Finance Agenda
Missaukee County Board of Commissioners
Finance Committee
105 S. Canal St. Lake City, MI
September 5, 2019 @ 4:00 PM

4:00 PM  Opening and Roll Call
          Public Comment**

4:05 PM  MSU Extension – Shari Spoelman
          a.  2020 MSU Ext MOA

4:10 PM  Treasurer – Lori Cox
          a.  Financial Reports

4:20 PM  Administrator – Precia Garland
          a.  FY19 Budget Amendment #4
          b.  Road Commission – Request to adjust Commissioner Compensation
          c.  EMS – Request to dispose of Capital Asset
          d.  EMS Policy Manual Addition – Policy 6001 & Policy 6002

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 any time during public comment.
AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on __________________ by and between Missaukee County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.

3. A county 4-H program. 0.5 FTE 4-H Program Coordination.


5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.

7. Administrative oversight of MSUE office operations.

8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.

2. Office and meeting space meeting the following requirements:

   a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Director.
   b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
   c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
   d. Access to space for delivering Extension programs.
   e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible

3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

   **0.6 FTE County employed Clerical Support Staff**

   Optional:

   4. Funding for additional Extension educators at 0 FTE
   5. Funding for additional 4-H program capacity 0 FTE
   6. Funding for additional paraprofessional(s) at 0 FTE
7. Total Annual Assessment in the amount of $41,308.

Payments due and payable under the terms of this Agreement shall be made on the first of
the month, of the first month, in each quarter of the county fiscal year, unless otherwise
requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of
Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary
   A. Base Assessment (includes 0.5 FTE 4-H Program Coordination)$41,308.

   ADDITIONAL PERSONNEL

   B. 0 FTE Clerical Support Staff to be employed by MSU $0.

   C. 0 FTE Educator (Program Area: ) $0.

   D. 0 FTE Additional 4-H Program Coordination $0.

   E. 0 FTE Additional paraprofessional staff $0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2020: $41,308.

I. Term and Termination

The obligations of the parties under this Agreement will commence on October 1, 2019 the first
day of the County budget year 2020 and shall terminate on the last day of such County budget
year 2020. Either party to this Agreement may terminate the Agreement, with or without
cause, with 120 days written notice delivered to Michigan State University Extension, Justin S.
Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE
and delivered to Missaukee County Clerk, 111 South Canal, PO Box 800, Lake City, Michigan
49651, if to the County.

II. General Terms

1. Independent Contractor. The University is an independent contractor providing services to the
   County. The County and MSU do not have the relationship of legal partners, joint venturers,
   principals or agents. Personnel have no right to any of County’s employee benefits.

2. Force Majeure. Each party will be excused from the obligations of this agreement to the extent
   that its performance is delayed or prevented by circumstances (except financial) reasonably
   beyond its control, including, but not limited to, acts of government, embargoes, fire, flood,
   explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.

3. Assignment. This agreement is non-assignable and non-transferable.

4. Entire Agreement. This Agreement, with its Appendix “A” is the entire agreement between MSU
   and the County. This Agreement supersedes all previous agreements, for the subject matter of
this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.

5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.

6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY**

By: ______________________________________

Evonne Pedawi
Contract & Grant Administration
Its: ______________________________________

Date: ____________________________________

**Missaukee COUNTY**

By: ____________________________________

Print name: _____________________________

Its: _____________________________

(title)

Date: ____________________________________

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Appendix A

Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) https://tech.msu.edu/about/guidelines-policies/aup/.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed Internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange 35.8.0.0 - 35.9.255.255
CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935,443) [authentication]
35.8.201.221 & 35.8.201.212 (10020) [ProofPoint]
35.9.83.132 (all) [vpn.msu.edu]
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.8.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
35.8.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:
CANR.msu.edu – 35.8.203.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102
Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

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Missaukee County
September 10, 2019

To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator

RE: FY19 – Budget Amendment #4 – Fourth Quarter

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

Proposed amendments to the county’s General Fund:

- Revenues were adjusted to reflect a small state grant and travel reimbursement.
- Expenditures were also adjusted to reflect several changes, which balance out to a net decrease of $21,319. Increases include adjustments because of staffing changes, increased IT service needs, increased utilities and expenditures related to the state grant. Decreases include adjustments due to lower than expected wage/fringe benefit costs and child care expenses.
- The difference between the net change in revenues and expenditures is a decrease of $25,015, which permits a decrease in appropriated fund balance by that same amount, from $102,560 to $77,545.

Proposed amendments to special funds:

- Sheriff Special Forces – Revenues and expenditures are adjusted to reflect reimbursement for a totaled vehicle.
- Child Care – Revenues and expenditures are adjusted to reflect less than expected child care expenses.
- CDBG Program Income – Revenues and expenditures are adjusted to reflect fund balance appropriation to cover additional emergency housing grant activities.

Requested Action – It is requested the Missaukee County Board of Commissioners consider approving the proposed fourth quarter budget amendments at its regular September BOC meeting by roll call vote.
## Missaukee County
### Administration Department

**FY19 Proposed Budget Amendment**  
**Fourth Quarter**  
**September 10, 2019**

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<thead>
<tr>
<th>GENERAL FUND - REVENUES</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
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<td>PLANNING DEPT</td>
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<td>101-721-676.00 Reimbursements</td>
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<th>GENERAL FUND - EXPENDITURES</th>
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<td>JURY COMMISSION</td>
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<td>101-147-703.00 Per Diem</td>
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<td>$ 100.00</td>
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<td>PROBATE COURT</td>
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<td>101-148-702.00 Salaries and Wages</td>
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<td>PROSECUTING ATTORNEY</td>
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<td>101-267-704.02 Assistant Prosecuting Attny</td>
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<td>SHERIFF</td>
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<td>101-301-723.00 Retirement</td>
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<td>101-352-712.00 Overtime</td>
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<td>INSURANCE &amp; BONDS</td>
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<td>101-851-722.04 Severance Pay</td>
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<td>$ 27,915.00</td>
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<td>TRANSFERS OUT</td>
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<td>101-966-999.05 Transfer out-Child Care Fund</td>
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<td>327,000.00</td>
<td>$ 302,000.00</td>
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<td>$ 147,200.00</td>
<td>$ 164,300.00</td>
<td>$ (21,319.00)</td>
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**NET CHANGE TO GF REVENUES**  
$ 3,696.00  
**NET CHANGE TO GF EXPENSES**  
$(21,319.00)  
**NET OVERALL CHANGE TO GF GAP**  
$(25,015.00)  

**GENERAL FUND - APPROPRIATED FUND BALANCE**
Missaukee County  
Administration Department  

**FY19 Proposed Budget Amendment**  
**Fourth Quarter**  
September 10, 2019

### Revenue

<table>
<thead>
<tr>
<th>Account</th>
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<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
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<tbody>
<tr>
<td>101-000-699.01 Approp Fund Balance</td>
<td>$102,560.00</td>
<td>$77,545.00</td>
<td>$(25,015.00)</td>
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<td><strong>Total</strong></td>
<td>$102,560.00</td>
<td>$77,545.00</td>
<td>$(25,015.00)</td>
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**207-SHERIFF SPECIAL FORCES**

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<th>Difference</th>
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<tr>
<td>207-000-401.01 Tax Revenues</td>
<td>$758,157.00</td>
<td>$764,289.00</td>
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<td>Adjust to actual</td>
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<td>207-000-441.00 Local Community Stabilization</td>
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<td>$14,106.00</td>
<td>Adjust to actual</td>
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<td>207-000-664.00 Interest Earned</td>
<td>$100.00</td>
<td>$3,600.00</td>
<td>$3,500.00</td>
<td>Adjust to actual</td>
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<td>207-000-676.00 Reimbursements</td>
<td>$2,500.00</td>
<td>$16,800.00</td>
<td>$14,300.00</td>
<td>Adjust to actual</td>
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<td>207-000-699.05 Trans In-Jail Exp Fund</td>
<td>$32,886.00</td>
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<td>Adjust based on increased revenue</td>
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<td>207-000-999.09 Trans Out-Capital Projects</td>
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<td>Reimb for totaled van</td>
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**292-CHILD CARE**

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<td>292-000-699.00 Transfers In</td>
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### Expenditures

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<td>293-CDBG PROGRAM INCOME</td>
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<td>Revenue</td>
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<td>293-000-699.01 Approp Fund Balance</td>
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<td>$2,550.00</td>
<td>$2,550.00</td>
<td>Adjust to balance</td>
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<td><strong>Total</strong></td>
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<td>$2,550.00</td>
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<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
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<td>293-000-800.00 Services &amp; Charges</td>
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<td>$1,625.00</td>
<td>$500.00</td>
<td>Adjust to trend</td>
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<td>293-000-967.06 Adm fees to County</td>
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<td>293-000-967.07 Program Income Expense</td>
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<td>$26,750.00</td>
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September 10, 2019

To: Missaukee County Commissioners

From: Precia Garland, Administrator

RE: Request from Missaukee County Road Commission to adjust Commissioner compensation

Introduction
Per state statute MCL 224.8 Sec. 8 (2), “The County board of commissioners shall fix the compensation of county road commissioners.” No further detail is provided in the statute regarding timing of compensation changes, frequency, etc. A request to adjust the current rate of county road commissioners has been received. Kelly Bekken, Missaukee Road Commission Manager indicates since he began his career as manager in 1988, he does not recall a change in road commissioner compensation. In Missaukee County, the Road Commission is composed of three elected commissioners.

Information
The Missaukee County Road Commissioners are currently compensated $600 quarterly ($2,400/year) and $25 per meeting plus mileage. It is requesting the following new rate of compensation:

Chairperson - $3,600 per year
Vice Chair & Member - $3,000 per year
All: $40 per meeting plus mileage

Other surrounding county road commissions provide the current rates of compensation to commissioners:

<table>
<thead>
<tr>
<th>County</th>
<th>Annual Compensation</th>
<th>Per meeting</th>
<th>Mileage Reimbursement</th>
<th>Other</th>
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<tr>
<td>Wexford</td>
<td>Chair: $4,500</td>
<td>$25 regular</td>
<td>Yes</td>
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<td></td>
<td>Member: $3,900</td>
<td>$50 special</td>
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<tr>
<td>Osceola</td>
<td>Chair: $8,420</td>
<td>$35</td>
<td>Yes</td>
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<tr>
<td></td>
<td>VChair: $6,920</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Member: $6,420</td>
<td></td>
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</tr>
<tr>
<td>Roscommon</td>
<td>All: $4,920</td>
<td>$35 regular</td>
<td>Yes</td>
<td>All receive full benefits (health care &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$50 special</td>
<td></td>
<td>retirement)</td>
</tr>
<tr>
<td>Kalkaska</td>
<td>All: $5,700</td>
<td>$25 - $50</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Missaukee</td>
<td>Chair: $3,600</td>
<td>$25</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Others: $3,000</td>
<td></td>
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</tr>
</tbody>
</table>

Requested Action
The Missaukee County Board of Commissioners is asked to consider adjusting Missaukee County Road Commissioner compensation as requested by the Road Commission (Chair $3,600/year; Others: $3,000/year; $40 per meeting, maintain mileage reimbursement).
Precia Garland

From: Kelly Bekken <Kelly@mcrc-roads.com>
Sent: Tuesday, August 20, 2019 11:09 AM
To: Precia Garland
Subject: RE: MCL citation

Hi Precia,

1) The Board receives $600.00 quarterly ($2400 Yr.) and $25.00/Mtg. plus mileage at this time.  
2) Roscommon commissioners receive the full benefit package all salary employees receive. (Health/Pension) 
3) Wexford is $25 for a regular meeting and $50.00 for a special meeting. Osceola is $35.00 per meeting with per diem. Roscommon 
is $35.00 regular meeting and $50.00 for special meetings with per diem. Kelly

From: Precia Garland
Sent: Tuesday, August 20, 2019 11:02 AM
To: Kelly Bekken <Kelly@mcrc-roads.com>
Subject: RE: MCL citation

Hi Kelly,

Thanks for the info. A few follow up questions for you:

1. What compensation do the Missaukee Co Road Commissioners currently receive? Any idea when these 
amounts were set?
2. Can you elaborate on the “full benefits” the Roscommon commissioners receive?
3. Is the $25/$50 per meeting based on the length of the meeting?

We’ll plan on taking this to the Missaukee Co BOC in September. It will be introduced at the finance committee meeting 
on September 5 with action scheduled for the regular BOC meeting on September 10. Both meetings start at 4 PM and 
are now held in the Annex Building. I think it would be good for you to attend, especially finance committee where most 
of the discussion takes place.

Thanks,
Precia

Precia L. Garland
Administrator
Missaukee County
111 S. Canal St.
PO Box 800
Lake City MI 49651
231-839-4967 x242
admin@missaukee.org

From: Kelly Bekken <Kelly@mcrc-roads.com>
Sent: Tuesday, August 20, 2019 10:52 AM
To: Precia Garland <admin@missaukee.org>
Subject: RE: MCL citation

Good Morning Precia, Thanks for looking into that for us. I spoke with the County Road Assoc. yesterday and came up 
with the same information (MCL 224.8. (2)), which gives the County Board of Commissioners the job of setting County 
Road Commission’s salaries. At our regular board meeting of August 14, 2019 the Road Commission Board asked me to
get comparisons from surrounding County Road Commission on Commissioners salaries. Here is the result of that search: Wexford County Road Comm. Chairman $4,500.00, Member $3,900.00. Osceola Co. Rd. Comm. – Chairman $8,420.00, V. Chairman $6,920.00, Member $6,420.00. Roscommon Co. Rd. Comm. - $4,920.00 W/full benefits., Kalkaska Co. Rd. Comm. - $5,700.00. All of them include $25 - $50 per meeting and include mileage. The Missaukee Co. Rd. Comm. Board feels a increase to Chairman $3,600.00, Vice Chairman and Member $3,000.00, plus $40.00 per meeting and mileage would be in line. I would agree, since the average is approximately $5,800. Thanks for your time. Kelly Bekken, Manager, Missaukee County Road Commission.

From: Precia Garland
Sent: Monday, August 19, 2019 4:41 PM
To: Kelly Bekken <Kelly@mcrc-roads.com>
Subject: MCL citation

Hi Kelly,

Per MCL 224.8 Sec. 8. (2), “The county board of commissioners shall fix the compensation of county road commissioners.” That’s all it says. So, I’m guessing the BOC will also decide when the change in compensation would become effective.

You mentioned that you’re looking at what other road commissioners receive for compensation – I’m sure the BOC will want this information, along with the current rate of compensation for Missaukee Co Road Commissioners and what new rate of compensation they are requesting.

I’m available to chat if you’d like to meet or talk this through further.

Thanks,

Precia

Precia L. Garland
Administrator
Missaukee County
111 S. Canal St.
PO Box 800
Lake City MI 49651
231-839-4967 x242
admin@missaukee.org
September 10, 2019

To: Missaukee County Commissioners

From: Precia Garland, Administrator

RE: Request to dispose of Capital Asset (Missaukee EMS Ambulance)

Introduction
Since reorganizing the EMS department to include two crews staffed by full-time, regular part-time and casual part-time employees, all ambulances are now dispatched from the EMS garage, where crews are present. Previously, casual part-time employees were on-call and would sometimes dispatch from the McBain Fire Barn, where one ambulance is still currently stored.

Because of the reorganization, the department is now more efficient, and it is no longer necessary to keep a fourth ambulance. Therefore, it is recommended to be sold.

Information
The fourth ambulance is currently stored at the McBain fire barn, which is rented for $1,000 per year. Selling the ambulance will also save this annual expense. The ambulance is a diesel 2012 Road Rescue. The dealer from whom we normally purchase ambulances, Road Rescue of Holland, MI, has been consulted and recommends it be listed for sale on www.ambulancetrader.com for $27,995.

Per Missaukee County Policy F-3000, Capital Assets, section 4.5, “The County Administrator may dispose of property because of sale of assets.... Management and the Board shall approve all disposals of property. Once the final approval is received via the Board, the County Administrator shall remove the asset from the inventory system.”

Requested Action
The Missaukee County Board of Commissioners is asked to consider authorizing the County Administrator to sell the 2012 Road Rescue ambulance at a listing price of $27,995, with final price to be determined by reasonable offers. Proceeds from the sale will be received in the EMS fund and be applied toward future capital equipment purchases.
September 10, 2019

To: Missaukee County Board of Commissioners
From: Precia Garland, Administrator

In an effort to improve management of EMS accounts receivable, the following policies were recently drafted:

Policy 6001 – Accounts Receivable Management & Collections
Policy 6002 – Charity Care

Best practice regarding accounts receivable is for standard billing to take place during the first 90 days from the creation of a new claim. If the account remains unpaid beyond 90 days, it should then be forwarded to a collections agency for further action. A recent review of accounts receivable shows that delinquent claims have not been consistently forwarded to collections for action and the time period after which they have been forwarded has exceeded 90 days.

Proposed hand-in-hand with the new Accounts Receivable Management & Collections Policy is a Charity Care Policy, which will allow EMS accounts to be forgiven for income-qualified patients. The following policy identifies the income limits to qualify and the procedure for processing requests for charity care. A draft application form also follows.

Requested Action
It is requested that the Missaukee County Board of Commissioners consider approving the EMS Policies noted above to create consistent accounts receivable, collections and charity care processing.
POLICY - 6001

SUBJECT
ACCOUNTS RECEIVABLE MANAGEMENT & COLLECTIONS

PURPOSE
The purpose of this policy is to establish procedures related to invoicing for EMS services, to define current versus delinquent accounts receivable, to define when accounts will be turned over to a collections agency, and to define when an account will be written off as uncollectible (bad debt.)

POLICY

Current Billing
After emergency medical services are provided, a run sheet shall be prepared by attending EMS Staff (see Policy – 2010). For each run that results in transporting a patient or other billable EMS services, a billing form shall be completed. Currently, run sheets/billing forms are to be completed using Ambupro software, installed on department computers.

Once properly entered into Ambupro, all run sheets/billing forms will be automatically accessible to Cedar Ledge Solutions, the service provider currently selected by Missaukee County to provide billing services. Cedar Ledge Solutions will then process, bill, monitor, rebill and implement such collections procedures as professionally appropriate and prescribed by law to collect fees for services on behalf of Missaukee County. All funds collected shall be received into fund account 210-000-626.00, Ambulance Service Fees.

Once an account remains unpaid for 90 days following repeated attempts by Cedar Ledge Solutions to collect for current services rendered, it shall be deemed delinquent.

Delinquent Account/Placing Account with Collections
When an account is placed with the County’s selected collections agency, the balance on the patient account is transferred from active accounts receivable (AR) to bad debt. All accounts that qualify as bad debt shall be reviewed on a monthly basis by the EMS Director and approved by the County Administrator. Bad debt accounts shall be removed as a receivable from the general ledger.

An aged account report shall be prepared monthly by Cedar Ledge Solutions, listing accounts that are 90+ days without payment. After review and approval as noted above, this report shall be forwarded to the County’s selected collections agency for collections activity. Any funds recovered by the collections agency shall be received by the county into fund 210-000-678.00. A monthly reconciliation statement shall be provided to Missaukee County EMS by the collections agency.

The collections agency shall perform standard credit reporting regarding delinquent accounts. After 365 days of no account activity, the delinquent account will be closed and returned to Missaukee County as uncollectible. Exceptions to this rule may be made on a case-by-case basis, such as when it would be prudent to utilize legal means to pursue the delinquent account.
POLICY - 6002

SUBJECT
CHARITY CARE

PURPOSE
The purpose of this policy is to establish and ensure a fair and consistent method for the review and completion of requests for charitable medical care to EMS patients in need.

POLICY
Missaukee County provides emergency medical services whenever a call for assistance is received. At the time of service, demographic and other information is collected for billing purposes. However, the county realizes that not all patients have the same ability to pay, due to financial hardship. As a result, financial assistance is available to patients who apply and meet the required qualifications for charity care. Information regarding how to apply for assistance is provided on each regular billing statement.

Applications for assistance are reviewed by the EMS Director and County Administrator and approved/denied in accordance with policy guidelines, stated herein.

Need for financial assistance is determined by reviewing insurance coverage, insurance eligibility, other sources of payment, a patient's historical financial profile and current financial situation. These factors are all reviewed to ensure a fair and accurate method of assisting patients who are experiencing financial hardship. Partial or full charity care will be granted based on the individual's ability to pay and overall financial condition.

Eligible individuals include patients who do not have insurance and patients who have insurance but are underinsured. Patients must cooperate with any insurance claim submission and exhaust their insurance or potential insurance coverage options before becoming eligible for financial assistance. Additional factors affecting eligibility include:

- Income – Assuming that other financial resources are not identified as viable funding sources, the Federal Poverty Income Guidelines will be used in determining the amount of write-off. The Poverty Guidelines are updated annually each January.
  - The minimum criteria for full charity write-off is 100% of the most recent Federal Poverty Income Guidelines.
  - Partial write-offs will occur in accordance with the following schedule:
    - 75% write off: 101% - 125% of the most recent Federal Poverty Income Guidelines.
    - 50% write off: 126% - 150% of the most recent Federal Poverty Income Guidelines.
    - 25% write off: 151% - 175% of the most recent Federal Poverty Income Guidelines

- Assets – The patient’s household savings, checking, investment assets, real property assets and overall financial position will be considered.

- Expenses – The patient’s living expenses, including medical and other basic needs expenses will be considered.

PROCEDURE
Patients will be notified of the availability of financial assistance once billed for EMS services rendered. To be considered, patients must complete the "Missaukee County EMS Application for Financial Assistance" (available by request from the EMS department or download from
www.missaukee.org/ems) and attach other documentation, such as proof of household income, as required. Complete applications will be reviewed on a weekly basis by the EMS Director and County Administrator. A determination will be made consistent with this policy and all patients will receive a letter notifying them of the decision regarding their application.

Missaukee County requires patients to comply with the application process for medical assistance insurance programs for which they may qualify, including Medicare and Medicaid. Approval of charity care for a specific service date does not obligate Missaukee EMS to provide charity care for future services. Patients may be required to reapply for charity care at least every 180 days. Missaukee County reserves the right to require a patient to reapply at any time.

Missaukee County reserves the right to reverse a decision regarding charity care and pursue appropriate reimbursement or collections in the event of newly discovered information, such as available insurance coverage or fraudulent application data.

Missaukee County may deny a request for financial assistance for a variety of reasons, including but not limited to:

- Patient’s household income is above established poverty limits
- Patient’s assets are sufficient to provide resources to pay for EMS services
- Incomplete application, despite reasonable opportunities for correction
- Pending insurance or liability claim
- Withholding insurance payment or settlement funds sent directly to patient, intended to cover Missaukee EMS services.

Missaukee County will not make a decision regarding any application for financial assistance with regard to race, gender, age, religion, national origin, marital status, sexual orientation, disability, military service or any other classification protected by federal, state or local laws.

Missaukee County will not engage in extraordinary collection actions before it makes a reasonable effort to determine whether a patient is eligible for financial assistance under this policy. Collection activity will proceed based on Policy 6001 – Accounts Receivable Management and Collections. In the event a collection agency identifies a patient as potentially qualifying for charity care, collection activity will be suspended while Missaukee County reviews the patient’s application for financial assistance. If the entire account balance is adjusted, the account will be returned to the County. Collection activity will resume in the following events:

- Partial adjustment is approved (collection will resume regarding the remaining balance)
- Patient fails to cooperate with the financial assistance application process
- Patient does not qualify for financial assistance.
**Missaukee County – EMS Department**

**FINANCIAL ASSISTANCE APPLICATION**

Patient’s Legal Name: ____________________________________________________________________________

Birthdate: __________ Age: __________

Street Address: _______________________________________________ City: __________________ County: _______

ZIP: ____________________________

Social Security #: ___________________________ Home Phone: ________________________ Cell Phone: __________

Responsible Party Name: ___________________________ Relationship to Patient: ___________________________

Do you file taxes? □ Yes □ No  Do you have a Health Savings Account? □ Yes □ No

Do you have one or more checking accounts? □ Yes □ No  Do you have one or more savings accounts? □ Yes □ No

Checking balance(s) $ ___________________________ Savings balance(s) $ ___________________________

Were you a Michigan resident at the time of your ambulance service? □ Yes □ No

List all persons living in your household:

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGE</th>
<th>RELATIONSHIP</th>
<th>MONTHLY INCOME* (IF 18+ YEARS OLD)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
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**INSURANCE QUESTIONNAIRE**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have insurance coverage of any kind? If yes, what?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you lost insurance coverage within the last 60 days?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the ambulance service you received related to an auto accident?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please provide auto insurance name and claim number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was your ambulance services related to an accident at work?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please provide name of employer and workers comp insurance info, if known:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you a veteran?</td>
<td></td>
<td></td>
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</tbody>
</table>

**GOVERNMENT ASSISTANCE QUESTIONNAIRE**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you applied for Medicaid?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you receiving or have you applied for Social Security Disability payments?</td>
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<td></td>
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<tr>
<td>Have you been or do you expect to be disabled and unable to work for 12 months or more?</td>
<td></td>
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<tr>
<td>Are you legally blind or on dialysis?</td>
<td></td>
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</tbody>
</table>
PLEASE PROVIDE THE FOLLOWING INFORMATION:

<table>
<thead>
<tr>
<th>1.</th>
<th>Copy of most recent Federal income Tax Forms (including all schedules &amp; attachments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Copy of Medicaid determination letter</td>
</tr>
<tr>
<td>3.</td>
<td>Copy of the last 3 months of household checking and savings account statements</td>
</tr>
<tr>
<td>4.</td>
<td>Copy of the last 3 months proof of household income* (all occupants 18+ years old)</td>
</tr>
</tbody>
</table>

Reminder: * Income includes all of the following:
- Employment wages/salary
- Unemployment benefits
- Self-employment/cash jobs
- Workers Compensation
- Installment Payments (i.e., short-term or long-term disability)
- VA benefits
- Alimony
- Social Security, SSI
- Lump Sum Payments (i.e., insurance settlements)
- Government Assistance (i.e., food stamps)
- Annuities
- Pension/Retirement Benefits
- 401K/403B/457K
- Any other Income

PROOF OF NO INCOME: This question MUST be completed if you are claiming no income.

Briefly explain how you are financially supported and amount of that support, either on a monthly or annual basis:

<table>
<thead>
<tr>
<th>ASSETS:</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Home</td>
<td></td>
</tr>
<tr>
<td>2. Any other real estate (i.e., vacation property, vacant land)</td>
<td></td>
</tr>
<tr>
<td>3. Automobiles/ATVs/Boats/Campers, etc.</td>
<td></td>
</tr>
<tr>
<td>4. Certificates of Deposit, total 401K/403B/457K account value, investment accounts</td>
<td></td>
</tr>
<tr>
<td>5. Other assets</td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION:
By signing this document, I affirm the answers on this application are true. Should a subsequent review of this financial assistance application reveal that information provided therein was either incorrect or fraudulent, the decision to provide financial assistance may be reversed and the responsible party will be billed. I understand that the information that I submit is subject to verification by Missaukee County, including consultation with credit reporting agencies, and subject to review by federal and/or state agencies and others as required.

PATIENT SIGNATURE

APPLICANT OR REPRESENTATIVE SIGNATURE

RELATIONSHIP (IF NOT PATIENT)

DATE

MAIL COMPLETED APPLICATION AND ALL DOCUMENTATION TO:
EMS Director, Missaukee County EMS, PO Box 800, Lake City MI 49651
For assistance, call: 231-839