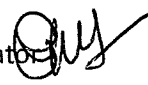




April 14, 2020

To: Missaukee County Board of Commissioners
From: Precia Garland, County Administrator 
RE: USDA-RD Grant for Sheriff Dept Tow Vehicle

The Sheriff Department is in the process of applying for a USDA-RD grant. If approved, the grant will provide \$11,200 toward the purchase of a new pick-up truck tow vehicle. The tow vehicle is necessary to move the department's snowmobile, boat and other equipment as needed for specialized patrols.

Total estimated cost of the project is as follows:

Grant	\$11,200
Local Match	<u>20,800</u>
TOTAL	\$32,000

As part of the application process, a public hearing must be conducted to solicit public input regarding the proposed project. Notice of such public hearing was published in the April 3 edition of the Missaukee Sentinel.

Requested Action

It is requested the Missaukee County Board of Commissioners conduct a public hearing to solicit input regarding its \$11,200 grant application to the USDA-RD program and then adopt the following resolution, which would approve submission of grant application in accordance with federal requirements.

**MISSAUKEE COUNTY BOARD OF COMMISSIONERS
RESOLUTION 2020-____
SUPPORTING USDA GRANT TO ASSIST TOW VEHICLE PURCHASE**

WHEREAS, Missaukee County Sheriff Department is in need of a new tow vehicle to transport equipment for special seasonal patrol programs, thus providing for the safety of Missaukee County residents; and

WHEREAS, The United States Department of Agriculture – Rural Development (USDA-RD) Program has grant funds available in the amount of \$11,200 to assist the county in purchasing a new tow vehicle; and

WHEREAS, the county has prepared the required grant application and assurance statements of the USDA-RD Program to make application for these funds; and

WHEREAS, the county published notice of a public hearing regarding its USDA-RD grant application in the *Missaukee Sentinel*, not less than ten days prior to its regular meeting on April 14, 2020; and

WHEREAS, the public hearing was conducted on April 14, 2020, affording members of the public an opportunity to comment on the proposed project; and

WHEREAS, the county has committed \$20,800 of local funds from its 401-Capital Projects Fund to assist in funding the project, estimated at a total cost of \$32,000; now

THEREFORE BE IT RESOLVED, that Missaukee County has hereby met all the prerequisite requirements to apply for USDA-RD funding and hereby approves official submission of the grant application.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.


I hereby certify that the forgoing is a true and complete copy of the Resolution 2020-____ adopted by the Board of Commissioners of Missaukee County at the meeting held April 14, 2020 and I further certify that the public notice of such meeting was given as required by the terms of the grant programs.

Jessica Nielsen, County Clerk/Register of Deeds

Date



April 14, 2020

To: Missaukee County Board of Commissioners
From: Precia Garland, County Administrator 
RE: Ratification of new county policies associated with COVID-19

In response to the COVID-19 pandemic and in accordance with Missaukee County Resolution 2020-5, Missaukee County Chairperson Frank Vanderwal approved the adoption of three new policies, subject to board of commissioners' ratification. These policies are as follows:

- P6100 – Family Medical Leave Expansion Act; Public Health Emergency Leave
- P19300 – Employee Emergency Pandemic COVID-19 Sick Leave Policy
- P19350 – COVID-19 Vacation Carry-Over Policy

The first two policies are to comply with H.R. 6201, the "Families First Coronavirus Response Act," which provide for emergency sick leave and extended FMLA leave under certain conditions. First responders are exempt from these two policies, which has prompted a third policy that provides opportunity for carry-over of more vacation time than would be otherwise normally allowed. This policy recognizes the difficulty first responders and essential employees could experience in utilizing vacation time during the COVID-19 pandemic and mitigates potential forfeiture of unused vacation time.

Requested Action

It is requested the Missaukee County Board of Commissioners consider ratifying new policies P6100, P19300 and P19350.



**COUNTY OF MISSAUKEE
BOARD OF COMMISSIONERS
POLICIES**

Page 1 of 3

Department Official: Administrator

P-6100

Revision Date: April 1, 2020

Policy: Family Medical Leave Expansion
Act; Public Health Emergency Leave

Revision Number: One

**BOARD OF COMMISSIONERS
MISSAUKEE COUNTY, MICHIGAN
MISSAUKEE COUNTY FAMILY MEDICAL LEAVE EXPANSION ACT
PUBLIC HEALTH EMERGENCY LEAVE - ELIGIBILITY POLICY**

1.0 PURPOSE

The purpose of this policy is to define expanded family medical leave provided to employees of Missaukee County during the pandemic outbreak of COVID-19, Coronavirus, as required by H.R. 6201, the "Families First Coronavirus Response Act" of 2020, which includes the FMLA Expansion Act and the Emergency Paid Sick Leave Act.

2.0 SCOPE

This policy applies to all qualifying Missaukee County regular full-time and part-time employees who have been employed for more than thirty (30) days. As allowed by the FMLA Expansion Act, emergency responders (Sheriff Department employees and Emergency Medical Service employees) are exempt from and do not qualify for this leave.

3.0 RESPONSIBILITY

The Human Resources/Administration department will have responsibility for implementing and administering this policy.

4.0 POLICY

4.1 The FMLA Expansion Act provides an entitlement of up to 12 weeks of job-protected, "Public Health Emergency Leave" (PHEL) to eligible, covered employees who have been employed for 30+ days, who are unable to work because they must care for their child/children (under 18 years of age) if the children's school or place of care is closed or the childcare provider is unavailable due to a public health emergency.

- 4.2 The first ten (10) days of PHEL are unpaid; however, an employee may elect to use accrued paid leave instead of unpaid leave.
- 4.3 After the first ten (10) days, Missaukee County will provide pay for each additional day of qualifying PHEL at two-thirds (2/3) the employee's regular rate for the number of hours the employee would otherwise be normally scheduled. This payment is limited to \$200 per day or \$10,000 in the aggregate. Employees may take up to twelve (12) weeks of qualifying PHEL.
- 4.4 Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking PHEL. Employees who have worked for less than six months prior to leave are entitled to the employee's reasonable expectation at hiring of the average number of hours the employee would normally be scheduled to work.
- 4.5 Eligible employees taking leave under the FMLA Expansion Act will be reinstated to their former positions, or to an equivalent position with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit or position other than that to which the employee would have been entitled had they not taken leave. Thus, for example, if a layoff of some other extenuating circumstance or business condition arises which affects the employee's position, reinstatement may not be possible.
- 4.6 Employees requesting PHEL leave shall complete the FMLA Expansion Leave Request Form, with supporting documentation as soon as possible, following occurrence of potentially qualifying reason for leave. All PHEL leave is subject to approval by the Human Resources/Administration Department.
- 4.7 Approved FMLA Expansion/PHEL leave shall be reported on employee time sheets as "COVID-19 FMLA" so that it is paid at the 2/3 rate.
- 4.8 Per EPSLA, this policy shall take effect April 1, 2020 and expire December 31, 2020.

5.0 REFERENCES

<https://www.congress.gov/bill/116th-congress/house-bill/6201>

6.0 REVISION HISTORY

Policy first established: March 24, 2020.

Approved by the Chair of the Missaukee County Board of Commissioners on April 1, 2020 and ratified by the Missaukee County Board of Commissioners on April __, 2020.

Grecia R. Harland
County Administrator

Frank E. Vandenberg
MCBOC Chairperson



**COUNTY OF MISSAUKEE
BOARD OF COMMISSIONERS
POLICIES**

Page 1 of 3

Department Official: Administrator

P-19300

Revision Date: April 1, 2020

Policy: Employee Emergency Pandemic
COVID-19 (Coronavirus) Sick Leave Policy

Revision Number: One

**BOARD OF COMMISSIONERS
MISSAUKEE COUNTY, MICHIGAN
MISSAUKEE COUNTY COVID-19 SICK LEAVE POLICY**

1.0 PURPOSE

The purpose of this policy is to define paid sick leave provided to the employees of Missaukee County during the pandemic outbreak of COVID-19, Coronavirus, as required by H.R. 6201, the "Families First Coronavirus Response Act" of 2020, which includes the FMLA Expansion Act and the Emergency Paid Sick Leave Act.

2.0 SCOPE

This policy applies to all qualifying Missaukee County regular full-time and part-time employees, with the exception of Elected Officials. As allowed by the FMLA Expansion Act, emergency responders (Sheriff Department employees and Emergency Medical Service employees) are exempt from and do not qualify for this leave.

3.0 RESPONSIBILITY

The Human Resources/Administration department will have responsibility for implementing and administering this policy.

4.0 POLICY

4.1 EPSLA - In accordance with the Emergency Paid Sick Leave Act (EPSLA), the county will provide all employees, including new hires, with paid sick leave, separate from any normal sick leave accruals, for the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for someone who is subject to an order as described in (1) or has been advised as described in (2).

5. The employee is caring for a child if the school or place of care has been closed.
6. The employee is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

4.2 If the employee meets any of the aforementioned criteria, which will be determined after submitting a form requesting EPSLA leave to the Human Resources/Administration Department, EPSLA leave will be approved and will not be deducted from the employee's accrued leave banks. For full-time employees up to eighty (80) hours of paid leave will be granted. Part-time employees will receive paid leave for the number of hours that employee works on average during a two-week period. Said average will be determined based on the two most recent two-week pay periods.

If the employee does not meet the criteria for EPSLA leave, the county will grant paid leave from the employee's accrued paid leave banks in accordance with the employee's corresponding collective bargaining agreement or personnel handbook, if non-union.

- 4.3 If the employee is seeking leave for qualifying needs 1, 2 or 3, the employee's compensation is capped at \$511 per day or \$5,111 total. If the employee is seeking leave for qualifying needs 4, 5, or 6, the employee's compensation shall be two-thirds (2/3) of their regular rate of pay, capped at \$200 per day and \$2,000 in the aggregate.
- 4.4 Employees requesting EPSLA leave shall complete the EPSLA Leave Request Form, with supporting documentation as soon as possible, following occurrence of the potentially qualifying reason for leave. All EPSLA leave is subject to approval by the Human Resources/Administration Department.
- 4.5 Approved EPSLA shall be reported on employee time sheets as "COVID-19 SL."
- 4.6 Per EPSLA, this policy shall take effect April 1, 2020 and expire December 31, 2020.

5.0 REFERENCES

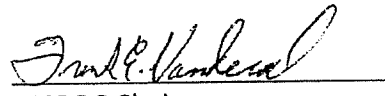
<https://www.congress.gov/bill/116th-congress/house-bill/6201>

6.0 REVISION HISTORY

Policy first established: March 24, 2020.

Approved by the Chair of the Missaukee County Board of Commissioners on April 1, 2020 and ratified by the Missaukee County Board of Commissioners on April ____, 2020.


County Administrator


MCBOC Chairperson



**COUNTY OF MISSAUKEE
BOARD OF COMMISSIONERS
POLICIES**

Page 1 of 2

Department Official: Administrator

P-19350

Revision Date: April 3, 2020

Policy: COVID-19 Vacation Carry-Over

Revision Number: One

**BOARD OF COMMISSIONERS
MISSAUKEE COUNTY, MICHIGAN
MISSAUKEE COUNTY COVID-19 VACATION CARRY-OVER POLICY**

1.0 PURPOSE

The purpose of this policy is to define circumstances under which qualified employees will be allowed to roll-over or cash out unused sick leave that would otherwise normally be forfeited during the pandemic outbreak of COVID-19.

2.0 SCOPE

This policy applies to all qualifying Missaukee County regular full-time and part-time employees who are first responders, as well as employees who were declared essential (critical infrastructure) employees under Governor Whitmer's EO 2020-21. First responders are employees of the Sheriff Department and the EMS Department.

3.0 RESPONSIBILITY

The Human Resources/Administration department will have responsibility for implementing and administering this policy.

4.0 POLICY

4.1 Normal Missaukee County policy, as provided for in the various collective bargaining agreements and personnel handbooks regarding vacation time use is generally stated as follows: *Employees are required to take their vacation leave during the twelve (12) months following its accrual and crediting, and all vacation leave not used during the twelve (12) months following its crediting shall be forfeited; provided, however, that in the event the employee is unable to utilize accrued vacation, the employee shall be allowed to carry over up to five (5) days to the next year (two (2) days for full time EMTs working a 24 hour shift schedule.*

4.2 Due to the demands placed on essential and first responder employees during the COVID-19 pandemic, Missaukee County recognizes the difficulty these employees could experience in utilizing vacation time. This in turn could result in employees forfeiting vacation time they would not have otherwise forfeited.

- 4.3 In recognition for their dedicated service, essential employees and first responders who stand to forfeit more than five (5) days (two (2) EMT days) of vacation upon their work anniversary may choose from one of two options:
1. Roll over the additional vacation time that would otherwise be forfeited for use during the next twelve months following its carry over; or
 2. Cash out vacation leave that would otherwise be forfeited, up to a maximum of 40 hours at their normal hourly rate of pay or salary. Any vacation time beyond 40 hours would be forfeited.
- 4.4 Employees shall elect either option 1 or 2 from section 4.3 above by contacting the Human Resources/Administration department at least one week prior to their work anniversary date (forfeiture date) to state their selected option.
- 4.5 This policy shall take effect April 1, 2020 and expire March 31, 2021.

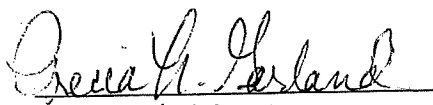
5.0 REFERENCES

Missaukee County – AFSCME/POLC Collective Bargaining Agreements; Missaukee County Personnel Handbook; Missaukee County Courts Personnel Handbook.

6.0 REVISION HISTORY

Policy first established: April 3, 2020.

Approved by the Chair of the Missaukee County Board of Commissioners on April 3, 2020 and ratified by the Missaukee County Board of Commissioners on April ____, 2020.



County Administrator


MCBOC Chairperson



April 14, 2020

To: Missaukee County Board of Commissioners

From: Precia Garland, County Administrator 


RE: F-2900 Annual Operating Budget Policy – Proposed Revision

Missaukee County first established its Annual Operating Budget Policy (F-2900) in 2012. The purpose of this policy is to identify the procedure used to annually create the county's operating budget and monitor financial performance.

The attached policy was reviewed and compared to current state statutes and Michigan Department of Treasury requirements. The attached revisions are proposed as a result. These revisions were also provided to all elected and appointed Missaukee County department heads for review, with no comments/concerns received.

Requested Action

It is requested that the Missaukee County Board of Commissioners consider approving the revised Annual Operating Budget Policy, F-2900.

	COUNTY OF MISSAUKEE BOARD OF COMMISSIONERS POLICIES		Page 1 of 3
	Department Official: Administrator	F-2900	Revision Date: April 14, 2020
Policy: Budget and Operating Annual Operating Budget	Revision Number:		

**BOARD OF COMMISSIONERS
MISSAUKEE COUNTY, MICHIGAN
MISSAUKEE COUNTY BUDGET AND OPERATING POLICY**

1.0 SUBJECT

Budget and Operating Policy

2.0 POLICY

~~To structure the budgets of the multiple County funds in such a way as to run fiscally sound departments.~~ Missaukee County shall comply with Michigan Public Act 2 of 1968, as amended, as well as all other applicable state statutes and regulations, to establish and administer its annual budget for the General Fund and all Special Funds.

3.0 PURPOSE

~~To operate the County's financial structure within the confines of a balanced budget.~~ By establishing a budget in compliance with applicable state statute and regulations, the county will successfully manage its funds in providing public services to the citizens and visitors of Missaukee County.

4.0 INFORMATION

5.0 PROCEDURE

5.1 ~~Budget and Operating Policy are in conjunction with a five year plan.~~ Preparation of the annual operating budget shall be proceeded by the development and approval of a six-year Capital Improvement Program (CIP). Projects identified in the first year of the CIP will be considered for funding as the new operating budget is developed.

5.2 ~~The annual budget shall be developed consistent with state law and in a manner which encourages early involvement with the public and the Board. A calendar~~

~~of events related to budget development shall be presented to the Board each year. A budget calendar shall be developed, initiating in April and concluding by no later than September 30 to satisfy the October 1 fiscal year start.~~

~~5.3 Elected and appointed department heads will be integral to development of the operating budget and will be asked to prepare and submit a requested budget to the County Administrator.~~

~~5.4 The administrator shall assemble all requested budgets and review them in comparison to available county revenues. He/she shall next prepare a recommended budget for consideration by the Board of Commissioners. Department heads will also be provided an opportunity to present their requested budget to the Board. The budget shall follow the format as required by the Michigan Department of Treasury's *Uniform Chart of Accounts for Local Units of Government*.~~

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~~5.5 The Board shall schedule a public hearing and cause notice of this meeting to be advertised in a newspaper of local circulation. It shall conduct a public hearing to receive comments prior to considering adoption.~~

~~5.6 The Board shall approve the budget no later than September 30 in order to take effect by October 1.~~

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~~5.3.7 Once the budget is approved, the Administrator, in conjunction with the County Treasurer, will maintain a system for monitoring the County's budget performance. The system administrator and treasurer will provide the Board with monthly and/or quarterly information in a timely manner reports on fund regarding cash balances, and general fund/major fund revenues and expenditures. level resource collections and department level expenditures.~~

~~5.4 Under the provisions of In accordance with State law and the County's operating procedures annual appropriations resolution, the budget may be adjusted or amended in two different ways.~~

~~5.4.a. Adjustment of the budget involves a reallocation of existing appropriations and does not change the "bottom line." No Board action is needed as State Law allows budget adjustments to be done administratively. Within the general fund, the administrator has authority to transfer budget appropriations up to \$5,000 between departments.~~

~~5.4.b. Amendment of the budget involves an addition to or reduction of existing appropriations approved by Board. Proposed budget amendments will be presented to the Board on a quarterly basis, unless a specific purchase requires amendment more frequently.~~

~~5.5 All Department Heads, Elected Officials and Component Units will provide yearly budget figures and attend hearings, as needed, to discuss proposals or send a designee. The administrator will also provide all elected/appointed department heads with monthly budget reports so that they can track and review their departmental revenues and expenditures.~~

~~5.6 The County Board of Commissioners will approve a balanced budget as soon as possible during the last quarter of the fiscal year and no later than September 30th.~~

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Administrator _____ Date

Chairman of the Board _____ Date

Approved by Department Head:
(check box and initial)

Administrator _____

Building _____

Circuit Court _____

Cooperative Extension _____

Clerk - Register of Deeds _____

District Court _____

Equalization _____

Maintenance _____

Park _____

Planning EMD _____

Probate Court _____

Prosecutor _____


Sheriff _____

Soil Conservation _____

Treasurer _____



April 14, 2020

To: Missaukee County Board of Commissioners
From: Precia Garland, Administrator 
RE: FY20 – Budget Amendment #2 – Second Quarter

Attached please find the proposed second quarterly Budget Amendment for fiscal year 2020.

Proposed amendments to special funds:

- General Fund-
 - Revenues were adjusted to reflect net taxable value as reported in this month's equalization report. Monitoring fee revenue matches to expenditures, so this is essentially an in-out transaction.
 - Expenses have increased in circuit court due to case load and making it through the transition in staff from former prosecutor to judge. We were able to reduce snowplowing this year due to a lighter than expected winter and costs in the prosecutor's office are increasing by over \$11,000 due to changes in staff and case load.
 - These changes result in a net increase of \$29,135 in revenues, which will reduce the current gap between general fund revenues and expenses by that same amount, from \$98,861 to \$69,726.
- Corrections Training Fund – It was necessary to send a new staff member to the corrections academy in order to fill a vacancy in the department. This mandatory training requires \$2,000 more than currently budgeted, bringing training for the department to \$4,750 for the year.

Requested Action

It is requested that the Board of Commissioners consider amending the FY20 Missaukee County Budget as detailed above.

FY20 Proposed Budget Amendments
Second Quarter Budget Amendment

Missaukee County
Administration Department

	Current	Amended	Difference	Reason for Change
GENERAL FUND - REVENUES				
DISTRICT COURT				
101-136-636.00 Monitoring Services Fees	\$ 3,500.00	\$ 7,000.00	\$ 3,500.00	Revise to trend
TREASURER				
101-253-402.00 Current Tax	\$ 3,138,000.00	\$ 3,190,000.00	\$ 52,000.00	Revise to actual TV
Total	\$ 3,138,000.00	\$ 3,190,000.00	\$ 52,000.00	
GENERAL FUND - EXPENDITURES				
CIRCUIT COURT				
101-131-707.01 Visiting Court Reporter	\$ 5,000.00	\$ 7,000.00	\$ 2,000.00	Adjust to increased caseload
101-131-802.00 Transcripts	\$ 4,500.00	\$ 5,500.00	\$ 1,000.00	Adjust to increased caseload
101-131-806.00 Court appointed attorney	\$ 9,000.00	\$ 15,000.00	\$ 6,000.00	Shortage in contract attorneys
DISTRICT COURT				
101-136-823.00 Monitoring Services	\$ 3,500.00	\$ 7,000.00	\$ 3,500.00	Revise to trend
BUILDINGS & GROUNDS				
101-265-808.00 Snow Plowing	\$ 12,000.00	\$ 10,000.00	\$ (2,000.00)	Revise to actual
PROSECUTOR				
101-267-722.02 BCBS Health Insurance	\$ 53,135.00	\$ 61,000.00	\$ 7,865.00	Staffing change
101-267-804.00 Witness Fees	\$ -	\$ 2,000.00	\$ 2,000.00	Needed for upcoming trial
101-267-860.00 Travel Expense	\$ 2,500.00	\$ 4,000.00	\$ 1,500.00	New staff training
101-267-865.00 Prosecutor Exp-Courts	\$ 2,500.00	\$ 3,500.00	\$ 1,000.00	Adjust to case load
Total	\$ 92,135.00	\$ 115,000.00	\$ 22,865.00	
NET CHANGE TO GF REVENUES				
			\$ 52,000.00	
NET CHANGE TO GF EXPENSES				
			\$ 22,865.00	
NET OVERALL CHANGE TO GF GAP				
			\$ (29,135.00)	
GENERAL FUND - APPROPRIATED FUND BALANCE				
Revenue				
101-000-699.01 Approp Fund Balance	\$ 98,861.00	\$ 69,726.00	\$ (29,135.00)	Reduced gap funding needed
Total	\$ 98,861.00	\$ 69,726.00	\$ (29,135.00)	
262 - CORRECTIONS TRAINING FUND				
Revenue				
262-000-699.00 Appropriated Fund Balance	\$ -	\$ 2,000.00	\$ 2,000.00	mandatory training
Total	\$ -	\$ 2,000.00	\$ 2,000.00	
Expenditures				
262-000-800.00 Services and Charges	\$ 2,750.00	\$ 4,750.00	\$ 2,000.00	mandatory training
Total	\$ 2,750.00	\$ 4,750.00	\$ 2,000.00	