

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, OCTOBER 3, 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 Brant
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (09/19/2023 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
- IX. FINANCE MATTERS
 - 1. Approval of the 10/04/2023 Accounts Payable Current Claims Report in the amount of \$1,412,252.61.
 - 2. Letter dated September 12, 2023 from Mr. David Thompson, Monroe County Drain Commissioner submitting and requesting approval of the 2023 Annual Report for Special Drainage Assessments in the amount of \$2,818,620.04 and placement on the Grand Levy for spreading of assessments.

[Link](#) to report.
 - 3. Letter dated September 25, 2023 from Ms. Jamie Dean, Health Officer/Director, requesting approval for an additional allocation of \$155,561 to the 2023 Medical Examiner's budget to continue operations of the ME Office and cover the costs for Monroe County deaths expected through December 2023.
- X. CONSENT AGENDA
 - 1. Approval of Non-Claims
 - a. Check Register dated 09/22/2023 in the amount of \$266,874.69
 - b. Check Register dated 09/29/2023 in the amount of \$260,918.24

2. **Operations Committee**-Report of Committee Chairman from 09/19//2023 meeting. Link to Operations Committee 09/19/2023 Agenda Packet: [HERE](#)

- a. Letter dated August 30, 2023, from Sheriff Troy Goodnough requesting approval of a transition plan for Animal Control Enforcement services and restructuring of Sheriff's Records Division & Administrative Staff as outlined. These plans are a cost savings of \$30,019.
- b. Letter dated September 11, 2023, from Ms. Annamarie Osment, Monroe County Clerk, requesting approval to reclassify Courtroom Clerks and the Jury/Mediation Clerk effective September 25, 2023. No additional appropriation is necessary; the cost of the upgrades are included in the Clerk's 2023 budget.
- c. Letter dated September 13, 2023, from Mr. Jeff McBee, Community Planning & Engagement Director requesting a part-time Veterans Services Assistant in the Veterans Affairs Department with an effective date of October 1, 2023. The cost of the additional position is included in the 2023 budget.
- d. Letter dated September 12, 2023, from Ms. Aundrea Armstrong, Deputy Administrator/Chief Financial Officer, requesting approval of five (5) policy updates to the following:
 - Policy #401-Compensation
 - Policy #404-Dental Care Benefits
 - Policy #411-Health Care Benefits
 - Policy #425-Term Life and Accidental Death and Dismemberment
 - Policy #429-Vision Care Benefits

XI. **COMMUNICATIONS**

Board Action:

1. Letter dated September 27, 2023 from Ms. Jamie Dean, Health Officer/Director, Monroe County Health Department, requesting approval to apply for a Public Health Emergency Preparedness (PHEP) Special Projects Funding Grant for up to \$51,000. There is no match requirement for this grant during the award period of October 1, 2023 to June 30, 2024. With this grant award, the Monroe County Health Department would fund additional support required to update its Emergency Preparedness planning and training activities.
2. Letter dated September 27, 2023 from Judge Amanda Eicher, 1st District Court requesting approval to accept a grant award from the State Court Administrative Office for the grant period October 1, 2023 through September 30, 2024 for funding of the Mental Health Recovery Court in the amount of \$192,130, with a local contribution of \$1,132 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to \$75 would be

required in 2023, with the balance of \$1,057 requested to be included in the 2024 budget.

3. Letter dated September 28, 2023 from Judge Michael Brown, 1st District Court requesting approval to accept a grant award from the State Court Administrative Office for the grant period October 1, 2023 through September 30, 2024 for funding of the Veterans Treatment Court in the amount of \$37,000, with a local contribution of \$577 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to \$75 would be required in 2023, with the balance of \$502 requested to be included in the 2024 budget.
4. Letter dated September 20, 2023 from Mr. Michael Woolford, Monroe County Equalization Director submitting the County Apportionment Report with the Grand Levy for 2023 in the amount total amount of \$249,246,388.57 and recommending the Board accept and adopt the report.

[Link](#) to report.

5. Letter dated September 13, 2023, from Ms. Annamarie Osment, Monroe County Clerk/Register of Deeds, requesting consideration of appointments for two (2) seats set to expire on the Board of Canvassers on October 31, 2023. Names have been submitted from both the Republican Party and the Democratic Party. One (1) person from each party needs to be appointed for a term to commence on November 1, 2023, and end on October 31, 2027.

Chairman Matt Petree from the Republican Party submitted the following names:

1. Emilie Foster (Seeking Reappointment)
2. John Cullen

Chairman Rick Kull from the Democrat Party submitted the following name:

1. MaryEtta Kreklau (Seeking Reappointment)

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

1. Letter dated September 13, 2023 from Sheriff Troy Goodnough, Monroe County Sheriff submitting the updated Monroe County Animal Control Ordinance for Board consideration and adoption.

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the September 19, 2023 meeting: None.

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 19, 2023

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe on Tuesday, September 19, 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
David Hoffman	Jay Heinzerling	David Swartout	
Mark Brant	Randy Richardville	Greg Moore, Jr.	
Dawn Asper	David Vensel	J. Henry Lievens	

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

III. PLEDGE OF ALLEGIANCE

Commissioner Richardville led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Lisa Sanders led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Moore, supported by Commissioner Swartout to approve the September 19, 2023 Regular Meeting Agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (08/15/2023 Regular Meeting)

Motion by Commissioner Lievens, supported by Commissioner Moore to approve the minutes as presented for the August 15, 2023 Regular Meeting and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—None

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION—

1. Presentation of a six (6) month progress report on Monroe County Use of Funds Plan of Implementation-National Opioid Settlement by service providers delivering services under the Plan. [Link](#) to PowerPoint Presentation.

IX. FINANCE MATTERS

1. Approval of the 09/6/2023 Accounts Payable Current Claims Report in the amount of \$1,299,269.77.

Motion by Commissioner Richardville, supported by Commissioner Heinzerling to confirm the 09/06/2023 Accounts Payable Current Claims Report for \$1,299,269.77 and confirm the Claims for the date and amount presented.

Roll call by Clerk as follows:

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

Motion carried.

2. Approval of the 9/20/2023 Accounts Payable Current Claims Report in the amount of \$924,736.16 and approve the Claims for the date and amount presented.

Motion by Commissioner Lievens, supported by Commissioner Hoffman to confirm the 09/20/2023 Accounts Payable Current Claims Report for \$924,736.16 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

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

Motion carried

3. Presentation of the County of Monroe's Annual Comprehensive Financial Report (ACFR) for year ended December 31, 2022, by Mr. Michael Bosanac, Administrator/Chief Financial Officer and Mr. Daniel Clark, Principal from independent auditor from Rehmann Robson.
[Link](#) to PowerPoint Presentation.

Brief highlight from the auditor:

- a. Overall, County's Finances are well managed.
- b. Good trend of positive GF results: 13 consecutive years with corresponding strong financial position.
- c. Overall, internal controls and financial reporting are accurate and compliant with good outcomes.
- d. Staff is small compared to other local units, but competent to handle the workload. Workload continues to increase with additional standards/complexity. ARPA financial management & program compliance is burdensome.
- e. Staff was responsive and engaging in all aspects of the audit and any follow up action.
- f. Continue addressing challenges of legacy benefit programs and cost control to create future financial stability. RHC is very good outcome & creates more financial stability with its funding ratio.
- g. No other concerns to report to the Governing Board.

Click [here](#) for the 2022 ACFR.

Click [here](#) for the 2022 Single Audit Act Compliance Report.

Motion by Commissioner Lievens, supported by Commissioner Hoffman to accept the County of Monroe's Annual Comprehensive Financial Report for the year-ended December 31, 2022 and retain an official copy on file.

Roll call by Clerk as follows:

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

Motion carried.

4. Letter dated September 11, 2023 from Mr. Jesse Stanford, Monroe County Treasurer presenting the report on the restricted account in the property foreclosure fund after the 2021 auctions reflecting the addition to the fund of \$234,072.92.

Mr. Stanford explained the report.

Motion by Commissioner Heinzerling, supported by Commissioner Lievens to accept the report from the Monroe County Treasurer regarding the restricted account in the property foreclosure fund after the 2021 auctions in the net amount of \$234,072.92 and place it on file.

Roll call by Clerk as follows:

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

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims

- a. Check Register dated 08/18/2023 in the amount of \$298,868.11
- b. Check Register dated 08/25/2023 in the amount of \$202,098.48
- c. Check Register dated 09/01/2023 in the amount of \$389,376.86
- d. Check Register dated 09/08/2023 in the amount of \$460,542.38
- e. Check Register dated 09/15/2023 in the amount of \$610,139.51

Motion by Commissioner Lievens, supported by Commissioner Swartout, 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
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

XI. COMMUNICATIONS

Board Action:

1. Letter dated September 11, 2023 from Ms. Jamie Dean, Health Officer/Director, Monroe County Health Department, requesting approval to apply for and accept a grant from the Michigan Department of Health and Human Services (MDHHS) through the Strengthening PH Workforce and Infrastructure Grant. The total grant of \$704,738 covers four (4) years with annual allocations of \$176,184.50 through September 30, 2027. There is no additional matching grant amount. Chairman Brant read the request into the record.

Motion by Commissioner Lievens, supported by Commissioner Hoffman to accept the communication, place it on file and approve the request to apply for and accept a grant from the Michigan Department of Health and Human Services (MDHHS) through the Strengthening PH Workforce and Infrastructure grant of \$704,738 through September 30, 2027 with no matching funds required.

Discussion commenced about the annual allocations amount from the original letter and the dollar amount has been updated here to reflect the correct amount.

Roll call by Clerk as follows:

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

Motion carried.

2. Letter dated September 12, 2023 from Ms. Holly Flint, Community Corrections Coordinator, requesting approval to accept a fiscal year 2024 grant award and approve the \$313,658 contract from the State of Michigan Department of Corrections for the Monroe County Community Corrections. The grant requires a County match of \$111,834. The 2023 budget includes \$27,958.50 and \$83,875.50 is requested to be included in the 2024 budget.

Motion by Commissioner Lievens, supported by Commissioner Moore to accept the communication, place it on file and approve the request to accept the FY2024 grant award and approve the \$313,658 contract from the State of Michigan Department of Corrections for the Monroe County Community Corrections for the FY2024 with a required County match of \$111,834 of which \$27,958.50 is included in the current 2023 budget and \$83,875.50 is requested to be included in the 2024 budget.

Roll call by Clerk as follows:

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

Motion carried.

- Letter dated September 13, 2023 from Sheriff Troy Goodnough, Monroe County Sheriff submitting the updated Monroe County Animal Control Ordinance for Board consideration and adoption.

Chairman Brant read the request into the record. There was a motion on the floor but discussion commenced about some of the language in the Ordinance that needed to be updated or further defined. Sheriff Goodnough agreed to review and come back to the next meeting with an updated version.

Motion by Commissioner Lievens, supported by Commissioner Moore to postpone voting on this item and have it brought to the next meeting with an updated Ordinance.

Roll call by Clerk as follows:

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

Motion carried.

- Letter dated September 12, 2023 from Mr. Jeff McBee, Community Planning & Engagement Director, submitting a Summary of a Farmland/Open Space review/recommendation from the County Planner and to approve an application to the Farmland and Open Space Preservation program (part 361 of the Natural Resources and Environmental Protection Act) for property in Dundee Township.

Chairman Brant read the request into the record. Commissioner Asper commenced discussion of some changes in part 361 of the Natural Resources and Environmental Protection Act that she does not agree with having to do with Solar Farms. Discussion continued.

Motion by Commissioner Hoffman, supported by Commissioner Heinzerling to accept the communication along with the Summary of Farmland review/recommendation to approve an application to the Farmland and Open Space Preservation program for property in Dundee Township, place it on file and approve the recommendation of the County Planner.

Voice vote taken. Commissioner Asper voted Nay. Motion carried.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS—None

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT—None

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the August 15, 2023 meeting:
 - a. Special Tribute Recognizing the Center for Health Aging as a Nationally Accredited Senior Center.
 - b. Special Tribute Recognizing the Monroe Community Players 75th Anniversary.

XVII. MEMBERS TIME

Commissioner Lievens—When the Sheriff looks at the Animal Control Ordinance, I would be in favor of a 14-day hold instead of a 7-day hold for strays just in case someone is on vacation for a week.

Commissioner Moore—I'm impressed with Commissioner Asper and Commissioner Richardville for catching a couple math errors.

Commissioner Hoffman—It's exciting to be back.

Commissioner Asper—Thank you to the second floor for an amazing report. Department heads do so much to make us look good.

Commissioner Heinzerling—Passed.

Commissioner Swartout—Passed.

Commissioner Vensel—Passed.

Mr. Bosanac—Passed.

Commissioner Richardville—I'm just glad to have Commissioner Hoffman back next to me.

Commissioner Brant—Jason (Berry) and all the presenters, I appreciate the comprehensive report and we will see you back in six months.

XVIII. ADJOURNMENT—Chairman Brant adjourned the meeting at 7:48 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

[RAP205]

OPTIMUM PAYMENTS SUMMARY

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RUN: 005315 PAYMENT DATE: 10/04/23 PAY-THROUGH DATE: 09/26/23

Vendor Name Amount Count

000000010020	@COMM CORPORATION	1619.00	1
000000010170	A-1 AUTO CENTER INC.	1260.26	1
000000010849	ALLIE BROS. INC.	1669.65	8
000000012398	ARBOR INSPECTION SERVICES, LLC	265.00	1
000000012510	APEX SOFTWARE	1005.00	1
000000012824	AUTO-CHLOR SYSTEM	168.59	1
000000012950	AVENTIS PASTEUR	1669.07	1
000000020004	B & L OFFICE MACHINES	120.00	1
000000020039	BANAS BUILDING CENTER	23.33	1
000000020070	BOB BARKER COMPANY, INC.	3119.24	2
000000020072	BAKER'S GAS & WELDING SUPPLIES	1494.81	9
000000020180	BATTERY WHOLESALE	77.40	2
000000020405	BEDFORD TOWNSHIP SEWER O & M	2175.87	8
000000020554	BELLE TIRE DISTRIBUTORS, INC.	3924.60	13
000000021010	BOILERS, CONTROLS & EQUIPMENT	1575.07	2
000000021680	BRADLEY SCHREIBER	125.00	1
000000030005	AUTO VALUE OF MONROE	40.38	1
000000030009	CDW GOVERNMENT INC.	2003.21	3
000000030451	CATHOLIC CHARITIES OF SOUTHEAS	1110.00	1
000000030528	CEDAR LOG & LUMBER OF MILLERSB	1305.85	1
000000032150	CXTEC INC	4545.58	1
000000040205	THE DAVEY TREE EXPERT COMPANY	1320.00	1
000000040245	DELL MARKETING L.P.	86.71	1
000000040280	DES MOINES STAMP, MFG CO.	39.00	1
000000042380	DYKEMA GOSSETT PLLC	7600.00	1
000000050019	E-IMAGEDATA CORPORATION	6650.00	1
000000050031	ECOLAB	767.10	2
000000060020	FAMOUS ENTERPRISES, INC.	84.23	1
000000060210	FIFTH THIRD BANK	407.36	1
000000060790	FRAME'S PEST CONTROL, INC.	90.00	1
000000061065	FRIENDLY FORD INC	2328.81	1
000000070009	GALL'S INC.	972.86	9
000000070044	GARCIA CLINICAL LABORATORY, IN	289.00	1
000000070200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
000000070345	GOODWILL INDUSTRIES OF SOUTHEA	24.43	1
000000070351	GORDON FOOD SERVICE INC	6.79	1
000000080350	HERKIMER RADIO SERVICE	500.00	5
000000080547	HOBART	578.94	1
000000080904	HOUSE ARREST SERVICES, INC.	15786.25	5
000000080922	HR STAFFING TEAM, LLC	4832.41	2
000000080980	THE HUNTINGTON NATIONAL BANK	201.76	1
000000081040	HYLAND SOFTWARE, INC.	2992.44	1
000000090250	ID NETWORKS INC.	1356.00	1
000000100005	J & R TRANSMISSION	1421.97	1
000000100013	J L MECHANICAL SERVICES INC	8629.44	2
000000100250	JETSCREEN PRINTING	145.20	1
000000100451	JOHNSON CONTROLS, INC.	22962.39	2
000000110290	KENT COMMUNICATIONS INC	1195.20	1
000000120011	LABELCITY, INC.	229.39	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 005315 PAYMENT DATE: 10/04/23 PAY-THROUGH DATE: 09/26/23

Vendor Name Amount Count

000000120986	LOWE'S COMPANIES INC	2713.72	5
000000121003	LOWERY CORP	2962.18	4
000000121021	LUCAS COUNTY CORONER'S OFFICE	10170.00	7
000000130130	ALLIED EAGLE	1052.36	3
000000130185	MANNIK & SMITH GROUP INC	44434.44	5
000000130851	MERCK HUMAN HEALTH	8533.24	2
000000130897	PMRH EDUCATION DEPARTMENT	136.00	1
000000130902	PROMEDICA 360HEALTH	3150.00	2
000000131051	MI ASSOC. OF COUNTY CLERKS	350.00	1
000000131258	MI DIRECTORS OF SERVICES TO TH	150.00	1
000000131365	MICHIGAN LAUNDRY MACHINERY SER	434.93	1
000000131376	MICHIGAN SHERIFFS' ASSOCIATION	318.00	1
000000131496	MICHIGAN STATE POLICE - CASHIE	2973.38	3
000000131507	MICHIGAN STATE UNIVERSITY	57779.00	1
000000132169	MONROE AUTO PARTS, INC	579.79	5
000000132235	MONROE COMMUNITY AMBULANCE	540.00	1
000000132402	MONROE CO. CONVENTION & TOURIS	8875.00	1
000000132619	MONROE COUNTY SALVATION ARMY	12949.82	2
000000132850	GATEHOUSE MEDIA MICHIGAN HOLDI	605.05	2
000000140390	NOEL LAWN SERVICE	3835.20	2
000000140405	NORDMANN ROOFING CO., INC.	1297.93	1
000000140499	NORTHERN CONCRETE PIPE, INC.	44370.00	1
000000150311	OPTUM 360 LLC	127.90	1
000000160012	PSYBUS P.C.	2500.00	3
000000160203	PEARSON	351.00	1
000000160251	PEERLESS SUPPLY CO.	56.14	1
000000160425	PERSPECTIVE ENTERPRISES, INC	115.00	1
000000160996	POINTCLICKCARE TECHNOLOGIES IN	511.59	1
000000161452	PROCEU LLC	7500.00	2
000000170300	QUILL CORPORATION	422.47	8
000000180000	R & S PHARMACEUTICALS	758.38	1
000000180310	MCKESSON MEDICAL-SURGICAL	706.59	1
000000180313	REDFORD LOCK COMPANY, INC	357.00	1
000000180315	REDWOOD TOXICOLOGY LABORATORY,	450.00	1
000000181001	ROSE PEST SOLUTIONS	385.00	2
000000190110	SAFETY SYSTEMS, INC.	105.00	1
000000190240	SALENBIEN WELDING SERVICE	496.00	1
000000190405	ST. PIERRE ACE HARDWARE	219.87	7
000000190900	SCHINDLER ELEVATOR CORP.	3432.31	1
000000191336	SENTINEL TECHNOLOGIES INC	70696.95	4
000000191550	SHRADER TIRE AND OIL	273.18	1
000000191600	SIEB PLUMBING & HEATING	1178.76	1
000000192121	GLAXOSMITHKLINE PHARMACEUTICAL	3423.61	1
000000192336	SPECTRUM PRINTERS, INC.	1614.31	1
000000192421	STAPLES BUSINESS ADVANTAGE	469.87	9
000000192708	STATE OF MICHIGAN	14747.00	1
000000192727	STATE OF MICHIGAN	305.00	1
000000192731	STATE OF MICHIGAN	10.00	1
000000192800	STATE BAR OF MICHIGAN	415.00	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 005315 PAYMENT DATE: 10/04/23 PAY-THROUGH DATE: 09/26/23

Vendor Name Amount Count

000000192848	STERICYCLE	72.77	1
000000192892	STEVENS DISPOSAL	610.00	2
000000192996	SUMMIT FIRE PROTECTION CO.	14549.40	1
000000200046	AXON ENTERPRISE INC	171.20	1
000000200475	TIGER QUILL IMAGES, LLC	1260.00	3
000000200880	PROMEDICA CPR TRAINING	120.00	3
000000201600	TROUTS YACHT BASIN	116.30	1
000000210006	ULINE	342.88	1
000000210260	U.S. FOODSERVICE INC	438.93	1
000000230651	WILLIAMS BROTHERS DUNDEE DODGE	43.69	1
000000230868	WORLDWIDE INTERPRETERS INC	420.00	2
000000260040	TRITECH SOFTWARE SYSTEMS	1455.30	1
000000400150	CITY OF LUNA PIER	728.25	3
000000400170	CITY OF MONROE	10042.96	3
000000400216	DUNDEE TOWNSHIP TREASURER	36000.00	1
000000400220	ERIE TOWNSHIP TREASURER	1151.61	2
000000400349	VILLAGE OF BLISSFIELD	425.00	3
000000400370	VILLAGE OF SOUTH ROCKWOOD	4324.75	17
000000500175	MONROE CO CLERK/REG OF DEEDS	10.00	1
000000501851	MONROE COUNTY ROAD COMMISSION	1681.73	1
000000509855	LAURA PAPENHAGEN	37.00	1
000000510855	TITLE CHECK, LLC	3259.28	1
000000601306	MICHIGAN DEPARTMENT OF NATURAL	5000.00	1
000000700100	GERMAYN GORMAN	360.80	1
000000700523	PENELOPE KREPS	204.45	1
000000700690	NICOLE L. LINDSAY	713.15	2
000000708070	STEPHANIE MARIE ROSINSKI	73.20	1
000000713165	STEPHEN D GOODMAN	582.11	1
000000720125	AVERTEST, LLC	1926.53	3
000000720130	AYLWARD CONSULTANTS, LLC	819.61	1
000000720328	DEAF COMMUNITY ADVOCACY NETWOR	167.16	1
000000720382	ELM AVENUE COWORKING	6036.87	1
000000720383	CHARTER COMMUNICATIONS	50.00	1
000000720766	KRISTY HENRY	5960.00	2
000000721126	SANDRA KURTANSKY	1460.00	1
000000721254	LAWSON'S LIFESAVERS LLC	150.00	1
000000721620	M HANIF PERACHA, MD, PC	145.00	1
000000721637	KELLY M. POUPARD	500.00	1
000000721644	QC PRINTING	180.00	1
000000721976	SUPREMUS GROUP LLC	2588.79	1
000000750021	JAMES BARTLETT	4653.75	2
000000750028	RONALD J BENORE, JR	5950.00	2
000000750212	JEFFREY A. DULANY	600.00	1
000000750269	MARY GANTZOS	1589.50	1
000000750325	JOHN GONTA	500.00	1
000000750507	LENNARD, GRAHAM & GOLDSMITH	210.00	1
000000750819	H. MATTHEW VITITOE	600.00	1
000000820205	AUNDREA ARMSTRONG	345.84	1
000000821800	H. ANDREW CLARK	8.49	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 005315 PAYMENT DATE: 10/04/23 PAY-THROUGH DATE: 09/26/23

Vendor	Name	Amount	Count
000000822398	JAMIE DEAN	395.02	2
000000822775	JAMIE EATHORNE	36.41	1
000000823475	ALEXIS HATCH	253.88	1
000000823597	DIANA GOODRIDGE	95.37	1
000000823918	TAYLOR HART	38.77	1
000000823996	JULIETTE K. HEGYI	370.55	1
000000824248	ALANA HORKEY	201.35	1
000000824441	TATYANA IVANOVA	168.31	2
000000824602	HOLLY FLINT	144.53	1
000000825254	JOHN LAUB	258.86	1
000000825641	CHRISTOPHER MARRIOTT	268.13	1
000000826492	LAURA PAPENHAGEN	41.40	1
000000826590	JACK PENWARDEN	175.00	1
000000826625	JACOB PERRY	338.64	1
000000826861	SAMANTHA HENRY	62.88	1
000000826883	JEFFREY PRZEWOZNIAK	506.32	1
000000828536	CHRISTOPHER WESTOVER	207.28	1
000000828680	CEILIA WODARSKI	550.75	1
000000902208	CHEVRETTE GRADALL SERVICE	10000.00	1
000000902599	GERKEN PAVING, INC.	1447.55	1
000000903239	MONROE COUNTY ENTERPRISE FUND	5354.66	2
000000903808	SO.CO.WATER OPERATION & MAINT.	997.62	1
000000903817	SALENBIEN TRUCKING & EXCAVATIN	805518.74	1
000000903819	SCHUMAKER BROTHERS	35000.00	1
000000904002	USA BLUEBOOK	347.73	1
CTY HEALTH	Jeffery Libstorff	39.00	1
CTY HEALTH	Carol Ann Brooks	150.00	1
**** TOTALS:		1412252.61	329



David P. Thompson
MONROE COUNTY DRAIN COMMISSIONER
COUNTY AGENCY

1005 South Raisinville Road • Monroe, Michigan 48161-9754
Telephone: (734) 240-3101 • Fax: (734) 240-3112 • Toll Free: (888) 354-5500 ext. 3101
Website: www.co.monroe.mi.us
E-mail: DThompson@monroecmi.org



September 12, 2023

Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Honorable Commissioners:

I am pleased to present to you with the 2023 Annual Report for Special Drainage Assessments. The report for this year totals **\$2,818,620.04**.

The portion of this year's County at Large assessment for regular drains and culvert replacements is **\$349,190.04**. (See the County Roads column total on the last page of the report.) As in the past years, you may be willing to apportion part of the cost of the county's at large assessment back to the Monroe County Road Commission.

I respectfully request your favorable approval of this Annual Report, and placement on the Grand Levy for spreading of assessments.

Thank you for your cooperation regarding this matter.

Sincerely,

David P. Thompson
Monroe County Drain Commissioner

DPT:lb

Attachment

Copy: Administrator/CFO, Michael Bosanac
County Clerk, Annamarie Osment
Director of Equalization, Michael Woolford
Director of Fiscal Services, Sue Maier
Managing Director, MCRC, David Leach (2 copies)
Treasurer, Jesse Stanford

**COUNTY OF MONROE
STATE OF MICHIGAN**

**RESOLUTION TO ACCEPT THE 2023 MONROE COUNTY
DRAIN COMMISSIONER ANNUAL DRAIN REPORT AND TO DIRECT
THE SPREADING OF THE DRAIN ASSESSMENTS ON THE COUNTY GRAND LEVY**

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

WHEREAS, the Monroe County Drain Commissioner is required to make an annual report for the County drains and County drain districts, and to report the financial statements regarding those drains and drainage districts; and

WHEREAS, the Monroe County Drain Commissioner has submitted the 2023 Drain Report to the Monroe County Board of Commissioners dated September 12, 2023; and

WHEREAS, the Monroe County Board of Commissioners has placed the consideration for approval of said 2023 Drain Report on the October 3, 2023 Monroe County Board of Commissioners regular meeting; and

WHEREAS, the special drainage assessments as provided in the 2023 Drain Report were in the total amount of \$2,818,620.04, including \$349,190.04 assessed against the County at large; and

WHEREAS, the Monroe County Drain Commissioner has requested that the special drainage assessments as designated and explained in the 2023 Drain Report be placed on the County's Grand Levy.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Monroe County Board of Commissioners of the County of Monroe, Michigan, a Michigan County government, pursuant to Public Act 40 of the Public Acts of 1956, the Drain Code of 1956, does hereby accept the Monroe County Drain Commissioner's 2023 Drain Report, and places said 2023 Drain Report on file with the records of the County of Monroe, and it is further

RESOLVED, that the special drain assessments in the form and in the amounts as shown in the 2023 Drain Report be directed to the Monroe County Equalization Department to be included in the Grand Levy, which is then to be submitted to the County Board for further action on said Grand Levy at a later date.

This Resolution was adopted by the Monroe County Board of Commissioners by a vote of the majority of the membership of the County Board of Commissioners at a regular meeting of the Monroe County Board of Commissioners held at the Monroe County Courthouse, Monroe County, Michigan on the 3rd day of October, 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 of the Resolution were as follows:

Those Commissioners voting against the Resolution were as follows:

Those Commissioners who abstained were as follows:

This Resolution was declared adopted.

Mark Brant, Chairman
Monroe County Board of Commissioners

ATTEST:

Annamarie Osment
Monroe County Clerk

**COUNTY OF MONROE
STATE OF MICHIGAN**

**RESOLUTION TO APPORTION FIFTY PERCENT (50%)
OF THE 2023 COUNTY ANNUAL DRAIN ASSESSMENT
TO THE MONROE COUNTY BOARD OF ROAD COMMISSIONERS**

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

WHEREAS, in accordance with Public Act 40 of the Public Acts of 1956, the Drain Code of 1956, the Monroe County Board of Commissioners reviews the Monroe County Drain Commissioner's annual report for County special drainage assessments for the year ending October 1 of each year; and

WHEREAS, the Monroe County Equalization Department does include the spreading of assessments for the special drainage assessments from the Monroe County Drain Commissioner's annual report in its annual apportionment report and grand levy; and

WHEREAS, the Monroe County Board of Commissioners does then approve of the Monroe County Equalization Department apportionment report and grand levy on an annual basis; and

WHEREAS, as part of each annual report by the Monroe County Drain Commissioner, there is a Monroe County at large assessment which includes a portion of the drainage assessments to be assessed against the County for the benefit the County of Monroe receives from the special drainage assessments; and

WHEREAS, for the year 2023, the County of Monroe's at large assessment for the special drainage assessments is in the amount of \$349,190.04; and

WHEREAS, the County of Monroe's at large assessments are directly related to the drainage of County roads in the County of Monroe; and

WHEREAS, Public Act 327 of the Public Acts of 1972, which amended Public Act 51 of the Public Acts of 1951, specifically under MCL §247.664(a), provides for fifty percent (50%) of the cost of the drain assessment against a county for the drainage of county roads to be paid for by the county road commission from county road funds; and

WHEREAS, the Monroe County Board of Commissioners, has accepted the Monroe County Drain Commissioner's annual report for special drainage assessments for 2023, and desires to assess fifty percent (50%) of the County of Monroe's at large assessment (\$349,190.04), to be apportioned to the Monroe County Board of Road Commissioners in the amount of \$174,595.02

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Monroe County Board of Commissioners of the County of Monroe, Michigan, a Michigan County government, pursuant to Public Act 327 of the Public Acts of 1972, which amended Public Act 51 of the Public Acts of 1951, specifically under MCL §247.664(a), apportions fifty percent (50%) of the 2023 County of Monroe at large assessment for special drainage assessments, to the Monroe County Board of Road Commissioners, and

IT IS FURTHER RESOLVED, that whereas the total County of Monroe at large assessment for the special drainage assessments for 2023 is in the amount of \$349,190.04, the amount of \$174,595.02 shall be and hereby is apportioned back to the Monroe County Board of Road Commissioners for it to reimburse the County of Monroe and/or pay the Monroe County Drain Commissioner directly, and to make said reimbursement or payment from its county road funds as provided by law; and

IT IS FURTHER RESOLVED, that a copy of this Resolution shall be provided forthwith to the Monroe County Board of Road Commissioners, with a second copy to be provided to the Monroe County Drain Commissioner.

This Resolution was adopted by the Monroe County Board of Commissioners by a vote of the majority of the membership of the County Board of Commissioners at a regular meeting of the Monroe County Board of Commissioners held at the Monroe County Courthouse, Monroe County, Michigan on the 3rd day of October, 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 of the Resolution were as follows:

Those Commissioners voting against the Resolution were as follows:

Those Commissioners who abstained were as follows:

This Resolution was declared adopted.

Mark Brant, Chairman
Monroe County Board of Commissioners

ATTEST:

Annamarie Osment
Monroe County Clerk

September 25, 2023

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

Re: Request for additional funds for Medical Examiner Budget

Dear Chairman Brant and Commissioners:

The Monroe County Public Health Department is requesting an additional allocation of \$155,561 to the 2023 Medical Examiner's budget to continue operations of the ME Office and cover the costs for Monroe County deaths expected through December 2023.

The Office of the Medical Examiner incurs expenses directly related to the number of deaths within the County. As of September 15, 2023, 150 deaths involving the ME Office have occurred in Monroe County. In 2022, we had a total of 219 deaths. The Office's related expenditures are close to exceeding budgeted expenses in the line items for transportation of bodies and autopsy costs. The transfer of \$155,561 is expected to cover costs through the end of the year.

Thank you for your consideration of this request,

Jamie R. Dean

Jamie Dean, BS, MEd
Health Officer/Director
Monroe County Health Department

Medical Examiner cases 2022/2023

<u>Month</u>	<u>2022 Cases</u>	<u>Transportation</u>	<u>Autopsy</u>	
<u>2022</u>	219	\$28,543	130134.21	
Jan-23	27			
Feb-23	16			
Mar-23	14			
Apr-23	15			
May-23	16			
Jun-23	22			
Jul-23	21			
Aug-23	19			
Sep-23				
Oct-23				
Nov-23				
Dec-23				
150				
Average per month	19			
Autopsies - invoice pending	20	\$29,000		
Transportation - invoice pending	21	\$3,400		
EST. Sept-Dec deaths/autopsy cost	80	\$116,000		
EST. Sept-Dec trans	80	\$12,400		
		<u>Projected Total Expense</u>	<u>Budget</u>	<u>YTD</u>
Autopsy		\$267,931	\$125,000	\$122,931
Transport		\$34,380	\$21,750	\$18,580
Autopsy adjustment	\$142,931			
Transport adjustment	\$12,630			

NON CLAIM RUN 09/22/23

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

09/21/23

PAGE 1

PARAMETERS FOR PAYMENT RUN NUMBER 005312

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 09/22/23

[RAP215]		PAYMENT REGISTER - Checks				09/21/23	PAGE	2
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005312	Payment Date 09/22/23	Pay-thru Date 09/20/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	09102023	5243795	09/20/23	449.29	0.00	449.29	
		09/10/2023	5243796	09/20/23	587.42	0.00	587.42	
		09102023.	5243797	09/20/23	121.78	0.00	121.78	
		09102023..	5243798	09/20/23	223.39	0.00	223.39	
					1381.88	0.00	1381.88	000000572768
AT&T MOBILITY	000000010026	09142023.	5243752	09/20/23	189.40	0.00	189.40	
		09142023	5243792	09/20/23	2142.15	0.00	2142.15	
					2331.55	0.00	2331.55	000000572769
ALZHEIMER'S & DEMENT	000000011076	30915083608	5243695	09/19/23	2553.00	0.00	2553.00	
					2553.00	0.00	2553.00	000000572770
AT & T	000000012805	09072023	5243794	09/20/23	313.97	0.00	313.97	
					313.97	0.00	313.97	000000572771
REPUBLIC SERVICE OF	000000020010	003605600	5243692	09/18/23	8804.40	0.00	8804.40	
					8804.40	0.00	8804.40	000000572772
CENTER FOR CREDENTIA	000000030529	BLAC-62KLGP	5243710	09/19/23	100.00	0.00	100.00	
					100.00	0.00	100.00	000000572773
CHARTER COMMUNICATIO	000000030566	00543940109	5243734	09/20/23	329.15	0.00	329.15	
					329.15	0.00	329.15	000000572774
COMCAST CABLEVISION	000000031085	10/1-10/31	5243748	09/20/23	368.96	0.00	368.96	
					368.96	0.00	368.96	000000572775
CONSUMERS ENERGY	000000031502	20127512812	5243702	09/19/23	45.43	0.00	45.43	
		20572745692	5243703	09/19/23	201.38	0.00	201.38	
		20421178504	5243704	09/19/23	201.38	0.00	201.38	
		20145306050	5243705	09/19/23	238.34	0.00	238.34	
		20278791080	5243706	09/19/23	41.58	0.00	41.58	
		20127518127	5243707	09/19/23	169.46	0.00	169.46	
		09142023	5243799	09/20/23	30.34	0.00	30.34	
					927.91	0.00	927.91	000000572776
CONTINENTAL SERVICES	000000031545	RC11386	5243749	09/20/23	11654.30	0.00	11654.30	
					11654.30	0.00	11654.30	000000572777
DELTA DENTAL PLAN OF	000000040250	1361360	5243735	09/20/23	8959.35	0.00	8959.35	
					8959.35	0.00	8959.35	000000572778
DTE ENERGY	000000040603	AUGST 29,23	5243700	09/19/23	697.17	0.00	697.17	
		8/31/23 A	5243701	09/19/23	546.88	0.00	546.88	
		09082023	5243736	09/20/23	469.23	0.00	469.23	
		09112023	5243737	09/20/23	472.21	0.00	472.21	

NON CLAIM RUN 09/22/23

[RAP215]		PAYMENT REGISTER - Checks				09/21/23	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run	005312	Payment Date 09/22/23	Pay-thru Date 09/20/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
DTE ENERGY	000000040603	09152023	5243800	09/20/23	116.64 2302.13	0.00 0.00	116.64 2302.13	000000572779
DUNDEE SENIOR CITIZE	000000042250	30915092709	5243696	09/19/23	26286.15 26286.15	0.00 0.00	26286.15 26286.15	000000572780
FED EX	000000060180	825304094	5243738	09/20/23	40.24 40.24	0.00 0.00	40.24 40.24	000000572781
Void Stub	*****	*****	*****	*****	*****	*****	*****	000000572782
FIFTH THIRD BANK	000000060211	0121945 080323 080723 08072023 081023 08112023 08172023 082123 39544955 08232023 082323 082323 08242023 08302023 08282023 083023 167299512	5243711 5243713 5243714 5243715 5243716 5243717 5243718 5243719 5243720 5243721 5243722 5243723 5243724 5243725 5243726 5243727 5243728	09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23 09/19/23	991.95 127.92 19.96 125.94 67.92 37.95 95.92 37.44 13.75 32.94 49.98 104.81 24.99 8.31 53.97 84.86 14.00 1892.61	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	991.95 127.92 19.96 125.94 67.92 37.95 95.92 37.44 13.75 32.94 49.98 104.81 24.99 8.31 53.97 84.86 14.00 1892.61	000000572783
INMATE CALLING SOLUT	000000090396	098476-1	5243751	09/20/23	1631.40 1631.40	0.00 0.00	1631.40 1631.40	000000572784
LAKE ERIE TRANSIT CO	000000120125	644	5243712	09/19/23	300.00 300.00	0.00 0.00	300.00 300.00	000000572785
LIVING INDEPENDENCE	000000120967	30919090608 30919090710	5243697 5243698	09/19/23 09/19/23	4006.20 49721.10 53727.30	0.00 0.00 0.00	4006.20 49721.10 53727.30	000000572786
MICH MUNICIPAL RISK	000000131392	D23081029	5243739	09/20/23	64165.87 64165.87	0.00 0.00	64165.87 64165.87	000000572787
SYSCO DETROIT LLC	000000131804	558531834 558498221 558491387 558504192	5243740 5243741 5243742 5243743	09/20/23 09/20/23 09/20/23 09/20/23	205.69 64.50 46.14 28.70	0.00 0.00 0.00 0.00	205.69 64.50 46.14 28.70	

NON CLAIM RUN 09/22/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			09/21/23		PAGE 4	
Office 001	Main	Bank	BNK001	National City Bank		Run 005312	Payment Date 09/22/23	Pay-thru Date 09/20/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
SYSCO DETROIT LLC	000000131804	558570371	5243744	09/20/23	1137.94	0.00	1137.94					
		558552813	5243745	09/20/23	75.46	0.00	75.46					
					1558.43	0.00	1558.43	000000572788				
MONROE CO. OPPORTUNI	000000132600	3091085407	5243699	09/19/23	12413.50	0.00	12413.50					
					12413.50	0.00	12413.50	000000572789				
PRAIRIE FARMS DAIRY,	000000161170	9079497	5243746	09/20/23	94.76	0.00	94.76					
		9071239	5243747	09/20/23	173.96	0.00	173.96					
					268.72	0.00	268.72	000000572790				
SYMMETRY ENERGY SOLU	000000193220	171080074	5243791	09/20/23	3890.20	0.00	3890.20					
					3890.20	0.00	3890.20	000000572791				
TELNET WORLDWIDE, IN	000000200250	25016	5243801	09/20/23	241.21	0.00	241.21					
		24848	5243802	09/20/23	1961.87	0.00	1961.87					
					2203.08	0.00	2203.08	000000572792				
UNITED PARCEL SERVIC	000000210200	X8119333	5243803	09/20/23	12.16	0.00	12.16					
					12.16	0.00	12.16	000000572793				
VERIZON WIRELESS	000000220156	9943400289	5243690	09/18/23	661.56	0.00	661.56					
		9944449271	5243750	09/20/23	1019.97	0.00	1019.97					
					1681.53	0.00	1681.53	000000572794				
MICHAEL BARNETT	000000300205	21-246323FH	5243754	09/20/23	240.00	0.00	240.00					
					240.00	0.00	240.00	000000572795				
KEITH BALDWIN	000000300207	20-245767FH	5243755	09/20/23	10.00	0.00	10.00					
					10.00	0.00	10.00	000000572796				
DAVE & MARGARET BURT	000000300462	17-243774FH	5243756	09/20/23	162.50	0.00	162.50					
					162.50	0.00	162.50	000000572797				
CJ & PATRICIA DIXON	000000300469	17-243774FH	5243757	09/20/23	162.50	0.00	162.50					
					162.50	0.00	162.50	000000572798				
DEVIN BYRD	000000300504	20-245995FH	5243758	09/20/23	128.14	0.00	128.14					
					128.14	0.00	128.14	000000572799				
CIRCLE K	000000300517	21-246338FH	5243759	09/20/23	110.00	0.00	110.00					
					110.00	0.00	110.00	000000572800				
BUSCEMIS PIZZA	000000300524	18-244563FH	5243760	09/20/23	100.00	0.00	100.00					
					100.00	0.00	100.00	000000572801				
FARM BUREAU INSURANC	000000300610	10-38399-FH	5243761	09/20/23	115.73	0.00	115.73					

NON CLAIM RUN 09/22/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		09/21/23		PAGE	5
Office 001	Main	Bank	BNK001	National City Bank		Run 005312	Payment Date	09/22/23	Pay-thru Date	09/20/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					115.73	0.00	115.73	000000572802			
KEVIN FORD	000000300644	21-246294FH	5243762	09/20/23	200.00	0.00	200.00				
					200.00	0.00	200.00	000000572803			
FCCI INSURANCE CO	000000300646	22-247061FH	5243763	09/20/23	300.00	0.00	300.00				
					300.00	0.00	300.00	000000572804			
JUDITH GABLE	000000300699	19-245540FH	5243764	09/20/23	1579.35	0.00	1579.35				
					1579.35	0.00	1579.35	000000572805			
JOHN GERWECK	000000300713	13-40525-FH	5243765	09/20/23	150.00	0.00	150.00				
					150.00	0.00	150.00	000000572806			
MICHELLE JONDRO	000000300994	19-245001FH	5243766	09/20/23	50.00	0.00	50.00				
					50.00	0.00	50.00	000000572807			
KROGER INC.	000000301071	20-245777FH	5243767	09/20/23	10.00	0.00	10.00				
					10.00	0.00	10.00	000000572808			
RALPH LASHAWAY	000000301112	17-243876FH	5243768	09/20/23	100.00	0.00	100.00				
					100.00	0.00	100.00	000000572809			
MEEMIC INSURANCE	000000301233	10-38401-FH	5243769	09/20/23	115.70	0.00	115.70				
					115.70	0.00	115.70	000000572810			
MICHIGAN STATE POLIC	000000301255	22-246814FH	5243771	09/20/23	110.00	0.00	110.00				
					110.00	0.00	110.00	000000572811			
MICHIGAN STATE POLIC	000000301255	23-247280FH	5243770	09/20/23	110.00	0.00	110.00				
					110.00	0.00	110.00	000000572812			
MONROE CITY POLICE	000000301272	22-247252FH	5243772	09/20/23	110.00	0.00	110.00				
					110.00	0.00	110.00	000000572813			
MONROE CO SHERIFF	000000301290	20-246055FH	5243773	09/20/23	110.00	0.00	110.00				
		23-247378FH	5243774	09/20/23	110.00	0.00	110.00				
		22-247108FH	5243775	09/20/23	100.00	0.00	100.00				
		23-247295FH	5243776	09/20/23	110.00	0.00	110.00				
					430.00	0.00	430.00	000000572814			
TERRY & ELAINE MILLE	000000301296	17-243774FH	5243777	09/20/23	162.50	0.00	162.50				
					162.50	0.00	162.50	000000572815			
MARCIA O'CONNOR	000000301508	17-243979FH	5243778	09/20/23	500.00	0.00	500.00				
					500.00	0.00	500.00	000000572816			
LANIS PILON	000000301641	17-243774FH	5243779	09/20/23	162.50	0.00	162.50				

NON CLAIM RUN 09/22/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		09/21/23		PAGE 6	
Office 001	Main	Bank	BNK001	National City Bank		Run 005312	Payment Date	09/22/23	Pay-thru Date	09/20/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					162.50	0.00	162.50	000000572817			
NICHOLE PETTIGREW	000000301644	17-243819FH	5243780	09/20/23	150.00	0.00	150.00				
					150.00	0.00	150.00	000000572818			
SAM TAORMINA	000000301940	15-242089FH	5243693	09/18/23	60.00	0.00	60.00				
					60.00	0.00	60.00	000000572819			
DEBORAH TAFT	000000301954	22-246815FC	5243781	09/20/23	325.00	0.00	325.00				
					325.00	0.00	325.00	000000572820			
USA TRAILER SALES	000000302255	17-243560FH	5243782	09/20/23	50.00	0.00	50.00				
					50.00	0.00	50.00	000000572821			
THOMAS VILLARREAL	000000302316	22-246832FH	5243783	09/20/23	120.00	0.00	120.00				
					120.00	0.00	120.00	000000572822			
WALMART	000000302327	23-247336FH	5243784	09/20/23	80.00	0.00	80.00				
					80.00	0.00	80.00	000000572823			
WILLOW GREEN MOBILE	000000302379	22-246945FH	5243785	09/20/23	25.00	0.00	25.00				
					25.00	0.00	25.00	000000572824			
AIG VALIC	000000550207	AIG 010623	5243790	09/20/23	75.00	0.00	75.00				
					75.00	0.00	75.00	000000572825			
STATE OF MICHIGAN	000000602054	551-622343	5243691	09/18/23	9101.00	0.00	9101.00				
					9101.00	0.00	9101.00	000000572826			
MEADOWBROOK ESTATES	000000731245	5969RST	5243709	09/19/23	20.00	0.00	20.00				
					20.00	0.00	20.00	000000572827			
MARK S. BRAUNLICH	000000821182	08172023	5243732	09/19/23	2129.06	0.00	2129.06				
					2129.06	0.00	2129.06	000000572828			
FIRST MERCHANT'S BAN	000000902509	SEPT. 1 23	5243708	09/19/23	224.76	0.00	224.76				
					224.76	0.00	224.76	000000572829			
CHESTERFIELD RESOURC	CLERK/REGIST	16-242661FH	5243786	09/20/23	44.45	0.00	44.45				
					44.45	0.00	44.45	000000572830			
MORGAN FOCO	CLERK/REGIST	20-246055FC	5243788	09/20/23	110.93	0.00	110.93				
					110.93	0.00	110.93	000000572831			
NIRVANA CANNABIS	CLERK/REGIST	22-247167FH	5243787	09/20/23	100.00	0.00	100.00				
					100.00	0.00	100.00	000000572832			
JACK LUCARELLI	CLERK/REGIST	22-247224FH	5243789	09/20/23	60.00	0.00	60.00				

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Office 001	Main	Bank	BNK001	National City Bank		Run 005312	Payment Date 09/22/23	Pay-thru Date 09/20/23			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					60.00	0.00	60.00	000000572833			
FEDERAL NATIONAL MOR	TREASURER	100673	5243688	09/14/23	16598.79	0.00	16598.79	000000572834			
					16598.79	0.00	16598.79				
WILLIAM SMITH JR	TREASURER	2022 PRE	5243689	09/14/23	3501.48	0.00	3501.48	000000572835			
					3501.48	0.00	3501.48				
CHRISTINE MANLEY	TREASURER	SEP 2023	5243694	09/18/23	16.99	0.00	16.99	000000572836			
					16.99	0.00	16.99				
JAMES LAROY	TREASURER	20,21,22PRE	5243730	09/19/23	9984.92	0.00	9984.92	000000572837			
					9984.92	0.00	9984.92				
KENNETH & CONNIE JOH	TREASURER	PRE 20-2022	5243731	09/19/23	539.00	0.00	539.00	000000572838			
					539.00	0.00	539.00				
DAREN JAMES IOTT	TREASURER	PRE20,21,22	5243729	09/19/23	8159.04	0.00	8159.04	000000572839			
					8159.04	0.00	8159.04				
GREGORY K. GERMAIN	TREASURER	PRE 19-22	5243793	09/20/23	120.78	0.00	120.78	000000572840			
					120.78	0.00	120.78				
BARRISTERS LAND ABST	TREASURER	SEP 2023	5243753	09/20/23	61.78	0.00	61.78	000000572841			
					61.78	0.00	61.78				
BANK BNK001 - TOTAL					266874.69	0.00	266874.69	*			
OFFICE 001 - TOTAL					266874.69	0.00	266874.69	**			

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Company 01 County of Monroe

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PARAMETERS FOR PAYMENT RUN NUMBER 005317

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

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Company 01 County of Monroe								
Office 001	Main	Bank	BNK001	National City Bank	Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT&T MOBILITY	000000010026	X09142023	5243805	09/25/23	181.01	0.00	181.01	
		X09192023	5243831	09/26/23	285.83	0.00	285.83	
		28728330440	5243924	09/27/23	5528.74	0.00	5528.74	
		09192023	5243948	09/27/23	1610.54	0.00	1610.54	
		.09192023	5243988	09/27/23	191.44	0.00	191.44	
					7797.56	0.00	7797.56	000000572842
CARASOFT TECHNOLOGY	000000030315	IN1491655	5243804	09/25/23	14.99	0.00	14.99	
					14.99	0.00	14.99	000000572843
BRIGHTSPEED	000000030539	09162023	5243931	09/27/23	82.09	0.00	82.09	
					82.09	0.00	82.09	000000572844
CHARTER COMMUNICATIO	000000030566	00020070913	5243915	09/27/23	133.67	0.00	133.67	
					133.67	0.00	133.67	000000572845
COMCAST	000000031086	182730356	5243955	09/27/23	1541.00	0.00	1541.00	
					1541.00	0.00	1541.00	000000572846
CONSUMERS ENERGY	000000031502	20581354539	5243829	09/26/23	65.15	0.00	65.15	
					65.15	0.00	65.15	000000572847
CONTINENTAL SERVICES	000000031545	RC11402	5243922	09/27/23	11714.57	0.00	11714.57	
					11714.57	0.00	11714.57	000000572848
DELTA DENTAL PLAN OF	000000040250	1363126	5243989	09/27/23	7867.20	0.00	7867.20	
					7867.20	0.00	7867.20	000000572849
DTE ENERGY	000000040603	09202023	5243930	09/27/23	129.09	0.00	129.09	
		09222023	5243949	09/27/23	15.44	0.00	15.44	
		09222023.	5243951	09/27/23	16.01	0.00	16.01	
					160.54	0.00	160.54	000000572850
LAKE ERIE TRANSIT CO	000000120125	30926085908	5243838	09/26/23	16886.71	0.00	16886.71	
					16886.71	0.00	16886.71	000000572851
AARON JOHN ADAMS	000000120490	2494	5243950	09/27/23	300.00	0.00	300.00	
					300.00	0.00	300.00	000000572852
MICHIGAN GAS UTILITI	000000131350	4739751107	5243828	09/26/23	157.64	0.00	157.64	
		09202023	5243928	09/27/23	88.76	0.00	88.76	
		09202023.	5243929	09/27/23	43.24	0.00	43.24	
		4736324890	5243936	09/27/23	1754.28	0.00	1754.28	
		09202023..	5243937	09/27/23	40.79	0.00	40.79	
		09.20.23	5243938	09/27/23	42.68	0.00	42.68	
		09/20/2023	5243939	09/27/23	13.58	0.00	13.58	
					2140.97	0.00	2140.97	000000572853
SYSCO DETROIT LLC	000000131804	558583932	5243916	09/27/23	154.37	0.00	154.37	

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Company 01 County of Monroe											
Office 001 Main	Bank	BNK001	National City Bank		Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
SYSCO DETROIT LLC	000000131804	558583933	5243918	09/27/23	969.20	0.00	969.20				
		558583931	5243919	09/27/23	1715.80	0.00	1715.80				
		558597699	5243958	09/27/23	1354.64	0.00	1354.64				
		558597700	5243962	09/27/23	156.03	0.00	156.03				
					4350.04	0.00	4350.04		000000572854		
MILAN SENIORS FOR HE	000000131835	30925113907	5243839	09/26/23	4509.08	0.00	4509.08				
		30925115308	5243840	09/26/23	1188.00	0.00	1188.00				
		30925025711	5243841	09/26/23	225.75	0.00	225.75				
					5922.83	0.00	5922.83		000000572855		
MONROE COUNTY DENTAL	000000132420	092923 554	5243952	09/27/23	41.05	0.00	41.05				
		092923 565	5243953	09/27/23	673.46	0.00	673.46				
					714.51	0.00	714.51		000000572856		
MONROE FAMILY YMCA	000000132435	092923 YMC	5243954	09/27/23	895.32	0.00	895.32				
					895.32	0.00	895.32		000000572857		
MONROE CO.HEALTH INS	000000132450	092923 554M	5243956	09/27/23	710.09	0.00	710.09				
		092923 565M	5243957	09/27/23	11694.39	0.00	11694.39				
		092923 554V	5243959	09/27/23	5.10	0.00	5.10				
		092923 565V	5243960	09/27/23	85.82	0.00	85.82				
					12495.40	0.00	12495.40		000000572858		
MONROE CO. OPPORTUNI	000000132600	30926104913	5243833	09/26/23	7569.47	0.00	7569.47				
		30926094110	5243834	09/26/23	10841.04	0.00	10841.04				
		30926103212	5243835	09/26/23	1543.07	0.00	1543.07				
		30926092409	5243836	09/26/23	12244.50	0.00	12244.50				
		30926113217	5243843	09/26/23	9700.63	0.00	9700.63				
		30926112316	5243844	09/26/23	334.00	0.00	334.00				
		30926111615	5243845	09/26/23	1718.00	0.00	1718.00				
		30926105614	5243846	09/26/23	600.00	0.00	600.00				
					44550.71	0.00	44550.71		000000572859		
					7912.67	0.00	7912.67		000000572860		
MONROE SENIOR CITIZE	000000133450	30926010651	5243832	09/26/23	7912.67	0.00	7912.67				
CITY OF MONROE	000000133650	09222234255	5243920	09/27/23	952.92	0.00	952.92				
		0922234221	5243921	09/27/23	36.87	0.00	36.87				
		0922236840	5243923	09/27/23	83.72	0.00	83.72				
		09222317485	5243925	09/27/23	188.32	0.00	188.32				
		0922235523	5243926	09/27/23	231.19	0.00	231.19				
		09222324826	5243927	09/27/23	25.70	0.00	25.70				
		0922237204	5243940	09/27/23	899.23	0.00	899.23				
		0922234694	5243941	09/27/23	6772.34	0.00	6772.34				
		0922233130	5243942	09/27/23	25.02	0.00	25.02				
		0922234722	5243943	09/27/23	41.00	0.00	41.00				

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Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
CITY OF MONROE	000000133650	0922234697	5243944	09/27/23	134.37	0.00	134.37	000000572861
		0922234254	5243945	09/27/23	1127.89	0.00	1127.89	
		0922238881	5243946	09/27/23	299.47	0.00	299.47	
					10818.04	0.00	10818.04	
PRAIRIE FARMS DAIRY,	000000161170	9079498	5243917	09/27/23	113.27	0.00	113.27	000000572862
		9087436	5243932	09/27/23	94.76	0.00	94.76	
					208.03	0.00	208.03	
SOUTH COUNTY WATER S	000000192299	91523400918	5243910	09/27/23	25.47	0.00	25.47	000000572863
					25.47	0.00	25.47	
UNITED PARCEL SERVIC	000000210200	X1363	5243849	09/26/23	17.04	0.00	17.04	000000572864
		X1373	5243850	09/26/23	11.36	0.00	11.36	
		X8119373	5243933	09/27/23	12.31	0.00	12.31	
					40.71	0.00	40.71	
MONROE COUNTY	000000500002	092923 DPR	5243961	09/27/23	571.17	0.00	571.17	000000572865
		092923 MPR	5243963	09/27/23	30743.28	0.00	30743.28	
		092923 VPR	5243964	09/27/23	88.18	0.00	88.18	
					31402.63	0.00	31402.63	
MONROE COUNTY	000000500003	OCTOBER2023	5243934	09/27/23	297.26	0.00	297.26	000000572866
		SEPT2023	5243935	09/27/23	297.26	0.00	297.26	
		092923 565	5243965	09/27/23	93.42	0.00	93.42	
		092923 554	5243966	09/27/23	3.65	0.00	3.65	
					691.59	0.00	691.59	
MONROE COUNTY GENERA	000000501100	092923 554	5243967	09/27/23	36.13	0.00	36.13	000000572867
					36.13	0.00	36.13	
MONROE COUNTY	000000510725	092923 554	5243968	09/27/23	688.74	0.00	688.74	000000572868
					688.74	0.00	688.74	
MONROE CO. EMP. RETI	000000550200	092923 PST	5243969	09/27/23	276.39	0.00	276.39	000000572869
		092923 RET	5243970	09/27/23	19931.27	0.00	19931.27	
		092923 RTC	5243971	09/27/23	2192.52	0.00	2192.52	
		092923 RTD	5243972	09/27/23	1271.88	0.00	1271.88	
		092923 RTS	5243973	09/27/23	13793.86	0.00	13793.86	
					37465.92	0.00	37465.92	
AIG VALIC	000000550207	092923 AIG	5243974	09/27/23	75.00	0.00	75.00	000000572870
					75.00	0.00	75.00	
UNITED WAY OF MONROE	000000550215	30925112206	5243837	09/26/23	28060.49	0.00	28060.49	000000572871
		092923 UW	5243975	09/27/23	88.00	0.00	88.00	
					28148.49	0.00	28148.49	
GREAT-WEST LIFE & AN	000000550280	092923 GWE	5243976	09/27/23	5987.36	0.00	5987.36	

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Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					5987.36	0.00	5987.36	000000572872
AXA EQUITABLE	000000550285	092923 EQU	5243977	09/27/23	475.00	0.00	475.00	
					475.00	0.00	475.00	000000572873
MONROE CO.UNEMPLOYME	000000550310	092923 565	5243978	09/27/23	63.24	0.00	63.24	
		092923 554	5243979	09/27/23	2.13	0.00	2.13	
					65.37	0.00	65.37	000000572874
MONROE COUNTY WORKER	000000550315	092923 554	5243980	09/27/23	1.59	0.00	1.59	
					1.59	0.00	1.59	000000572875
MONROE CO.LONG TERM	000000550320	092923 565	5243981	09/27/23	552.15	0.00	552.15	
		092923 554	5243982	09/27/23	20.50	0.00	20.50	
					572.65	0.00	572.65	000000572876
MONROE CO.RETIREE HE	000000550325	092923 CRH	5243983	09/27/23	513.36	0.00	513.36	
		092923 DRH	5243984	09/27/23	419.56	0.00	419.56	
		092923 RHC	5243985	09/27/23	5276.13	0.00	5276.13	
		092923 SRH	5243986	09/27/23	3999.27	0.00	3999.27	
					10208.32	0.00	10208.32	000000572877
BRIAN HOPPERT	000000710124	09/11/23	5243987	09/27/23	6.35	0.00	6.35	
					6.35	0.00	6.35	000000572878
PURE PSYCHIATRY OF M	000000721648	30920013608	5243842	09/26/23	1225.00	0.00	1225.00	
					1225.00	0.00	1225.00	000000572879
CARL J. SCHMIDT	000000721904	9/10-9/23	5243848	09/26/23	3044.15	0.00	3044.15	
					3044.15	0.00	3044.15	000000572880
TODD AND LISA JONES	000000730705	6062RST	5243830	09/26/23	50.00	0.00	50.00	
					50.00	0.00	50.00	000000572881
JUANITA ARELLANO	CLERK/REGIST	23-145938PP	5243827	09/25/23	500.00	0.00	500.00	
					500.00	0.00	500.00	000000572882
LAURA SCRIVNER	JURY WHITE	1010	5243900	09/27/23	64.50	0.00	64.50	
					64.50	0.00	64.50	000000572883
DEREK CORRIN	JURY WHITE	1089	5243863	09/27/23	16.20	0.00	16.20	
					16.20	0.00	16.20	000000572884
KIMBERLY JENNINGS	JURY WHITE	1106	5243878	09/27/23	21.20	0.00	21.20	
					21.20	0.00	21.20	000000572885
SONJA JOHNSON	JURY WHITE	1390	5243879	09/27/23	15.40	0.00	15.40	

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Office 001	Main	Bank	BNK001	National City Bank	Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					15.40	0.00	15.40	000000572886	
TOMMY THOMPSON	JURY WHITE	1516	5243908	09/27/23	21.00	0.00	21.00		
					21.00	0.00	21.00	000000572887	
JACK BAILEY	JURY WHITE	1528	5243855	09/27/23	17.20	0.00	17.20		
					17.20	0.00	17.20	000000572888	
JAIME TUCKER	JURY WHITE	1537	5243909	09/27/23	62.90	0.00	62.90		
					62.90	0.00	62.90	000000572889	
SARINA STORM	JURY WHITE	1597	5243906	09/27/23	21.60	0.00	21.60		
					21.60	0.00	21.60	000000572890	
MEGAN SHOTWELL	JURY WHITE	1642	5243903	09/27/23	15.40	0.00	15.40		
					15.40	0.00	15.40	000000572891	
XANDER FRIEDRICH	JURY WHITE	165	5243870	09/27/23	21.80	0.00	21.80		
					21.80	0.00	21.80	000000572892	
JANET SALENBIEN	JURY WHITE	1700	5243897	09/27/23	21.60	0.00	21.60		
					21.60	0.00	21.60	000000572893	
COURTNEY SISUNG	JURY WHITE	2163	5243904	09/27/23	18.60	0.00	18.60		
					18.60	0.00	18.60	000000572894	
SANDRA LIBSTORFF	JURY WHITE	2176	5243883	09/27/23	15.60	0.00	15.60		
					15.60	0.00	15.60	000000572895	
STEPHEN SNARE	JURY WHITE	2364	5243905	09/27/23	62.50	0.00	62.50		
					62.50	0.00	62.50	000000572896	
AMY MATTHES	JURY WHITE	2548	5243885	09/27/23	17.20	0.00	17.20		
					17.20	0.00	17.20	000000572897	
DAVID HARTWIG	JURY WHITE	2660	5243873	09/27/23	18.80	0.00	18.80		
					18.80	0.00	18.80	000000572898	
NELLY ALVARADO	JURY WHITE	2681	5243853	09/27/23	15.60	0.00	15.60		
					15.60	0.00	15.60	000000572899	
SHERRY WATERS	JURY WHITE	2687	5243913	09/27/23	17.40	0.00	17.40		
					17.40	0.00	17.40	000000572900	
CLARENCE HARRELL JR	JURY WHITE	2820	5243872	09/27/23	53.30	0.00	53.30		
					53.30	0.00	53.30	000000572901	
RENEE SCHWARTZ	JURY WHITE	295	5243899	09/27/23	21.00	0.00	21.00		

NON CLAIM RUN 09/29/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		09/28/23		PAGE	7
Office 001	Main	Bank	BNK001	National City Bank		Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					21.00	0.00	21.00	000000572902			
JAMES KENDRICK	JURY WHITE	2961	5243880	09/27/23	23.60	0.00	23.60	000000572903			
					23.60	0.00	23.60				
CONNIE SHAW	JURY WHITE	3127	5243902	09/27/23	21.00	0.00	21.00	000000572904			
					21.00	0.00	21.00				
JARED RICE	JURY WHITE	3235	5243895	09/27/23	17.40	0.00	17.40	000000572905			
					17.40	0.00	17.40				
AMANDA MUCK	JURY WHITE	3361	5243889	09/27/23	62.90	0.00	62.90	000000572906			
					62.90	0.00	62.90				
BRETT HILL	JURY WHITE	3371	5243875	09/27/23	20.20	0.00	20.20	000000572907			
					20.20	0.00	20.20				
KARI DYER	JURY WHITE	3652	5243866	09/27/23	18.60	0.00	18.60	000000572908			
					18.60	0.00	18.60				
ERIC COUSINO	JURY WHITE	367	5243864	09/27/23	23.40	0.00	23.40	000000572909			
					23.40	0.00	23.40				
DANIEL BAKER	JURY WHITE	3763	5243856	09/27/23	16.20	0.00	16.20	000000572910			
					16.20	0.00	16.20				
ROBERT HOUCK SR	JURY WHITE	4111	5243877	09/27/23	67.70	0.00	67.70	000000572911			
					67.70	0.00	67.70				
RANDALL BEELER	JURY WHITE	4151	5243857	09/27/23	54.90	0.00	54.90	000000572912			
					54.90	0.00	54.90				
AMANDA NAGEL	JURY WHITE	4348	5243890	09/27/23	54.10	0.00	54.10	000000572913			
					54.10	0.00	54.10				
ANGELA CLARK	JURY WHITE	4446	5243861	09/27/23	19.80	0.00	19.80	000000572914			
					19.80	0.00	19.80				
KENT ABEL	JURY WHITE	4544	5243851	09/27/23	20.60	0.00	20.60	000000572915			
					20.60	0.00	20.60				
NICOLE HILSENBECK	JURY WHITE	4582	5243876	09/27/23	64.90	0.00	64.90	000000572916			
					64.90	0.00	64.90				
MICHAEL KOHLMAN	JURY WHITE	4790	5243881	09/27/23	22.20	0.00	22.20	000000572917			
					22.20	0.00	22.20				
LILIANA NASON	JURY WHITE	4977	5243891	09/27/23	20.00	0.00	20.00				

NON CLAIM RUN 09/29/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		09/28/23		PAGE 8	
Office 001	Main	Bank	BNK001	National City Bank		Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					20.00	0.00	20.00	000000572918			
ANGELA PIZZIMENTI	JURY WHITE	5086	5243893	09/27/23	19.60	0.00	19.60	000000572919			
					19.60	0.00	19.60				
DEBORAH SENNE	JURY WHITE	5150	5243901	09/27/23	20.80	0.00	20.80	000000572920			
					20.80	0.00	20.80				
LAURA RYE	JURY WHITE	5167	5243896	09/27/23	15.40	0.00	15.40	000000572921			
					15.40	0.00	15.40				
DAVID COGAN	JURY WHITE	5179	5243862	09/27/23	21.00	0.00	21.00	000000572922			
					21.00	0.00	21.00				
TYLER WOODRING	JURY WHITE	5247	5243914	09/27/23	19.00	0.00	19.00	000000572923			
					19.00	0.00	19.00				
SHAYLA FRAZIER	JURY WHITE	54	5243869	09/27/23	15.80	0.00	15.80	000000572924			
					15.80	0.00	15.80				
ALLISON PINKELMAN	JURY WHITE	5555	5243892	09/27/23	17.60	0.00	17.60	000000572925			
					17.60	0.00	17.60				
JEAN BRYANT	JURY WHITE	5713	5243860	09/27/23	15.80	0.00	15.80	000000572926			
					15.80	0.00	15.80				
ZACHARY SCHERER	JURY WHITE	6511	5243898	09/27/23	18.40	0.00	18.40	000000572927			
					18.40	0.00	18.40				
DUSTIN MARTIN	JURY WHITE	6515	5243884	09/27/23	17.00	0.00	17.00	000000572928			
					17.00	0.00	17.00				
BRUCE LANGTON	JURY WHITE	7154	5243882	09/27/23	20.80	0.00	20.80	000000572929			
					20.80	0.00	20.80				
KEAGAN WARNER	JURY WHITE	7254	5243912	09/27/23	18.60	0.00	18.60	000000572930			
					18.60	0.00	18.60				
PATRICIA ADAMS	JURY WHITE	7493	5243852	09/27/23	56.50	0.00	56.50	000000572931			
					56.50	0.00	56.50				
BARBARA FARR	JURY WHITE	7807	5243867	09/27/23	66.90	0.00	66.90	000000572932			
					66.90	0.00	66.90				
SUSAN MILAM	JURY WHITE	7828	5243888	09/27/23	22.20	0.00	22.20	000000572933			
					22.20	0.00	22.20				
DORENE TEGTMEYER	JURY WHITE	8467	5243907	09/27/23	21.00	0.00	21.00				

NON CLAIM RUN 09/29/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		09/28/23		PAGE	9
Office 001	Main	Bank	BNK001	National City Bank	Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					21.00	0.00	21.00	000000572934			
DAWN BAGOZZI	JURY WHITE	8499	5243854	09/27/23	66.10	0.00	66.10	000000572935			
					66.10	0.00	66.10				
VERONICA DURAN	JURY WHITE	8938	5243865	09/27/23	19.40	0.00	19.40	000000572936			
					19.40	0.00	19.40				
CRYSTAL MCCAILL	JURY WHITE	9033	5243887	09/27/23	15.40	0.00	15.40	000000572937			
					15.40	0.00	15.40				
BENJAMIN FLEMING	JURY WHITE	9066	5243868	09/27/23	58.90	0.00	58.90	000000572938			
					58.90	0.00	58.90				
DENISE RAMSEY	JURY WHITE	9100	5243894	09/27/23	19.80	0.00	19.80	000000572939			
					19.80	0.00	19.80				
MADDYSON VANECKHOUT	JURY WHITE	9113	5243911	09/27/23	17.80	0.00	17.80	000000572940			
					17.80	0.00	17.80				
JENNIFER BROMLEY	JURY WHITE	9228	5243858	09/27/23	21.60	0.00	21.60	000000572941			
					21.60	0.00	21.60				
AMY HELPMAN	JURY WHITE	9385	5243874	09/27/23	67.70	0.00	67.70	000000572942			
					67.70	0.00	67.70				
MARK FROMM	JURY WHITE	9485	5243871	09/27/23	21.00	0.00	21.00	000000572943			
					21.00	0.00	21.00				
CYNTHIA BROSSIA	JURY WHITE	9791	5243859	09/27/23	16.00	0.00	16.00	000000572944			
					16.00	0.00	16.00				
LINDA MATTHEWS	JURY WHITE	9984	5243886	09/27/23	17.00	0.00	17.00	000000572945			
					17.00	0.00	17.00				
DEBRA ASH	JURY-EICHER	(A) 8/23	5243806	09/25/23	15.20	0.00	15.20	000000572946			
					15.20	0.00	15.20				
DAVID BUCHKO	JURY-EICHER	(B) 8/23	5243807	09/25/23	15.20	0.00	15.20	000000572947			
					15.20	0.00	15.20				
RILEY CORNETT	JURY-EICHER	(C) 8/23	5243808	09/25/23	35.20	0.00	35.20	000000572948			
					35.20	0.00	35.20				
SAMANTHA COX	JURY-EICHER	(D) 8/23	5243809	09/25/23	35.60	0.00	35.60	000000572949			
					35.60	0.00	35.60				
NEIL DRESSEL	JURY-EICHER	(E) 8/23	5243810	09/25/23	33.00	0.00	33.00				

NON CLAIM RUN 09/29/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		09/28/23		PAGE 10	
Office 001	Main	Bank	BNK001	National City Bank		Run 005317	Payment Date 09/29/23	Pay-thru Date 09/27/23			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					33.00	0.00	33.00	000000572950			
TAMMY FIELDS	JURY-EICHER	(F) 8/23	5243811	09/25/23	22.00	0.00	22.00	000000572951			
					22.00	0.00	22.00	000000572951			
BRANDY GRISIER	JURY-EICHER	(G) 8/23	5243812	09/25/23	22.20	0.00	22.20	000000572952			
					22.20	0.00	22.20	000000572952			
THOMAS HUGHEY JR	JURY-EICHER	(H) 8/23	5243813	09/25/23	19.00	0.00	19.00	000000572953			
					19.00	0.00	19.00	000000572953			
RYAN LAGINESS	JURY-EICHER	(I) 8/23	5243814	09/25/23	19.00	0.00	19.00	000000572954			
					19.00	0.00	19.00	000000572954			
JACK LUNKAS	JURY-EICHER	(J) 8/23	5243815	09/25/23	35.00	0.00	35.00	000000572955			
					35.00	0.00	35.00	000000572955			
GUSTAVE MATHE	JURY-EICHER	(K) 8/23	5243816	09/25/23	15.20	0.00	15.20	000000572956			
					15.20	0.00	15.20	000000572956			
CASEY MYERS	JURY-EICHER	(L) 8/23	5243817	09/25/23	23.00	0.00	23.00	000000572957			
					23.00	0.00	23.00	000000572957			
CHELSEA PETTRY	JURY-EICHER	(M) 8/23	5243818	09/25/23	21.00	0.00	21.00	000000572958			
					21.00	0.00	21.00	000000572958			
MARY RILLSTON	JURY-EICHER	(N) 8/23	5243819	09/25/23	20.20	0.00	20.20	000000572959			
					20.20	0.00	20.20	000000572959			
CHEYENNE ROBERTSON	JURY-EICHER	(O) 8/23	5243820	09/25/23	30.20	0.00	30.20	000000572960			
					30.20	0.00	30.20	000000572960			
EMILY SCHROEDER	JURY-EICHER	(P) 8/23	5243821	09/25/23	33.80	0.00	33.80	000000572961			
					33.80	0.00	33.80	000000572961			
FREDERICK SMITH	JURY-EICHER	(Q) 8/23	5243822	09/25/23	19.00	0.00	19.00	000000572962			
					19.00	0.00	19.00	000000572962			
MARY WICKENHEISER	JURY-EICHER	(R) 8/23	5243823	09/25/23	16.80	0.00	16.80	000000572963			
					16.80	0.00	16.80	000000572963			
MICHAEL WULLNER	JURY-EICHER	(S) 8/23	5243824	09/25/23	21.00	0.00	21.00	000000572964			
					21.00	0.00	21.00	000000572964			
RONNIE A & PATRICIA	TREASURER	PRE 2022	5243847	09/26/23	1390.77	0.00	1390.77	000000572965			
					1390.77	0.00	1390.77	000000572965			
BANK BNK001 - TOTAL					260918.24	0.00	260918.24	*			
OFFICE 001 - TOTAL					260918.24	0.00	260918.24	**			



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163

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

August 30, 2023

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

**Re: Transition Plan for Animal Control Enforcement
Restructuring of Sheriff's Records Division & Administrative Staff**

Dear Chairman Richardville and Members of the Operations Committee:

On July 18, 2023, the Board approved the transition plan for Animal Shelter services to the Humane Society of Monroe County. In our communication and plan for this transition, subject to your approval we would then present to the Board our proposal to restructure Animal Control Division enforcement services. This would include the related financial changes and support for this restructuring. Now that the Humane Society management of the shelter is in place, we are herein submitting our details for the aforementioned restructuring.

The Plan:

We continuously evaluate and shape the organization in a way to improve services to the community. As we contemplated the manner in delivering animal control enforcement, we looked further at related operations to include staffing the Records Division. With input from administration, we included a focus on benefits to the broader functional area of public safety, specifically, Central Dispatch. To this end, our proposal will have benefit beyond our office and into Central Dispatch and our local law enforcement agencies by operating the Records Division 24 hours a day.

Finally, we looked at the administrative tasks being performed by Sheriff's Office law enforcement professionals, and include an additional administrative position to relieve law enforcement officers and corrections supervisors allow them to focus their time in delivering more direct law enforcement services in the community. In our outline that follows, we will explain further. These organizational changes focus on delivering an enhanced level of public safety to our community.

Animal Control Division

With animal shelter services under the control of the Humane Society of Monroe County, it creates an opportunity to enhance response times by reallocating staffing previously required for shelter operations into staffing for calls for service from our citizens. The plan will bring our animal control officer staffing to three (3) full time positions to better manage the call volumes and related animal control enforcement and investigation under the animal control ordinance.

Positions Added in Plan:

One (1) Animal Control Officer

Positions Eliminated in Plan

One (1) Chief Animal Control Officer

One (1) Kennel Master/Records Processing Clerk

Part-time pool cost for part-time Kennel Masters

Records Division

Part of the Sheriff's Office strategic vision is resuming 24-hour operations of the Records Division. In order to achieve this, we are proposing the addition of two (2) records bureau specialists to supplement existing staff to allow the Records Division to perform services around the clock.

As noted in the summary outline, there are advantages beyond the Sheriff's Office by approving this staffing plan for the Records Division.

- a) Records Division staff will, again be able to complete clerical duties for records management that were transferred to Central Dispatch because of the financial challenges of the past and the prior action to limit Records Division hours. This proposed staffing enhancement will allow 911 dispatchers to remain focused on 911 call duties. As call volumes have risen, each dispatcher has faced increased difficulties handling both answering emergency calls and dispatching services while managing tasks better suited by the Records Division. This will help enhance the quality of 911 dispatching in Monroe County.
- b) Having records staffed 24/7 will allow jail sergeants to remain in the jail corrections areas supervising inmate management, instead of in the records bureau processing bond paperwork and related tasks to meet next-day deadlines. This has become more prevalent as the Records Division is not staffed to perform these services after standard hours so jail sergeants are pressed to perform these tasks.
- c) The Sheriff's Office will be the only law enforcement agency in Monroe County open to the public 24-hours a day while also supporting all other agencies for records support.

Positions Added in Plan:

Two (2) Records Bureau Specialists

Positions Eliminated in Plan

None

Administrative Division

As noted, under the Animal Control Division changes a Chief Animal Control Officer was eliminated and one (1) Animal Control Officer was added. However, the division requires supervision, leadership and knowledge of the laws and investigative strategies when responding to calls for service. Accordingly and with these supervisory duties and responsibilities added to the standard duties of a Sergeant position, this moves the position into the rank of Lieutenant.

Finally, with the Board's support, we have added law enforcement hours into the community through several strategies over the past couple of years. By creating an office manager position, we will be strengthening our administrative resources with non-law enforcement staff time and make available officer time directed to the community (boots on the street) rather than toward required administrative

work that may be performed by civilian personnel. The office manager will supervise all support staff, Records Division staff and oversee the Sheriff’s Office FOIA requests and responses.

Positions Added in Plan:

One (1) Office Manager

Positions Eliminated in Plan

None

Positions Reclassified:

Sergeant to Lieutenant

Financial Summary

We have worked closely with administration and attached the financial outcome of this plan. The financial outcome is based on 2023 costs:

Animal Control Shelter Operations Transitioned to Human Society	\$36,737-Cost
Staffing Reorganization with Payroll Changes	<u>\$66,756-Savings</u>
<i>Total of all elements of plan</i>	<i>\$30,019-Net Savings</i>

The overall plan is a cost savings to implement based on a September 24, 2023 effective date. Beyond the cost savings, we feel the overall benefits and value of what the plan will deliver much more in terms of results through responsiveness and support to public safety. This includes providing relief to 911 dispatchers to focus on emergency dispatching, maintaining records services as an available resource 24/7 and directing as much law enforcement officer’s time into our community rather than internal administrative duties helps justified.

A final related note, separately we have written to the Board, that the Monroe County Animal Control Ordinance has been updated to reflect the changes from our office no longer operating the animal shelter.

Feel free to contact me should you have any questions or concerns.

Sincerely,

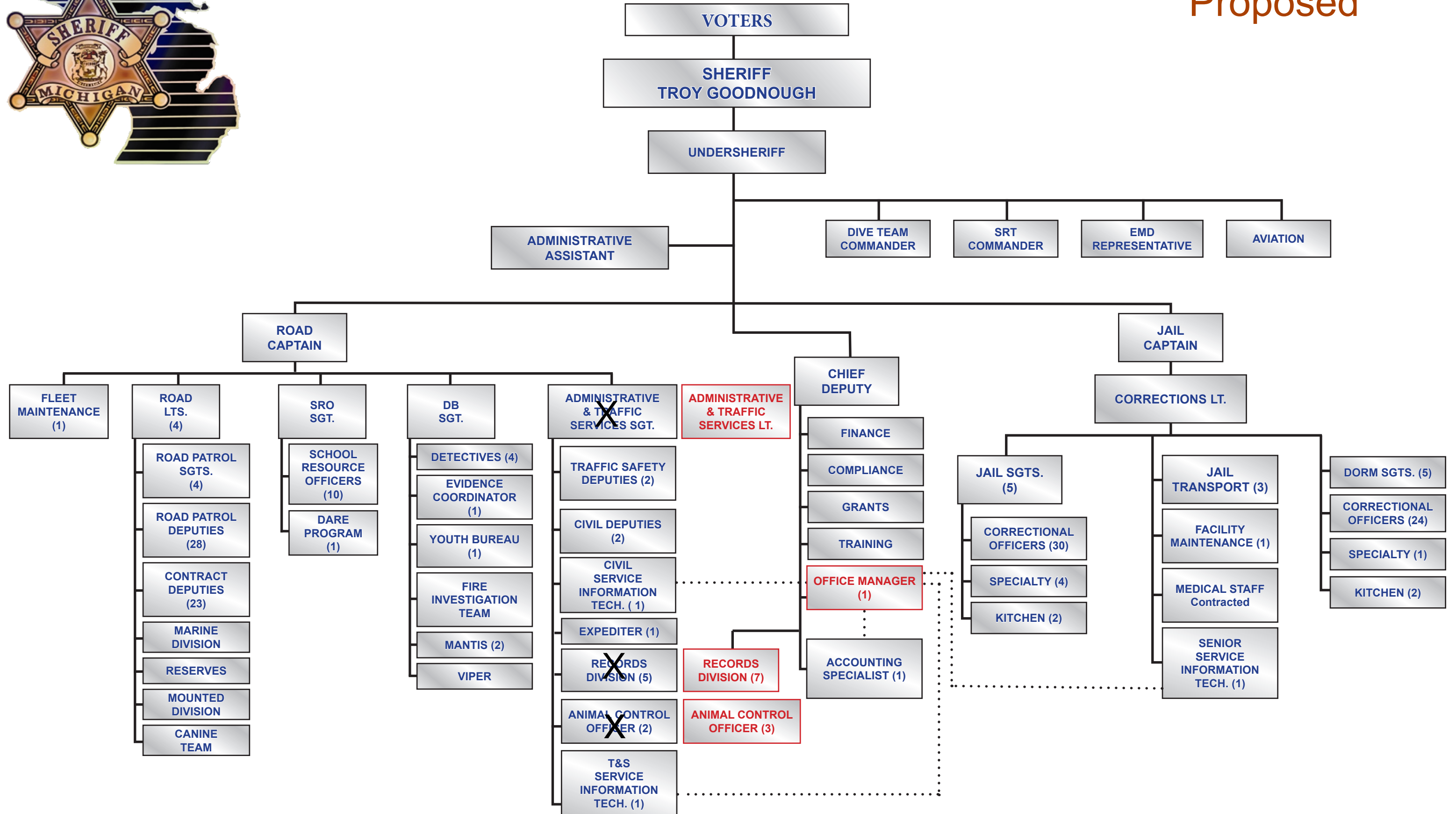


Troy Goodnough
Monroe County Sheriff



MONROE COUNTY SHERIFF'S OFFICE

Proposed





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graph TD
    VOTERS[VOTERS] --> SHERIFF[SHERIFF  
TROY GOODNOUGH]
    SHERIFF --> UNDERSHERIFF[UNDERSHERIFF]
    UNDERSHERIFF --> ADMIN_ASSISTANT[ADMINISTRATIVE  
ASSISTANT]
    UNDERSHERIFF --> DIVES[DIVE TEAM  
COMMANDER]
    UNDERSHERIFF --> SRT[SRT  
COMMANDER]
    UNDERSHERIFF --> EMD[EMD  
REPRESENTATIVE]
    UNDERSHERIFF --> AVIATION[AVIATION]
    UNDERSHERIFF --> ROAD_CAPTAIN[ROAD  
CAPTAIN]
    UNDERSHERIFF --> CHIEF_DEPUTY[CHIEF  
DEPUTY]
    UNDERSHERIFF --> JAIL_CAPTAIN[JAIL  
CAPTAIN]

    ROAD_CAPTAIN --> FLEET[FLEET  
MAINTENANCE  
(1)]
    ROAD_CAPTAIN --> ROAD_LTS[ROAD  
LTS.  
(4)]
    ROAD_CAPTAIN --> SRO[SRO  
SGT.]
    ROAD_CAPTAIN --> DB[DB  
SGT.]
    ROAD_CAPTAIN --> ADMIN_TRAFFIC[ADMINISTRATIVE & TRAFFIC  
SERVICES SGT.]

    ROAD_LTS --> ROAD_PATROL_SGTS[ROAD PATROL  
SGTS.  
(4)]
    ROAD_LTS --> ROAD_PATROL_DEPUTIES[ROAD PATROL  
DEPUTIES  
(28)]
    ROAD_LTS --> CONTRACT_DEPUTIES[CONTRACT  
DEPUTIES  
(23)]
    ROAD_LTS --> MARINE[MARINE  
DIVISION]
    ROAD_LTS --> RESERVES[RESERVES]
    ROAD_LTS --> MOUNTED[MOUNTED  
DIVISION]
    ROAD_LTS --> CANINE[CANINE  
TEAM]

    SRO --> SCHOOL_RESOURCE[SCHOOL  
RESOURCE  
OFFICERS  
(10)]
    SRO --> DARE[DARE  
PROGRAM  
(1)]

    DB --> DETECTIVES[DETECTIVES (4)]
    DB --> EVIDENCE[EVIDENCE  
COORDINATOR  
(1)]
    DB --> YOUTH[YOUTH BUREAU  
(1)]
    DB --> FIRE[FIRE  
INVESTIGATION  
TEAM]
    DB --> MANTIS[MANTIS (2)]
    DB --> VIPER[VIPER]

    ADMIN_TRAFFIC --> TRAFFIC_DEPUTIES[TRAFFIC SAFETY  
DEPUTIES (2)]
    ADMIN_TRAFFIC --> T_S[T&S  
SERVICE  
INFORMATION  
TECH. (1)]
    ADMIN_TRAFFIC --> CIVIL_DEPUTIES[CIVIL DEPUTIES  
(2)]
    ADMIN_TRAFFIC --> CIVIL_SERVICE[CIVIL  
SERVICE  
INFORMATION  
TECH. (1)]
    ADMIN_TRAFFIC --> RECORDS[RECORDS  
DIVISION (5)]
    ADMIN_TRAFFIC --> ANIMAL[ANIMAL CONTROL  
OFFICER (2)]
    ADMIN_TRAFFIC --> EXPEDITER[EXPEDITER (1)]

    CHIEF_DEPUTY --> FINANCE[FINANCE]
    CHIEF_DEPUTY --> COMPLIANCE[COMPLIANCE]
    CHIEF_DEPUTY --> GRANTS[GRANTS]
    CHIEF_DEPUTY --> TRAINING[TRAINING]
    CHIEF_DEPUTY --> ACCOUNTING[ACCOUNTING  
SPECIALIST  
(1)]

    JAIL_CAPTAIN --> CORRECTIONS_LT[CORRECTIONS LT.]
    CORRECTIONS_LT --> JAIL_SGTS[JAIL SGTS.  
(5)]
    CORRECTIONS_LT --> JAIL_TRANSPORT[JAIL  
TRANSPORT (3)]
    CORRECTIONS_LT --> DORM_SGTS[DORM SGTS. (5)]
    CORRECTIONS_LT --> CORRECTIONAL[CORRECTIONAL  
OFFICERS (24)]
    CORRECTIONS_LT --> SPECIALTY[SPECIALTY (1)]
    CORRECTIONS_LT --> KITCHEN[KITCHEN (2)]

    JAIL_SGTS --> CORRECTIONAL_OFFICERS[CORRECTIONAL  
OFFICERS (30)]
    JAIL_SGTS --> SPECIALTY_4[SPECIALTY (4)]
    JAIL_SGTS --> KITCHEN_2[KITCHEN (2)]

    JAIL_TRANSPORT --> FACILITY[FACILITY  
MAINTENANCE (1)]
    JAIL_TRANSPORT --> MEDICAL[MEDICAL STAFF  
Contracted]
    JAIL_TRANSPORT --> SENIOR[SENIOR  
SERVICE  
INFORMATION  
TECH. (1)]

    DORM_SGTS --> CORRECTIONAL_24[CORRECTIONAL  
OFFICERS (24)]
    DORM_SGTS --> SPECIALTY_1[SPECIALTY (1)]
    DORM_SGTS --> KITCHEN_2_2[KITCHEN (2)]
  
```

07/26/2023

HIRING REVIEW FORM

Department: Sheriff's Office

Vacancy Job Title: Transition Plan for Animal Control Enforcement /Restructuring of Divisions

Brief Job Description:

Create one additional Animal Control Officer, two Records Bureau Specialist, one Office Manager and reclassify a Sergeant to a Lieutenant. Eliminate one Chief Animal Control Officer, one Kennel Master/RPC and the part-time pool of part-time Kennel Masters.

Budgeted Position: ☐ YES
If YES, are Funds Available? ☐ YES * Must be verified by Finance/HR
☐ NO *Must provide Funding Plan, verified by
☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

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

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

The overall plan is a cost savings to implement based on a 09/24/2023 effective date. Beyond the cost savings, we feel the overall benefits and value of what the plan will deliver much more in terms of results through responsiveness and support to public safety. This includes providing relief to 911 to focus on emergency dispatching, maintaining records services as an available resource 24/7& directing as much law enforcement officers time into our community rather than internal administration duties.

Completed By: Troy Goodnought, Sheriff DATE: 09/14/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment necessary. The cost of the transition plan for Animal Control and the restructuring of the the Records Division and Administrative staff is included in the 2023 budget.

HR. Positions will be filled in accordance to County policies.

Finance Reviewer: Sue Maier DATE: 09/14/2023
HR Reviewer: Aundrea Armstrong DATE: 09/14/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County Office Manager – Sheriff’s Office

Department: Sheriff’s Office

Wage Grade: Rye - 10

FLSA Status: Exempt

Affiliation: Non-Union

General Summary:

Under the direction of the Chief Deputy, manages the support functions of the Sheriff’s Office. Supervises the employees engaged in providing administrative support and reception services to the Sheriff’s Office and coordinates the administrative functions and reception services.

Essential Functions: *An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.*

- Supervises Service Information Technicians, and Records Bureau Specialists, including interviewing and making employment recommendations, training, scheduling, reviewing and evaluating performance, and handling employee relation issues in the early stages.
- Oversees payroll, approves overtime for administrative support staff, and makes staffing-related decisions.
- Delegates work assignments and responsible for the timely completion and accuracy of all tasks completed within the area of responsibility.
- Oversees reception services of the Sheriff’s Office and responds to inquiries regarding procedural and operational issues.
- Assists staff with the more technical/complex issues
- Responsible for the Law Enforcement Information Network (LEIN) functions.
- Ensures the entire Sheriff’s Office, and all employees, are compliant with the rules and requirements of Training and Certification (TAC) and Criminal Justice Information Services (CJIS).
- Oversees the Freedom of Information Act (FOIA) requests for the Sheriff’s Office in compliance with the County’s FOIA procedures and guidelines.
- Assists the Chief Deputy with record keeping on training activities for all Sheriff’s Office employees.
- Provides administrative support to the Chief Deputy including obligations surrounding new hires, academy enrollment, grant applications, and budget preparation. Complete annual grant report for State and Federal agencies.

Employment Qualifications:

Education: High School graduate or equivalent with some advanced coursework or certification in business leadership, management, or administration. Associate's degree in business, administration, leadership, management, or related fields preferred.

Experience: Four years of progressively responsible experience in an office setting preferably providing supervision.

Other Requirements:

Ability to obtain LEIN operator certification during employment.

Must obtain MITN operator certification the first year of employment.

Drug Testing: Applicant will be screened for the use of illegal controlled substances. This testing will be completed after the conditional offer of employment.

Good Moral Character: Possess a good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to all criminal and civil law violations as indicating a lack of good character.

Fingerprinting: Applicants will be fingerprinted to search State and Federal fingerprint files to disclose criminal records.

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, use of computer software (MS Word/MS Excel) managing files and records, and other office procedures and terminology.
- Principles and processes of providing customer service.
- Public Safety and Security – relevant equipment, policies, procedures, and strategies to promote the effective local, state, or national security operations for the protection of people, data, and institutions.

Skill in:

- Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Being proactive with improvements and concerns related to job duties.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — talking to others to convey information effectively.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Complex Problem Solving — identifying complex problems and reviewing related

- information to develop and evaluate options and implement solutions.
- Service Oriented — actively looking for ways to help people.
- Writing — communicating effectively in writing as appropriate for the needs of the audience.

Ability to:

- Flexibility of Closure – identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Selective Attention – concentrate on a task over a period of time without being distracted.
- Listen to and understand information and ideas presented through spoken words and sentences, as well as communicate information and ideas in a way others will understand.
- Work well under pressure, prioritizing critical needs over routine ones. Manage multiple concurrent deadlines.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Apply general rules to specific problems to produce answers that make sense.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve information from a computer.
- Ability to access all areas of the Sheriff's Office.
- Ability to effectively communicate with others.
- Ability to stand or sit for long periods of time.
- Ability to lift and move items weighing up to 10 lbs.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Vision to read printed materials as well as a computer screen.

Working Conditions:

- Work in office conditions.
- Exposure to individuals charged and/ or convicted of criminal offenses.

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
<u>Position</u>															
Office Manager-Sheriff's Office	267	a2	340	280	35	b2	340	100	90	325	60	5	1807	10	1751-1900

	ITEM	DATE	Department	ALLOCATION	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	ANNUAL BUDGET	2023	30103	1	union_09	S11	SERGEANT	\$ 82,454	\$ 78,059	\$160,513
	ANNUAL BUDGET	2023	43000	1	union_04G	RYE11	CHIEF ANIMAL CONTROL OFFICER	\$ 64,293	\$ 23,452	\$ 87,744
	ANNUAL BUDGET	2023	43000	1	union_04GA	RYE07	ANIMAL CONTROL OFFICER	\$ 38,125	\$ 18,419	\$ 56,544
	ANNUAL BUDGET	2023	43000	1	union_04GA	RYE07	ANIMAL CONTROL OFFICER	\$ 37,644	\$ 18,191	\$ 55,835
	ANNUAL BUDGET	2023	43000	1	union_04GA	RYE05	KENNEL MASTER/RECORDS PROCESSING CLERK II	\$ 33,201	\$ 21,874	\$ 55,075
	ANNUAL BUDGET	2023	30100	1	union_00A	RYE08	ADMINISTRATIVE ASSISTANT	\$ 47,985	\$ 21,158	\$ 69,143
	ANNUAL BUDGET	2023	43000	1	union_00	RYE05	PT KENNEL MASTERS	\$ 39,304	\$ 3,985	\$ 43,289
	ANNUAL BUDGET	2023	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 28,854	\$ 26,669	\$ 55,522
							TOTAL ANNUAL BUDGET-GENERAL FUND	\$371,859	\$211,806	\$583,665
ACTUAL COST	ACTUAL COST	THROUGH 9/23/23	30103	1	union_09	S11	SERGEANT	\$ 57,490	\$ 56,435	\$113,926
	ACTUAL COST	THROUGH 7/2/23	43000	1	union_04G	RYE11	CHIEF ANIMAL CONTROL OFFICER	\$ 26,356	\$ 9,113	\$ 35,470
	ACTUAL COST	THROUGH 7/26/23	43000	1	union_04GA	RYE07	ANIMAL CONTROL OFFICER	\$ 22,886	\$ 10,704	\$ 33,590
	ACTUAL COST	THROUGH 6/11/23	43000	1	union_04GA	RYE07	ANIMAL CONTROL OFFICER	\$ 17,080	\$ 7,801	\$ 24,881
	ACTUAL COST	THROUGH 7/17/23	43000	1	union_04GA	RYE05	KENNEL MASTER/RECORDS PROCESSING CLERK II	\$ 19,375	\$ 12,763	\$ 32,138
	ACTUAL COST	THROUGH 9/23/23	30100	1	union_00A	RYE08	ADMINISTRATIVE ASSISTANT	\$ 36,841	\$ 16,598	\$ 53,439
	ACTUAL COST	THROUGH 7/20/23	43000	1	union_00	RYE05	PT KENNEL MASTERS	\$ 11,976	\$ 1,214	\$ 13,191
	ACTUAL COST	THROUGH 9/23/23	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 21,337	\$ 19,846	\$ 41,183
							TOTAL ACTUAL-GENERAL FUND	\$213,343	\$134,473	\$347,816
							AVAILABLE BUDGET-GENERAL FUND	\$158,516	\$ 77,333	\$235,849
SCENARIO 1-STEP 1 ADMINISTRATIVE ASSISTANT	PROPOSED	PROMOTION EFF 9/24/23	30103	1	union_09	S12	LIEUTENANT	\$ 25,057	\$ 21,994	\$ 47,051
	PROPOSED	DOH: 9/24/23	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 9,817	\$ 1,868	\$ 11,685
	PROPOSED	DOH: 9/24/23	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 9,817	\$ 1,868	\$ 11,685
	PROPOSED	DOH: 8/21/23	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 13,669	\$ 3,852	\$ 17,521
	PROPOSED	DOH: 7/26/23	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 16,382	\$ 5,717	\$ 22,098
	PROPOSED	TRANSFER: 9/24/23 STEP 5	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 12,815	\$ 5,618	\$ 18,433
	PROPOSED	PROMOTION EFF 9/24/23	30100	1	union_00	RYE10	OFFICE MANAGER	\$ 14,661	\$ 6,446	\$ 21,107
	PROPOSED	DOH: 9/24/23 STEP 1	30100	1	union_00	RYE08	ADMINISTRATIVE ASSISTANT	\$ 9,353	\$ 1,639	\$ 10,992
	PROPOSED	DOH: 9/24/23	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 6,003	\$ 1,174	\$ 7,176
							TOTAL PROPOSED-GENERAL FUND STEP 1 ADMIN ASST	\$117,574	\$ 50,176	\$167,750
							TOTAL COST/(SAVINGS) GENERAL FUND STEP 1 ADMIN ASST	\$ (40,942)	\$ (27,157)	\$ (68,099)
SCENARIO 2-STEP 5 ADMINISTRATIVE ASSISTANT	PROPOSED	PROMOTION EFF 9/24/23	30103	1	union_09	S12	LIEUTENANT	\$ 25,057	\$ 21,994	\$ 47,051
	PROPOSED	DOH: 9/24/23	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 9,817	\$ 1,868	\$ 11,685
	PROPOSED	DOH: 9/24/23	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 9,817	\$ 1,868	\$ 11,685
	PROPOSED	DOH: 8/21/23	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 13,669	\$ 3,852	\$ 17,521
	PROPOSED	DOH: 7/26/23	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 16,382	\$ 5,717	\$ 22,098
	PROPOSED	TRANSFER: 9/24/23 STEP 5	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 12,815	\$ 5,618	\$ 18,433
	PROPOSED	PROMOTION EFF 9/24/23	30100	1	union_00	RYE10	OFFICE MANAGER	\$ 14,661	\$ 6,446	\$ 21,107
	PROPOSED	TRANSFER: 9/24/23 STEP 5	30100	1	union_00	RYE08	ADMINISTRATIVE ASSISTANT	\$ 10,496	\$ 1,839	\$ 12,335
	PROPOSED	DOH: 9/24/23	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 6,003	\$ 1,174	\$ 7,176
							TOTAL PROPOSED-GENERAL FUND STEP 5 ADMIN ASST	\$118,717	\$ 50,376	\$169,093
							TOTAL COST/(SAVINGS) GENERAL FUND STEP 5 ADMIN ASST	\$ (39,799)	\$ (26,957)	\$ (66,756)
							REMAINING EMPLOYER POST-EMPLOYMENT DEFINED BENEFIT CONTRIBUTIONS TO BE TRANSFERRED:	\$ 52,656		
	ANNUAL PROPOSED	2023	30103	1	union_09	S12	LIEUTENANT	\$ 89,906	\$ 83,815	\$173,721
	ANNUAL PROPOSED	2023	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 34,698	\$ 23,231	\$ 57,929
	ANNUAL PROPOSED	2023	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 34,698	\$ 23,231	\$ 57,929
	ANNUAL PROPOSED	2023	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 37,984	\$ 23,551	\$ 61,535
	ANNUAL PROPOSED	2023	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 37,984	\$ 23,551	\$ 61,535
	ANNUAL PROPOSED	2023	30100	1	union_00	RYE10	OFFICE MANAGER	\$ 55,020	\$ 24,241	\$ 79,261
	ANNUAL PROPOSED	2023 STEP 1	30100	1	union_00	RYE08	ADMINISTRATIVE ASSISTANT	\$ 41,021	\$ 20,776	\$ 61,796
	ANNUAL PROPOSED	2023 STEP 5	30100	1	union_00	RYE08	ADMINISTRATIVE ASSISTANT	\$ 46,034	\$ 8,067	\$ 54,101
	ANNUAL PROPOSED	2023	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 48,090	\$ 43,438	\$ 91,527
	ANNUAL PROPOSED	2023	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 22,528	\$ 14,410	\$ 36,938
	INMATE DORMITORY FUND: 40% OF MAINTENANCE TECH									
	ANNUAL BUDGET	2023	35102	0.4	union_10	RYE07	MAINTENANCE TECH	\$ 19,236	\$ 17,779	\$ 37,015
	ACTUAL COST	THROUGH 9/23/23	35102	0.4	union_10	RYE07	MAINTENANCE TECH	\$ 14,225	\$ 13,230	\$ 27,455
	PROPOSED	DOH: 9/24/23	35102	0.4	union_10	RYE07	MAINTENANCE TECH	\$ 4,002	\$ 782	\$ 4,784
	ANNUAL PROPOSED	2023	35102	0.4	union_10	RYE07	MAINTENANCE TECH	\$ 15,019	\$ 9,606	\$ 24,625



ANNAMARIE OSMENT

Monroe County Clerk/Register of Deeds

Monroe County Courthouse • 106 East First Street • Monroe, Michigan 48161-2185

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annamarie_osment@monroemi.org

September 11, 2023

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

RE: Request to Reclassify Courtroom Clerks and Jury/Fiscal Clerk

Dear Chairman Richardville and Committee members:

The Monroe County Clerk's commitment to efficiency goes beyond the external community to our internal community. In order to assist the judiciary in its service to citizens, the Clerk's office asks for your approval of the reclassification of positions to allow us to better serve the judiciary as well as the public and professionals who come into contact with our staff.

Our courtroom staff have seen an increase in responsibilities over the last few years from legislation to court rules changes, as well as increased requirements from the State Court Administrator's Office. We continuously evaluate processes to stay in front of the changes and added responsibilities. The Clerk's office can achieve this by reclassifying the courtroom staff currently separated into Family Court and Criminal/Civil Court by combining both under one Deputy Circuit Courtroom Clerk classification. The reclassification will require all of the courtroom clerks to be certified operators of the court recording system allowing the Clerk's office to utilize our resources to the fullest extent and achieve our goal to assist the judiciary in the smooth operation of their courts.

We are also seeking the reclassification of our Jury/Mediation Clerk to Jury/Fiscal Clerk. Over the years this position has taken on more fiscal responsibilities.

We currently have a part-time position that we are not utilizing due to technology updates and the purchase of new equipment; therefore, the funding from eliminating the part-time position is available to cover costs associated with these changes.

Attached is the proposed organizational chart, updated job descriptions, point-factoring, and cost analysis for the proposed changes. We would appreciate your support in our vision

to improve services to our community and request the Operations Committee recommend approval of the reclassification of the courtroom clerks and the jury clerk in the County Clerk's Office.

Respectfully,

A handwritten signature in black ink, appearing to read "Annamarie Osment". The signature is fluid and cursive, with a large loop at the end.

Annamarie Osment
Monroe County Clerk/Register of Deeds

HIRING REVIEW FORM

Department: County Clerk

Vacancy Job Title: Reclassification of Courtroom Clerks & Part-time Jury/Fiscal Clerk

Brief Job Description:

Updated job descriptions for both positions are included in the packet.

Budgeted Position:

☒ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

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

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

Our courtroom staff have seen an increase in responsibilities over the last few years from legislation to court rules changes, as well as increased requirements from the State Court Administrator's Office. The Clerk's office can achieve this by reclassifying the courtroom staff currently separated into Family Court and Criminal/Civil Court by combining both under one Deputy Circuit Courtroom Clerk classification. Over the years Jury/Mediation Clerk has taken on more fiscal responsibilities and has evolved into a fiscal clerk.

Completed By: Annamarie Osment DATE: 09/14/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary; cost of the upgrades are included in the Clerk's 2023 budget.

Human Resources: Classifications will be upgraded in accordance with the Collective Bargaining Agreement and County policy.

Finance Reviewer: Sue Maier DATE: 09/14/2023

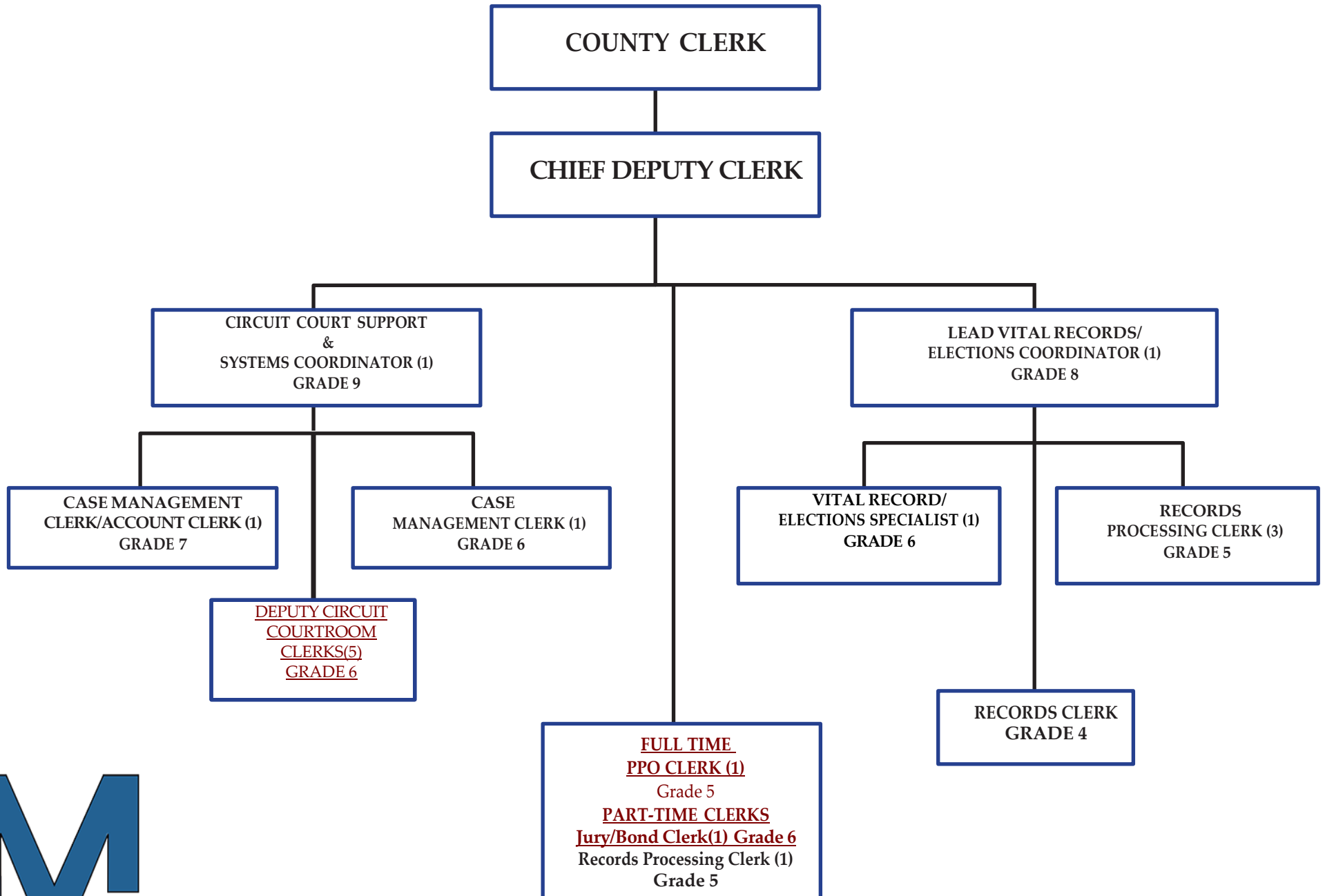
HR Reviewer: Aundrea Armstrong DATE: 09/14/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

MONROE COUNTY CLERK

Organizational Chart



**MONROE COUNTY
DEPUTY CIRCUIT COURTROOM CLERK**

Department: County Clerk

Wage Grade: 6

FLSA Status: Non-Exempt

Affiliation: TPOAM- General

General Summary:

Under the supervision of the Chief Deputy County Clerk, performs a variety of tasks involved in providing timely, fair, efficient, and cost effective disposition of all matters properly presented to the court in compliance with all Trial Court Performance Standards promulgated by the Michigan Supreme Court and in adherence to federal, state and local laws, court rules, codes, and administrative orders. Attending court proceedings and updating court cases filed in the 38th Judicial Circuit Court and Criminal History. Serves as Deputy Court Clerk to one of the Circuit Court Judges as required by Michigan Statute.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Serves as a court clerk as required by Michigan statute for one of the Circuit Court Judges. Attends all Court sessions and calls cases, swears in witnesses, and takes custody of evidence. Conducts check in of jurors, takes roll call of jurors, and gives the oath.
- Takes court notes without electronic means to document court proceedings to update case information for MICourt in the Trial Court Information System (WebTCS) and assist Jail in proper release/custody information of inmates.
- Manages and oversees the progress of cases through all stages from inception through post disposition, including creating and monitoring court dockets and appeals. Reviews court orders, dockets, and updates case register of actions in accordance with the orders and other documentation taken during court proceedings in accordance with Michigan Court Rules.
- Works with judicial staff and attorneys in making changes to schedules and providing the proper orders motions or information necessary to assist all parties to be prepared for court proceedings adhering to Michigan Court Rules.
- Prepares various specialized filings for appeals to the Supreme Court.
- Prepares a variety of forms such as bond forms, and initiating the process for appointed counsel and other forms and secures the signature of the Judge as necessary.

- Must pass Certified Electronic Operator testing to operate the audio recording equipment during court proceedings. Ensures equipment is set up and running properly. Tests digital recording equipment daily and video conferencing equipment, as needed, to ensure the system is working properly.
- Maintains a variety of court record files including but not limited to transcripts, exhibits, pleadings, and documents. Performs records validation and maintains records in electronic and non-electronic forms.
- Creates and reports case data to external entities such as the Secretary of State, Michigan State Police, and the State Court Administrative Office.
- Updates defendants Criminal History which is necessary and crucial proper charging in criminal complaints and law enforcement safety.
- Assists visitors and callers with information on court schedule, procedures and specific court information. Receives and returns calls and e-mails from attorneys responding to inquiries on available court dates.
- May be assigned to process Personal Protection Orders. Assists requesting party in filling out paperwork correctly, reviewing for accuracy, and forwards to Judge for signature. Processes the orders, including opening a case file and referring the order to the Sheriff.
- Prepares confidential record check requests from state and federal government agencies
- Reviews license suspensions as generated by the Court's case management system for accuracy before abstracting to the Secretary of State.
- Calendars office filings and enters into the computer.
- Performs a variety of related support functions for the assigned Judge and assists other office staff as necessary.
- Reassigns files to appropriate Judges and prepares related necessary documents.
- Supports and serves as back-up for other staff in the office as needed (e.g. Case Management Clerk).

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications: *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria]*

Education: High school graduation or equivalent with some college-level courses or a minimum of 2 years of advanced clerical experience in a legal setting.

Experience: Two years of experience in a court or law office providing knowledge of legal terminology, legal procedures, and court procedures with an emphasis on case management procedures.

Other Requirements:

Must obtain a Certified Electronic Operator (CEO) certification within one year.

Must sign a Court Code of Ethics

Knowledge of:

- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Trial Court Standards and Michigan Court Rules, court procedures, precedents, government regulations, and administrative orders.
- Administrative procedures and systems such as word processing, use of computers and computer software (MS Word/MS Excel, AS400, JIS), managing files and records.

Skill in:

- Using logic and reasoning to understand the job training within the various court divisions
- Following instruction handling the various components of the various court divisions.
- Talking to others to convey information effectively
- Using technology appropriate to the position held.
- Using sound judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Carry out court and county procedures according to Trial Court Standards and apply Michigan Court Rules within the court location.
- Work well under pressure, prioritizing daily needs.
- Recognize issues that interfere with the ability to meet performance expectations and address them with divisional supervisor.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Mobility to climb, bend, stoop, lift 10 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer

Ability to access court files.

Ability to lift and carry files to work area(s).

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Working Conditions:

Works in office conditions.

Prolonged periods of sitting to perform data entry

Exposure to criminal defendants and others while in the courtroom as well as sensitive and sometimes graphic details of crimes against adults/children.

**MONROE COUNTY
PART-TIME JURY/FISCAL CLERK**

<u>Department:</u>	<u>County Clerk</u>	<u>Wage Grade:</u>	<u>6</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>	<u>Affiliation:</u>	<u>Non-Union</u>

GENERAL SUMMARY:

Under the general supervision of the Deputy County Clerk. Performs a variety of administrative tasks and fiscal services related to the operations of the 38th Judicial Circuit Court. Provides administrative and fiscal support to the office to assist the 38th Judicial Circuit Court in meeting performance standards as set forth by the Michigan Supreme Court Administrator's Office.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Acts as the jury clerk, including calculating the number of questionnaires needed to fulfill the panels for Circuit, District, and Probate Court jury panels, mails questionnaires to prospective jurors, works with jury board to qualify jurors, enters qualified jurors into the jury system, pulls jury panels for each Circuit Court Judge, prepares lists of jurors and attendance sheets for each panel, prepares and mails jury summons, calculate juror's mileage and inputs jury payroll into FASBE, prepares jury boxes, works with Judges and secretaries to handle excusal requests, runs the jury report from JIS to enter statistics into MCAP for the year and submits for reimbursement to the county from State Court Administrator's Office.
- Serves as Bond Clerk by reviewing database for cases that have been sentenced, forfeited, or have future court dates and updates as required. Print, and mail letters for bonds that can be released and enter voucher request FASBE for bonds to be applied to fines and costs or bonds that are forfeited and update TCS court management system. Enter voucher request in FASBE for bonds that can be released and mail to the person who posted the bond and update TCS.
- Serves as the Fiscal Clerk through receipting money for fees for motions, jury demands, garnishments, subpoenas, etc. Receipting case payments from defendants for fines, costs, or restitution. Reviewing deposit advice for accuracy before going to the Treasurer. Compiles reports pertaining to cash receipts, expenditures, accounts payable and receivable, and other items pertinent to the office.
- Assists the restitution clerk and case management clerk with opening, scanning, and calendaring, and entering into OnBase.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS:

Education:

High school graduate or equivalent

Experience: Two to three years of general clerical experience, preferably in a court or legal office setting. Financial experience with preparation of deposits and balancing of accounts, refunds of bonds, and payment of restitution to victims.

Other Requirements:

Knowledge of:

- Clerical procedures and systems such as word processing, use of computers and computer software (MS Word/MS Excel, Trial Court System, FASBE), managing files and records
- Principles and processes for providing customer and personal service

Skill in:

- Data entry, accounts payable, accounts receivable, bookkeeping and record keeping.
- Handling interruptions without losing on-the-job effectiveness
- Being proactive with improvements and concerns related to job duties
- Using sound, independent judgment within established policy and procedural guidelines
- Using technology appropriate to the position held
- Establishing and maintaining effective working relationships with those contacted in the court of the work
- Talking to others to convey information effectively

Ability to:

- Recognize the needs and concerns of people and to maintain constructive relationships in dealing with them
- Follow through until task is completely finished
- Review priorities and adapt them to changing circumstances
- Meet and maintain performance expectations and address any issues therewith

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for*

otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to access department files
- Ability to enter and retrieve information from computer
- Mobility to climb, bend, stoop, lift 10 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer
- Vision to read printed materials and a computer screen
- Hearing and speech sufficient to communicate in person or over the telephone

Working Conditions:

Works in office conditions

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
<u>Position</u>															
<u>Current</u>															
Courtroom Clerk	173	a2	190	160	-	-	190	30	70	175	60	5	1053	5	1001-1150
Family Court Clerk	197	a3	190	160	-	-	190	30	80	175	60	5	1087	5	1001-1150
PT Jury/Mediation Clerk	173	a2	190	160	-	-	190	30	70	175	60	5	1053	5	1001-1150
<u>Proposed</u>															
Deputy Circuit Courtroom Clerk	197	a3	250	180	-	-	220	50	80	200	60	5	1242	6	1151-1300
PTJury/Fiscal Clerk	197	a3	220	180	-	-	220	40	80	200	60	5	1202	6	1151-1300

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2023	21500	union_04GA	RYE05	COURTROOM CLERK	\$ 38,034	\$ 18,135	\$ 56,169
ANNUAL BUDGET	2023	21500	union_04G	RYE05	COURTROOM CLERK	\$ 33,806	\$ 7,316	\$ 41,123
ANNUAL BUDGET	2023	21500	union_04G	RYE05	COURTROOM CLERK	\$ 33,938	\$ 7,383	\$ 41,321
ANNUAL BUDGET	2023	21500	union_04G	RYE05	FAMILY COURT CLERK	\$ 40,602	\$ 53,806	\$ 94,408
ANNUAL BUDGET	2023	21500	union_04G	RYE05	FAMILY COURT CLERK	\$ 32,781	\$ 22,018	\$ 54,799
ANNUAL BUDGET	2023	21500	union_00	RYE05	PT JURY/MEDIATION CLERK	\$ 27,734	\$ 2,641	\$ 30,375
					TOTAL BUDGET	\$206,894	\$111,300	\$318,194
ACTUAL COST	THROUGH 9/24/23	21500	union_04GA	RYE05	COURTROOM CLERK	\$ 29,174	\$ 13,892	\$ 43,066
ACTUAL COST	THROUGH 9/24/23	21500	union_04G	RYE05	COURTROOM CLERK	\$ 22,649	\$ 4,454	\$ 27,103
ACTUAL COST	THROUGH 9/24/23	21500	union_04G	RYE05	COURTROOM CLERK	\$ 23,123	\$ 4,645	\$ 27,768
ACTUAL COST	THROUGH 9/24/23	21500	union_04G	RYE05	FAMILY COURT CLERK	\$ 29,672	\$ 39,635	\$ 69,307
ACTUAL COST	THROUGH 9/24/23	21500	union_04G	RYE05	FAMILY COURT CLERK	\$ 21,771	\$ 10,593	\$ 32,364
ACTUAL COST	THROUGH 9/24/23	21500	union_00	RYE05	PT JURY/MEDIATION CLERK	\$ 18,037	\$ 1,718	\$ 19,754
					TOTAL ACTUAL	\$144,426	\$ 74,936	\$219,362
					AVAILABLE BUDGET	\$ 62,469	\$ 36,364	\$ 98,832
PROPOSED	EFFECTIVE 9/25/23	21500	union_04GA	RYE06	DEP CIRCUIT COURT CLERK	\$ 10,730	\$ 5,087	\$ 15,817
PROPOSED	EFFECTIVE 9/25/23	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 9,254	\$ 1,980	\$ 11,234
PROPOSED	EFFECTIVE 9/25/23	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 9,254	\$ 3,968	\$ 13,222
PROPOSED	EFFECTIVE 9/25/23	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 11,575	\$ 14,770	\$ 26,345
PROPOSED	EFFECTIVE 9/25/23	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 9,254	\$ 3,311	\$ 12,565
PROPOSED	EFFECTIVE 9/25/23	21500	union_00	RYE06	PT JURY/MEDIATION CLERK	\$ 8,392	\$ 799	\$ 9,191
					TOTAL PROPOSED	\$ 58,460	\$ 29,914	\$ 88,374
					TOTAL COST/(SAVINGS)	\$ (4,009)	\$ (6,450)	\$ (10,458)
FINANCE CONCLUSION:								
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF UPGRADES ARE INCLUDED IN BUDGET.								
<i>NOTE: VACANT PART-TIME RECORDS PROCESS CLERK IS ELIMINATED</i>								
ANNUAL PROPOSED	2023	21500	union_04GA	RYE06	DEP CIRCUIT COURT CLERK	\$ 40,688	\$ 19,345	\$ 60,033
ANNUAL PROPOSED	2023	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 35,093	\$ 7,554	\$ 42,647
ANNUAL PROPOSED	2023	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 35,093	\$ 13,258	\$ 48,350
ANNUAL PROPOSED	2023	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 43,888	\$ 56,852	\$100,740
ANNUAL PROPOSED	2023	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 35,093	\$ 13,258	\$ 48,350
ANNUAL PROPOSED	2023	21500	union_00	RYE06	PT JURY/MEDIATION CLERK	\$ 31,819	\$ 3,030	\$ 34,849



Monroe County Community Planning & Engagement Department

965 South Raisinville Road, Monroe, Michigan 48161

Telephone: 734-240-7375 • Fax: 734-240-3286 • www.co.monroe.mi.us/planning

September 13, 2023

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

Re: Request for Part-Time Veterans Services Assistant

Dear Chairman Richardville and Committee Members:

This request is for the addition of one (1) part-time Veterans Services Assistant position, in the Veteran's Affairs Department. This would be a new position within the Department, which currently consists of only the Veterans Services Coordinator. The position description is attached and it will provide much-needed operational efficiencies.

Over the course of the last year, the Veterans Affairs Department has seen a considerable increase in requests for assistance across all platforms including appointments, walk-ins, phone calls, and emails. I have included data indicating that not only is our current staffing level well below the levels of comparable counties in Michigan, but the demand for services has increased significantly based on the United States Department of Veterans Affairs expenditures for Monroe County veterans. Unfortunately, the current staffing level and increased demand for services have resulted in extended wait times for assistance. This delayed response to our Veterans must be corrected and this plan is designed to do that.

The cost of the additional position is included in the 2023 budget. We request the Operations Committee approve the addition of one (1) part-time Veterans Services Assistant position with an effective date of October 1, 2023 and forward a recommendation of approval to the full Board of Commissioners.

Your consideration of this request is appreciated.

Sincerely,

Jeff McBee
Community Planning & Engagement Department Director

County	Veteran Population 2022	VA Expenditures 2022	Staff
St. Clair	10,135	\$99,483,000	4
Jackson	9,576	\$99,964,000	2
Livingston	9,547	\$105,180,000	6
Calhoun	9,309	\$203,988,000	3
Monroe	9,107	\$91,546,000	1
Berrien	8,718	\$89,311,000	3
Eaton	6,907	\$69,918,000	2
Bay	6,504	\$80,226,000	2
Grand Traverse	6,083	\$63,510,000	5
Lenawee	5,910	\$69,954,000	3
Marquette	5,452	\$81,579,000	3
Allegan	5,253	\$51,418,000	3
Lapeer	5,193	\$51,778,000	4
Midland	4,652	\$58,285,000	2
Shiawassee	4,392	\$42,923,000	6
Van Buren	4,338	\$49,334,000	3

VA Expenditures in \$000s

County	Veteran Population	Total Expenditure	Compensation & Pension	Education & Vocational Rehabilitation/ Employment	Insurance & Indemnities	Medical Care	Unique Patients
MONROE- 2018	10,803	\$ 61,457	\$ 30,375	\$ 3,701	\$ 537	\$ 26,844	2,509
MONROE- 2019	10,503	\$ 70,397	\$ 35,514	\$ 4,044	\$ 327	\$ 30,511	2,562
MONROE- 2020	9,576	\$ 74,373	\$ 35,893	\$ 3,903	\$ 798	\$ 33,778	2,529
MONROE- 2021	9,350	\$ 81,068	\$ 41,609	\$ 3,248	\$ 447	\$ 35,764	2,731
MONROE- 2022	9,107	\$ 91,546	\$ 49,764	\$ 2,956	\$ 395	\$ 38,431	2,664

HIRING REVIEW FORM

Department: Veterans Affairs Department

Vacancy Job Title: Part-time Veterans Services Assistant

Brief Job Description:

Assists in the day-to-day operations of the Department of Veterans Affairs by providing secretarial support services. Duties include: preparing correspondence, interacting with the public, screening telephone calls, maintaining records systems, performing miscellaneous financial responsibilities, bookkeeping functions, and various other clerical duties.

Budgeted Position:

☒ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

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

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

Over the course of the last year, the Veterans Affairs Department has seen a considerable increase in requests for assistance across all platforms including appointments, walk-ins, phone calls, and emails. Our current staffing level well below the levels of comparable counties in Michigan, but the demand for services has increased significantly based on the US Department of Veterans Affairs expenditures for Monroe County veterans. Unfortunately, the current staffing level and increased demand for services have resulted in extended wait times for assistance.

Completed By: Jeff McBee

DATE: 09/13/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment necessary. The cost of the additional position is included in the 2023 budget.

Human Resources: Employee will be hired in accordance with county policies.

Finance Reviewer: Sue Maier

DATE: 9/14/2023

HR Reviewer: Aundrea Armstrong

DATE: 09/14/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County Veterans Services Assistant

Department: Veterans Affairs

Wage Grade: Rye 6

FLSA Status: Non-Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the supervision of the Community Planning & Engagement Director, with direct oversight by the Veterans Affairs Coordinator, this position assists in the day-to-day operations of the Department of Veterans Affairs by providing secretarial support services. Duties include: preparing correspondence, interacting with the public, screening telephone calls, maintaining records systems, performing miscellaneous financial responsibilities, bookkeeping functions, and various other clerical duties.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Provide secretarial support including screening calls, taking messages and scheduling appointments, preparing correspondence, reports, memorandums, and other documents for the department, following established procedures or specific instructions, and maintaining and processing records and documents such as essential office files and department records. Prepares and distributes Veterans Affairs Committee meeting agendas and minutes per County policy.
- Utilize word processing and other software programs to prepare correspondence and related documents; format documents, spreadsheets, and brochures; create resource materials and other documents. Process mail of the office, conduct record searches to answer inquiries, prepare correspondences, and route other documents to the appropriate party. Prepare documents requiring knowledge of medical or military terminology.
- Assist the public and professionals, both face-to-face and by telephone, regarding general departmental procedures and requirements, veterans resources, directions, and other assorted questions or information related to the operations of the department.
- Assist in maintaining department record systems including case files, meeting agendas and minutes, and other record-keeping systems. Assist in ensuring the proper filing and safekeeping of military documents, medical documents, and file folders. Retrieve materials from the file system and conduct searches for necessary documentation.
- Provide data entry into the case management systems. Generate informational reports and statistical reports from all information management systems for the department and other agencies.

- Verify and prepare vouchers for payment of Emergency Assistance and Burial benefits approved by the Veterans Affairs Committee and reimbursable expenditures (mileage and per diem) of committee members.
- Performs bookkeeping tasks such as reviewing invoices and receivables, including payroll, vouchers, and requisitions; monitoring and tracking expenditures. Responsible for ordering general office supplies, equipment, and promotional items based on efficient cost, suitable quality, and availability for the department. Maintain an inventory of office supplies and other related materials.
- Perform a variety of clerical support tasks and other assignments including making certified and other copies and maintaining an inventory of forms.
- Perform the duties, as a backup, of other departmental staff as needed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education: High school graduation or equivalent with some advanced coursework or certification in-office procedures, data processing, and accounting. Possession of college-level courses in business, accounting, administration, or related fields preferred.

Experience: Two years of prior office or secretarial experience including experience with related data processing systems. Prefer experience in a public service office or related setting.

Other Requirements:

Knowledge of:

- Administrative/Clerical/Computer Applications, including Microsoft Office
- Managing files and records
- Office procedures and terminology
- English language and effective communication

Skill in:

- Active listening to clients
- Attention to detail
- Maintaining thorough follow-up with all department matters
- Develop and maintain appropriate working relationship with others
- Maintain professionalism under stressful situations

Ability to:

- Recognize the needs and concerns of the department when dealing with clients

- Comprehend, process and apply verbal and written skills
- Maintain confidentiality of information and personal boundaries
- Maintain a reliable work schedule
- Multi-task and thorough review of work product

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

- Ability to access department files and records
- Ability to lift and carry files to work area(s) weighing up to 20 lbs.
- Ability to provide client assistance
- Ability to operate various office equipment
- Ability to enter and retrieve information from management information systems via a computer
- Ability to access all areas of the department
- Hearing and visual ability to respond to fire and other alarms
- May need to drive a county or personal vehicle in the course of work duties

Working Conditions:

- Work performed in office conditions
- May also perform work at events and seminars
- Exposure to veterans, family members and other individuals with various emotional problems and in various states of emotional distress.

Point Factor Analysis

Job Title/ Factors	Educatio n & Experien ce	Ed/ Ex #	Judgment & Independe nce	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technolo gy	Impact on Programs, Services & Operations	Documen t Concentr ation	Work Environ ment	Total Points	Grade	Grade Point Parameters
<u>Position</u>															
VS Assistant	197	a2	220	180	-	-	250	40	60	200	40	5	1192	6	1151-1300

ITEM	DATE	DEPT	UN#	CLASSIFICATION	WAGES	FRINGES	TOTAL
PROPOSED	DOH: 10/1/23 STEP 1	68200/68201	PART-TIME	PT-VETERAN SERVICES ASST	\$ 4,237	\$ 404	\$ 4,641
				TOTAL COST/(SAVINGS) STEP 1	\$ 4,237	\$ 404	\$ 4,641
PROPOSED	DOH: 10/1/23 STEP 5	68200/68201	PART-TIME	PT-VETERAN SERVICES ASST	\$ 4,765	\$ 444	\$ 5,209
				TOTAL COST/(SAVINGS) STEP 5	\$ 4,765	\$ 444	\$ 5,209
				AVAILABLE FUNDING-HEALTH INSURANCE	\$ -	\$ 5,322	\$ 5,322
FINANCE CONCLUSION:							
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.							
ANNUAL PROPOSED	2023 STEP 1	68200/68201	PART-TIME	PT-VETERAN SERVICES ASST-STEP 1	\$ 19,067	\$ 1,816	\$ 20,883
ANNUAL PROPOSED	2023 STEP 5	68200/68201	PART-TIME	PT-VETERAN SERVICES ASST-STEP 5	\$ 21,443	\$ 2,042	\$ 23,486
<i>NOTE: POSITION ALLOCATION IS 60% GENERAL FUND/40% VETERANS SERVICES FUND</i>							



Monroe County

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September 12, 2023

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

Re: Recommended Policies for Update

Dear Chairman Richardville and Committee Members:

Enclosed are five (5) policies for consideration by the Committee and subsequently a recommendation to the full Board of Commissioners. The policies are as follows:

- Policy #401-Compensation
- Policy #404-Dental Care Benefits
- Policy #411-Health Care Benefits
- Policy #425-Term Life and Accidental Death and Dismemberment
- Policy #429-Vision Care Benefits

The above five (5) policies continue the organization's efforts to meet compliance with external entities where applicable, align operations with policies, and address new and emerging opportunities/challenges within our policies.

Enclosed is a matrix that provides a summary overview of each policy for consideration, the type or area of operation, its number, name, notable content that was reviewed and subsequently amended, and any other supplemental comments for further understanding.

We will briefly review each policy with the committee, respond to questions, and look for your support and approval. We enclose the current policy, a tracked policy showing the changes proposed and a clean copy of the policy with the proposed changes in final format subject final formatting edits.

Sincerely,

Aundrea Armstrong
Deputy Administrator/Chief Financial Officer

Enclosures

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2023
OPERATIONS COMMITTEE MEETING SEPTEMBER 19, 2023

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Employee Relations	401	401	Compensation	Allows retired employees to be placed on wage scale consistent with new-hires. Allows department heads & elected officials to work with HR and County Administration when placing new hires with qualifications higher than step 1 up to step 5.	Supports departments with recruitment and flexibility when filling vacancies. Streamlines processes within the organization to enhance recruitment efforts. Allows more timely response to candidate during interview/hiring sequence to secure their employment.
Employee Relations	404	404	Dental Care Benefits	Decreases waiting period for benefits from 90 days to 30 days. Effective with the 2024 Plan Year.	Enhances new hire recruitment package. Is more consistent with other similar public employers.
Employee Relations	411	411	Health Care Benefits	Decreases waiting period for benefits from 90 days to 30 days. Effective with the 2024 Plan Year. Reinstates spousal 20% Rule.	Enhances new hire recruitment package. Allows spouses to be primary if they pay more than 20% of the premium with their employer. Re-aligns the non-union policy with all CBA's for uniform treatment.
Employee Relations	425	425	Term Life & Accidental Death & Dismemberment	Updates policy to be compliant with leave laws and other policies.	Policy out dated.
Employee Relations	429	429	Vision Care Benefits	Decreases waiting period for benefits from 90 days to 30 days. Effective with the 2024 Plan Year.	Enhances new hire recruitment package. Is more consistent with other similar public employers.

Section Name: Employee Relations Effective Date: March 23, 1999
Section Number: 400 Date of Revision: 2023
Policy Number: 401

Subject: Compensation

Overview:

The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:

The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:

This policy shall apply to all non-union employees of all departments, co-employer elected offices, and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.
2. Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Tier 1 Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Tier 1 Wage Schedule for the employee's classification and pay grade.
3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage

Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.

4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.
5. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Tier 2 Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours of service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.
6. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties, and responsibilities of the job classification for which the employee is being hired. Recommendations and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County Administrator/CFO. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)-(5) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.
7. Retirees under the Monroe County Employees Retirement Ordinance who are rehired in a part-time position will be placed on the Wage Schedule that they retired under. Upon recommendation of the Elected Official/Judge/Department Head and concurrence by the Human Resources Director a retiree may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience, and education must exceed the minimum requirements of the current job description. In temporary situations retirees may be placed at the step they were on at the time of their retirement.

Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(5) and B(7) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:
2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.
3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of \$125.00 for the first five years of continuous service, and an additional \$25.00 for each year of continuous service thereafter.
4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.
5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.
6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.
2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.
3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.
2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 November 17, 2020, and _____2023.

Section Name: Employee Relations Effective Date: March 23, 1999
Section Number: 400 Date of Revision: ~~November 17, 2020.~~
Policy Number: 401 _____, 2023

Subject: Compensation

Overview:

The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:

The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:

This policy shall apply to all non-union employees of all departments, co-employer elected offices and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.
2. Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Tier 1 Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Tier 1 Wage Schedule for the employee's classification and pay grade.
3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage

Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.

4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.
5. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Tier 2 Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours of service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.
6. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties and responsibilities of the job classification for which the employee is being hired. Recommendation and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County ~~Board for approval~~ **Administrator/CFO**. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)-(5) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.
7. Retirees under the Monroe County Employees Retirement Ordinance who are rehired ~~on or after January 1, 2011~~ in a part-time position will be placed ~~on the at the minimum step of the current Tier 1~~ Wage Schedule that they retired under. **Upon recommendation of the Elected Official/Judge/Department Head and concurrence by the Human Resources Director a retiree may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience, and education must exceed the minimum requirements of the current job description. In temporary situations retirees may be placed at the step they were on at the time of their retirement.** , ~~unless otherwise approved by the Monroe County Board of Commissioners.~~

Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(5)

and B(7) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:
2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.
3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of \$125.00 for the first five years of continuous service, and an additional \$25.00 for each year of continuous service thereafter.
4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.
5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.
6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.

2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.
3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

- A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.
2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 ~~and~~ November 17, 2020, **and** _____ **2023.** ˆ

Section Name: Employee Relations Effective Date: March 23, 1999
Section Number: 400 Date of Revision: November 17, 2020.
Policy Number: 401

Subject: Compensation

Overview:

The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:

The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:

This policy shall apply to all non-union employees of all departments, co-employer elected offices and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.
2. Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Tier 1 Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Tier 1 Wage Schedule for the employee's classification and pay grade.
3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage

Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.

4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.
5. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Tier 2 Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.
6. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties and responsibilities of the job classification for which the employee is being hired. Recommendation and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County Board for approval. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)-(5) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.
7. Retirees under the Monroe County Employees Retirement Ordinance who are rehired on or after January 1, 2011 in a part-time position will be placed at the minimum step of the current Tier 1 Wage Schedule that they retired under, unless otherwise approved by the Monroe County Board of Commissioners.

Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(5) and B(7) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:
2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.
3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of \$125.00 for the first five years of continuous service, and an additional \$25.00 for each year of continuous service thereafter.
4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.
5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.
6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.
2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.
3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.
2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 and November 17, 2020.

Section Name: Employee Relations
Section Number: 400
Policy Number: 404

Effective Date: March 23, 1999
Date of Revision: _____ 2023

Subject: Dental Care Benefits

Purpose:

The purpose of this policy is to designate the dental care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.

Scope:

This policy shall apply to all department and administrative units of Monroe County Government.

Statement of Policy.

- A. The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the 100/75/50 Dental Plan in effect January 1, 2014.
- B. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. The employee's cost-share to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.
- C. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in its plan. Effective Plan Year 2024, coverage shall commence on the day following the employee's thirtieth (30th) day of continuous employment.
- D. To qualify for group dental care benefits as described above, such employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of the employee's regular, full-time employment with the County. The Human Resources Department shall provide the application documents for all eligible employees.
- E. When on an authorized leave of absence, the employee shall be responsible for the employee's cost-share as detailed above. Proper arrangements for payment shall be made with the Human Resources Department. If such payments are not made the employee's dental benefits shall terminate.
- F. Except as otherwise provided under COBRA, the employee's dental care benefits shall terminate on the date the employee's employment with the County terminates, the employee retires or is laid off.

- G. An employee who desires to waive dental care benefits for the employee, their spouse, and/or dependents shall submit a written request for such to the Human Resources Department annually.

Definitions.

- A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable-hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.
2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider of the benefit.

Administrative Procedure.

- A. Human Resources shall enroll eligible employees into the dental benefit with the service provider.

Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 5, 2013, and _____, 2023.

Section Name: Employee Relations
 Section Number: 400
 Policy Number: 404

Effective Date: March 23, 1999
 Date of Revision: ~~November 5, 2013~~
2023

Page: ~~1 of 2~~

Subject: Dental Care Benefits

1. Purpose:

The purpose of this policy is to designate the dental care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.

Scope:

This policy shall apply to all department and administrative units of Monroe County Government.

2. Statement of Policy.

- A. ~~2.1~~ The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the 100/75/50 Dental Plan in effect January 1, 2014.
- B. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. **The employee's cost-share to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.**
- C. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in its plan. **Effective Plan Year 2024,** ~~coverage~~ shall commence on the day following the employee's **thirtieth (30th)** ~~ninetieth (90th)~~ day of continuous employment.
- D. ~~2.2~~ To qualify for group dental care benefits as ~~above~~ described above, such employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of **the employee's** ~~his~~ regular, **full-time** employment with the County. The Human Resources Department shall provide **the application documents** ~~forms~~ for all eligible employees.
- A.E. ~~2.3~~ When on an authorized ~~unpaid~~ leave of absence ~~of more than two weeks~~ ~~(two)~~, the employee ~~will~~ **shall** be responsible for **the employee's cost-share as detailed above.** ~~his benefits costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the~~ **shall be made with the** Human Resources

Department.~~prior to the commencement of the leave.~~ If such **payments are not made** ~~application and arrangements are not made as herein described,~~ the employee's dental benefits shall ~~automatically terminate. upon the effective date of the unpaid leave of absence of more than two weeks.~~

~~B.~~

F.2.4 Except as otherwise provided under COBRA, the employee's dental care benefits shall terminate on the date the ~~employee~~**employee's employment with the County** ~~goes on leave of absence of more than two weeks,~~ terminates, **employee** retires, or is laid off. ~~Upon return from a leave of absence of more than two weeks or layoff, an employee's dental care benefits plan shall be reinstated commencing with the employee's return to work.~~

~~2.5~~ An employee who is on layoff or leave of absence of more than two weeks or who terminates may elect under COBRA to continue at his own cost the coverage herein provided.

G. 2.6 An employee who desires to waive dental care benefits for **the employee,** ~~herself, her~~**their** spouse, and/or dependents shall submit a written request for such to the Human Resources Department annually.

~~3.~~ Definitions. ~~None.~~

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

~~4.~~ Application. This policy shall apply to all department and administrative units of Monroe County Government. **MOVED**

~~5.~~ Responsibility. The Human Resources Director shall have the responsibility of implementing and overseeing this policy.

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.

2. **Human Resources:** The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider of the benefit.

6. Administrative Procedure. ~~None.~~

A. Human Resources shall enroll eligible employees into the dental benefit with the service provider.

7. Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 5, 2013, **and _____, 2023.**

Section Name: Employee Relations
Section Number: 400
Policy Number: 404
Page: 1 of 2

Effective Date: March 23, 1999
Date of Revision: November 5, 2013

Subject: Dental Care Benefits

1. Purpose. The purpose of this policy is to designate the dental care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.
2. Statement of Policy.
 - 2.1 The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the 100/75/50 Dental Plan in effect January 1, 2014. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in its plan. Coverage shall commence on the day following the employee's ninetieth (90th) day of continuous employment.
 - 2.2 To qualify for group dental care benefits as above described above, such employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of his regular employment with the County. The Human Resources Department shall provide forms for all eligible employees.
 - 2.3 When on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for his benefits costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Department prior to the commencement of the leave. If such application and arrangements are not made as herein described, the employee's dental benefits shall automatically terminate upon the effective date of the unpaid leave of absence of more than two weeks.
 - 2.4 Except as otherwise provided under COBRA, the employee's dental care benefits shall terminate on the date the employee goes on leave of absence of more than two weeks, terminates, retires, or is laid off. Upon return from a leave of absence of more than two weeks or layoff, an employee's dental care benefits plan shall be reinstated commencing with the employee's return to work.

- 2.5 An employee who is on layoff or leave of absence of more than two weeks or who terminates may elect under COBRA to continue at his own cost the coverage herein provided.
- 2.6 An employee who desires to waive dental care benefits for herself, her spouse, and dependents shall submit a written request for such to the Human Resources Department annually.
- 3. Definitions. None.
- 4. Application. This policy shall apply to all department and administrative units of Monroe County Government. .
- 5. Responsibility. The Human Resources Director shall have the responsibility of implementing and overseeing this policy.
- 6. Administrative Procedure. None.
- 7. Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners,
dated November 5, 2013.

Section Name: Employee Relations
Section Number: 400
Policy Number: 411

Effective Date: January 1, 1999
Date of Revision: 2023

Subject: Health Care Benefits

Purpose:

The purpose of this policy is to designate the health care benefits that are available for regular full-time, non-union employees of Monroe County.

Scope:

This policy shall apply to all department and administrative units of Monroe County Government.

Statement of Policy:

- A. Effective January 1, 2012, each regular, full-time employee may elect coverage for the employee and the employee's eligible dependents¹ under one of the following health insurance plans:
1. Blue Cross/Blue Shield of Michigan Flexible Blue 3 with Flexible Blue Rx Prescription Drug Coverage and a Health Savings Account (H.S.A). The Employer shall make an annual contribution of \$500/single and \$1,000/ two or more members or the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the lesser Employer contribution to the cost of such plan. Employees may, at their option, make additional contributions through bi-weekly pre-tax payroll deduction as permitted by applicable law.
 2. Blue Cross/Blue Shield of Michigan Community Blue PPO Option 3 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.

1 Eligible dependents as referenced herein shall include the employee's spouse and children as defined and provided for in each of the respective plan documents.

3. Blue Cross/Blue Shield of Michigan Community Blue PPO Option 6 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.
- B. All coverage under any of the foregoing plans shall be subject to such terms, conditions, exclusions, limitations, deductibles, premium co-payments, and other provisions of the plans. Effective Plan Year 2024, coverage shall commence on the day following the employee's thirtieth (30th) day of continuous employment. The employee's contribution to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.
- C. To qualify for health care benefits as described above, such employee must individually enroll and make proper application for such benefits with the Human Resources Department upon the commencement of the employee's regular full-time employment with the County. The Human Resources Department shall provide the application documents for all eligible employees.
- D. Except as otherwise provided under COBRA, an employee's health care benefits shall terminate on the date the employee's employment with the County, terminates, or the employee retires, or is laid off.
- E. Except as otherwise provided in Leaves of Absence or Family and Medical Leave, when on an authorized leave of absence, the employee shall be responsible for the employee's cost-share as detailed above. Proper arrangements for payment must be made with the Human Resources Department. If such payments are not made as herein described, the employee's health care benefits shall terminate.
- F. The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it provides the above benefits.
- G. Effective Plan Year 2024, to be eligible for health care benefits as provided above, an employee must document all coverage available under his/her spouse's medical plan and cooperate in the coordination of coverage to limit the Employer's expense. If an employee's spouse works for an employer who provides medical coverage, they are required to elect medical coverage with their employer, so long as the monthly contribution to the premium does not exceed 20% of the total premium of said coverage. The Monroe County Plan shall provide secondary coverage.

H. Voluntary Withdrawal from Health Care Plan.

1. Any employee who can secure health care benefits from another source other than the County of Monroe and desires to waive all coverage for the employee, employee's spouse, and dependents under the County's Health Care Benefits Plan shall submit a written request for such waiver to the Human Resources Department annually through the open enrollment process or in the case of a qualified event per plan documents.
2. The County will notify the employee of the effective date that the County will no longer provide such benefits to the employee's spouse and dependents. This date will be binding on all parties.
3. An employee who has waived all coverage under the County's Health Care Benefits Plan as provided in this Agreement and who expressly waives, in writing, all rights to any other health care benefits coverage paid for by the County of Monroe, will receive a cash payment of \$1,000.00 per year, paid in a separate check, the first non-pay Friday in December of each calendar year. By way of illustration, but not by way of limitation, an employee who waives health care benefits coverage as herein provided and receives the \$1,000 voluntary payment shall not be eligible to receive health care benefits from a spouse or parent employed by the County of Monroe. Any employee who has participated in the plan less than a full calendar year shall receive a prorated amount of such \$1,000 payment.
4. An employee who has waived coverage as herein above provided may apply to have such coverage reinstated, provided he/she demonstrates that he/she can no longer receive such benefits from another source. All such applications for reinstatement shall be made, in writing, to the Human Resources Department. The Human Resources Director or designee will respond to such requests within fifteen (15) calendar days of receipt of the request. Such response will indicate the effective date that the employee, his/her spouse and dependents are once again covered under the County's Health Care Benefits Plan. The County shall have no obligation whatsoever prior to such effective date.

Definitions:

- A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.
2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider.

Administrative Procedure:

- A. Human Resources shall enroll eligible employees in health care benefits with the service provider.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 23, 2007, October 27, 2009, November 9, 2010, October 25, 2011 and _____, 2023.

Section Name: Employee Relations
 Section Number: 400

Effective Date: January 1, 1999
 Date of Revision: ~~October 25, 2011~~

Policy Number: 411
~~Page: 1 of 4~~

September 19, 2023

Subject: Health Care Benefits

Purpose: The purpose of this policy is to designate the health care benefits that are available for regular full-time, non-union employees of Monroe County.

Scope:

This policy shall apply to all department and administrative units of Monroe County Government.

~~1.~~

~~2.~~ Statement of Policy:

A. ~~2.1~~ Effective January 1, 2012, each regular, full-time employee may elect coverage for **the employee**~~himself/herself~~ and **the employee's**~~his/her~~ eligible dependents¹ under one of the following health insurance plans:

1. Blue Cross/Blue Shield of Michigan Flexible Blue 3 with Flexible Blue Rx Prescription Drug Coverage and a Health Savings Account (H.S.A). The Employer shall make an annual contribution of \$500/single and \$1,000/ two or more members or the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the lesser Employer contribution to the cost of such plan. Employees may, at their option, make additional contributions through bi-weekly pre-tax payroll deduction as permitted by applicable law.
2. Blue Cross/Blue Shield of Michigan Community Blue PPO Option 3 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.

1

Eligible dependents as referenced herein shall include the employee's spouse and children as defined and provided for in each of the respective plan documents.

3. Blue Cross/Blue Shield of Michigan Community Blue PPO Option 6 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.
- B.** All coverage under any of the foregoing plans shall be subject to such terms, conditions, exclusions, limitations, deductibles, premium co-payments and other provisions of the plans. **Effective Plan Year 2024,** coverage shall commence on the **day following the** employee's ~~ninetieth (90th)~~ **thirtieth (30th)** day of continuous employment. The employee's contribution to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.
- C.** To qualify for health care benefits as ~~above~~ described **above, such each** employee must individually enroll and make proper application for such benefits ~~with at the~~ Human Resources **Department** ~~Office~~ upon the commencement of **the employee's** ~~his/her~~ regular **full-time** employment with the County. **The Human Resources Department shall provide the application documents for all eligible employees.** ~~Forms shall be provided by the Human Resources Department.~~
- ~~D.~~ Except as otherwise provided under COBRA, an employee's health care benefits shall terminate on the date the employee's **employment with the County** ~~goes on a leave of absence for more than two weeks,~~ terminates, or **the employee retires, or** is laid off. ~~Upon return from a leave of absence or layoff, an employee's health care benefits coverage shall be reinstated commencing with the employee's return.~~
- ~~An employee who is on layoff or leave of absence for more than two weeks or who terminates may elect under COBRA to continue the coverage herein provided at his/her own expense.~~
- E.** Except as otherwise provided in Leaves of Absence, ~~or~~ Family and Medical Leave, when on an authorized ~~unpaid~~ leave of absence ~~of more than two weeks,~~ the employee ~~will~~ **shall** be responsible for the **employee's cost-share as detailed above.** ~~full cost of his/her benefits for the period he/she is not on the active payroll.~~ Proper ~~application and~~ arrangements for the payment ~~of such continued benefits~~ must be made ~~at~~ **with** the Human Resources **Department.** ~~Office prior to the commencement of the leave.~~ If such **payments** ~~application and arrangements~~ are not made as herein described, the employee's health care benefits shall

~~automatically terminate. two weeks after the unpaid leave of absence commences.~~

F. The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it provides the above benefits.

G. Effective Plan Year 2024, ~~F~~**to be eligible for health care benefits as provided above, an employee must document all coverage available under his/her spouse's medical plan and cooperate in the coordination of coverage to limit the Employer's expense. If an employee's spouse or eligible dependent child(ren) works for an employer who provides medical coverage, they are required to elect medical coverage with their employer, so long as the monthly contribution to the premium does not exceed 20% of the total premium of said coverage.** The Monroe County Plan shall provide secondary coverage.

H. 2.2 Voluntary Withdrawal from Health Care Plan.

- 1.** Any employee who can secure health care benefits from another source other than the County of Monroe and desires to waive all coverage for **the employee himself/herself, employee's his/her** spouse, and dependents under the County's Health Care Benefits Plan shall submit a written request for such waiver to the **Human Resources Department annually through the open enrollment process or in the case of a qualified event per plan documents.** ~~County Administrator or designee.~~
- 2.** The County will notify the employee of the effective date that the County will no longer provide such benefits to the employee's spouse and dependents. This date will be binding on all parties.
- 3.** An employee who has waived all coverage under the County's Health Care Benefits Plan as provided in this Agreement and who expressly waives, in writing, all rights to any other health care benefits coverage paid for by the County of Monroe, will receive a cash payment of \$1,000.00 per year, paid in a separate check, the first non-pay Friday in December of each calendar year. By way of illustration, but not by way of limitation, an employee who waives health care benefits coverage as herein provided and receives the \$1,000 voluntary payment shall not be eligible to receive health care benefits from a spouse **or parent** employed by the County of Monroe. Any employee who has participated in the plan less than a full calendar year shall receive a prorated amount of such \$1,000 payment.
- 4.** An employee who has waived coverage as herein above provided may apply to have such coverage reinstated, provided he/she demonstrates that he/she can no longer receive such benefits from

another source. All such applications for reinstatement shall be made, in writing, to the **Human Resources Department**. ~~County Administrator or designee.~~ The **Human Resources Director** ~~County Administrator~~ or designee will respond to such requests within fifteen (15) calendar days of receipt of the request. Such response will indicate the effective date that the employee, his/her spouse and dependents are once again covered under the County's Health Care Benefits Plan. The County shall have no obligation whatsoever prior to such effective date.

3. Definitions: ~~None.~~

A. **Regular Employee-** An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. **Regular Full-time Employee-** A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. **Responsibility**

1. **Employee:** New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.

2. **Human Resources:** The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider.

4. ~~Application: This policy shall apply to all regular full-time, non-union employees in all departments and administrative units of Monroe County government.~~ **Moved Above**

5. ~~Responsibility: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy.~~

6. ~~Administrative Procedure:~~ ~~None~~

A. **Human Resources shall enroll eligible employees in health care benefits with the service provider.**

7. **Legislative History of Authority for Creation or Revision:**

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 23, 2007, **October 27, 2009, November 9, 2010, October 25, 2011 and _____, 2023.** :

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated October 27, 2009.~~

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated November 9, 2010.~~

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated October 25, 2011~~

Section Name:	Employee Relations	Effective Date:	January 1, 1999
Section Number:	400	Date of Revision:	October 25, 2011
Policy Number:	411		
Page:	1 of 4		

Subject: Health Care Benefits

1. Purpose: The purpose of this policy is to designate the health care benefits that are available for regular full-time, non-union employees of Monroe County.

2. Statement of Policy:

2.1 Effective January 1, 2012, each regular, full-time employee may elect coverage for himself/herself and his/her eligible dependents¹ under one of the following health insurance plans:

- a) Blue Cross/Blue Shield of Michigan Flexible Blue 3 with Flexible Blue Rx Prescription Drug Coverage and a Health Savings Account (H.S.A). The Employer shall make an annual contribution of \$500/single and \$1,000/ two or more members or the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the lesser Employer contribution to the cost of such plan. Employees may, at their option, make additional contributions through bi-weekly pre-tax payroll deduction as permitted by applicable law.
- b) Blue Cross/Blue Shield of Michigan Community Blue PPO Option 3 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.
- c) Blue Cross/Blue Shield of Michigan Community Blue PPO Option 6 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue

¹ Eligible dependents as referenced herein shall include the employee's spouse and children as defined and provided for in each of the respective plan documents.

Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.

All coverage under any of the foregoing plans shall be subject to such terms, conditions, exclusions, limitations, deductibles, premium co-payments and other provisions of the plans. Coverage shall commence on the employee's ninetieth (90th) day of continuous employment. The employee's contribution to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.

To qualify for health care benefits as above described each employee must individually enroll and make proper application for such benefits at the Human Resources Office upon the commencement of his/her regular employment with the County. Forms shall be provided by the Human Resources Department.

Except as otherwise provided under COBRA, an employee's health care benefits shall terminate on the date the employee goes on a leave of absence for more than two weeks, terminates, or is laid off. Upon return from a leave of absence or layoff, an employee's health care benefits coverage shall be reinstated commencing with the employee's return.

An employee who is on layoff or leave of absence for more than two weeks or who terminates may elect under COBRA to continue the coverage herein provided at his/her own expense.

Except as otherwise provided in Leaves of Absence, Family and Medical Leave, when on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for the full cost of his/her benefits for the period he/she is not on the active payroll. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Office prior to the commencement of the leave. If such application and arrangements are not made as herein described, the employee's health care benefits shall automatically terminate two weeks after the unpaid leave of absence commences.

The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it provides the above benefits.

To be eligible for health care benefits as provided above, an employee must document all coverage available under his/her spouse's medical plan and cooperate in the coordination of coverage to limit the Employer's expense. If an employee's spouse or eligible dependent child(ren) work for an employer who provides medical

coverage, they are required to elect medical coverage with their employer. The Monroe County Plan shall provide secondary coverage.

2.2 Voluntary Withdrawal from Health Care Plan.

Any employee who can secure health care benefits from another source other than the County of Monroe and desires to waive all coverage for himself/herself, his/her spouse, and dependents under the County's Health Care Benefits Plan shall submit a written request for such waiver to the County Administrator or designee.

The County will notify the employee of the effective date that the County will no longer provide such benefits to the employee's spouse and dependents. This date will be binding on all parties.

An employee who has waived all coverage under the County's Health Care Benefits Plan as provided in this Agreement and who expressly waives, in writing, all rights to any other health care benefits coverage paid for by the County of Monroe, will receive a cash payment of \$1,000.00 per year, paid in a separate check, the first non-pay Friday in December of each calendar year. By way of illustration, but not by way of limitation, an employee who waives health care benefits coverage as herein provided and receives the \$1,000 voluntary payment shall not be eligible to receive health care benefits from a spouse employed by the County of Monroe. Any employee who has participated in the plan less than a full calendar year shall receive a prorated amount of such \$1,000 payment.

An employee who has waived coverage as hereinabove provided may apply to have such coverage reinstated, provided he/she demonstrates that he/she can no longer receive such benefits from another source. All such applications for reinstatement shall be made, in writing, to the County Administrator or designee. The County Administrator or designee will respond to such requests within fifteen (15) calendar days of receipt of the request. Such response will indicate the effective date that the employee, his/her spouse and dependents are once again covered under the County's Health Care Benefits Plan. The County shall have no obligation whatsoever prior to such effective date.

3. Definitions: None.

4. Application: This policy shall apply to all regular full-time, non-union employees in all departments and administrative units of Monroe County government.

5. Responsibility: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy.

6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 23, 2007.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 27, 2009.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 9, 2010.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 25, 2011

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Section Name: Employee Relations
 Section Number: 400
 Policy Number: 425

Effective Date: Nov. 1, 1986
 Date of Revision: _____ 2023

Subject: Term Life and Accidental Death and Dismemberment Benefits

Purpose:

The purpose of this policy is to designate the term life and accidental death and dismemberment benefits that will be made available for all regular full-time, non-union employees of Monroe County.

Statement of Policy:

- A. The Employer shall provide each regular full-time, non-union employee term life insurance and accidental death and dismemberment benefits (AD&D benefits) in accordance with the following schedule:

<u>ANNUALIZED SALARY</u>	<u>BENEFIT AMOUNT</u>
less than \$20,000	\$20,000
\$20,001 to \$25,000	\$25,000
\$25,001 to \$30,000	\$30,000
\$30,001 to \$35,000	\$35,000
\$35,001 to \$40,000	\$40,000
\$40,001 to \$45,000	\$45,000
\$45,001 to \$50,000	\$50,000

- B. Coverage will commence on the day following the employee's ninetieth (90th) day of continuous employment and term life and AD&D benefits will be reduced by 35% at age 65, 55% at age 70, and 70% at age 75.
- C. To qualify for term life and accidental death and dismemberment benefits as described above, such employee must individually enroll and make proper application for such benefits with the Human Resources Department upon the commencement of the employee's regular, full-time employment with the Employer. The Human Resources Department shall provide the application documents for all eligible employees. Subject to the other provisions of these policies, the Employer shall pay the cost of providing the term life and accidental death and dismemberment benefits herein provided for the period that the employee is on payroll.
- D. An employee's group term life and accidental death and dismemberment benefits plan shall terminate on the date the employee's employment with the County terminates, the employee retires or is laid off.
- E. The Employer reserves the right to change the carrier and/or the manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above.

Definitions:

- A. Regular Employee- An employee who is employed for an indefinite period of time on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

- 1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible to maintain benefit beneficiary designation on documents or forms provided by the Human Resources Department.
- 2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider of the benefit.

Administrative Procedure.

- A. Human Resources shall enroll eligible employees in the benefit plan with the service provider.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 1, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 11 1992 and _____, 2023.

Section Name: Employee Relations Effective Date: Nov. 1, 1986
 Section Number: 400 Date of Revision: _____2023
 Policy Number: 425
 Page: ~~1 of 2~~ Date of Rev.: ~~Jan. 1, 1992~~

Subject: Term Life and Accidental Death and Dismemberment Benefits

~~1.~~ Purpose: The purpose of this policy is to designate the term life and accidental death and dismemberment benefits that will be made available for all regular full-time, non-union employees of Monroe County.

~~2.~~ Statement of Policy:

- A. ~~2.1~~ The Employer shall provide each regular full-time, non-union employee term life insurance and accidental death and dismemberment benefits (**AD&D benefits**) in accordance with the following schedule:

ANNUALIZED SALARY	BENEFIT AMOUNT
less than \$20,000	\$20,000
\$20,001 to \$25,000	\$25,000
\$25,001 to \$30,000	\$30,000
\$30,001 to \$35,000	\$35,000
\$35,001 to \$40,000	\$40,000
\$40,001 to \$45,000	\$45,000
\$45,001 to \$50,000	\$50,000

- B.** Coverage will commence on the day following the employee's ninetieth (90th) day of continuous employment and **Term Life and** AD&D benefits will be reduced by 35% at age 65, 55% at age 70, and 70% at age 75.

- ~~B.C.~~ ~~2.2~~ To qualify for term life and accidental death and dismemberment benefits as described above, ~~each~~**such** employee must individually enroll and make proper application for such benefits ~~at~~ **with** the Human Resources Department upon the commencement of **the employee's** ~~his~~ regular, **full-time** employment with the Employer. The Human Resources Department shall provide **the application documents** ~~forms~~ for all eligible employees.

D. 2.3 Subject to the other provisions of these policies, the Employer shall pay the cost of providing the term life and accidental death and dismemberment benefits herein provided for the period that the employee is on active payroll. ~~When on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for his benefit costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Department prior to the commencement of the leave. If such application and arrangements are not made as herein described the employee's group term life and accidental death and dismemberment benefits shall automatically terminate upon the effective date of the unpaid leave of absence of more than two weeks.~~

C.E. 2.4 An employee's group term life and accidental death and dismemberment benefits plan shall terminate on the date the employee's **employment with the County** ~~goes on a leave of absence of not more than two weeks;~~ terminates, **the employee** retires, or is laid off. ~~Upon return from a leave of absence of more than two weeks, an employee's group term life and accidental death and dismemberment benefits plan shall be reinstated commencing with the employee's return.~~

D.F. 2.5 The Employer reserves the right to change the carrier and/or the manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above.

3. Definitions: ~~None~~

- A. Regular Employee**- An employee who is employed for an indefinite period **of time** on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee**- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

- 1. Employee:** New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible to maintain benefit beneficiary designation **on documents or forms provided by the Human Resources Department.**

2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and **managing** the service provider **of the benefit**.

Administrative Procedure.

- A. Human Resources shall enroll eligible employees in the benefit **plan with the service provider**.

~~4. Application: This policy shall apply to all departments and administrative units of Monroe County government.~~ Moved Above

~~5. Responsibility: The Human Resources Director shall be responsible for implementing and overseeing the administration of this policy.~~

~~6. Administrative Procedure: None~~

~~7.~~ Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 1, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1992 and _____, 2023.

Section Name: Employee Relations

Eff. Date: Nov. 1, 1986

Section Number: 400

Policy Number: 425

Date of Rev.: Jan. 1, 1992

Page: 1 of 2

Subject: Term Life and Accidental Death and Dismemberment Benefits

1. Purpose: The purpose of this policy is to designate the term life and accidental death and dismemberment benefits that will be made available for all regular full-time, non-union employees of Monroe County.

2. Statement of Policy:

2.1 The Employer shall provide each regular full-time, non-union employee term life insurance and accidental death and dismemberment benefits in accordance with the following schedule:

ANNUALIZED SALARY BENEFIT AMOUNT

less than \$20,000	\$20,000
\$20,001 to \$25,000	\$25,000
\$25,001 to \$30,000	\$30,000
\$30,001 to \$35,000	\$35,000
\$35,001 to \$40,000	\$40,000
\$40,001 to \$45,000	\$45,000
\$45,001 to \$50,000	\$50,000

Coverage will commence on the day following the employee's ninetieth (90th) day of continuous employment and AD&D benefits will be reduced by 35% at age 65, 55% at age 70, and 70% at age 75.

2.2 To qualify for term life and accidental death and dismemberment benefits as described above, each employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of his regular employment with the Employer. The Human Resources Department shall provide forms for all eligible employees.

2.3 Subject to the other provisions of these policies, the Employer shall pay the cost of providing the term life and accidental death and dismemberment benefits herein provided for the period that the employee is on active payroll. When on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for his benefit costs for the period

he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Department prior to the commencement of the leave. If such application and arrangements are not made as herein described the employee's group term life and accidental death and dismemberment benefits shall automatically terminate upon the effective date of the unpaid leave of absence of more than two weeks.

2.4 An employee's group term life and accidental death and dismemberment benefits plan shall terminate on the date the employee goes on a leave of absence of not more than two weeks, terminates, retires or is laid off. Upon return from a leave of absence of more than two weeks, an employee's group term life and accidental death and dismemberment benefits plan shall be reinstated commencing with the employee's return.

2.5 The Employer reserves the right to change the carrier and/or the manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above.

3. Definitions: None

4. Application: This policy shall apply to all departments and administrative units of Monroe County government.

5. Responsibility: The Human Resources Director shall be responsible for implementing and overseeing the administration of this policy.

6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 1, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1992.

Section Name: Employee Relations
Section Number: 400
Policy Number: 429

Effective Date: March 23, 1999
Date of Revision: _____2023

Subject: Vision Care Benefits

Purpose:

The purpose of this policy is to designate the vision care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.

Scope:

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

Statement of Policy.

- A. The County shall provide each regular full-time non-union employee, Elected Officials, and their eligible dependents the Blue Cross/Blue Shield of Michigan/VSP Vision Plan 3 in effect January 1, 2014.
- B. Commencing January 1, 2014, the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. The employee's cost-share to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.
- C. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles, and other provisions pertaining to coverage as stated in the plan. Effective Plan Year 2024, coverage shall commence on the day following the employee's thirtieth (30th) day of continuous employment.
- D. To qualify for vision care benefits as described above, such employee must individually enroll and make proper application for such benefits with the Human Resources Department upon the commencement of the employee's regular full-time employment with the County. The Human Resources Department shall provide the application documents for all eligible employees.
- E. When on an authorized leave of absence the employee shall be responsible for the employee's cost-share as detailed above. Proper arrangements for payment shall be made with the Human Resources Department. If such payments are not made the employee's vision benefits shall terminate.
- F. Except as otherwise provided under COBRA, the employee's vision care benefits shall terminate on the date the employee's employment with the County terminates, the employee retires, or is laid off.

- G. An employee who desires to waive vision care benefits for employee, their spouse, and/or dependents shall submit a written request for such waiver to the Human Resources Department annually.

Definitions.

- A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.
2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider.

Administrative Procedure.

- A. Human Resources shall enroll eligible employees in vision care benefits with the service provider.

Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 5, 2013, and _____, 2023.

Section Name: Employee Relations
 Section Number: 400
 Policy Number: 429

Effective Date: March 23, 1999
 Date of Revision: ~~November 5, 2013~~
September 19, 2023

Page: ~~1 of 2~~

Subject: Vision Care Benefits

1. Purpose:

The purpose of this policy is to designate the vision care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.

Scope:

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

2. Statement of Policy.

- A. ~~2.1~~ The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the Blue Cross/Blue Shield of Michigan/**VSP** Vision **Plan 3 A-80 Revised Plan** in effect January 1, 2014.
- B. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. **The employee's cost-share to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.**
- C. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in ~~the~~**its** plan. **Effective Plan Year 2024,** ~~C~~coverage shall commence on the day following the employee's **thirtieth (30th)** ~~ninetieth (90th)~~ day of continuous employment.
- D. ~~2.2~~ To qualify for vision care benefits as ~~above~~described above, such employee must individually enroll and make proper application for such benefits **with** ~~at~~the Human Resources Department upon the commencement of **the employee's**~~his~~ regular **full-time** employment with the County. The Human Resources Department shall provide **the application documents** ~~forms~~for all eligible employees.
- ~~A.E.~~ When on an authorized ~~unpaid~~leave of absence ~~of more than two weeks,~~ the employee ~~will~~ **shall** be responsible for **the employee's cost-share as detailed above.** ~~his benefits costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must~~ **shall** be made ~~at~~ **with** the Human Resources Department.

~~prior to the commencement of the leave. If such payments are not made application and arrangements are not made as herein described, the employee's vision benefits shall automatically terminate. upon the effective date of the unpaid leave of absence of more than two weeks.~~

F.2.4 Except as otherwise provided under COBRA, the employee's vision care benefits shall terminate on the date the employee's **employment with the County** ~~goes on leave of absence of more than two weeks, terminates, , the employee~~ retires, or is laid off. ~~Upon return from a leave of absence of more than two weeks or layoff, an employee's vision care benefits plan shall be reinstated commencing with the employee's return to work.~~

~~2.5~~ ~~An employee who is on layoff or leave of absence of more than two weeks or who terminates may elect under COBRA to continue at his own cost the coverage herein provided.~~

G. 2.6 An employee who desires to waive vision care benefits for ~~employee~~ **herself**, ~~her~~ **their** spouse, and/or dependents shall submit a written request for such **waiver** to the Human Resources Department annually.

~~3. Definitions. None.~~

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

~~4. Application. This policy shall apply to all department and administrative units of Monroe County Government.~~ **Moved above.**

~~5. Responsibility. The Human Resources Director shall have the responsibility of implementing and overseeing this policy.~~

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.

2. **Human Resources:** The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider.

6. Administrative Procedure. ~~None.~~

A. Human Resources shall enroll eligible employees in vision care benefits with the service provider.

7. Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners,
dated November 5, 2013, **and _____, 2023.**

Section Name:	Employee Relations	Effective Date: March 23, 1999
Section Number:	400	Date of Revision: November 5, 2013
Policy Number:	429	
Page:	1 of 2	

Subject: Vision Care Benefits

1. Purpose. The purpose of this policy is to designate the vision care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.
2. Statement of Policy.
 - 2.1 The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the Blue Cross/Blue Shield of Michigan Vision A-80 Revised Plan in effect January 1, 2014. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in its plan. Coverage shall commence on the day following the employee's ninetieth (90th) day of continuous employment.
 - 2.2 To qualify for vision care benefits as above described above, such employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of his regular employment with the County. The Human Resources Department shall provide forms for all eligible employees.
 - 2.3 When on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for his benefits costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Department prior to the commencement of the leave. If such application and arrangements are not made as herein described, the employee's vision benefits shall automatically terminate upon the effective date of the unpaid leave of absence of more than two weeks.
 - 2.4 Except as otherwise provided under COBRA, the employee's vision care benefits shall terminate on the date the employee goes on leave of absence of more than two weeks, terminates, retires, or is laid off. Upon return from a leave of absence of more than two weeks or layoff, an employee's vision care benefits plan shall be reinstated commencing with the employee's return to work.

- 2.5 An employee who is on layoff or leave of absence of more than two weeks or who terminates may elect under COBRA to continue at his own cost the coverage herein provided.
- 2.6 An employee who desires to waive vision care benefits for herself, her spouse, and dependents shall submit a written request for such to the Human Resources Department annually.
3. Definitions. None.
4. Application. This policy shall apply to all department and administrative units of Monroe County Government. .
5. Responsibility. The Human Resources Director shall have the responsibility of implementing and overseeing this policy.
6. Administrative Procedure. None.
7. Legislative History of Authority for Creation or Revision.

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

Revised pursuant to action of the Monroe County Board of Commissioners,
dated November 5, 2013.

September 27, 2023

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

Re: Request for Approval to Submit a PHEP Special Projects Funding Grant

Dear Chairman Brant and Commissioners:

The Emergency Preparedness Division of the Monroe County Health Department (MCHD) is seeking approval to apply for a Public Health Emergency Preparedness (PHEP) Special Projects Funding Grant for up to \$51,000. These funds are part of an application by the State of Michigan to the Centers for Disease Control and Prevention (CDC) to use carryover funds from Budget Period 4. Final amount awarded to the health department will be contingent upon available funds at MDHHS, but will not exceed \$51,000. There is no match requirement for this grant during the award period of 10/1/23 to 6/30/24.

With this grant award, MCHD would fund the additional support required to update its Emergency Preparedness planning and training activities. MCHD proposes to hire a temporary, part-time employee to serve in the role as a Public Health Preparedness and Health Educator (Rye 11) to plan and execute a methodical overview of all Emergency Preparedness Plans. A vital component of the Emergency Preparedness Program is to stand ready and be able to respond to a manmade or natural incident that would affect the health and safety of all Monroe County residents. This temporary staff person will help ensure the components of MCHD's existing plans are aligned with the current standards of the CDC, the Federal Emergency Management Agency (FEMA) and the Michigan State Police Emergency Management and Homeland Security Division. The grant will also cover costs for staff emergency preparedness training and the purchase of supplies to support operating efficiencies during community vaccination clinics.

Accordingly, we request approval from the Board of Commissioners to submit the application.

Thank you for your consideration of this request,

Sincerely,

Jamie R. Dean

Jamie R. Dean, B.S., M.S.Ed.
Health Officer/Director
Monroe County Health Department

Special Projects Request Form
Bureau of Emergency Preparedness, EMS and Systems of Care - Public Health Emergency Preparedness Program

LHD Agency: Monroe County Health Department		Date Requested:	10/4/2023		Contract:	CO-2024	Project: Circle/Highlight	BIONINE CRININE
Goods/Services to be Purchased	Cost	Vendor (if known)	Type of Activity (Check one)		Justification/Details (including itemized costs for supplies/materials)			
			New	Continuing				
PT Health Educator	\$ 22,431.00		x		Temporary, part-time employee to serve in the role as a Public Health Preparedness and Health Educator from 10/16/23 - 6/30/24 to execute a methodical overview of all EP Plans.			
Staff Emergency Preparedness Training	\$ 10,000.00		x		ICS 300, ICS 400, Etc.			
Software Licenses	\$360		x		Adobe Licenses for EP Staff			
Out Clinic Operating Supplies	\$18,209		x		Electronic Equipment and Ancillary Supplies			
Total:	\$ 51,000.00							
CERTIFICATION: I certify that I am authorized to sign on behalf of the local agency and that this is an accurate approval of purchases that the LHD desires to make with their implementation dollars.								
EPC Signature <i>Tatyana Ivanova</i>		Title: Community Health & PH Preparedness Director				Date: 9/28/23		
Financial Officer Signature <i>John W. Lee</i>		Title: Finance, Administration & Education Director				Date: 9/28/23		
Contact Person Name: Tatyana Ivanova						Contact Number: 734-240-7874		



Jamie Dean <jamie_dean@monroemi.org>

Special Projects Funding - Local Health Departments

3 messages

Michigan Department of Health and Human Services

<MDHHS@govsubscriptions.michigan.gov>

Reply-To: MDHHS@govsubscriptions.michigan.gov

To: jamie_dean@monroemi.org

Fri, Sep 15, 2023 at 2:49

PM



This message is sent on behalf of our Bureau Financial Specialist, Janis Tipton.

Good afternoon,

As in previous years, PHEP will be applying for carryover funds with CDC for any unspent BP4 funding, which we will use as Special Projects funding in B54. While we will not know the final amount of carryover funding until grant close out is complete, we would like to give the LHDs and Tribes plenty of time to complete the Special Projects Request and obtain all the required signatures.

To that end, please complete the attached Special Project Request form with places for all the required signatures. Please return this completed form to Janis, tiptonj2@michigan.gov, and cc: the PHEP mailbox, MDHHS-BETP-DEPR-PHEP@michigan.gov, no later than close of business Wednesday, October 4, 2023.

Thanks,

Janis L. Tipton, Financial Specialist II

Bureau of Emergency Preparedness, EMS, and Systems of Care (BEPESoC)

Healthcare Preparedness Program (HPP)/Public Health Emergency Preparedness (PHEP)

Division of Emergency Preparedness and Response (DEPR)

Division of EMS and Systems of Care

Michigan Department of Health and Human Services (MDHHS)

1001 Terminal Road

Lansing, MI 48906

(517) 388-4312 - cell



STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
MONROE COUNTY

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

September 27, 2023

Re: FY 2023-24 MCMHRC Grant Award Notification

Dear Chairman Brant:

This letter is to inform the Monroe County Board of Commissioners that the State Court Administrative Office (SCAO) has awarded the Monroe County Mental Health Recovery Court (MCMHRC) a grant in the amount of \$192,130.00 for the grant period October 1, 2023 through September 30, 2024. This represents a \$25,030.00 increase from last year's award.

While the grant does not require a match from Monroe County, it is anticipated there will be a need for a general fund contribution in the amount of \$1,132.00 for expenses the grant cannot reimburse. This would include \$300 to cover payroll processing and \$832 to cover the travel expenses for the annual MATCP Conference. The request would require \$75 being allocated to the County's 2023 budget, with the remaining \$1,057 needed in the County's 2024 budget. This is due to the grant's October-September fiscal year not aligning with the County's January-December fiscal year.

Thank you for your consideration in accepting this grant award and general fund contribution. There will be a representative from the First District Court in attendance at the October 3, 2023 Board of Commissioners Meeting. Please contact me if you have any questions or concerns.

Sincerely,

Amanda L. Eicher
District Court Judge & Mental Health Recovery Court



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 20, 2023

Honorable Michael Brown, Chief Judge
1st District Court
106 E. First St.
Monroe, MI 48161

Re: Michigan Mental Health Court Grant Program (MMHCGP) Award
Notification
1st District Court — Adult Mental Health Court
SCAO UI: U20009

Dear Chief Judge Brown:

I am pleased to inform you that your court has been awarded a grant in the amount of \$192,130 from the Michigan Mental Health Court Grant Program (MMHCGP) administered by the State Court Administrative Office (SCAO). This award is for the grant period October 1, 2023, through September 30, 2024. The award is contingent upon SCAO being awarded and receiving federal grant awards in the full amount requested.

Your court's fiscal year 2024 contract will be e-mailed from DocuSign to your project director, Christina McMahon. Signed contracts must be returned by December 15, 2023. The budget, based on your court's actual award, must be updated in WebGrants by November 3, 2023. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

Each year we receive grant requests that greatly exceed the total amount spent in the preceding fiscal year and available funding for awards to courts. However, your grant award should fully fund your program operations based on recent program spending.

Additionally, SCAO will continue to consider requests for reallocation of grant funds. A reallocation is a mid-year decrease or increase of your grant award. For example, a program that needs additional grant funding may request a reallocation to increase the program's grant award. Reallocation requests are submitted in WebGrants, and SCAO staff will review and make

September 20, 2023

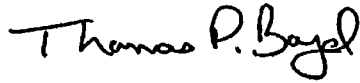
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reallocation determinations after second-quarter claims are submitted and after third-quarter claims are submitted. A reallocation that decreases or increases a program's grant award are based on actual prior spending and projected spending for the remainder of the fiscal year.

The Michigan Supreme Court and SCAO greatly appreciate your efforts and passion for these life-saving court programs. Thank you for making a positive difference in so many lives.

If you have any questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd". The signature is written in a cursive style with a large, stylized "T" and "B".

Thomas P. Boyd
State Court Administrator

cc: Honorable Amanda L. Eicher
Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Jessica Chaffin, Court Administrator
Christina McMahon, Project Director

MCMHRC 2024 Grant Budget Allocation

Account Number	Account Description	2024 Budget Amount - County Request	TOTAL 2024 Budget	Oct - Dec 2023	Jan - Sept 2024	Comments
101-13660-705000	Salaries and Wages		\$ 57,278	\$ 13,650	\$ 43,628	
101-13660-707100	Part time employees					
101-13660-711100	Overtime - Time and 1/2					
101-13660-715000	Social Security		\$ 4,382	\$ 1,044	\$ 3,338	
101-13660-716000	Employers - Retirement		\$ 19,259	\$ 4,421	\$ 14,838	
101-13660-716001	DC Retirement					
101-13660-716010	Employers - Ret Health Care		\$ 1,516		\$ 1,516	
101-13660-716012	Employer-HCS					
101-13660-717000	Unemployment Insurance		\$ 57	\$ 14	\$ 44	
101-13660-718000	Workers Compensation		\$ 903	\$ 215	\$ 688	
101-13660-719000	Health Insurance		\$ 19,293	\$ 4,616	\$ 14,678	
101-13660-720000	Life Insurance		\$ 95	\$ 24	\$ 71	
101-13660-721000	Optical Insurance		\$ 134	\$ 33	\$ 100	
101-13660-722000	Dental Insurance		\$ 1,083	\$ 267	\$ 816	
101-13660-723000	Disability Insurance		\$ 569	\$ 132	\$ 437	
Fringes Total Budgeted			\$ 48,265	\$ 10,765	\$ 36,526	
101-13660-728000	Office Supplies		\$ 253	\$ 63	\$ 190	Binders, Graduation Supplies
101-13660-729000	Printing and Imaging					
101-13660-731010	Urine Test / Lab Kits (Trans Med)		\$ 3,365	\$ 841	\$ 2,524	10 participants @ 1 test per week, \$6.47 per test
101-13660-741000	Operating Supplies					
101-13660-741084	OP-Sup - Incentives		\$ 1,500	\$ 375	\$ 1,125	For phase advancement and biweekly incentives, 56 gift cards at \$25 each
101-13660-801000	Professional / Contractual (MCMHA / Averahealth)		\$ 68,465	\$ 17,116	\$ 51,349	MCMHA 1,920 hours @ \$29.16 - \$30.16 AveraHealth \$10,865.
101-13660-801010	Peer Support Services					
101-13660-801115	Electronic Monitoring (House Arrest)		\$ 2,020	\$ 505	\$ 1,515	3 participants, 3 @ \$65 enrollment fee, up to 60 days of tether at \$9.50/day,
101-13660-801220	Contr Serv - Job Seeking					
101-13660-801223	Contr Serv - Screen & Assessment					
101-13660-801400	Contr Serv - Drug					
101-13660-809010	Emerg Housing					
101-13660-814015	Software License Fee (Google & Zoom)		\$ 75	\$ 19	\$ 56	\$75 Google
101-13660-814016	Payroll Services	\$ 300	\$ 300	\$ 75	\$ 225	
101-13660-817000	Court Appointed Attorney		\$ 7,200	\$ 1,800	\$ 5,400	\$100/hr
101-13660-849010	Part Travel - Public Trans		\$ 990	\$ 248	\$ 743	33, 31-day bus passes at \$30 each
101-13660-861000	Travel	\$ 832	\$ 1,776		\$ 1,776	3 County Participants
101-13660-911000	General Liability Insurance		\$ 973	\$ 232	\$ 741	
101-13660-958000	Training and Seminars		\$ 1,775		\$ 1,775	5 Participants
		\$ 1,132	\$ 193,262	\$ 45,689	\$ 147,573	
Less Payroll Service \$300 and Travel \$832 (Not Reimbursable by Grant)			\$ (1,132)	\$ (75)	\$ (1,057)	
		\$ 1,132	\$ 192,130	\$ 45,614	\$ 146,516	



Monroe County Veterans Treatment Court
Hon. Michael Brown, Presiding

Jack Penwarden, Program Coordinator
106 E. First Street – Monroe, MI 48161
(734) 240-7140

September 28, 2023

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

RE: FY 2024 MCVTC Grant Award Notification

Dear Chairman Brant,

This letter is to inform the Board that the State Court Administrative Office (SCAO) has awarded the Monroe County Veterans Treatment Court (MCVTC) a grant in the amount of \$37,000 for the grant period October 1, 2023 through September 30, 2024.

While the grant does not require a match from Monroe County, there will be a need for a general fund contribution in the amount of \$577.00 for expenses the grant cannot reimburse, namely payroll processing fees and MATCP Conference travel.

An additional appropriation of \$75.00 in 2023 and \$502.00 to be included in the 2024 budget are requested as the District Court does not have funds to offset FY 2023-2024 MCVTC expenses.

Thank you for your consideration in accepting this grant award and general fund contribution. A representative will be attending the Board of Commissioners meeting. Please contact me if you require any additional information.

Yours truly,

Michael C. Brown
Chief Judge
First District Court



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 20, 2023

Honorable Michael Brown, Chief Judge/Veterans Treatment Court Judge/Project
Director
1st District Court
106 E. First St.
Monroe, MI 48161

Re: Michigan Veterans Treatment Court Grant Program (MVTCGP) Award
Notification
1st District Court — Veterans Treatment Court
SCAO UI: U30009

Dear Chief Judge Brown:

I am pleased to inform you that your court has been awarded a grant in the amount of \$37,000 from the Michigan Veterans Treatment Court Grant Program (MVTCGP) administered by the State Court Administrative Office (SCAO). This award is for the grant period October 1, 2023, through September 30, 2024. The award is contingent upon SCAO being awarded and receiving federal grant awards in the full amount requested.

Your court's fiscal year 2024 contract will be e-mailed from DocuSign to you. Signed contracts must be returned by December 15, 2023. The budget, based on your court's actual award, must be updated in WebGrants by November 3, 2023. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

Each year we receive grant requests that greatly exceed the total amount spent in the preceding fiscal year and available funding for awards to courts. However, your grant award should fully fund your program operations based on recent program spending.

Additionally, SCAO will continue to consider requests for reallocation of grant funds. A reallocation is a mid-year decrease or increase of your grant award. For example, a program that needs additional grant funding may request a reallocation to increase the program's grant award. Reallocation requests are submitted in WebGrants, and SCAO staff will review and make

September 20, 2023

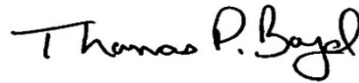
Page Two

reallocation determinations after second-quarter claims are submitted and after third-quarter claims are submitted. A reallocation that decreases or increases a program's grant award are based on actual prior spending and projected spending for the remainder of the fiscal year.

The Michigan Supreme Court and SCAO greatly appreciate your efforts and passion for these life-saving court programs. Thank you for making a positive difference in so many lives.

If you have any questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd". The signature is written in a cursive style with a large, stylized "T" and "B".

Thomas P. Boyd
State Court Administrator

cc: Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Jessica Chaffin, Court Administrator

MCVTC 2024 Grant Budget Allocation

Account Number	Account Description	TOTAL 2024 Budget - \$37,000	Oct-Dec 2023	Jan - Sept 2024	Comment
101-13650-705000	Salaries and Wages	-			
101-13650-707100	Part time employees	\$ 13,288	\$ 3,760	\$ 9,528	10 hours per week
101-13650-711100	Overtime - Time and 1/2	-			
	Total Wages	\$ 13,288	\$ 3,760	\$ 9,528	
101-13650-715000	Social Security	\$ 1,017	\$ 288	\$ 729	
101-13600-716000	Employers - Retirement	-			
101-13600-716001	DC Retirement	-			
101-13650-716010	Employers - Ret Health Care	-			
101-13650-717000	Unemployment Insurance	\$ 13	\$ 3	\$ 10	
101-13650-718000	Workers Compensation	\$ 210	\$ 60	\$ 150	
101-13650-723000	Disability Insurance	-			
101-13650-911000	General Liability	\$ 226	\$ 64	\$ 162	
	Total Fringes	\$ 1,466	\$ 415	\$ 1,051	
101-13650-728000	Office Supplies	\$ 200	\$ 50	\$ 150	Legal pads, pens, folders, labels, day planners
101-13650-731010	Drug Testing Supplies	\$ 50	\$ 13	\$ 38	Gloves, Masks, Swabs/cups
101-13650-741000	Operating Supplies (Risk Assessment)	\$ 615	\$ 154	\$ 461	\$615 - 2 people recertification
101-13650-741084	Incentives	\$ 300	\$ 75	\$ 225	Graduations, Milestones - 1 gift cards per month @ \$25
101-13650-801000	Professional / Contractual (Drug Testing / AverHealth)	\$ 12,381	\$ 3,095	\$ 9,286	10 participants, 2 tests/week @ \$12.31 per test, 10 confirmatory @ \$20
101-13650-801115	Electronic Monitoring (House Arrest & Smart Start)	\$ 755	\$ 189	\$ 566	
101-13650-814015	Software License (Google)	\$ 75	\$ 19	\$ 56	
101-13650-814016	Payroll Services	\$ 300	\$ 75	\$ 225	
101-13650-817000	Court Appointed Attorney	\$ 7,200	\$ 1,800	\$ 5,400	\$600/mth
101-13650-861000	Travel	\$ 592		\$ 592	MATCP Conference Travel - May 2024 - Current Reimbursable Rates \$85/night hotel, .44 per mile
101-13650-958000	Training and Seminars	\$ 355		\$ 355	MATCP Conference Registration - May 2024 - \$355 per person
		\$ 37,577	\$ 9,644	\$ 27,933	
Less Payroll Services (\$300) / Travel (\$277)- Not Reimbursable by Grant		\$ (577)	\$ (75)	\$ (502)	
		\$ 37,000	\$ 9,569	\$ 27,431	

MICHAEL WOOLFORD
MMAO (4)
DIRECTOR



Telephone: (734) 240-7235
Fax: (734) 240-7244
Toll Free: 1-888-354-5500 Ext 7235
Email : michael_woolford@monroemi.org

MONROE COUNTY
EQUALIZATION DEPARTMENT
51 South Macomb Street • Monroe, Michigan 48161-2168

September 20, 2023

Honorable Chairman and Members
Monroe County Board of Commissioners

This report is presented in compliance with Section 211.37, Act 135 of Michigan Compiled Laws, and upon its adoption shall be the Grand Levy for 2023.

The Apportionment Report includes certified millage rates, either allocated or voted for all taxing jurisdictions within Monroe County. Reports from area school districts, township and city clerks were reviewed and checked for accuracy by this office.

This department has received a form L-4029 (Tax Rate Request), which also includes the certificate of compliance, from all taxing jurisdictions. This states that they have complied with Article 9, Section 31 of the State Constitution.

I, hereby, recommend the Board of Commissioners adopt this report, subject only to millage rates that were not reported correctly. Should any special elections, allowed by legislation, occur after this date, adjustments will be made and this report will be amended.

Based on the 2023 millage rates reported the 2023 Grand Levy is \$249,246,388.57.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Woolford".

Michael Woolford, MMAO (4)
Equalization Director
Monroe County

Adopted by the Monroe Board of Commissioners on: October 3, 2023

Yes _____ No _____ Excused _____



ANNAMARIE OSMENT

Monroe County Clerk/Register of Deeds

Monroe County Courthouse • 106 East First Street • Monroe, Michigan 48161-2185

Telephone:

Clerk: (734) 240-7020

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annamarie_osment@monroemi.org

September 13, 2023

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

RE: Appointments to the Board of Canvassers

Dear Chairman Brant and Members of the Board:

The Board of Canvassers has two seats, currently held by Emilie Foster and MaryEtta Kreklau scheduled to expire as of October 31, 2023. The seats are one each from the Republican and Democratic parties. Pursuant to MCL 168.24 the Chairperson of each party was sent communication to submit three (3) names for the Board of Commissioners to consider for appointment of these expiring seats.

Chairman Matt Petree from the Republican Party submitted the following names:

1. Emilie Foster
2. John Cullen

Chairman Rick Kull from the Democrat Party submitted the following names:

1. MaryEtta Kreklau
2. Nick Wagers

Both Emilie Foster and MaryEtta Kreklau have served on the Board of Canvassers for one (1) term each and both have expressed an interest in returning to the board to continue to serve their community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Annamarie Osment', with a stylized, flowing script.

Annamarie Osment
Monroe County Clerk Register of Deeds



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

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

September 13, 2023

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

Re: Request Approval of the Updated Animal Control Ordinance

Dear Chairman Brant:

On July 18, 2023, the Board approved the transition plan for Animal Shelter services to the Humane Society of Monroe County. With the noted changes, we had to update the Animal Control Ordinance to remove items related to shelter operations. The Animal Control Division of the Sheriff's Office, in collaboration with the Law Firm of Lennard Graham and Goldsmith updated the Monroe County Animal Control Ordinance. The ordinance was last updated on April 4, 2023. The Sheriff's Office is seeking concurrence to adopt the updated Animal Control Ordinance as presented.

If you have any questions or seek clarification, please feel free to contact me.

Sincerely,

Troy Goodnough, Sheriff



Monroe County **ANIMAL CONTROL ORDINANCE**

EFFECTIVE DATE: October 3, 2023

Compliments of the
MONROE COUNTY SHERIFF'S OFFICE
Troy Goodnough, Sheriff

ARTICLE I

The Board of Commissioners of the County of Monroe recognizes that Act 339 of the Public Acts of 1919, Michigan Compiled Laws 287.261-287.290, Act 426 of the Public Acts of 1988, MCL 287.321-287.323, and Act 368 of the Public Acts of 1978, MCL 333.1101-333.25211 constitute state law for the regulation of dogs. The Board finds that it is necessary to establish and implement a program for the licensing and regulation of dogs and other animals and facilities which house them, that animals require legal protection, and that property rights of owners and non-owners of animals should be protected and that the health, safety, and welfare of people in Monroe County would best be served by adoption of such an ordinance which shall be cited as "The Monroe County Animal Control Ordinance".

ARTICLE II

-Definitions-

- A) Adequate Care: means the provision of sufficient food, water, shelter, reasonable comfort and medical attention, to maintain an animal in a state of good health.
- B) Adoption: means to take an animal into one's home and to accept responsibility for the animal's wellbeing, through means of a legal and binding contract.
- C) Agent in Control: means that person(s) having temporary custody and/or responsibility of an animal, as defined in this Ordinance.
- D) Animal: means any dog, cat, or other mammal, bird, fish, or reptile. The definition of "Animal" does not include non-domestic animals found in the wild whose natural habitat includes Monroe County, Michigan and over which Monroe County Animal Control has no jurisdiction.
- E) Animal at Large: means any animal, excluding commonly domesticated cats, that:
 - 1) Is not physically restrained on private property or within a motor vehicle with the permission of the private property owner and/or motor vehicle owner, in a manner that physically prevents that animal from leaving that property and/or motor vehicle or reaching any public areas; or,
 - 2) When not in compliance with subsection (a), is not restrained by a leash, tether, or other physical control device not to exceed six (6) feet in length and under the physical control of a responsible person.
- F) Animal Control Officer: means any person employed by the County for the purpose of enforcing this ordinance or state statutes pertaining to control of dogs or other animals.
- G) Approved Vaccine: or "Vaccine" means a veterinary biological that is administered to livestock or other animals to induce immunity in the recipient and approved by the State Veterinarian for use in this state pursuant to the Animal Industry Act, Act No. 466 of the Public Acts of 1988, being Sections 287.701 to 287.745 of the Michigan Compiled Laws.

- H) Attack: means to attempt to cause injury or otherwise forcefully endanger the safety of people or other animals.
- I) Board: means the Monroe County Board of Commissioners.
- J) Day: means any day the Monroe County governmental offices are scheduled to conduct business. It shall not include any Saturday, Sunday, or holiday designated by the Board of Commissioners.
- K) Disposition: means redemption, adoption, foster/rescue and euthanasia as a last resort at the direction of the director of the Humane Society of Monroe County. Adoption, foster/rescue, and euthanasia are under the direction and supervision of the Humane Society of Monroe County, Inc. pursuant to the Agreement for Animal Shelter Services between Monroe County and the Humane Society of Monroe County, Inc.
- L) Dog: means an animal of any age solely of the species *Canis Familiaris*.
- M) Euthanasia: means putting an animal to death in a humane manner.
- N) Exotic Animal: is any animal that is not native to the United States.
- O) Guard Dog: means a dog that has been trained and has obtained a certification of training in protection of property or people, but shall not apply to a dog owned by a law enforcement agency or certified law enforcement officer that has been trained as a K-9 to assist in a law enforcement agency investigation or demonstration, or search for missing persons.
- P) Harbor: means to feed or shelter an animal(s) for three (3), or more, consecutive, days.
- Q) Hunting: means the act of pursuing game for food or sport.
- R) K-Facility: means any facility, except a duly licensed pet shop, where, for a fee, 3 or more dogs are kept for breeding, sale, sporting, boarding, or training purposes.
- S) Law Enforcement Officer: means any person employed or elected by the People of the State, or by any municipality, county, or township, whose duty it is to preserve peace or to make arrests or to enforce the law, and includes conservation officers and members of the State Police.
- T) Livestock: means farm animals used for human food and fiber or animals used for service to human beings. Livestock includes, but is not limited to, cattle, swine, sheep, llamas, goats, bison, equine, poultry, rabbits, and fur-bearing animals being raised in captivity. Livestock does not include animals that are human companions, such as dogs and cats.
- U) Muzzle: means a device which when fitted upon an animal prevents it from biting any person or animal and which is made in a manner that will not cause injury to the animal or interfere with its vision or respiration.

- V) Neglect: means to fail to sufficiently and properly care for an animal to the extent that the animal's health is jeopardized.
- W) Owner/real property: when applied to any real property or premises, means both the record title owner and all those occupying or in possession of such real property or premises.
- X) Owner/proprietorship: when applied to the proprietorship of a dog means every person having a right of property in the dog, and every person who keeps or harbors the dog or has it in his care, and every person who permits the dog to remain on or about any premises occupied by him.
- Y) Person: means any natural person, association, partnership, firm, or corporation.
- Z) Poultry: means all domestic fowl, ornamental birds, and game birds possessed or being reared under authority of a breeder's license pursuant to part 427 (breeders and dealers) of the Natural Resources and Environmental Act, No. 451 of the Public Acts of 1994, being Sections 324.42701 to 324.42714 of Michigan Compiled Laws.
- AA) Provoke: means to perform a willful act or omission that an ordinary and reasonable person would conclude is likely to be a cause of and/or to precipitate the bite or attack of an ordinary dog or animal.
- BB) Quarantine: means a state of enforced isolation.
- BB) Sanitary Conditions: means space free from health hazards including excessive animal waste, overcrowding of animals, or other conditions that endanger the animal's health.
- CC) Secure Structure: means a four (4) sided structure with a securely enclosed top. The sides must be at least six (6) feet high, with a concrete or buried fence floor. The door(s) must be locked at all times.
- DD) Treasurer: means the Monroe County Treasurer.
- EE) Torment: means an act or omission that causes unjustifiable pain, suffering, and distress to an animal, or causes mental and emotional anguish in the animal as evidenced by its altered behavior, for a purpose such as sadistic pleasure, coercion, or punishment that an ordinary and reasonable person would conclude is likely to be a cause of and/or to precipitate a bite or attack.

ARTICLE III

-Animal Control Officers-

-Duties, Authority & Responsibility-

- A) The Monroe County Board of Commissioners shall fund Animal Control Officers as necessary and in accordance with the county budgetary and personnel policies.
- B) It shall be the responsibility of all Animal Control Officers to enforce the provisions of this Ordinance.
- C) Animal Control Officers shall be empowered to enforce this Ordinance, including but not limited to issuance of tickets, citations, or summonses to persons in violation of this Ordinance, and may make a complaint in regard to such violation to the District Court. Animal Control Officers are empowered to enforce state animal control laws, including but not limited to issuance of tickets, citations, or summonses to persons in violation of those state laws.
- D) Animal Control Officers, when enforcing this Ordinance or an applicable state law, shall bear satisfactory identification reflecting the authority under which they act. This identification shall be shown to any person requesting it.

ARTICLE IV

-Shelter Operation, Impoundment, Release & Disposal-

- A) The Animal Control Division of the Monroe County Sheriff's Office through the County of Monroe, shall partner with the Humane Society of Monroe County to operate and maintain an adequate facility as a shelter to receive, care for, and safely confine any animal in an Animal Control Officer's custody under provisions of this Ordinance or coming into the custody of said officer under state law.
- B) An Animal Control Officer may impound and hold at the shelter any animal when it is the subject of a violation of this Ordinance or state law, when it requires protective custody and care because of mistreatment or neglect by its owner, when it is voluntarily donated by its owner for disposition, or when otherwise ordered impounded by the court.
- C) An animal shall be considered impounded when an Animal Control Officer takes physical custody of the animal.
- D) Impoundment is subject to the following holding period and notice requirements:
 - 1) An animal bearing identification of ownership or whose ownership is otherwise known shall be held for a minimum of seven (7) days after its impoundment if the owner or representative does not present himself or herself to claim the animal. The Animal Control Division shall, within 24 hours of impoundment, make reasonable efforts by telephone to contact the owner. If unsuccessful, the Animal Control Division shall, within 36 hours of impoundment, send a written notice by certified mail of impoundment advising the owner of the date by which redemption must be made, and listing fees payable to Monroe County Animal Control or the Humane Society of Monroe County if applicable prior to redemption/release. In the event the Animal Control Division is unable to obtain a current telephone number or current address for the owner, the animal shall be held for seven (7) days after which the animal shall be subject to disposition.
 - 2) An animal not bearing identification of ownership shall be held for a minimum of four (4) days after its impoundment.
 - 3) Animals held for periods prescribed under this section and not redeemed by their owner shall be subject to disposition.
- E) Disposition of animals shall be made in the following manner:
 - 1) Redemption - an impounded animal shall be released to its owner, or the owner's authorized representative, provided:
 - a) It is redeemed within the period set forth in this section;

- b) Payment of fees for impoundment and care, including actual cost of veterinary care incurred, if any, while held in the animal shelter, is received by either the Animal Control Division or the Humane Society of Monroe County; and,
 - c) The owner is in compliance with provisions of this Ordinance and statutes of the State including licensing and vaccination requirements.
- 2) Provisions of this Article regarding holding periods do not apply to any animal that is sick or injured to the extent that the holding period would cause the animal undue suffering in the sole judgment of the Animal Control Officer, or to any animal that in the sole judgment of the Animal Control Officer is so aggressive that the animal poses an immediate threat of severe injury to humans and/or other animals, Such animals will be disposed of by euthanasia as soon as possible.

ARTICLE V

-DOG LICENSING-

- A) It shall be unlawful for any person to own any dog 6 months old or over, unless the dog is licensed as provided in this Ordinance, or to own any dog 6 months old or over that does not at all times wear a substantial collar purchased by the owner with a tag approved by the Director of Agriculture, which said collar with attached tag shall at all times be kept on the dog for which the license is issued, except when the dog is engaged in lawful hunting accompanied by its owner or custodian.

It shall also be unlawful for any person except the owner or the owner's authorized agent to remove any license tag from a dog.

- 1) A person who becomes the owner of a dog that is 6 months old or older and is not already licensed, shall apply for a license within thirty (30) days of acquiring ownership. A person who owns a dog that will become 6 months old and that is not already licensed shall apply for a license within 30 days after the dog becomes 6 months old. Application for a license shall be made at Monroe County Animal Control, as the authorized agent of the Monroe County Treasurer.
- 2) Notwithstanding the above licensing requirements for unlicensed and young dogs, in all cases the owner of a dog that is 6 or more months old shall apply to Monroe County Animal Control, as the authorized agent of the Monroe County Treasurer, for a license for each dog owned or kept by him or her.
- 3) The owner of a dog shall apply for a license annually on or before March 1.
- 4) When an owner of a dog becomes a new resident of the State of Michigan residing within Monroe County, the owner shall apply to Monroe County Animal Control for a license within thirty (30) calendar days of becoming a Michigan resident.
- 5) All applications for a dog license shall be submitted to Monroe County Animal Control on a form approved and furnished by Monroe County Animal Control.
- 6) When applying for a dog license, the owner shall pay the license fee provided for by the County of Monroe.
- 7) A dog license shall be valid until the expiration date set forth on the license application and/or license. Notwithstanding this provision, licenses shall be renewed annually on or before March 1.
- 8) Each application for a dog license shall be accompanied by a valid certificate of a current vaccination for rabies, with a vaccine licensed by the United States Department of Agriculture, signed by an accredited

veterinarian. The certificate for vaccination for rabies shall state the month and year of expiration for the rabies vaccination, in the veterinarian's opinion.

- 9) Monroe County Animal Control shall not issue a license if the dog's current rabies vaccination will expire more than 1 month before the date on which that license would expire.
 - 10) The owner of a dog that is required to be licensed by Michigan Public Act 339 of 1919, as amended, and this Monroe County Animal Control Ordinance, shall keep the dog currently vaccinated against rabies by an accredited veterinarian with a vaccine licensed by the United States Department of Agriculture.
- B) The license and license tag are assigned to the dog and are not transferable to another dog. The license and license tag shall remain with the dog upon transfer to another owner for the life of the license, providing that upon transfer to another owner within Monroe County the last registered owner and the new owner shall notify the Animal Control Division, in writing, of the change in ownership so that it may note such transfer upon its records. This Ordinance does not require the procurement of a new license, or the transfer of a license already secured, where the possession of a dog is temporarily transferred for the purpose of boarding, hunting game, breeding, training, trial or show.
 - C) A dog displaying a valid license tag from another Michigan county shall not require licensing in Monroe County until expiration of the current license, provided that dog remains in the possession of the owner to whom the license was issued.
 - D) If a currently valid dog license tag is lost it shall be replaced without charge by the Animal Control Division upon application by the owner of the dog, with a signed statement of the fact regarding the loss of such tag.
 - E) Fees shall be waived for licenses issued for any guide dog, leader dog, or service dog, upon presentation of an approved affidavit executed by the dog's owner. The waiver shall apply to all subsequent licenses issued to that dog so long as it remains the property of the person named in the affidavit.
 - F) An administrative fee equal to twice the applicable license fee shall be charged to any person who fails to apply for an initial license or a renewal license within the times specified by this Ordinance. For license renewals by mail, the postmark must be no later than the last day of February, exceptions being noted in section "B".
 - G) No dog shall be exempt from the rabies vaccination requirements set forth in this Ordinance, unless there is a valid medical reason supplied in writing by a licensed veterinarian. The veterinarian exemption waiver must be supplied to Monroe County Animal Control annually to purchase the current license.

- H) The Monroe County Board of Commissioners shall from time to time establish the Annual Dog License Tag fees.
- I) A person who violates, fails or refuses to comply with any section or subsection of Article V of the Monroe County Animal Control Ordinance shall be responsible for a civil infraction punishable by a monetary civil penalty of Three Hundred (\$300.00) Dollars plus applicable court costs.
 - 1) A person who violates, fails or refuses to comply with any section or subsection of Article V of the Monroe County Animal Control Ordinance resulting in a second or subsequent violation thereof shall be guilty of a misdemeanor punishable by a fine of Five Hundred (\$500.00) Dollars, or shall be imprisoned in the county jail, for a period of time not exceeding 90 days, or both such fine and imprisonment, plus applicable court costs.
 - 2) For purposes of penalties for violation, failure, or refusal to comply with any section or subsection of Article V of the Monroe County Animal Control Ordinance, a violation shall be considered a second or subsequent violation if the person has previously been found responsible for a civil infraction within three (3) years of the commission of the second or subsequent violation.

ARTICLE VI

-“K” License-

- A) Any person who, within the boundaries of Monroe County, owns, keeps, or operates a facility wherein/whereon, for a fee, dogs are kept for breeding, sale, sporting, boarding, or training purposes, shall be required under this Ordinance and under the statutes of the state of Michigan to apply to the Animal Control Division of the Monroe County Sheriff's Office (sometimes referred to herein as Monroe County Animal Control) for a K-Facility License entitling that person to own, keep, or operate such a facility in accordance with the applicable laws.
- B) The Prospective K-Facility License applicant must provide first to Monroe County Animal Control an approval letter from the City, Village, or Township in which the K-Facility shall be located.
- C) The proper application fee must accompany the application for this permit.
- D) Any person who owns, keeps, or operates such facility shall, within thirty (30) calendar days prior to the start of such operation, or within thirty (30) calendar days prior to the expiration date of a previously issued license, obtain a “K-Facility License” from Monroe County Animal Control, which shall issue such license provided the facility is in compliance with this Ordinance and with any applicable ordinance of the city, village, or township in which it is located. Any person who owns, keeps, or operates such facility shall at all times provide Monroe County Animal Control with current 24 hour/7 day contact information including phone number and address. An administration fee equal to twice the applicable K-Facility license fee shall be charged to any person who fails to apply for a “K-Facility License” within the prescribed time limits set forth in this Ordinance.
- E) All licensed facilities shall be required to have double fencing. The fencing on the outer perimeter shall be constructed in such a manner as to prevent stray animals and people from making direct contact with animals in the facility. Exceptions to the double fencing requirements include: (1) construction of a solid fence and/or (2) all animals must be kept inside.
- F) A facility, covered by a K-Facility license, shall be of such construction as will adequately and comfortably house any dogs kept therein during any season of the year. The buildings, including walls and floor, shall be of such construction as to be readily cleaned. Cages and yards used to confine dogs in the facility shall be kept clean and free from the accumulation of animal waste, filth and debris.
- G) All dogs kept or maintained in connection with such facility shall be furnished with a clean, fresh water supply and adequate and proper food to maintain such animals in a state of good health.

- H) All K-Facility dogs, 6 months old or older, must have on file at the K-Facility a copy of a valid rabies certificate.
- I) Any K-Facility dog, 6 months old or older, shall at all times, wear a collar with a securely attached valid current license tag. In lieu of this requirement, dogs shall be permitted to wear a collar with a securely attached “K TAG”.
- J) “K-TAGS” may be purchased from Monroe County Animal Control and used in lieu of the dog’s valid current license tag while the dog is at the K-Facility.
- K) The owner/operator of a “K-Facility” shall keep a daily log. This log shall provide a description of each dog and the license tag number or “K-TAG” number that is secured to the collar worn by each dog. This log is to be kept at the K-Facility and shall be available for review at all times.
- L) Animal Control Officers and/or law enforcement officers shall have the right to inspect any “K-Facility” in the County of Monroe in order to determine whether said K-Facility is in compliance with this Ordinance and the statutes of the State. If the K-Facility has been issued a K-Facility license, it shall be the duty of the Animal Control Officer to suspend that license if, in the officer’s opinion, conditions exist which are unhealthy or inhumane to the animals kept therein. Further, the Animal Control Officer shall have the duty to revoke said license if such conditions are not corrected within a designated time.
- M) Upon change in ownership of a “K-Facility” the owner may, with written notification to Monroe County Animal Control, request the current K-Facility License be transferred to the new owner’s name. The applicable fee must accompany the request for K-Facility license transfer. Transfer of a K-Facility license is subject to compliance with the provisions of this Ordinance and State law.
- N) The Board of Commissioners shall set the Annual K-Tag and K-Facility License fees.
- O) There shall be no refund of any fees paid if a “K-Facility” license is revoked for any reason.
- P) No person convicted of cruelty to animals or animal torture shall be issued a “K-Facility” license to operate a commercial establishment.
- Q) No “K-Facility” shall employ anyone convicted of cruelty to animals or animal torture.
- R) A person who violates, fails or refuses to comply with any section or subsection of Article VI of the Monroe County Animal Control Ordinance (with the exception of Article VI, subparagraph R) shall be responsible for a civil infraction punishable by a monetary civil penalty of Three Hundred (\$300.00) Dollars plus applicable fees, costs and statutory fees.

- 1) A person who violates, fails or refuses to comply with any section or subsection of Article VI of the Monroe County Animal Control Ordinance (with the exception of Article VI, subparagraph R) resulting in a second or subsequent violation thereof shall be guilty of a misdemeanor punishable by a fine of Five Hundred (\$500.00) Dollars, or shall be imprisoned in the county jail for a period of time not exceeding 90 days, or both such fine and imprisonment, plus applicable court costs.
- 2) For purposes of penalties for violation, failure, or refusal to comply with any section or subsection of Article VI of the Monroe County Animal Control Ordinance, a violation shall be considered a second or subsequent violation if this person has previously been found responsible for a civil infraction within three (3) years of the commission of the second or subsequent violation.
- 3) A person who violates, fails or refuses to comply with Article VI, subparagraph R of the Monroe County Animal Control Ordinance shall be guilty of a misdemeanor punishable by a fine of Five Hundred (\$500.00) Dollars, or shall be imprisoned in the county jail for a period of time not exceeding 90 days, or both such fine and imprisonment, plus applicable court costs.

ARTICLE VII

-Prohibitions & Regulated Conduct-

- A) For the purposes of this Article the term “permit” shall include human conduct that is intentional, deliberate, careless, or negligent in relation to an animal.
- B) It is unlawful for any person to:
 - 1) Permit any animal, except domesticated cats, to be at large or to stray beyond the property of such person unless such animal is restrained by leash and under the control of a responsible person or unless such animal is engaged in lawful hunting or hunting practice, or in an exhibition and is accompanied by a responsible person.
 - 2) Permit any dog, except working dogs such as leader dogs, guard dogs, farm dogs, hunting dogs, and other such dogs, when accompanied by their owner or his/her authorized agent, while actively engaged in activities for which such dogs are trained, to stray unless properly in leash.
 - 3) Permit any animal to trespass upon the property or to cause damage to property, real or personal, of another person.
 - 4) Permit a dog in heat (estrus) to be accessible to a male dog, except for intentional breeding purposes.
 - 5) Permit any animal to cause unreasonable annoyance, alarm, or noise, at any time of the day or night, by repeated barking, whining, screeching, howling, baying, or other like sounds which may be heard beyond the boundaries of the owner’s property.
 - 6) Permit an animal to be confined within or on a motor vehicle at any location under such conditions as may endanger the health or wellbeing of the animal including, but not limited to, dangerous temperature or lack of food, water, or attention.
 - 7) Abandon any animal in or upon any sidewalks, street, alley, road, public right-of-way, park, or other public property, or in or upon the property of another person.
 - 8) Knowingly place food of any description containing poisonous or other injurious ingredients in any area reasonably likely to be accessible to any animals, except rodents.
 - 9) Physically mistreat any animal either by deliberate abuse or neglect, or failing to furnish adequate care and shelter, including veterinary attention, or to leave the animal unattended for more than twenty-four (24) hours without adequate care.
 - 10) Permit any animal to leave the confines of any officially prescribed

quarantine area.

- 11) Seize, molest or torment any animal while on the property of its owner or while held or led on a leash by its owner, or to decoy or entice any animal out of an enclosure or off the property of its owner.
- 12) To keep or harbor a guard dog upon any premises unless the guard dog is within an enclosed building or fenced area and with a sign being posted upon the premises and prominently displayed and clearly visible to the public, containing the words "WARNING-GUARD DOG".
- 13) To permit a guard dog to be outside of an enclosed building or fenced area unless such guard dog is upon a leash not longer than six (6) feet in length.
- 14) Fail to comply with the requirements of this Ordinance and of state statutes, which apply to the keeping of an animal or a facility where animals are kept.

C) Lost or Stolen Animals:

- 1) No person shall steal, or confine and secrete, any dog licensed under this ordinance or kept under a "K-Facility" license, unless legally authorized to do so, or unless such confining is justifiable in the protection of a person, property, or game.
- 2) Any person who finds and harbors a dog without knowing the identity of its owner shall immediately notify Monroe County Animal Control and furnish a description of the animal. Subsequent to notifying Monroe County Animal Control, the person who found and harbored the dog shall surrender the dog to an Animal Control Officer within 48 hours after such person comes into possession of said dog.
- 3) If the owner of a found dog surrendered to Monroe County Animal Control is known and has been contacted by Monroe County Animal Control for the purpose of notifying the owner that the dog is located at the Humane Society of Monroe County, but the owner has not reclaimed the surrendered dog within seven (7) calendar days of being notified of the dog's location, the person who found the dog may adopt the dog in accordance with Policy established by the Humane Society of Monroe County.
- 4) If the owner of a found dog surrendered to Monroe County Animal Control is known and attempts to contact the owner have been unsuccessful, Monroe County Animal Control shall send written notification to such owner at the owner's last known address by certified mail notifying the owner that the dog is located at the Humane Society of Monroe County. If the owner has not reclaimed the surrendered dog within ten (10) calendar days of the date of the written notice, the person who found the dog may adopt the dog in accordance with policy established by the Humane Society of Monroe County

D) Dead Animals:

A person who places a dead animal or part of the carcass of a dead animal into a lake, river, creek, pond, road, street, alley, lane, lot, field, meadow, or common area, or in any place within one (1) mile of the residence of a person, except the same and every part of the carcass is buried at least four (4) feet underground, and the owner or owners thereof who knowingly permits the carcass or part of a carcass to remain in any of those places, to the injury of the health, or to the annoyance of another shall be guilty of a misdemeanor.

E) Ferrets:

- 1) A person shall not own or harbor a ferret over 12 weeks of age unless the ferret has a current vaccination against rabies with an approved rabies vaccine administered by a veterinarian, except that rabies vaccinations are not required for research ferrets kept at research facilities registered pursuant to the public health code.
- 2) A person who owns or harbors a ferret shall produce proof of a valid rabies certificate signed by a veterinarian upon request of a law enforcement agent or Animal Control Officer.

F) A BITE/SCRATCH REPORT & QUARANTINE AGREEMENT shall be completed by an Animal Control Officer for each and every incident reported to Monroe County Animal Control wherein a bite/scratch penetrated the skin of the victim.

G) A person who violates, fails, or refuses to comply with Article VII, subparagraphs B) 4, 5, 7, 9, 10, 11, 12, 13, or 14 of the Monroe County Animal Control Ordinance shall be responsible for a civil infraction punishable by a monetary civil penalty of Three Hundred (\$300.00) Dollars plus applicable court costs and statutory fees.

- 1) A person who violates, fails or refuses to comply with Article VII, subparagraphs B) 1, 2, 3, 6, E) 1 or 2 of the Monroe County Animal Control Ordinance shall be responsible for a civil infraction punishable by a monetary civil penalty of Three Hundred (\$300.00) Dollars plus applicable court costs and statutory fees. Further, a person who violates, fails or refuses to comply with Article VII, subparagraphs B) 1, 2, 3, 6, E) 1 or 2 of the Monroe County Animal Control Ordinance resulting in a second or subsequent violation thereof shall be guilty of a misdemeanor punishable by a fine of Five Hundred (\$500.00) Dollars, or shall be imprisoned in the county jail for a period of time not exceeding 90 days, or both such fine and imprisonment, plus applicable court costs.
- 2) A person who violates, fails, or refuses to comply with Article VII, subparagraphs B) h., C) a. or D) of the Monroe County Animal Control Ordinance shall be guilty of a misdemeanor punishable by a fine of Five Hundred (\$500.00) Dollars, or shall be imprisoned in the County Jail for a period of time not exceeding 90 days, or both such fine and imprisonment,

plus applicable court costs.

- 3) For purposes of penalties for violation, failure, or refusal to comply with any section or subsection of Article VI of the Monroe County Animal Control Ordinance, a violation shall be considered a second or subsequent violation if the person has previously been found responsible for a civil infraction within three (3) years of the commission of the second or subsequent violation.

ARTICLE VIII

-Guide, Service, and Guard Dogs-

Any person claiming that a dog is a guide dog, service dog, or guard dog shall be regulated under MCL 287.262.

ARTICLE IX

-Interference With Animal Control Officer-

It shall be unlawful for any person to hinder, delay, interfere with, obstruct, or directly or indirectly to aid, counsel, assist, or advise another to hinder, delay, interfere with, or obstruct an Animal Control Officer while such officer is engaged in capturing or securing a dog, cat or other animal found to be in violation of this Ordinance or state law or while taking into custody, and/or maintaining in custody, any stray dog, cat or other animal subject to impoundment pursuant to the provisions of this Ordinance or state law, or to open any vehicle or other place of confinement, which may result in the release of any such impounded animal.

A person who violates Article IX of the Monroe County Animal Control Ordinance shall be guilty of a misdemeanor punishable by a fine of Five Hundred (\$500.00) Dollars, or shall be imprisoned in the county jail for a period of time not exceeding 90 days, or both such fine and imprisonment, plus applicable court costs.

ARTICLE X

-Violations & Penalties-

- A) Civil Infractions shall be punishable by a monetary civil penalty of Three Hundred (\$300.00) Dollars. Civil infraction tickets may be written by an Animal Control Officer or by such other persons as may be provided for by law. Defendants may also be assessed costs. Each day this Ordinance is violated shall be considered as a separate violation. Any action taken under this Ordinance shall not prevent civil proceedings for abatement or termination of the activity prohibited by this Ordinance.
- B) Misdemeanors shall be punishable by 90 days jail and/or a \$500 fine, plus the costs of prosecution.
- C) The classification of an offense as a civil infraction or misdemeanor under this Ordinance shall not preclude the Monroe County Animal Control Division and its officers, the Prosecuting Attorney, the Attorney General, or any other law enforcement officer from electing to prosecute the offense or offender under any other applicable state law.

ARTICLE XI

-Fees & Expenses-

- A) The Treasurer of the County of Monroe shall receive all fees collected by the Monroe County Animal Control Division for the issuance and recording of licenses and other services.
- B) The Monroe County Board of Commissioners shall adopt a schedule of fees for licenses and other services authorized by this Ordinance from time to time.

ARTICLE XII

-Protection of Persons & Livestock-

- A) Any person, including a law enforcement officer, may kill any dog in the act of pursuing, worrying, or wounding any livestock or poultry, or attacking person(s) without provocation, and there shall be no liability on such person in damages or otherwise for such killing.
- B) Any dog that enters any field or enclosure which is owned by or leased by a person producing livestock or poultry outside of an incorporated city, unaccompanied by the owner or the owner's agent, shall constitute a trespass, and the owner of said dog shall be liable for damages.

ARTICLE XIII

-Construction-

- A) When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neuter. The word “shall” is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted in the manner of their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any Article or Section of this Ordinance.
- B) Where any of the provisions of this Ordinance are in conflict with provisions of any other local ordinance or state statutes or regulations, the latter shall prevail.
- C) If any part of this Ordinance shall be held to be unenforceable or void, such part shall be deemed severable from this Ordinance and the invalidity thereof shall not affect the remaining parts of this Ordinance.

ARTICLE XIV

- A) Repeal: The Monroe County Animal Control Ordinance of January 10, 1999, revised 2008, is hereby repealed on the effective date of this Ordinance.
- B) Effective Date of Ordinance: This Ordinance shall take effect sixty (60) days after publication following the date of its adoption by the Monroe County Board of Commissioners.