of the county in which the public body serves, or any person may commence a civil action in the circuit court to challenge the validity of a decision of a public body made in violation of this act.

(2) A decision made by a public body may be invalidated if the public body has not complied with the requirements of section 3(1), (2), and (3) in making the decision or if failure to give notice in accordance with section 5 has interfered with substantial compliance with section 3(1), (2), and (3) and the court finds that the noncompliance or failure has impaired the rights of the public under this act.

(3) The circuit court shall not have jurisdiction to invalidate a decision of a public body for a violation of this act unless an action is commenced pursuant to this section within the following specified period of time:

(a) Within 60 days after the approved minutes are made available to the public by the public body except as otherwise provided in subdivision (b).

(b) If the decision involves the approval of contracts, the receipt or acceptance of bids, the making of assessments, the procedures pertaining to the issuance of bonds or other evidences of indebtedness, or the submission of a borrowing proposal to the electors, within 30 days after the approved minutes are made available to the public pursuant to that decision.

(4) Venue for an action under this section shall be any county in which a local public body serves or, if the decision of a state public body is at issue, in Ingham County.

(5) In any case where an action has been initiated to invalidate a decision of a public body on the ground that it was not taken in conformity with the requirements of this act, the public body may, without being deemed to make any admission contrary to its interest, reenact the disputed decision in conformity with this act. A decision reenacted in this manner shall be effective from the date of reenactment and shall not be declared invalid by reason of a deficiency in the procedure used for its initial enactment.

15.271 Civil action to compel compliance or enjoin noncompliance; commencement; venue; security not required; commencement of action for mandamus; court costs and attorney fees.

Sec. 11. (1) If a public body is not complying with this act, the attorney general, prosecuting attorney of the county in which the public body serves, or a person may commence a civil action to compel compliance or to enjoin further noncompliance with this act.

(2) An action for injunctive relief against a local public body shall be commenced in the circuit court, and venue is proper in any county in which the public body serves. An action for an injunction against a state public body shall be commenced in the circuit court and venue is proper in any county in which the public body has its principal office, or in Ingham County. If a person commences an action for injunctive relief, that person shall not be required to

post security as a condition for obtaining a preliminary injunction or a temporary restraining order.

(3) An action for mandamus against a public body under this act shall be commenced in the court of appeals.

(4) If a public body is not complying with this act, and a person commences a civil action against the public body for injunctive relief to compel compliance or to enjoin further noncompliance with the act and succeeds in obtaining relief in the action, the person shall recover court costs and actual attorney fees for the action.

15.272 Violation as misdemeanor; penalty.

Sec. 12. (1) A public official who intentionally violates this act is guilty of a misdemeanor punishable by a fine of not more than \$1,000.00.

(2) A public official who is convicted of intentionally violating a provision of this act for a second time within the same term shall be guilty of a misdemeanor and shall be fined not more than \$2,000.00, or imprisoned for not more than 1 year, or both.

15.273 Violation; liability.

Sec. 13. (1) A public official who intentionally violates this act shall be personally liable in a civil action for actual and exemplary damages of not more than \$500.00 total, plus court costs and actual attorney fees to a person or group of persons bringing the action.

(2) Not more than 1 action under this section shall be brought against a public official for a single meeting. An action under this section shall be commenced within 180 days after the date of the violation which gives rise to the cause of action.

(3) An action for damages under this section may be joined with an action for injunctive or exemplary relief under section 11.

15.273a Selection of president by governing board of higher education institution; violation; civil fine.

Sec. 13a. If the governing board of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963 violates this act with respect to the process of selecting a president of the institution at any time after the recommendation of final candidates to the governing board, as described in section 8(j), the institution is responsible for the payment of a civil fine of not more than \$500,000.00. This civil fine is in addition to any other remedy or penalty under this act. To the extent possible, any payment of fines imposed under this section shall be paid from funds allocated by the institution of higher education to pay for the travel and expenses of the members of the governing board.

15.274 Repeal of MCL 15.251 to 15.253.

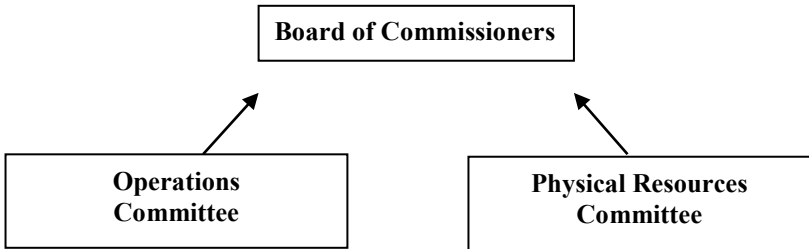
Sec. 14. Act No. 261 of the Public Acts of 1968, being sections 15.251 to 15.253 of the Compiled Laws of 1970, is repealed.

15.275 Effective date.

Sec. 15. This act shall take effect January 1, 1977.

APPENDIX F

FLOW CHART



- Operations Committee:
 - Request for additional staffing, office/department reorganizations, position upgrades, and any other matter referred to committee by Board Chairperson. Recommendation along with cost of recommendation if any referred to the full County Board for Final decision.
 - If additional appropriations are needed, determination by the full County Board as part of Final decision.
- Physical Resources Committee:
 - Consideration of matters related to facility management and any other matter referred to committee by Board Chairperson. If additional appropriations are needed, determination by the full County Board as part of Final decision.

No final decisions shall be made by Standing Committees except as approved by the Board of Commissioners.

Monroe County Board of Commissioners

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Randy Richardville – Vice Chairman

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**MONROE COUNTY BOARD OF COMMISSIONERS
COUNTY OF MONROE**

RESOLUTION TO ADOPT REVISED 2023 BYLAWS

THE COUNTY BOARD OF THE COUNTY OF MONROE, STATE OF MICHIGAN, RESOLVES:

WHEREAS, the County Board of Commissioners of the County of Monroe, State of Michigan, has adopted a set of Bylaws & Rules of Procedure to govern and regulate the County Board; and

WHEREAS, the County Board updates its Bylaws & Rules of Procedure at least annually in the first part of each year; and

WHEREAS, the County Board did update its Bylaws & Rules of Procedure in early 2022, and that is the set of Bylaws & Rules of Procedure that have governed and are governing the County Board up to the time of this Resolution; and

WHEREAS, the County Board has reviewed proposed changes to the Bylaws & Rules of Procedure as presented in February of 2023 by W. Thomas Graham, Monroe County Legal Advisor, and desires to adopt an updated set of Bylaws & Rules of Procedure for 2023; and

WHEREAS, a copy of the proposed changes to the Bylaws & Rules of Procedure is attached hereto.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the County Board of Commissioners hereby approves and adopts the revised set of Bylaws & Rules of Procedure for 2023, incorporating the changes attached to this Resolution.

IT IS FURTHER RESOLVED, that the revised set of Bylaws & Rules of Procedure for 2023, incorporating the changes attached to this Resolution shall hereafter govern and regulate the County Board of Commissioners from the date and time of this Resolution forward, and shall remain in effect until a new revised set of Bylaws & Rules of Procedure is adopted by the County Board of Commissioners.

IT IS FURTHER RESOLVED, that the County staff is hereby directed to cause the revised set of Bylaws & Rules of Procedure for 2023 to be printed and delivered to each of the County Commissioners.

THIS RESOLUTION WAS ADOPTED by the Monroe County Board of Commissioners at a regular meeting of the Monroe County Board of Commissioners held at the Monroe County Board Chambers, Monroe County Courthouse, Monroe County, Michigan, by an affirmative vote of no less than two-thirds of the members of the County Board of Commissioners who are elected and serving, on this _____ day of _____, 2023.

This Resolution was offered by Commissioner _____, and supported by Commissioner _____.

A roll call vote was taken and this Resolution was passed by a vote of: _____

Those Commissioners voting in favor: _____

Those Commissioners voting against: _____

Those Commissioners abstaining: _____

The Resolution was declared adopted.

Mark Brant, Chairman
Monroe County Board of Commissioners

ATTEST:

Annamarie Osment, Monroe County Clerk
WTG/blc
COUNTY\resolution.adopt2023bylaws

Monroe County Use of Funds Plan of Implementation-National Opioid Settlement-February 2023

Action Plan#	Program	Organization	Description	Target Audience	Goal/Outcome	Annual Funding Available- \$305,000/Allocated	One-Time Cost	On-Going/ Annual Cost
#1	Community Recovery Peer Based Support for long term recovery of Substance Use Disorder SUD afflicted individuals	Catholic Charities of Southeast Michigan & Recovery Advocacy Warriors	Recovery Advocacy Warriors (RAW) is a Recovery Community Organization. The action plan will coordinate & organize community based events & educational workshops. Events to be performed quarterly. Leverage existing RAW funding with resources provided under this plan.	Individuals with substance Use Disorder (SUD) seeking or sustaining recovery	Provide coordination of services within community connecting individuals to resources for sustaining long-term recovery outcomes	Annual Funding: \$10,000	\$ -	\$ 10,000
OSP			Strategy #9					
Exhibit E			Schedule B (C) 15					
#2	Intensive Outpatient (IOP) Substance Abuse Program	Partnership with Salvation Army Harbor Light & Monroe County Community Mental Health Authority to provide/fund clinical staff	For this action plan, Salvation Army Harbor Light will provide clinical staff to treat individuals within the Monroe Jail and while transitioning out of the jail. A focus will be on those with misdemeanor offenses. Currently only intensive outpatient programs exist for male felony offenders. In 2023, Monroe Community Corrections estimates 30 people with misdemeanors will be eligible. Program would fill an identified gap in our community and would help community members find recovery and reduce recidivism. The identified problem is when individuals come to the Monroe County Jail with Opioid Use Disorders (OUD), and other Substance Use Disorders (SUD), with misdemeanor offenses, or pending felony offenses in which they undergo a lengthy 4-6 month court process only for their felony case to be pled down to a misdemeanor case and then subsequently released with no treatment. Program will also focus on coordinating services between a Clinical Case Manager at MCCMHA and the SAHL Clinical staff to serve individuals connected through Monroe Veteran's Affairs Office at the Bedford Veteran's Center & Veteran's Outreach referred from Ann Arbor VA to Monroe Veterans. Monroe Veteran's Court & Jail Diversion will make cross referrals & include the PIHP to access available resources that include a full time Veteran's Navigator & Peer Support Specialist who can help Veteran and their families for SUD & MH. Under the plan, SAHL will provide a clinician to implement IOP services & CMH will provide a clinical case manager who will act as the IOP Boundary Spanner focusing on successful re-entry into the community and include supporting services at these additional facilities beyond the jail: -Paula's House -Oaks Village -Philadelphia House -Little Blessings MCMHA will provide a clinical case manager to focus on successful re-entry efforts. This has been a focus of other jail diversion efforts & is important to help address basic needs of individuals so they can concentrate on the treatment they need. Coordinate with Catholic Charities of Southeast Michigan to secure and distribute Narcan Kits and fentanyl test strips.	Individuals with opioid use disorder & co-occurring SUD/mental health disorder with little criminal history. Individuals in jail & the same persons upon release. Based on data from New England Journal of Medicine, death from overdose is 129 times more likely within two (2) weeks of release from incarceration v. the general population occurrence rate.	Participants will complete 9 hours/week of evidence based SUD treatment. Completion of the program and progress thru treatment activities toward sustained recovery from SUD. Provide proactive programs & services to those in community afflicted. Provide community education to reduce stigma of SUD, promote distribution of Narcan & use of safe syringe program. Use of supply costs to further support existing safe syringe program (SSP). The goal is to create a program through community partnerships that will work to be proactive in its approach to implement treatment early, rather than waiting for someone to receive a felony to intervene. Create re-entry plans for all eligible individuals, transportation from jail release or to IOP appointments, assess & connect to mental health as needed & coordinate with jail medical, primary care physician, MAT prescriber & psychiatrist to ensure continuity of medications from jail into community.	\$84,500 clinical staff \$10,000 supplies \$1,300 travel \$8,680 support services \$1,600 technology Total Annual: \$106,080 Funding to SAHL for one (1) clinician \$100,000 IOP Boundary Spanner \$5,000 Transportation \$360 Technology \$2,000 Training \$10,000 Supplies Adm \$10,936 (10%) Total Annual: \$128,296 Funding to MCCMHA for one (1) clinical case manager One time - Vehicle \$35,000 Technology \$1,500 Total One Time \$36,500	\$36,500	\$234,376
OSP			Strategies #8,11 & 12					
Exhibit E			Schedule A (C) (F)					
Exhibit E			Schedule B (C)10, (D), (E)					
#3	Engagement Center/Facility alternative to hospital admittance or incarceration	St. Joseph Center of Hope	Action plan is based on following evidence-based Recovery Oriented Systems of Care philosophy. It assesses all individuals in the Stages of Change model. This plan utilizes a variety of techniques & interventions to match individual stages of change to appropriate services & referrals. Individuals are monitored by peer support specialist for up to 23 hours. Goal will be transitioning to the appropriate treatment facility.	Individuals suffering from substance use disorder & mental health crisis. Connect & support them into treatment and resources to reduce the number of overdoses in the Community. Also, increase Naloxone distributions & distribute fentanyl strips, provide HIV/HEP screening, testing & treatment options/referrals. As applicable, refer individuals to wound care treatment and other service providers.	Annually support 1,000 admissions to 400 unduplicated individuals. Connect and provide transportation to 500 admissions to treatment and/or recovery resources. Have minimum of 6 staff certified in CAN thru Monroe County Community College.	Annual Funding: \$20,000	\$ -	\$ 20,000
OSP			Strategies #12 & #13					
Exhibit E			Schedule B (C)					

Monroe County Use of Funds Plan of Implementation-National Opioid Settlement-February 2023

Action Plan#	Program	Organization	Description	Target Audience	Goal/Outcome	Annual Funding Available- \$305,000/Allocated	One-Time Cost	On-Going/ Annual Cost
#4	Website for opioid information and available resources	Catholic Charities of SE Michigan and Recovery Advocacy Warriors	Action plan will create a Website focused on opioid prevention & treatment information for the target audiences. It will be used to host information on resources, programs, treatment sites, etc. Map locations of available resources/services for SUD and OUD for connecting to providers. Provide links to other resources and connections including: -Providers Clinical Support System www.pcssnow.org -Michigan Opioid Collaborative www.michiganopioidcollaborative.org -micounties.org/opioid-settlement-resource-center	Audience of community partners & community organizations. Additionally, individuals searching for resources & assistance & the general public who need information or help and resources and where to find them.	For the community have ready access to information and resources at all times via website supporting community prevention efforts. Share the same platform for single point of information/repository of resources.	Domain name \$70 Domain registr. \$42 Privacy Protect \$30 Website buildout \$312/year Website maint. \$150/month Annual Funding: \$2,254	\$ -	\$ 2,254
OSP			Strategies #1, #4 & #8					
Exhibit E			Schedule A (G)					
Exhibit E			Schedule B (C) 15 (G)					
#5	Website for opioid information	Catholic Charities of SE Michigan and Recovery Advocacy Warriors	The action plan will capture and report metrics have been identified & two years’ worth of data previously collected. A dashboard has been created with these metrics & data and ongoing data will be shared to report activities with the use of opioid funds and outcomes achieved. This is required under the settlement agreement. The intent is to feature this on the knowmoremonroe.com. Data will continue to be collected & the dashboard will be updated annually. A company was secured by the Monroe County Health Department to create the dashboard & they have committed to updating this each year with the data provided.	Community partners, community organizations, individuals searching for resources & assistance & general public. Additional interest from stakeholders and decision makers who can use the dashboard information to understand outcomes and future programs & funding allocations.	Use the dashboard and metrics to monitor and help evaluate funding, programs and service outcomes. Create a single repository of resources and information available at any time.	Annual Funding: \$500	\$ -	\$ 500
OSP			Strategies #1 & #4					
Exhibit E			Schedule A (G), (I)					
Exhibit E			Schedule B (C) 15 (J)					
#6	Substance Use Disorder Resource Guides	County of Monroe with Catholic Charities of SE Michigan and Recovery Advocacy Warriors	The action plan leverages existing partner agencies and the Monroe County Substance Abuse Coalition MCSAC co-facilitates the Opioid Task Force. One of the identified strategies was to create a <i>Substance Use Disorder Resource Guide</i> . A workgroup of the Task Force initially created this guide. A special grant through CCSEM covered the cost of hard copies & were distributed in the Monroe community in September 2021. Future updated guides and printing costs are identified to continue along with providing the resource in the community to all groups including high school students.	Community partners, community organizations, individuals searching for resources & assistance & general public	A printed resource for distribution and making it available at multiple locations and sites in the community including homeless shelters, transitional housing, jail and other partner locations. Community partners will provide input on the most impactful locations for accessing the Resources Guide and of the most important and updated information to include. Resources Guide will provide access to information and resources in easy reference printed document. 28 pages, self-cover, 100# Gloss Cover and 100# Gloss Text, Full Color, Full Bleed, Folds to 5.5 x 8.5, Saddle Stapled, Carton Packed	Printed Material: 1,000=\$3,490 (\$3.49/ book) + delivery \$326 2,500=\$4,420 (\$1.76 per book) + delivery \$326 5,000 = \$5,950 (\$1.19/book) + delivery \$456 10,000=\$9,622 (.96¢/book) + delivery \$475 *Will order 1,000 or 2,500 depending on need Annual Funding: Up to \$6,000	\$ -	\$ 6,000
OSP			Strategy #2					
Exhibit E			Schedule A (A), (G), 1					
Exhibit E			Schedule B (C)					

Monroe County Use of Funds Plan of Implementation-National Opioid Settlement-February 2023

Action Plan#	Program	Organization	Description	Target Audience	Goal/Outcome	Annual Funding Available- \$305,000/Allocated	One-Time Cost	On-Going/ Annual Cost
#7	Community 1st Responders and Family/Community Organizations Training/Education Program	County of Monroe and Partner Community Agencies	The action plan provides an essential annual training and education program to ensure key individuals and organizations have the latest information on managing and providing solutions to the opioid mitigation programs throughout the County. Develop a curriculum on the most essential information to educate on and train for. Curriculum will consider existing evidence-based or evidence-informed curricula as part of the training outline. For example, existing evidence based data includes the Overdose Response Network, funded by SAMHSA, provides free technical assistance to all communities, organizations, and individuals and may be able to provide training and facilitate meetings. There will also be learning communities and webinar series on best-practice provided by MDHHS and the universities within the next few months to source for the curriculum. This plan will consult with Dr. Gina Dahlem from U of M on training on overdose prevention & naloxone use. Program will include family-centered treatment best practices and referral sources of service providers. Trainers and instructors would be both from within the community and external experts to help to best inform. Secure larger auditorium facility to provide ample capacity for a series of training sessions.	Individuals with responsibilities that put them in contact with individuals suffering from opioid use disorder, substance use disorder, and/or co-occurring SUD/MH disorder. Includes but is not limited to 1st responders, staff of community human service agencies and families who have the potential or are currently providing support to a family member afflicted by any of the disorders.	Provide education and safety training to ensure individuals have awareness of proper procedures and practices. Also, to inform on programs, providers and resources available to best coordinate services enhance the network among the community partners treating or supporting opioid use disorders.	Annual Funding: \$30,000	\$ -	\$ 30,000
OSP			Strategy #2 & #4					
Exhibit E			Schedule A (A), (G), 1					
Exhibit E			Schedule B (C), (G) (I), (K)					
#8	SUD Treatment and case management in community employing mobile service delivery	Recovery Mobile Clinic	This action plan will leverage the resources of Recovery Mobile Clinic who is a provider of SUD treatment in the community employing medication assisted treatment (MAT) and Naloxone distribution. This program plan encompasses opioid use disorder (OUD) treatment, offers support to people in recovery and treatment with direct connection to services. Program provides Vivitrol treatment, case management and patient education. Based on current service levels, the service program anticipates a 20% increase in individuals/patients who are uninsured, homeless and who have transportation barriers to in-office treatment. The funding provided will cover the 20% increase of patients who will need this service and are unable to pay.	Individuals who suffer from SUD/OUD and are homeless, uninsured or have transportation barriers to access in-office/facility treatment and are unable to pay for services.	Provide treatment, case management and education to an estimated 686 individuals in 2023 and 824 in 2024 who are homeless, uninsured and have transportation barriers that prevent or hinder access to treatment. Increase Vivitrol access via same day appointment. Provide a Opiate/Addictive free recovery.	Annual Funding: \$35,375	\$ -	\$35,375
OSP			Strategy #2					
Exhibit E			Schedule A (A), (B), (E)					
Exhibit E			Schedule B (A), (B) (C), (H)					

Legend: [Hyper Links Below](#)

OSP-Monroe County Opioid Strategic Plan

Exhibit E-Allowable Uses Under Settlement Agreement

Schedule A-Core Strategies

Schedule B-Approved Uses

Definitions:

SUD-Substance Use Disorder

OUD-Opioid Use Disorder

SBIRT-Screening, Brief Intervention & Referral to Treatment

NAS-Neonatal Abstinence Syndrome

MAT-Medical Assisted Treatment

SSP-Safe Syringe Program

IOP-Intensive Outpatient Program

Annual Average Available	\$305,000
Allocated	-\$338,505
One-Time	\$36,500
Balance	-\$33,505

Additional Clarifying Plan of Action Notes:

As outlined in the Jail Diversion Services breakdown, clinical positions are currently sustained or have some plans or means of sustainability. This is due in part to prior outcomes and community partners recognizing the important work and stepping up to assist in funding. What our current plans are lacking is funding for a population that comes and goes from the jail in a short-term stay or pass by programs are they have been charged with misdemeanors and do not meet eligibility for services or interventions or attempts to prevent further incarcerations. This program builds on that unmet need and constructs a community collaborative to fill that gap, to be more preventative rather than reactive.

SAHL will provide the clinician to implement the Intensive Outpatient Substance Abuse Program (IOP) services, and Monroe Community Mental Health Authority (MCMHA) will provide a Clinical Case Manager that we identify as the “IOP Boundary Spanner” to focus on successful re-entry into the community for this specific population. This critical role of re-entry has been a focus of MCMHA in our overall Jail Diversion efforts and we understand its importance. A treatment modality is only as good as the level of participation of those receiving the service. Through the IOP Boundary Spanner, we can ensure all the individual's basic needs are met within the community so the individual can focus on the treatment they need for success.

Critical Roles of the MCMHA IOP Boundary Spanner:

*Create a re-entry plan for all individuals eligible for the proposed IOP program

*Provide coordination of any basic needs identified, food, housing, clothing, Medicaid, employment, etc.

*Provide transportation when necessary either from jail release, or to IOP appointments.

*Assess additional needed services such as mental health services and get them connected if appropriate

*Coordinate with Jail Medical, Primary Care Physician, Medication Assisted Treatment prescriber (if applicable), and Psychiatrist (if applicable), to ensure continuity of medications from jail into the community

*Ensure Crisis and/or Safety plans are in place for all participants to assist with their safety in the community

*Provide community education to work on reducing the stigma of SUD and promote the distribution of Narcan and use of the Safe Syringe Program

*Distribute Recovery Backpacks to ensure higher likelihood of continued recovery