Agenda
Missaukee County Board of Commissioners
Regular Meeting
April 9, 2019 @ 4:00 PM

Providing high-quality and cost-efficient essential services that support local goals and needs for the health, safety, and economic prosperity of a culturally diverse community.

4:00 Roll Call, Invocation, Pledge of Allegiance.
   Agenda Approval, Minutes Approval, Correspondence Reviewed
   Public Comment**
4:05 Wil Yancer
   Sheriff Report
   Lori Cox
   Treasurers Report
   Tax Levy Resolution
   Jessica Nielsen
   Register of Deeds Annual Report
4:15 James VanHaisma
   Equalization Report
4:25 Eric Karbowski
   MCCOA Report
4:35 Heather Jensen
   LC Chamber – Greatest 4th Event Request
4:45 David DenHouten
   Prosecutors Report
4:55 Precia Garland
   Administrators Report

1. Finance
   a. Remonumentation Contract
   b. FY19 Budget Amendment #2
   c. Interagency Agreement with Community Mental Health
   d. P-16100 Personal Protective Equipment – Proposed New Policy
   e. F-3310 Claims and Accounts/Accounts Payable – Proposed Revision
   f. FY20 Budget Presentation

2. Personnel
   a.

3. Claims & Accounts
   a. Monthly Claims

4. Building & Grounds
   a.

5. Commissioner Reports
   a.

6. Other New Business
   a.

Public Comment**

**Public Comment Rules authorized by the Missaukee County Board of Commissioners: Each person recognized by the Chairman shall state their name for the record and will have a limit of 3 minutes to state an opinion. All opinions will be duly noted by the board & if requiring an answer will be addressed by the chairman first or his designee or in writing. The audience is asked not to interrupt at anytime during public comment.
Missaukee County Board of Commissioners
Regular Board Meeting
Commissioners Room
111 S. Canal St. Lake City, MI
March 12, 2019 @ 4:00 PM

Meeting Called to Order by Chairperson Vanderwal; Invocation and Pledge of Allegiance.

Roll Call of Districts-
Present: Hubert Zuiderveen, Lan Bridson, Roger Ouwinga, Pam Niebrzydowski, Frank Vanderwal, Dean Smallegan, Star Hughston
Absent: None

Motion by Smallegan, supported by Niebrzydowski, to approve the agenda as presented. Motion Carried.

Motion by Zuiderveen, supported by Smallegan, to approve minutes from February 12 and February 21, 2019 as presented. Motion Carried. Correspondence received and reviewed.

Public Comment:
- Jean Swaffer, citizens, wanted to make record of an event on May 15th, Older Michigander’s Day held on the Capitol Building lawn in Lansing to advocate for seniors.
- Jessica Nielsen, Clerk/Register, wanted to introduce the newest employee Lisa Ruell, who most recently worked for the Friend of the Court. Nielsen said she is happy to bring Lisa and her experience on board.

Aaron Kearns, Undersheriff, gave a monthly update.

Lori Cox, Treasurer, presented investment reports for February. Cox also asked the board to approve borrowing up to $600,000 from the DTRF to the General Fund, to aid with cash flow, if needed.

Motion by Smallegan, supported by Niebrzydowski, to approve borrow transfers up to $600,000 from the DTRF to the General Fund, to aid with cash flow, if needed. Roll Call Vote: 7 Yeas (Bridson, Vanderwal, Niebrzydowski, Ouwinga, Smallegan, Hughston, Zuiderveen) 0 Nays. Motion Carried.

Eric Karbowski, Missaukee County Commission on Aging Director, gave an update on the MCCOA. Karbowski said they are continuing to update policies and procedures. Karbowski also said they are looking at financial reporting and want to make sure the BOC is getting all of the information they need.

Vicki Sawicki, NCCISMA, gave an update on invasive species management through the Conservation District. Sawicki reviewed data that showed what invasive species have been treated in Missaukee County.
Joe Verlin, Gabridge & Company, presented the FY18 annual financial audit report. Verlin noted the unassigned fund balance for the general fund is 16% of the general fund’s annualized expenditures, which is just below the goal of 17%. Overall, Verlin said the County had a good financial year ending September 30, 2018.

Shari Spoelman, MSU Extension, gave an annual report on the agency. Spoelman also introduced staff members Kathy Lee, Dairy Educator and Laura Quist with the 4-H program. Spoelman highlighted the Mock it then Rock it program that had its second successful year this year; held to help high school youth practice resume building and job interviewing skills.

Precia Garland, Administrator, reviewed the items she presented at the Finance Committee meeting.

Finance Committee Report
Motion by Smallegan, supported by Bridson, to approve P-4600 Drug Free Workplace Violence policy as presented. Motion Carried.

Motion by Bridson, supported by Ouinga, to approve the 9-1-1 Local Surcharge Resolution as presented. Roll Call Vote: 7 Yea (Smallegan, Hughston, Zuiderveen, Bridson, Vanderwal, Niebrzydowski, Ouinga) 0 Nays. Motion Carried.

Resolution 2019-2
RESOLUTION TO INCREASE MONTHLY 9-1-1 LOCAL SURCHARGE WITHIN MISSAUKEE COUNTY

Whereas, under the Emergency 9-1-1 Service Enabling Act (P.A. 379 of 2008 as amended) the Missaukee County Board of Commissioners approved the final 9-1-1 service plan on June 9, 1992 to benefit the citizens of Missaukee County by providing a uniform and well known emergency telephone number; and

Whereas, the Missaukee County Board of Commissioners continues to find that 9-1-1 service will benefit the citizens of Missaukee County; and

Whereas, the State of Michigan enacted Public Act 379 to support 9-1-1 service in Michigan; and

Whereas; Public Act 379 allows for the creation of a county-based 9-1-1 surcharge on all communications service providers that can access 9-1-1 and provides for the collection, disbursement, use and audit of said funds;

Whereas; the citizens of Missaukee County during an election on August 7, 2018 approved the surcharge to be up to $3.00 and the Board of Commissioners by resolution previously established the monthly rate at $0.42 which remains in effect until changed by courtly resolution and/or law; now
Therefore be it Resolved; the Board of Commissioners on this date shall increase the surcharge rate to $3.00 per month, as approved by the voters on August 7, 2018 in Missaukee County, and

Be it Further Resolved, pursuant to Public Act 379, the Board of Commissioners shall notify the State 9-1-1 Committee of the surcharge increase for notification to the communications service providers for collection starting in July 2019.

RESOLUTION DECLARED ADOPTED
--

Motion by Bridson, supported by Niebrzydowski, to approve the Capital Improvement Program document for years 2020-2024 as presented. Motion Carried.

Motion by Zuiderveen, supported by Ouwinga, to appoint Bruce Miller and Donald Shaarda to the Planning Commission, both with terms ending 3-30-2022. Motion Carried.

Personnel Committee Report
No items.

Claims and Accounts Report
Motion by Niebrzydowski, supported by Bridson, to pay Payroll, Claims and Accounts and Own Accounts as presented. Roll Call Vote: 7 Yeas (Zuiderveen, Bridson, Niebrzydowski, Ouwinga, Vanderwal, Smallegan, Hughston) 0 Nays. Motion Carried.

Buildings and Grounds Report
Administrator Garland gave an update on the Annex Building construction project and said the project is moving along quickly.

Commissioner Reports
The Commissioners gave their monthly reports and updates. Commissioner Niebrzydowski said the DHHS had their second executive meeting regarding the universal call center program and that progress is being made to fix the problems with that system. Commissioner Smallegan said the Planning Commission has a meeting scheduled with a broadband vendor with hopes there could be more options for internet in Missaukee County.

New Business Items
No items.

Public Comment:
- Sherry Blaszak wanted to encourage the commissioners to be a part of the next Mock it then Rock it event the MSU Extension puts on each year. Blaszak said it’s a really encouraging event and learning process for our high school aged youth.

Meeting adjourned at 5:25pm until April 9, 2019 at 4PM or Call of the Chair.
RESOLUTION 2019-3
Resolution Imposing 2019 Property Tax Levy pursuant to Public Act 357 of 2004,
and Notice of Certification of County Allocated Tax Levy

WHEREAS, Missaukee County is authorized under the General Property Tax Act, Public Act 206 of 1893, as amended, to levy and collect County Allocated property taxes; and

WHEREAS, the General Property Tax Act has been amended by Public Act 357 of 2004, being MCL 211.44a, to require all Michigan Counties to impose a summer tax levy,

NOW, THEREFORE BE IT RESOLVED, that pursuant to Public Act 357 of 2004, the Missaukee County allocated tax shall be levied and collected on July 1, 2019, in the amount allocated after application of the “Headlee” Millage reduction fraction, 4.9005 mills; and

BE IT FURTHER RESOLVED, that the Treasurer of each city, village and township in Missaukee County is directed to account for and deliver to the County allocated tax collection for 2019 in accordance with the provisions of Public Act 357 of 2004; and

BE IT FURTHER RESOLVED, that this Resolution constitutes certification of the levy of the county allocated tax and authorized collection of the County allocated tax on July 1, 2019, at the amount allocated after the application of the “Headlee” Millage reduction fraction of 4.9005 mills; and

BE IT FURTHER RESOLVED, that the County Clerk shall deliver a copy of this Resolution by first class to the Treasurer of each city and township in the County of Missaukee.

Dated: April 9, 2019

Jessica Nielsen, County Clerk/Register
# 2018 FY Register of Deeds Report

## Revenue Collected

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<th>2016 FY</th>
<th>2017 FY</th>
<th>2018FY</th>
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<td>94,370 County</td>
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<td>Totals Collected for State</td>
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## Recording Review

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<td>Sheriff Sales</td>
<td>13</td>
<td>16</td>
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2019 MISSAUKEE COUNTY EQUALIZATION REPORT

Total County State Equalized Value 865,029,100
increase of 28,915,450 or 3.46%

Total County Taxable Value 643,400,332
increase of 21,525,341 or 3.46%

Income Increase for the County $105,484 (2018 operating rate)

Total County True Cash Value 1,742,434,655
increase of 61,449,998 or 3.66%

Real Property True Cash Value 1,600,908,455
increase of 60,414,998 or 3.92%

Personal Property True Cash Value 141,526,200
decrease of 1,035,000 or 0.74%
2019 Expected Revenue to County from Taxes—Operating Only

2019 County Taxable Value  643,400,332
Operating Millage (4.9005)  X .0049005

REVENUE FROM MILLAGE  $3,152,983

Revenue lost to DDA & TIFA Exemptions

McBain DDA  13,645
McBain TIFA  33,594

TOTAL REVENUE LOST  $47,239

Total Revenue  3,152,983
Total Lost  - 47,239

Final Tax Revenue to County  $3,105,744

Not included in County Taxable Value:
Disabled Veteran Exemptions  2,935,742
It is the mission of the Missaukee County Commission on Aging to keep the seniors of our county safe and independent in their homes through education, advocacy and services.

A. Meeting Called to order by Board Chair, Smith
B. Pledge of Allegiance and Invocation led by Smith
   C. Roll Call: Smith, Keelean, Mosher, Ebels, Zimmerman,
   D. Staff Present: Karbowski, Scarbrough
      Public: Jean Swaffer, Susan Lehr, Brian Mayle
      Public Comment:

1. Check fire extinguishers, Fire alarms, there is a program through the state for people to access them if needed.
2. May 15th, 2019 Older Michigamians Day in Lansing at the Capitol
      a. No transportation to event at this time.

Consent of Agenda: Motion by Zimmerman, support by Mosher to approve the Agenda: Motion Carried.

E. February 19th minutes approval: Motion by Mosher supported by Keelean to approve minutes. Motion Carried.

F. Reports: See attached reports
   1. Financial/Service Report: Reviewed
      a. Karbowski explained the new format. New format better reflects services provided. Board supported new format.

G. Old Business:
   1. Grant Opportunities- Karbowski looking into a grant to provide transportation for homebound individuals to and from grocery store. Karbowski contacted Bob Ebels and Ebels General Store would be the destination for participants. Ebel’s may offer a discount for participants. Deadline for grant submission is March 31st 2019.
New Business:

1. **Member of the Month:**
   a. Susan Lehr was nominated and elected to become the MCCOA’s first "Member of the Month." Susan has been involved in several volunteer organizations and groups that have served the citizens of Missaukee County. Among Susan’s activities include her participation in the Sunshine Club and Gleaners Food Pantry.

2. **Financial Audit:**
   a. Per county agreement, a financial audit is required annually. To date, this has not been completed.
   b. Three quotes were presented.
      i. H&S Company selected to provide the service based on price and availability.
      1. Ebels suggested to inquiring with county about having the audit completed every two years after three years of a positive audit results.

Motion made by Zimmerman to move forward with H&S for a three year contract supported by Keelean.

Roll Call: Smith-yes, Zimmerman-yes, Keelean-yes, Mosher-yes, Ebels-yes
Motion Carried

3. **Programming and Information:**
   a. Keelean discussed wanting information on nonprofit and the board role in a nonprofit. Keelean is gathering information and will bring it to the board as she receives it.
   b. Musselman-Prehn sent information about a training on nonprofits by Joan Gary. First class starts in April, Karbowski will forward information to board members.

4. **Video:**
   a. Karbowski shared video Leader vs Manager video, discussion followed.
   b. Scarbrough shared that the MCCOA office environment has had a positive change.

5. **Website/Secure Email/Analytics:**
   a. Proposal by PTW Designs to update MCCOA website, create secure email (through GMail), develop social media platform and blogs reviewed.

Motion made by Ebels to accept PTW Designs proposal, supported by Zimmerman.

Roll Call: Smith-yes, Zimmerman-yes, Keelean-yes, Mosher-yes, Ebels-yes
Motion Carried

6. **MCCOA Credit Card:**
   a. Discussion about applying for credit card for MCCOA reviewed.
      i. Policy for authorized purchases will be created for credit card use.

Keeping the seniors of Missaukee County safe and independent in their homes since 1998.
Motion by Ebels to acquire a credit card for the COA, seconded by Mosher

Roll Call: Zimmerman-yes, Keelean-yes, Ebels-yes, Mosher-yes, Smith-yes
Motion Carried

7. By Laws Revised:
   a. Zimmerman noted she is not sure about the June 11, 2018 date that it was approved. Zimmerman noted that changes had been made following that date. Recommendation that Zimmerman, Keelan, and Karbowski make changes and present at next board meeting.

8. Opening on Board of Directors:
   a. Board vacancy, Ebel’s resignation from the board creates an opening.
      i. Suggestion for Karbowski or, MCCOA representative to attend upcoming all township meeting.

9. Facilities Board Subcommittee:
   a. Suggestion made to develop Facilities/Board Subcommittee - A Group that would identify the needs and interests of Missaukee County Seniors and visit other facilities.

10. MDOT:
    a. Grant was presented to the Planning Commission and continuation supported.

11. Chamber of Commerce Membership:
    a. MCCOA is now a member of the Lake City Chamber of Commerce.

12. MCCOA – Financial Planning/Investment(s):
    a. MCCOA Financial Planning discussed.
    b. Karbowski to follow up with Missaukee County on compliance.

13. Strategic Plan (Draft):
    a. Karbowski presented a draft strategic plan, board to review and bring back suggestions to April meeting.

Motion to adjourn made by Ebels, seconded by Mosher
Motion Carried

Keeping the seniors of Missaukee County safe and independent in their homes since 1998.
### Agenda Item

| Call to Order |
| Roll Call |
| Pledge and Invocation |
| Introductions and Public Comment |

#### Consent of Agenda

| Action: |
| Approval of Minutes of February 19th |

#### Approval of Minutes

| Action: |
| Approval of the Agenda |
| Motion to Approve |

#### Reports:

| Action: |
| Financial/Services Reports |
| New – Format of Financial Breakdown/Services/Expenses |

#### Old Business:

| Action: |
| Grant Opportunities – United Way, Missaukee Area Community Foundation, |

#### New Business

| Action: |
| Member of the Month (Susan Lehr) |
| Financial Audit – Estimates |
| Programing and Information (Ginny) (Free Training – How to Build a Thriving Nonprofit – Musselman) |
| Video – Leader vs Manager |
| Website/Secure Email/Analytics - Proposal |
| MCCOA – Credit Card |
| By Laws Revised– No Recommendations |
| Opening on Board of Directors |
| Develop - Facilities Board/Subcommittee |
10. MDOT – Approved Continuation Submission by Planning Commission
11. Chamber of Commerce Membership
12. MCCOA – Financial Planning/Investment(s)
13. Strategic Plan (Draft)

10. Discuss/Approve
11. Review/Approve
12. Discuss
13. Discuss

Outreach/Engagement/Community Involvement:
Church (Blue Road) – Food Pantry
MSU Extension Office – Senior Mini Expo Committee (Denise G)
Northwest Community Action Agency
Merritt Golden Agers
Area Agency on Aging – Traverse City
BOA – Traverse City

Meeting Reflections

Public Comment

Adjournment

Action: Motion to Adjourn

Additional Information:
The next scheduled regular BOD meeting will be April 16, 2019 at 10:00 a.m. This meeting will be held at the Ardis District Library.

*The Executive Board Members will meet 30 minutes prior to the regular meeting.
February Financials:

- Contracted Income- $105,652.76; currently 28% above the budget.
- Program Income- $17,371.64; currently 47% above budget.
- Total Income- $472,141.56; currently 89% above budget.
- Payroll Expenses- $82,018.17; currently 7% under budget.
- Total Expenses- $306,509.96; currently 4% under budget.

Area Agency on Aging of Northwest Michigan
- 916 Hours Authorized
- $13,950 Billed
- 775 Hours of Service Provided

Northern Health Care Management
- 98 Hours Authorized
- $1336.50 Billed
- 74 Hours of Service Provided

Department of Health and Human Service
- 92.5 Hours Authorized
- $1096.84 Billed
- 81.25 Hours of Service Provided

MCCOA Respite
- 54 Hours Scheduled
- $692.50 Billed
- 49.5 Hours of Service Provided

MCCOA Homemaking
- 236 Hours scheduled
- $1,506.50 Billed
- 170.25 Hours of Service Provided

Keeping the seniors of Missaukee County safe and independent in their homes since 1998.
MCCOA – Personal Care
- 30 Hours Scheduled
- $227.50 Billed
- 26 Hours of Service Provided

MCCOA - Home Chore
- 8 Hours of Service February
- $120.00 Expense for February
- $240.00 Expense Year to Date

Total Billed February: $16,376.50

Staff Wages
- In-Home Staff - $24,904.33

Snow program:
- 293 Driveways Plowed in February - $1,270 Billed
- $5,975 YTD Revenue Generated
- $21,040 YTD Expense - $20,000 Budgeted ($17,800 Spent in February)

Senior Sidekick:
- 4 Hours of Service Provided in February
- $496.50 YTD Expense - $1000 budgeted

Nurse:
- 91 Service Visits Provided
  - 31 Foot Care Services
    - 4 Provider Authorized Services - $168
    - 25 Private Pay – $590
    - 2 in-kind
  - 33 Med Set Ups
    - 21 Provider Authorized Services - $840 ($42 Billed)
    - 12 Private Pay - $200 ($100 Billed)
  - 27 Nurse Visits – $787.50

New Client Screenings:
- 3 New Client Screenings
- 3 New Clients Enrolled

Total Revenue Generated Nurse: $2,585.50

Staff Wages – Expenses
- RN & LPN Wages - $6,596.40

Keeping the seniors of Missaukee County safe and independent in their homes since 1998.
Transportation:
- 29 Rides Scheduled. (14 Rides Were Cancelled Due to Inclement Weather)
- 3495 Miles Traveled
- $17,300.00 - Grant
- $6,823.18 Expense Through February ($10,476.82 Remaining)

Medicare/Medicaid Assistance Program (MMAP):
- 62 Calls
- 19 In person Meetings
- $750 Revenue Generated February
- $6,400 Year to date revenue generated
  - $1,700 ADRC Mippa
  - $1,000 ADRC Mippa Outreach
  - $3,700 MMAP, Inc. Mippa

Information Assistance:
- 4 SER applications (for utility/heating help)
- 2 FAP Only applications (Bridge Card)

Senior Project Fresh:
- Process Revised and Updated
- # of services provided
- # Booklets distributed

Green Address Sign

TBD

Keeping the seniors of Missaukee County safe and independent in their homes since 1998.
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<th></th>
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<tr>
<td><strong>Contracted Income</strong></td>
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<tr>
<td>AAA - Waiver, prior years includes NHCM wa</td>
<td>$186,450.80</td>
<td>$106,026.50</td>
<td>$88,000.00</td>
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<td>AAA Care Management</td>
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<td>Footcare</td>
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<td>Private Contracts</td>
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<td>United Way, CFC Contributions</td>
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4/8/2019
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Januray Financials $86,660.57

4/8/2019
## Year-to-Year Comparison

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</table>

4/8/2019
Memo From:
OFFICE OF
Jessica Nielsen, Missaukee County Clerk-Register

LINDA WESTDORP, CHIEF DEPUTY
ADRIANA FOWLER, DEPUTY
111 S CANAL ST, BOX 800
LAKE CITY, MI 49651
PHONE: (231)839-4967
FAX: (231)839-3684

April 4, 2019

Re: Proposed Remonumentation Contract for Services

Background:
The Board of Commissioners voted to move forward with a contract with Atwell LLC for the 2019 Remonumentation Grant project.

For your review is a proposed contract from Atwell LLC in the amount of $36,600 which is the grant amount secured from the State of Michigan from 2019. This is essentially the same as last years, only changes are the land corners listed to be surveyed.

Requested Action:
Approved the proposed contract with Atwell LLC, as presented.

Submitted by:

Jessica Nielsen
County Clerk/Register of Deeds
PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT made as of _________________ between

Missaukee County Board of Commissioners, Court House, Lake City, MI 49651

________________________________________, OWNER

and _______________________________________

________________________________________, MONUMENTATION SURVEYOR.

SECTION 1 - ASSIGNMENT

1.1 OWNER wishes MONUMENTATION SURVEYOR to perform professional services in accordance with the State Survey and Remonumentation Act, Act 345 of 1990, the Administration Rules and other regulations promulgated by the State Survey and Remonumentation Commission.

1.2 The ASSIGNMENT is defined in Exhibit A attached to this AGREEMENT.

SECTION 2 - BASIC SERVICES

2.1 MONUMENTATION SURVEYOR shall perform the following services:

2.1.1 Will not undertake any work on the ASSIGNMENT until this Agreement is executed by the OWNER and Authorization to Proceed has been issued by the Grant Administrator.

2.1.2 Will undertake the ASSIGNMENT with completeness, thoroughness and highest standards of professionalism.

2.1.3 Will perform all services in accordance with applicable laws, regulations and other requirements pertaining to the ASSIGNMENT.

2.1.4 Will provide four (4) copies of all materials, to be presented to the Peer Group, to the County Representative at least two weeks prior to the Peer Group meeting at which the ASSIGNMENT will be presented.

2.1.5 Upon review and concurrence of the Peer Group with the MONUMENTATION SURVEYOR'S presentation, analysis and conclusions, furnish an original Land Corner Recordation Corner form, or forms if appropriate, within 14 days to the County Representative together with the appropriate fee(s) for recording.

SECTION 3 - OWNER RESPONSIBILITIES

3.1 OWNER will provide, through the Remonumentation Coordinator:
3.1.1 Criteria and information made available from the State Survey and Remonumentation Commission.

3.1.2 Access to and copies, at usual County fee charges, of documentation pertinent to the ASSIGNMENT.

SECTION 4 - PERIOD OF SERVICE

4.1 OWNER has authorized MONUMENTATION SURVEYOR to start performing services and incurring allowable costs upon receipt of the Notice to Proceed.

4.2 Completion of the ASSIGNMENT shall be in accordance with the schedule outlined in Exhibit A attached.

SECTION 5 - PAYMENT

5.1 OWNER will pay MONUMENTATION SURVEYOR for completion of the ASSIGNMENT as outlined in Exhibit A.

5.2 OWNER will release pay to MONUMENTATION SURVEYOR within 7 days after receipt of funds from the State Survey and Remonumentation Commission.

5.3 MONUMENTATION SURVEYOR will submit pay requests to the County Grant Administrator detailing the work completed and for which payment is being requested.

5.4 If OWNER fails to make any payment to MONUMENTATION SURVEYOR within the time specified in Section 5.2, the OWNER shall pay a service charge to the MONUMENTATION SURVEYOR of 1/2% for each month or portion thereof, commencing on the 8th day as defined in Section 5.2, that the amount is unpaid.

SECTION 6 - INSURANCE

6.1 MONUMENTATION SURVEYOR shall have in effect and attach copies to this AGREEMENT of the following insurance:

6.1.1 Public Liability/Property Damage..............$300,000
    Automobile......................................$300,000
    Workman's Compensation.........................as required by law
    Professional Liability
    (errors and omissions).....................$300,000

6.2 Copies of insurance certificates shall include a requirement that the County is to be notified at least 10 days prior to cancellation of any insurance coverage.

6.3 Cancellation of any of the insurance listed in Section 6.1.1 shall be cause for suspension of this AGREEMENT and if the insurances are not renewed, with copies furnished to the County Surveyor, within 30 days after date of insurance termination or cancellation, it shall be cause for termination of this AGREEMENT with forfeiture of any payments to MONUMENTATION SURVEYOR.
6.4 MONUMENTATION SURVEYOR, upon execution of this AGREEMENT agrees to allow free access to and copies of any information that he/she may have to other Monumentation Surveyors working on remonumentation in Missaukee County.

6.5 OWNER and MONUMENTATION SURVEYOR, and the respective partners, successors, executors, administrators, assigns and legal representatives of each are bound by this AGREEMENT and to the partners, successors, administrators, assigns and legal representatives of such other party in respect of all covenants, agreements and obligations of this AGREEMENT.

6.6 Nothing herein shall be constructed to give any rights or benefits hereunder to anyone other that OWNER and MONUMENTATION SURVEYOR.

6.7 MONUMENTATION SURVEYOR agrees to indemnify and hold the County of Missaukee harmless from claims, liabilities, loss, damage, legal costs or expenses resulting from Monumentation Surveyors' negligent acts, errors or omissions.

This AGREEMENT consist of three (3) pages and Exhibit A consisting of one (1) page constitutes the entire AGREEMENT between OWNER and MONUMENTATION SURVEYOR and supersedes all prior written or oral understandings between them. This AGREEMENT and Exhibit A may only be amended, supplemented, modified or canceled by a duly executed, written instrument.

In witness whereof, the parties hereto have made and executed this AGREEMENT as of the day and year first written above.

OWNER - MISSaukee COUNTY

County Grant Administrator

Date

MONUMENTATION SURVEYOR

Name of firm or individual

Signature of authorized representative

Date 2-26-19
EXHIBIT A

PROFESSIONAL SERVICES AGREEMENT BETWEEN MISSAUKEE COUNTY AND

[Signature]

Dated: 

ASSIGNMENT

Perform research, field investigation, uncover or locate corner evidence, witnesses (find or establish), assemble all information and provide copies for Peer Review Group, attend Peer Review Group meeting(s), prepare and submit Land Corner Recordation Record form(s) and all related work on the following corners:

See attached Proposed Work Program

PERIOD OF SERVICE

Complete at least 25% of ASSIGNMENT within 30 days of date of Notice To Proceed.

All work to be completed within ___ days of date of Notice To Proceed but not later than ___Oct 15, 2019____.

PAYMENT

For each corner presented to County Representative for Peer Group Review......50% of per corner fee

For each corner receiving Peer Group concurrence and submittal of Land Corner Recordation Record form to County Representative.........................30% of per corner fee

Upon receipt of approval from State Survey & Remonumentation Commission and State Funds.........................20% of per corner fee

County to provide Monument boxes and County Monuments at no charge to the MONUMENTATION SURVEYOR.

Additional corners can be added to this contract at a later time upon request of the county.

FEE PER CORNER: 36 corners

TOTAL FEE: $36,600
ITEM A:

Corners to be Research:

**Enterprise Twp., T23N-R5W:** B1, B3, C1, C2, C3, C4, D1, D3, E1, E2, F1, G1, G2 (13ea)

**Norwich Twp., T24N-R5W:** A5, A6, A8, A9, A10, A11, A12, B11, C11, C12 (10ea)

**West Branch Twp., T23N-R6W:** D9, E9, E10, F9, G9, G10, H9, I9, I10, J9, K9, K10, L9 (13ea)

**Total** 36 ea

Corners to be Monumented:

**Enterprise Twp., T23N-R5W:** B1, B3, C1, C2, C3, C4, D1, D3, E1, E2, F1, G1, G2 (13ea)

**Norwich Twp., T24N-R5W:** A5, A6, A8, A9, A10, A11, A12, B11, C11, C12 (10ea)

**West Branch Twp., T23N-R6W:** D9, E9, E10, F9, G9, G10, H9, I9, I10, J9, K9, K10, L9 (13ea)

**Total** 36 ea

\[\begin{align*}
\text{Enterprise Twp.} & \quad 13 \text{ ea } 850 \text{ ac} = 11,050 + 108 \text{ ea } 200 \text{ ac} = 11,250 \\
\text{Norwich Twp.} & \quad 10 \text{ ea } 1190 \text{ ac} = 11,900 + 9 \text{ ea } 200 \text{ ac} = 13,700 \\
\text{West Branch Twp.} & \quad 13 \text{ ea } 850 \text{ ac} = 11,050 + 3 \text{ ea } 200 \text{ ac} = 11,650 \\
& \quad \underline{\text{Total}} \quad 11,650 \text{ ac}
\end{align*}\]
April 9, 2019

To: Missaukee County Board of Commissioners
From: Precia Garland, Administrator
RE: FY19 – Budget Amendment #2 – Second Quarter

Attached please find the proposed second quarterly Budget Amendment for fiscal year 2019.

Proposed amendments to the county’s General Fund:

- Revenues were adjusted to reflect expected revenue increases in fees, reimbursements, personal property tax replacement revenue and a small grant; together a collective increase of $34,889.

- Expenditures were also adjusted to reflect changes in staffing throughout several departments, new grant funds, increasing court costs due to increased caseload share, and a timing lag between re-monumentation expenses and revenues; together a collective increase of $30,892.

- The difference between the net change in revenues and expenditures was a decrease of $3,997, which permits a decrease in appropriated fund balance by that same amount, from $100,506 to $96,509.

Proposed amendments to special funds:

- **Secondary Road Grant** - Revenues and expenditures were adjusted to reflect an increase in the approved state grant.
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<tr>
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### GENERAL FUND - EXPENDITURES

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**NET CHANGE TO GF REVENUES**  
$34,889.00

**NET CHANGE TO GF EXPENSES**  
$30,892.00

**NET OVERALL CHANGE TO GF GAP**  
$(3,997.00)

**GENERAL FUND - APPROPRIATED FUND BALANCE**

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Page 2
### 216-SECONDARY ROAD GRANT

#### Revenue
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#### Expenditures
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<th>Amended</th>
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<th>Reason for Change</th>
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<td>$5,452.00</td>
<td>$5,602.00</td>
<td>$150.00</td>
<td>Increased grant funding</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$34,524.00</strong></td>
<td><strong>$39,350.00</strong></td>
<td><strong>$4,826.00</strong></td>
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</tbody>
</table>
April 9, 2019

To: Missaukee County Board of Commissioners

From: Precia Garland, County Administrator

RE: Interagency Agreement with Community Mental Health

Following this communication please find a proposed Interagency Agreement between Northern Lakes Community Mental Health and various elected officers and the Boards of Commission for Wexford and Missaukee Counties. The agreement is required by PA 28 of 2014, which requires mental health services be provided to certain at-risk individuals entering the criminal justice system.

Please note this agreement has simply been updated to reflect recent changes in the people holding various elected offices and otherwise remains unchanged from the version last approved in 2014.

As you know, Missaukee County makes an annual appropriation from the general fund for Northern Lakes Community Mental Health services. The annual appropriation for FY19 is $37,272.

Requested Action
It is requested the Missaukee County Board of Commissioners approve the “Interagency Agreement” between Northern Lakes Community Mental Health and others, including Missaukee County, as presented.
Interagency Agreement

Between

Northern Lakes Community Mental Health
Wexford and Missaukee County Sheriff
Wexford and Missaukee County Prosecuting Attorney
28th Wexford and Missaukee County Judicial Circuit Courts
84th Wexford and Missaukee County District Courts
And the Wexford and Missaukee County Commissions

The Purpose of this Interagency Agreement (agreement):

1. The parties agree (pursuant to Act. No 28, Public Acts of 2014, Enrolled Senate Bill No. 558) to collaborate, coordinate, and facilitate activities and services to best serve individuals with serious mental illness who are considered at risk for 1 or more of the following:

   (a) Entering the criminal justice system.
   (b) Not receiving needed mental health treatment services during a period of incarceration in a county jail.
   (c) Not receiving needed mental health treatment services upon release or discharge from incarceration in a county jail.
   (d) Being committed to the jurisdiction of the department of corrections.

2. Health letter dated October 26, 2010 and with the Subject line: Use of General Fund Dollars for Services to Inmates of County Jails. The parties agree to coordinate efforts to seek a statewide solution that would allow for continued use of General Fund dollars to support the following services within the Wexford-Missaukee County Jail:

   (a) Crisis intervention services and predmission screenings (this would be in addition to jail diversion and community based emergency services in partnership with law enforcement).
   (b) Clinical serves and psychiatric mental health services to registered consumers consistent with the Individual Plan of Services or as amended, who are currently an inmate or who become jail inmates
   (c) Collaboration, coordination, and facilitation of activities and discussions to determine the needed services that best serve individuals with mental health needs incarcerated in the Wexford-Missaukee County Jail. These discussions will include discovery of present services, discovery and enumeration of critical mental health services and other needed services such as on-site psychiatric care, dispensing of medication, pharmaceutical reviews, and any other activities that the below listed liaisons deem necessary to determine how best to provide mental health services in the jail.
II Provisions

Whereas, the Michigan Mental Health Code require that each county shall have a written interagency agreement in place for a collaborative program to provide mental health treatment and assistance, if permitted by law and considered appropriate, to persons with serious mental illness who are, or may become, incarcerated in a county jail (MCL 330.1207a).

Whereas, the Parties seek to have a written interagency agreement for a collaborative program that provides the most appropriate treatment options and risk management for person with serious mental illness and co-occurring mental illness and/or substance use disorders, and who are at risk of the following:

(a) Entering into the criminal justice system.
(b) Not receiving needed mental health treatment services during a period of incarceration in the Wexford-Missaukee County Jail.
(c) Not receiving needed mental health services upon release or discharge from incarceration in the county jail.
(d) Being committed to the jurisdiction of the State of Michigan.

III Agreements

This agreement shall, at a minimum, cover all of the following areas:

(a) Guidelines for program eligibility- Each party will follow applicable laws, regulations, and their internal policies, respectively. Northern Lakes Community Mental Health (NLCMH) will complete an assessment, including the administering of The Level of Care Utilization System to determine if an individual meets the medical necessity criteria for ongoing mental health services to address serious mental illness.

(b) Interagency communication and coordination-Law Enforcement, court staff, and jail staff will make a referral to NLCMH if it reasonably appears that an individual entering into, involved in, or leaving the criminal justice may be experiencing a serious mental illness. All parties agree that coordination and communication can occur through direct communication (in person or via phone) and indirect communication (fax, message, or written documentation).

(c) Day-to-Day Program Administration-Each party to this agreement will be responsible for internal day-to-day administration and recordkeeping related to their involvement in the program.

(d) Involvement of service consumers, family members, and other stakeholders-All parties recognize the importance of involving family and other stakeholders whenever possible. NLCMH agrees to include all natural supports in treatment as the participants chooses or court orders.

(e) How program shall work with local courts-When the court is informed that a person under court jurisdiction in a criminal proceeding is in need of mental health services, the person will be referred to NLCMH for evaluation. A referred individual may voluntarily agree to services or be court ordered to receive services when
(f) How the program shall address potential participants before and after criminal charges have been filed—All Parties shall make referrals as set forth in section III (b) above. NLCMH shall determine eligibility based on medical necessity and, when appropriate, will provide services (including outreach) to involve the participant and natural supports in the course of treatment.

(g) Resource sharing between Parties to the Interagency Agreement—The Parties to this agreement shall share resources, including expertise, information, and data gathered by the various program administrators.

(h) Screening and assessment procedures—All Parties will utilize their practice and procedures for screening and assessing an individual who meets criteria noted in section I 1 above.

(i) Guidelines for case management—All Parties shall follow their established case management procedures.

(j) How the program will work with county jails—See subsection I 2 above.
   Additionally, all Parties agree to continue work collaboratively with the county jail.

(k) Criteria for completing the program—Criteria for program completion will be specified in the court order and/or NLCMH Individual Plan of Services.

(l) Mental Health Treatment services—The Parties will make every effort to assure that a complete array of medically necessary mental health and co-occurring substance use disorder services will be provided to those who meet eligibility criteria.

(m) Procedures for first response to potential cases, including response to crises—Consistent with current laws, regulations, and practice NLCMH will provide crisis interventions and preadmission screening assessments.

(n) How administrators of the program will report the program’s actions and outcomes to the public—Each Party will share information and data consistent with their current practice, respectively.

IV Notice and Communications

1. Contact information for all Parties is as follows:

   a. Wexford County Administrator
      Elaine Richardson
      Janet Koch
      437 E. Division St.
      Cadillac, MI 49601
      (231) 779-9453

   b. 84th District Court
      Missaukee County
      Honorable Melissa Ransom
      111 South Canal
      P.O. Box 800
      Lake City, MI 49651
      (231) 839-4967
Wexford County
Honorable Audrey Van Alst
437 E. Division
Cadillac, MI 49601
(231) 779-9515

c. 28th Judicial Circuit Court
Honorable William A. Fagerman
Missaukee County Address:
111 South Canal
P.O. Box 800
Lake City, MI 49651
(231) 839-4967

Wexford County Address:
437 E. Division St.
Cadillac, MI 49601
(231) 779-9490

d. Prosecuting Attorney
Missaukee County
David DenHouten.
200 South Canal St.
P.O. Box 36
Lake City, MI 49651
(231) 839-3111

Wexford County
Jason Elmore
437 E. Division St.
Cadillac, MI 49601
(231) 779-9505

e. County Sheriff Department
Missaukee County
Will Yancer
110 Pine St.
Lake City, MI 49651
(231) 839-4338

Wexford County
Trent Taylor
820 Carmel St.
Cadillac, MI 49601
(231) 779-6211
f. County Jail Administrator
    Missaukee County
    Konny Bigger
    110 E. Pine St.
    Lake City, MI 49651
    (231) 839-4338

Wexford
County Jail
Administrator
Lt. Mike McDaniel
820 Carmel St.
Cadillac, MI 49601
(231) 779-9211

2. This agreement constitutes the entire agreement of the Parties with respect to the interagency agreement required by MCL 330.12074a. This agreement does not supersede or terminate Memoranda of Understanding (MOU) or other agreements existing between the Parties already in existence that may further expound on the various programs provided in this Agreement. The Parties may enter into other MOUs or agreements for existing or other programs.

3. The persons signing this Agreement, on behalf of the parties, hereto certify, by said signatures, that they are duly authorized to sign this Agreement.

4. In Witness Whereof, the authorized Parties hereto have fully executed this Agreement.
Northern Lake Community Mental Health

Missaukee County Sheriff
Wilbur C. Hamra

Wexford County Sheriff

Missaukee County Prosecuting Attorney

Wexford County Prosecuting Attorney

Missaukee County 28th Judicial Circuit Court

Wexford County 28th Judicial Circuit Court

Missaukee County 84th District Court

Wexford County 84th District Court
Missaukee County Board of Commissioners

__________________________
Frank Vandeval, Chairperson B.O.C.

Wexford County Board of Commissioners

__________________________
Gary Taylor, Chairperson BOC.
April 9, 2019

To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator

RE: P-16100, Personal Protective Equipment – Proposed New Policy

Following this memo is a copy of the proposed, new policy P-16100: Personal Protective Equipment (PPE). The policy is based on a best practices model, provided by the county’s liability insurance provider, Michigan Municipal Risk Management Association (MMRMA).

It was also recently reviewed and recommended by the Safety Committee, which recommended appointment of Jeff Lyle, Head Custodian/Maintenance Person to serve as the Safety Coordinator.

The policy is designed to ensure the safety of Missaukee County employees by assessing jobs for hazards and then issuing personal protective equipment, along with training, regarding its need and appropriate use. Essential to the implementation of this policy will be developing written records that document job assessments, issuance of PPE, and associated training.

Requested Action
It is requested the Missaukee County Board of Commissioners consider approving the new Missaukee County policy, P-16100, Personal Protective Equipment.
BOARD OF COMMISSIONERS
MISSAUKEE COUNTY, MICHIGAN
MISSAUKEE COUNTY PERSONAL PROTECTIVE EQUIPMENT POLICY

1.0 PURPOSE
The purpose of this policy is to protect Missaukee County employees from occupational hazards within the workplace by providing the proper personal protective equipment, consistent with MIOSHA’s industry safety standards, Part 33, Personal Protective Equipment (PPE). It is the goal of the county to use engineering controls as the primary method for protecting employees. However, when additional protection is necessary, appropriate PPE will be worn. The scope of this program includes PPE for eye, face, head, foot, and hand protection. If respirators and/or hearing protection is necessary their use will be covered by the county’s Respiratory Protection Program and Hearing Conservation Program, respectively.

2.0 SCOPE
This policy applies to all departments of Missaukee County. Some departments, such as the sheriff and EMS Departments, may have additional, more detailed policies regarding PPE specific to their job activities.

3.0 RESPONSIBILITY
The position responsible for coordinating this program is the Missaukee County Head Custodian/Maintenance Person. The person occupying this position will ensure that hazard assessments are conducted, appropriate PPE is assigned, and affected employees receive training. The responsible position will also be in charge of maintaining the documentation for this program.

Department supervisors should advise the responsible person of changes in PPE requirements (e.g., new procedures/processes requiring different PPE; omission of a job/task). Additionally, supervisors should consult with the responsible person before purchasing any new PPE.
4.0 HAZARD ASSESSMENTS
Each job/task performed will be assessed to determine foot, head, eye, face, and hand
hazards present and the proper PPE that should be worn. The assessments will include
observation of the following sources of hazards:

4.1 Impact – Flying chips, objects, dirt, particles, collision, motion hazards
4.2 Penetration – Falling/dropping objects, sharp objects that cut or pierce
4.3 Compression – Roll-over or pinching
4.4 Chemical – Splashing, burns, fumes
4.5 Temperature Extremes – Sparks, splashes from molten materials, burns
from high/low temperatures
4.6 Harmful Dust – Dirt, particles, asbestos, lead
4.7 Light Radiation – Welding, cutting, brazing, lasers, furnaces, lights.

The attached Appendix A: “Personal Protective Equipment – Guide to Hazard Sources”
will assist in identifying workplace hazards and appropriate PPE.

The attached Appendix B: “Hazard Assessment Forms” will be completed for each
job/task and will serve as certification that a hazard assessment has been performed.

The person conducting the hazard assessment will also survey jobs that are non-routine
or periodic. In some cases these assessments may not be completed until the jobs are
scheduled.

Hazard assessments will be updated/evaluated whenever conditions or procedures
change.

5.0 SELECTION OF PPE
The responsible person will ensure that PPE selected for use is appropriate for the iden-
tified hazards, ensures a level of protection that meets or exceeds the minimum re-
quired to protect employees from the hazards, and meets all OSHA/ANSI requirements
as specified in the OSHA PPE standards.

6.0 TRAINING AND FIT-TESTING
The responsible person will ensure that all affected employees receive training that in-
cludes:

6.1 When PPE is necessary
6.2 What PPE is necessary and why
6.3 How to properly don, doff, adjust and wear PPE
6.4 The limitations and capabilities of the PPE selected
6.5 The proper care, maintenance, useful, life, and disposal of PPE.
Each employee will demonstrate that he/she understands the training and will sign the “PPE Assignment, Training and Fit-Test Form” (Appendix C), which is attached. Information on the form will include the name of the employee, date(s) of training, and type of PPE the employee is certified to wear.

Training will be repeated under the following conditions:
- Changes in the workplace make previous training obsolete
- Employee is given a new job assignment
- Changes occur in job procedures and/or equipment
- Employees are not using PPE or are found to be using it incorrectly
- New PPE is introduced.

7.0 PPE INSPECTION, CLEANING AND MAINTENANCE
Inspection, cleaning, and maintenance of PPE will be conducted by employees at regular intervals, according to the manufacturer’s instructions. Defective or damaged PPE will not be used.

Any questions regarding this policy should be addressed to the responsible position named above.

8.0 REFERENCES
https://www.michigan.gov/lara/0,4601,7-154-11407---,00.html (MIOSHA website)

9.0 REVISION HISTORY
Policy first established: April 9, 2019.

Approved by the Missaukee County Board of Commissioners on April 9, 2019.

County Administrator

MCBOC Chairperson
## Personal Protective Equipment
### Guide to Hazard Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Type of Hazard</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPACT:</strong> Chipping, grinding, machining, woodworking, sawing, masonry work, drilling, turning, chiseling, sanding, etc.</td>
<td>Flying fragments, objects, chips, turnings, particles, grinding fines.</td>
<td>Safety glasses, side shields, face shields.</td>
</tr>
<tr>
<td><strong>LIGHT OR RADIATION:</strong> Welding, cutting, brazing, torch soldering.</td>
<td>Optical Radiation</td>
<td>Welding goggles/shields w/shades as outlined in MIOSHA Part 33 (check on this)</td>
</tr>
<tr>
<td><strong>HEAT:</strong> Furnace operations</td>
<td>High temperature, hot sparks, molten metal</td>
<td>Faceshields (reflective), arm sleeves, gloves, coat, leggings</td>
</tr>
<tr>
<td><strong>CHEMICALS:</strong> Acid and chemical handling, fumes, degreasing, dipping, plating</td>
<td>Splash, irritating mists, direct contact</td>
<td>Gloves, chemical goggles, faceshields, aprons, special shoes/boots</td>
</tr>
<tr>
<td><strong>FALLING OBJECTS:</strong> Working in areas where potential for falling objects exists or bumping hazards</td>
<td>Steel receiving, heavy parts transfer, overhead conveyors for parts movement, or low ceilings or mechanisms</td>
<td>Hard hat, bump caps, safety shoes</td>
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<td><strong>SHARP OBJECTS:</strong> Handling sharp edged parts, clearing turnings, objects which may pierce a foot or hand</td>
<td>Deburring, removing turnings, assembling sharp parts</td>
<td>Special cut resistant gloves, penetration resistant shoes</td>
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<td><strong>ELECTRICAL:</strong> Direct or indirect contact with electricity</td>
<td>Electricity</td>
<td>Non-conductive safety shoes, hard hats, safety glasses, and gloves designed to reduce electrical shock and protect from sparks.</td>
</tr>
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Appendix B

Personal Protective Equipment
Hazard Assessment

Company Name: ____________________________ Date of Assessment: ____________

Company Address: ____________________________________________________________

Workplace Evaluated: __________________________________________________________

Name of Person Completing Assessment: _______________________________________

<table>
<thead>
<tr>
<th>Job Classification/ WORKSTATION</th>
<th>HAZARD SOURCE/TYPEx</th>
<th>BODY PART AFFECTED</th>
<th>PPE REQUIRED YES/NO</th>
<th>TYPE OF PPE REQUIRED</th>
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HAZARD ASSESSMENT FORM

INSTRUCTIONS: Photocopy this form and keep the original for future hazard assessments. Use the copy as a guide for your walk-through survey. It will help you identify the hazards in each work area. Once you’ve completed the form, review the Guidelines for Selecting Personal Protective Equipment on page 3.

DATE: ___________________________ JOB CLASSIFICATION: ________________________________

AREA: ___________________________ SHIFT ___ DEPT. ___ GROUP ___ TEAM ___

JOB NAME _________________________ JOB DESCRIPTION _____________________________

TASK: NUMBER ___________ DESCRIPTION: ________________________________

ASSESSOR: ________________________________

BODY PARTS AT RISK

♦ ___ Head
♦ ___ Eye
♦ ___ Hand
♦ ___ Finger
♦ ___ Palm
♦ ___ Arm
♦ ___ Ankle
♦ ___ Foot
♦ ___ Toe

PERSONAL PROTECTIVE EQUIPMENT LIST

___ Hard Hat
___ Bump Cap
___ Safety Glasses
___ Splash Goggles
___ Faceshield

___ Impervious Gloves
___ Cut Resistant Gloves
___ Safety Shoes
___ Metatarsal Guards
___ Welding Hood

Type: __________________

____________________

OTHER ____________________________
Certification of Safety-Related Personal Protective Equipment Hazard Assessment

Employer: ____________________________

____________________________________

Location*: ____________________________

____________________________________

*or type of work for employees not assigned to a fixed location.

Workplace Assessed/ Evaluated: ____________________________

____________________________________

Date(s): ______________________________

____________________________________

Name of Person Assessing/ ____________________________

____________________________________

This document certifies that the hazard assessment has been performed as required by MIOSHA General Industry Safety Standards, Part 33, Personal Protective Equipment.

Signature of Person Certifying ____________________________
PERSONAL PROTECTIVE EQUIPMENT
ASSIGNMENT, TRAINING AND FIT-TEST FORM

All affected employees receive PPE training that includes when PPE is necessary; what PPE is necessary and why; how to wear PPE properly; PPE limitations and capabilities; and PPE care and maintenance. Each affected employee is fitted properly with the assigned PPE.

The following individual has been assigned PPE, has been fit-tested, and has received training.

Employee: ________________________________  Training Date: __________

Name of Trainer: __________________________

The following is a list of PPE assigned to this employee including the manufacturer, model and any identification numbers:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I acknowledge that I have been assigned the above named equipment, have had the opportunity to be properly fitted, and have received training. I also acknowledge that I understand the training that was provided:

________________________________________________________________________

(Employee's Signature)