

BOARD OF COMMISSIONERS



MEMBERS

Committee of the Whole
Second Floor, Old Courthouse
301 N, Main St.
Adrian, MI 49221

MEETING LOCATION
Commission Chambers

Minutes: Wednesday, November 13, 2024

CALL TO ORDER: Invocation - Pledge - Cell Phone Reminder:

The meeting was called to order at 1:30pm by Comm. Van Doren

Present: Commissioners: James Van Doren, Terry Collins, Kevon Martis, David Stimpson, Dawn Bales, Karol "KZ" Bolton, Ralph Tillotson, Nancy Jenkins-Arno, Dustin Krasny

Also Present: Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Administrative Coordinator Carissa Zubke, Marketing & Communications Coordinator Jen Ambrose, Community, Drain Commissioner Jenny Escott, Human Resources Director Ben Ahlers, Ian Wendt (WLEN), Accountant Matt Turgeon, VA Director Tammy Sheldon, Michael Shadbolt, Probate Director Dionne Bowens, Adoption Clerk Cathy Hopper, Adoption Coordinator Heidi Ross, DHHS Director Linda Needham, Lee Andre, Ryan Vargas

Comm. Bolton provided an invocation, followed by the Pledge led by Coordinator Zubke.

ROLL CALL

Roll call was done (9) present- Bales, Bolton, Collins, Krasny, Jenkins-Arno, Martis, Stimpson, Tillotson, Van Doren (0) absent.

APPROVAL OF MINUTES:

Approval of Minutes: October 9, 2024

Motion by Bolton to approve the minutes of October 9, 2024, seconded by Collins. Motion carried.

AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

Motion by Tillotson to approve the agenda, as presented, seconded by Bolton. Motion carried.

PETITIONS and COMMUNICATIONS:

There were none.

INTRODUCTION OF SPECIAL GUESTS:

No special guests.

LIMITED PUBLIC COMMENT: [on any agenda item – 3 minute limit]

No public comment on agenda items.

1:35pm PUBLIC HEARING: 2025-2029 PARKS PLAN

Commissioner Van Doren called the Public Hearing for the 2025-2029 Parks Plan to order at 1:33pm.

Comm. Van Doren made a call for public comment three times; there were no public comments during the hearing.

The public hearing adjourned at 1:34pm by Comm. Van Doren.

RESOLUTIONS/PROCLAMATIONS:

Resolution of Adoption: 2025-2029 Parks Plan

RES#2024-13 Resolution of Adoption 2025-2029 Lenawee County Parks and Recreation Plan

Whereas, the Lenawee Parks Commission is made up of representatives from the Lenawee Board of Commissioners and a local resident, and ***Whereas***, the Lenawee Parks Commission began the process of developing a Parks and Recreation Plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and ***Whereas***, residents of Lenawee County were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the Parks and Recreation Plan, and ***Whereas***, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft of the Lenawee County Parks and Recreation plan for a period of at least 30 days, and ***Whereas***, a public hearing was held on November 13, 2024 at the Lenawee Old County Courthouse to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Lenawee Parks and Recreation plan, and ***Whereas***, Lenawee County has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Lenawee County Parks; and ***Whereas***, after the public hearing, the Lenawee County Parks Commission recommended that the Board of Commissioners formally adopt said 2025-2029 Parks and Recreation plan. ***Now therefore be it resolved, that*** the Lenawee County Board of Commissioners hereby adopts the 2025-2029 Lenawee Parks and Recreation Plan as a guideline for improving recreation for the residents of Lenawee County. ***Passed by roll call vote*** of the Lenawee County Board of Commissioners at a regular meeting held Wednesday November, 13, 2024 in the Old County Courthouse, Adrian, Michigan.

James E. Van Doren, Chair
Deputy Clerk

Carissa Zubke,

Yeas: Nays: Absent:

Motion by Tillotson to adopt the 2025-2029 Lenawee County Parks & Recreation plan, seconded by Bales. The motion passed by unanimous roll call vote (9) says - Bales, Bolton, Collins, Krasny, Jenkins-Arno, Martis, Stimpson, Tillotson, Van Doren. Motion carried.

Family Court Awareness Month (**Dionne Bowens**- Lenawee Probate/Juvenile Court Director and **Linda Needham**- Director at DHHS)

PRO#2024-016 Family Court Awareness Month November 2024

Whereas, the mission of Family Court Awareness Month (FCAM) is to raise awareness about the importance of a family court system that prioritizes child safety and acts in the best interests of children. Whereas, it also aims to enhance recognition among court professionals, legislators, and the public that family court decisions have profound and lasting effects on the lives of children and families, making it essential for these decisions to be informed by the latest research and best practices in child safety; and Whereas, an estimated 58,000 children in the U.S. are ordered into unsupervised contact with abusive parents each year, resulting in hundreds of child fatalities during visitation with dangerous parents. In Michigan, 39 children have been killed by a parent since 2008, during divorce or custody disputes; and Whereas we acknowledge the necessity of a court system that values continuity, permanency, and stability for every child, as well as the need for a dedicated family court with judges and professionals who prioritize the needs of families and children in our County; and Whereas, Family Court Awareness Month (FCAM) is dedicated to educating judges and family court professionals by incorporating evidence-based, peer-reviewed research into their decision-making processes. This training should cover critical topics such as domestic violence, child abuse (including emotional, psychological, physical, and sexual abuse), childhood trauma, coercive control, and post-separation abuse, ensuring that all professionals involved in family court cases are well-equipped to make informed and effective decision. Therefore, Be It Resolved that the Lenawee County Board of Commissioners hereby declare the month of November, to be Family Court Awareness Month.

Motion by Jenkins-Arno, to adopt the Family Court Awareness Proclamation, seconded by Bales. Motion carried by unanimous roll call vote: (9) Yays, (0) Nays

National Adoption Awareness Month - (**Dionne Bowens** - Lenawee Juvenile/Probate Court Director, **Heidi Ross** - Lenawee Adoption Coordinator, **Cathy Hopper** - Lenawee Adoption Clerk)

PRO#2024-017 Adoption Awareness Month November 2024

WHEREAS, Lenawee County recognizes the essential role that adoption plays in providing children with safe, loving, and permanent families; and WHEREAS, we are dedicated to partnering with local agencies, organizations, and child advocates to recruit and support adoptive families, fostering positive outcomes for children in our community; and WHEREAS, securing nurturing, permanent homes for children is a commendable goal that deserves our

attention and effort throughout the year, with special emphasis placed on raising awareness during the month of November; and WHEREAS, communities across the nation celebrate National Adoption Month to promote understanding and encourage citizens to engage in the lives of children in need, whether as adoptive parents, volunteers, or mentors; and WHEREAS, we honor and commend those who choose adoption and those who provide loving homes, recognizing their invaluable contributions to the lives of children; and WHEREAS, this initiative, alongside similar observances in all 50 states, aims to provide children with the opportunity to thrive in stable, loving environments and inspire others to make a meaningful difference through adoption; NOW, THEREFORE, BE IT RESOLVED that the Lenawee County Board of Commissioners hereby proclaims November 2024 as ADOPTION AWARENESS MONTH, urging all citizens to participate in efforts to raise awareness about the importance of adoption and to support those who open their hearts and homes to children in need.

Motion by Bales to adopt the Adoption Awareness Proclamation, seconded by Bolton. Motion carried by UNANIMOUS roll call vote.

Veterans Day and Operation Green Light (Tammy Sheldon - Lenawee Veterans Service Director and Michael Shadbolt- Chairman of Lenawee Veterans Affairs Executive Committee)

PRO#2024-018 ***SUPPORTING VETERANS DAY AND OPERATION GREEN LIGHT***
Whereas, Veterans Day is a day dedicated to honoring and expressing our gratitude to all those who have served in the United States Armed Forces; and ***Whereas***, the residents of Lenawee County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and ***Whereas***, the contributions and countless sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and ***Whereas***, since 1776, over 41 million Americans have served in the military, and approximately 7% of living Americans have done so, in some capacity; and ***Whereas***, Veterans continue to serve our community in Veteran's service organizations, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and ***Whereas***, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and ***Whereas***, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and ***Whereas***, it is our moral and civic duty to recognize, acknowledge, and support Veterans for their unwavering dedication and bravery. The Lenawee County Board of Commissioners appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; and ***Now, Therefore, Be It Resolved*** Lenawee County hereby declares November 2024 as a month to honor the men and women of the military who have made profound sacrifices to protect the freedoms and values, we hold dear. In observance of Operation Green Light, we encourage all community members to pay tribute to those who have made immeasurable sacrifices by displaying green lights in the windows of their homes and businesses. ***Be it further resolved*** that the Lenawee County Board of Commissioners conveys our sincere

appreciation to all who have served to protect our nation. We invite all citizens to come together in recognizing and thanking our Veterans for their invaluable contributions.

Motion by Collins to adopt the Veterans Day Proclamation, seconded by Krasny. Motion carried by UNANIMOUS roll call vote.

Homeless Awareness Month - (***Cara Snyder***-Continuum of Care Chair/Person with Lived Experience and ***Shannon DeSloover***- Executive Director of Share the Warmth)

PRO#2024-019

Homeless Awareness Month

Whereas, attainable housing is a complex and growing problem that affects people of all ages, backgrounds, and walks of life across Lenawee County and the nation; and Whereas, the experience of housing instability can have a lasting impact on individuals and families, affecting their health, education, and opportunities for economic stability, making it crucial to increase awareness and support for those in need; and Whereas, Lenawee County is committed to addressing the housing vulnerable through collaborative efforts, support services, and preventive measures to assist those facing housing insecurity; and Whereas, local organizations, including the Lenawee Continuum of Care, Share the Warmth, and other nonprofits, churches, volunteers, and advocates, work tirelessly to provide critical resources such as emergency shelters, transitional housing, counseling, and job placement services to those without stable housing; and Whereas, these organizations continue to raise awareness about people without shelter in Lenawee County and beyond, promoting understanding, compassion, and community-driven solutions; and Whereas, Homeless Awareness Month, observed throughout the month of November, provides an opportunity for all citizens to learn more about people without shelter, recognize the challenges individuals and families face, and take action by supporting local efforts to prevent and reduce housing insecurity; and Whereas, Lenawee County residents are encouraged to participate in activities and events that promote awareness, support housing solutions, and advocate for those who are in need of housing or at risk of experiencing housing instability. Now, therefore, be it resolved that the Lenawee County Board of Commissioners does hereby proclaim the month of November 2024 as Homeless Awareness Month in Lenawee County, encouraging all citizens to engage in efforts to address housing insecurity, offer support to those in need, and contribute to creating a community where all individuals have access to safe, stable, and attainable housing.

Motion by Bolton to adopt the Homeless Awareness Proclamation, seconded by Collins. Motion carried by UNANIMOUS roll call vote.

SPECIAL PRESENTATIONS:

No presentations.

APPROVAL OF CONSENT AGENDA:

(Roll Call Vote)

November 2024

Rules & Appointments

Retirement Administrative Committee –5 members/Serve at the pleasure of BOC

Jacob Pifer **Union Representative**

Motion by Collins to recommend appointing Jacob Pifer to the Retirement Committee, seconded by Bolton. Motion carried.

Personnel Ways & Means

Annual Medical Waiver PA 152 of 2011

A 2/3 vote of the governing body of the local unit of Government is required to extend an exemption from Public Act 152 of 2011, the Publicly Funded Health Insurance Contribution Act. This act limits a public employer's expenditures for employee medical benefit plans, among other things. The request is to recommend approval of the Medical Benefits Waiver to opt-out of Public Act 152 of 2011 (MCL 15.568).

Motion by Stimpson, to recommend approving the Annual Medical Waiver PA 152 of 2011, to Board of Commissioners, seconded by Martis. Motion carried.

Create Assistant Prosecuting Attorney I

The Prosecutor's Office needs to replace an open APA II position. The Office has had no qualified applicants for the open APA II position and we need to fill it as soon as possible to maintain staffing levels to prosecute District Court cases. Accordingly, we propose the creation of a temporary APA I position to be filled by a recent law school graduate, leaving the APA II position open to be filled by that graduate upon passing the Bar Exam on June 1, 2025. Annual salary with fringe benefits- \$112,242.79. The request is to recommend to create a temporary APA I position to be filled by a law school graduate, leaving the APA II position open to be filled on June 1, 2025, to the Board of Commissioners.

Motion by Stimpson, to recommend creating a temporary APA I position to the Board of Commissioners, seconded by Martis. Motion carried.

Create Temporary Part-time Senior Trial APA II

The Prosecutor's Office needs to add to our existing staff, by creating a part-time temporary Senior Trial Prosecutor II position to meet the demands of our caseload, as well as the additional burden placed upon our office by an increasing number of serious and high-profile cases. Our staffing level is inadequate and lower than the appropriate staffing levels of the Public Defender's Office when comparing cases per attorney, as supported in the attached documentation. We propose to create a part-time Senior Trial Prosecutor II position for at least two years. The 2024 wage of the part-time Senior Trial APA II position with mandated fringe benefits is \$60,014.63. The request is to create a part-time Senior Trial Prosecutor II position for a minimum of two years.

Motion by Stimpson, to recommend creating a temporary part-time senior trial APA II, to the Board of Commissioners, seconded by Martis. Motion carried.

Create Accounting Specialist position

The Sheriff's office has historically had two positions to handle various financial aspects of the Sheriff's office and Jail. In 2019, due to a staff member leaving, a decision was made not to fill the vacated position. Ultimately, the two job descriptions were combined into one called an Accounting Specialist. There have been several administrative changes in the responsibilities

that fall within the scope of the Accounting Specialist position, and it has been determined that a second full-time position is necessary. Position #11056-02 - Accounting Specialist falls within Paygrade NU8035 and has a starting rate of \$23.7892 or an annual wage of \$49,481.54. Assuming family benefits and fringes of \$42,907.16. This position will have an impact on the budget of \$92,388.70. The request is to recommend to the Board of Commissioners the creation of a second Accounting Specialist position (Paygrade NU8035) within the Sheriff's office.

Motion by Stimpson, to recommend creating an accounting specialist position to the Board of Commissioners, seconded by Bales. Motion carried.

2024 Budget Adjustments

The recommended budget adjustments derived from verified grant figures, actual expenditures, and the designated and anticipated expenses for 2024. The request is to recommend approval of the budget adjustments as presented.

Motion by Stimpson to recommend approval of the budget adjustments as presented to the Board of Commissioners, seconded by Martis. Motion carried.

Adopt Apportionment Report

Equalization Director, Shelly Delong, shared the 2024 Apportionment Report. The request is to recommend adopting the 2024 Apportionment of tax rates spread upon all taxable property located within Lenawee County, to the Board of Commissioners.

Motion by Stimpson, to recommend adoption of the 2024 Apportionment Report to the Board of Commissioners, seconded by Martis. Motion carried.

Drain Revolving Maintenance Fund

As you recall during the budget process this year, Drain Commissioner Escott requested the Commission consider increasing the County advance to the Revolving Drain Maintenance Fund. She indicated that it is getting more and more difficult to find outside funding for the smaller drain projects. In 2009, the Commission increased the advance from \$475,000 to \$750,000. There have been no changes since. Drain Commissioner Escott has requested the amount be increased to \$1.5 million. Drain Commissioner Escott and I met to discuss this matter in more detail. As a result, I am recommending the cap on the County's advance to the Revolving Drain Maintenance Fund be increased to \$1 million. The request is to recommend increasing the cap on the advance to the Revolving Drain Maintenance Fund from \$750,000 to \$1 million, effective January 1, 2025.

Motion by Tillotson, to recommend approving the Revolving Drain Maintenance funding from \$750,000 to \$1 million, to the Board of Commissioners, seconded by Martis. Motion carried.

Red Mill Pond- Full Faith and Credit

The Red Mill Pond Special Assessment District is undertaking a project to complete improvements necessary to maintain the normal level of Red Mill Pond as ordered by the Lenawee County Circuit Court on January 28, 2013 and by further order dated March 18, 2013 confirming the boundaries of the Red Mill Pond Lake Level Special Assessment District for the purpose of maintaining the normal lake level of the Red Mill Pond impoundment. The

total cost of the project is anticipated to be \$1,856,000 which will be funded in part from \$935,000 in federal grant funding (ARPA), \$161,000 in funds from the City of Tecumseh, and the remaining funds of \$760,000 to be assessed against privately owned parcels of land in the Special Assessment District that benefit from the project, which assessment amount may be reduced in the event the Special Assessment District receives additional grant funding for the Project. The request is to approve the Project cost and Special Assessment District as confirmed by Order of the Lenawee County Drain Commissioner as the delegated authority; and to pledge the full faith and credit of the County of Lenawee for the Bonds to be issued in an amount not to exceed \$760,000.

Motion by Stimpson, to recommend approving the project cost, special assessment district, and pledge the full faith and credit of Lenawee County, not to exceed \$760,000, to the Board of Commissioners, seconded by Bolton. Motion carried.

PoliceOne Academy

In January of 2023, Public Act 1 of 2023 appropriated funds to support the implementation of required annual in-service training standards for all licensed law enforcement officers who are licensed by The Michigan Commission on Law Enforcement Standards (MCOLES). The Lenawee County Sheriff's Office received funding in the amount of \$19,000 to allow agencies to fulfill these training requirements. PoliceOne Academy, an online training program offered through Lexipol, has an online training portal that provides an online training curriculum that satisfies a large portion of the required training hours. Lexipol is able to report the finished training directly to MCOLES on a bi-weekly basis. PoliceOne academy also has training programs for mental wellness and emotional survival, as well as Leadership training through Echelon Front. All of these training portals are approved through MCOLES. The request is to approve the subscription to PoliceOne academy from LEXIPOL.

Motion by Martis, to recommend accepting the subscription to PoliceOne academy, to the Board of Commissioners, for \$6,650 annually, seconded by Bolton. Motion carried.

Jail Interior Painting

ARPA funds were allocated to paint the interior of the Jail. The request below will be a recommendation to Board of Commissioners. The request is to approval the Lenco Proposal for \$38,130.00, with funding to come from the allocated ARPA funds.

Motion by Stimpson, to recommend approval of the Lenco Proposal to paint interior of the Jail for \$38,130.00, with ARPA funds, to the Board of Commissioners, seconded by Martis. Motion carried.

Jail cell block shower/toilet area painting

ARPA funds were allocated to paint the shower/toilet areas in all 8 blocks of the Jail. The request below will be a recommendation to Board of Commissioners The request is to accept the Ohio Building Restoration proposal to scrape, wire wheel, mortar and paint shower areas in 8 blocks for \$35,920.00 with funding to come from the allocated ARPA funds.

Motion by Stimpson, to recommend approval of the Ohio Building Restoration bid to the Board of Commissioners, for \$35,920.00 to paint shower areas of the Jail, seconded by Martis. Motion carried.

Jail walk in cooler equipment replacement

ARPA funding was allocated to replace the Jail walk-in cooler equipment. The request below would be a recommendation to the Board of Commissioners. The request is to accept the Adrian Mechanical Proposal of \$13,231.00 to replace the walk-in cooler equipment with funding to come from the allocated ARPA funds.

Motion by Martis, to recommend approval of the bid from Adrian Mechanical for \$13,231.00, to replace Jail walk in cooler equipment, to the Board of Commissioners, seconded by Stimpson. Motion carried.

Jail Groen kettle replacement

ARPA funds were allocated to replace the Jails Groen 40 gallon kettle. The request below will be a recommendation to the Personnel Ways & Means Committee. The request is to approve the order of GRN-AHS-40G Kettle from Restaurant Equipment World Web or competitive vendor for \$24,049.52 with funding to come from the allocated ARPA funds.

Motion by Martis, to recommend purchasing a Groen 40-gallon Kettle from Restaurant Equipment World Web for \$24,049.52, to the Board of Commissioners, seconded by Stimpson. Motion carried.

MOTION BY BOLTON TO APPROVE THE NOVEMBER 2024 CONSENT AGENDA, SECONDED BY MARTIS. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

STANDING COMMITTEE REPORTS

ACCOUNTS PAYABLE (Comm. Collins)

AP minutes 10/17/24

Comm. Collins reported from the Accounts Payable Committee.

October 17, 2024: Total Vouchers \$9, 509,795.90; General fund portion \$216,958.87

October 31, 2024 Total Vouchers \$3,367,109.08; General fund portion \$420,603.52

Comm. Collins moved to approve the total vouchers as presented, seconded by Comm. Tillotson. Motion carried.

AP minutes 10/31/24

CRIMINAL JUSTICE (Comm. Collins)

CJ Minutes 11/7/24

Comm. Collins reported from the Criminal Justice Committee.

HUMAN SERVICES (Comm. Bolton)

HS minutes 11/4/24

Comm. Bolton reported from the Human Services committee.

IT/EQUALIZATION (Comm. Krasny)

No meeting in November.

PERSONNEL / WAYS & MEANS (Comm. Collins)

PWM minutes 11/12/24

Comm. Collins reported from the Personnel Ways & Means Committee.

POLICIES & PROCEDURES (Comm. Jenkins-Arno)

Federal Awards Administration

POL 2024-020 FEDERAL AWARDS ADMINISTRATION

Grant Administration

Lenawee County does not have a centralized grants department; therefore, it is the responsibility of each department obtaining a grant to care for and be familiar with all grant documents and requirements. If a grant is Federal, the department should immediately notify the Finance Coordinator for inclusion in the County's Single Audit. For the purpose of this policy "Program Director" applies to the individual within a given department who will be responsible for the grant.

Grant Development, Application, and Approval –

- 1. Legislative Approval – The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by "an individual authorized by the legislative body", then Board approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, then the department head may, at his or her discretion, approve grant applications.*
- 2. Matching Funds – Grants that require cash local matches must be coordinated through the Administrator's office. At a minimum, funds must be identified within the existing budget to provide the match, or a budget adjustment will be required. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)*
- 3. Grant Budgets – Most grants require the submission of an expenditure budget. The department head should review this portion of the grant request prior to submission. The Budget Director will need to be contacted regarding personnel projections.*

Grant Program Implementation –

- 1. Notification and Acceptance of an Award – Official notification of a grant award is typically sent by a funding agency to the program director and/or other official designated in the original grant proposal. However, the authorization to actually spend grant funds is derived from the Board through the approval of a grant budget. This is done with the adoption of the Government-wide operating budget, as*

the grant budget is a component of such. If an award is given, a copy of the agreement shall also be furnished to the Administrator's office. Electronic copies are preferable.

- 2. Establishment of Accounts – The department obtaining the grant will provide the Administrator's office with information needed to establish revenue and expense accounts for the project. Ordinarily, this information will include a copy of a summary of the project and a copy of the full project budget.*
- 3. Purchasing Guidelines – All other Government purchasing and procurement guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork and bidding requirements apply. All normal staff approvals apply. When in doubt, the Program Director should contact the Administrator's office for further assistance.*

Financial and Budgetary Compliance –

- 1. Monitoring Grant Funds – Departments may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures and budgetary compliance. All such financial information will also be maintained in the County's finance software at some level, considered Lenawee County's "official" accounting system. Information in this system is what will be audited and used to report to governing boards, not information obtained from offline spreadsheets. Program Directors are strongly encouraged to use inquiries and reports generated directly from the finance software to aide in grant tracking. If any "off-system" accounting records are maintained, it is the responsibility of the Program Director to ensure the program's internal records agree to the County's accounting system.*
- 2. Fiscal Years – Occasionally, the fiscal year for the granting agency will not coincide with the County's fiscal year, requiring adjustments to the internal budget accounts and interim financial reports, as well as special handling during fiscal year-end close. The department head is responsible for overseeing grant budgets within his/her department and to bring such discrepancies to the attention of the Administrator's office at the time the grant accounts are established.*
- 3. Grant Budgets – When the accounting structure for a grant is designed, it will include the budget that was prepared when the grant application was submitted. The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the Program Director be authorized to exceed the total budget authority provided by the grant.*

If grant funds have not been totally expended by fiscal year-end, it is the responsibility of the Program Director to notify the Budget Director that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carry-forwards. This can be done during the County's normal annual budgeting process. Grant funds carried forward are subject to maximum allowable amounts/percentages based on the grant award agreement and/or the Uniform Guidance compliance supplement.

- 1. Capital Assets – Lenawee County is responsible for maintaining an inventory of assets purchased with grant monies. The County is accountable for them and must make*

them physically available for inspection during any audit. The Finance Director must be notified immediately of any sale of these assets. Customarily, the proceeds of the sale can only be used on the grant program that purchased them. In most cases, specific governing regulations can be found in the original grant.

The individual department overseeing the grant will coordinate this requirement. All transactions involving the acquisition or disposal of grant funded fixed assets must be immediately brought to the attention of the Finance Director.

Record Keeping –

- 1. Audit Workpapers – The County’s external auditors audit all grants at the end of each fiscal year. The department that received the grant, will prepare the required audit workpapers. These should be submitted upon request or upon completing year-end processes, as soon as practical.*
- 2. Record Keeping Requirements – Grant record keeping requirements may vary substantially from one granting agency to another. A clear understanding of these grant requirements at the beginning of the grant process is vital. The Program Director applying for a grant will maintain copies of all grant draw requests, and approved grant agreements (including budgets).*

Uniform Guidance Compliance Supplement - General Information

Board Policies. *The following financial policies have been separately reviewed and approved by the Board of Commissioners. These policies may be incorporated into this document by reference. All of the policies below are applicable to Federal grants where appropriate:*

- *Accounts Payable Guidelines*
- *Automated Clearing House (ACH) Policy*
- *Bidding Policy*
- *Bond and Annexation Policy*
- *Contracts – Designate Signatory*
- *Credit Card Acceptance Policy*
- *Credit Card Issuance Policy*
- *Fixed Assets Policy*
- *Illegal or Unauthorized Expenditures*
- *Insurance Settlement Policy*
- *Investment Policy*
- *Printing and Purchasing Policy*
- *Travel Reimbursement Guidelines*
- *Sales Tax Exemption Reimbursements*
- *Vouchers - Documentation*

Please see our website for a full listing of policies.

Uniform Guidance Compliance Supplement - Activities Allowed/Unallowed and Allowable Costs/Cost Principles

The requirements for allowable costs/cost principles are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, Lenawee County has implemented the following policies and procedures:

- 1. All grant expenditures will be in compliance with the Uniform Guidance, State law, County Government policy. Provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures considered reasonable and necessary for the administration of the program.*
- 2. Grant expenditures will be approved by the department head when the bill or invoice is received. Terms and conditions of the Federal Award will be considered when approving. Approval will be evidenced by an electronic approval in the finance software. Accounts payable disbursements will not be processed for payment until necessary approval has been obtained.*
- 3. Payroll costs will be documented in accordance with the Uniform Guidance. Specifically, compensation for personnel services will be handled as set out in §200.430 and compensation for fringe benefits will follow §200.431 of the Uniform Guidance.*
- 4. An indirect cost rate will only be charged to the grant to the extent it was specifically approved through the grant budget/agreement.*

Uniform Guidance Compliance Supplement - Cash Management

Source of Governing Requirements – *The requirements for cash management are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.*

To ensure compliance with these requirements, Lenawee County has implemented the following policies and procedures:

- 1. Most of the County's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. If Federal grant funds are received first, care will be taken to minimize the time elapsing between receipt of Federal funds and disbursement to contractors/employees/subrecipients according to §200.302 (6) of the Uniform Guidance.*
- 2. Cash draws will be initiated by the Program Director who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained. Payments and travel costs will be handled in a manner consistent with the County's existing Accounts Payable policies and in accordance with §200.305 (payments) and §200.474 (travel costs) of the Uniform Guidance.*
- 3. The physical draw of cash will be processed in the County's finance software, or through the means prescribed by the grant agreement for other awards.*
- 4. Supporting documentation will be retained for audit purposes.*

Uniform Guidance Compliance Supplement - Eligibility

Source of Governing Requirements – The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Additional Policies and Procedures. The following policies and procedures will be applied, to the extent they do not conflict with or contradict the existing Board policies listed on page 3:

1. Federal grants will only benefit those individuals and/or groups of participants deemed to be eligible.
2. Initial eligibility determinations will be made by the Program Director based on the grant award/contract. Sufficient documentation to support these determinations will be retained and made available to administration, auditors, and pass-through or grantor agencies, upon request. It is the department's responsibility to maintain complete, accurate, and organized records to support eligibility determinations.

Uniform Guidance Compliance Supplement - Equipment and Real Property Management

Source of Governing Requirements – The requirements for equipment are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Additional Policies and Procedures. The following policies and procedures will be applied, to the extent they do not conflict with or contradict the existing Board policies listed on page 3:

In order to ensure compliance with these requirements, Lenawee County has implemented the following policies and procedures:

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Program Director will be responsible for ensuring equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Property/Equipment records will be maintained. A physical inventory shall be taken every two years. An appropriate system shall be used to safeguard assets.
4. When assets with a current per unit fair market value of \$5,000 or more are no longer needed for a Federal program, a request for written guidance shall be made from the grantor agency as to what to do with the property/equipment prior to sale or relocation. The County shall abide with the requirements set out in §200.311 and §200.313 of the Uniform Guidance in this regard. If a sale takes place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.

Uniform Guidance Compliance Supplement - Matching, Level of Effort and Earmarking

Source of Governing Requirements – The requirements for matching are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are

contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Lenawee County defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the Uniform Guidance Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non-Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non-Federal funding of services.

Earmarking includes requirements specifying the minimum and/or maximum amount of percentage of the program’s funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

In order to ensure compliance with these requirements, the County has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of Program Director.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

Uniform Guidance Compliance Supplement - Period of Performance

Source of Governing Requirements – The requirements for period of performance of Federal funds are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, Lenawee County has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. All obligations will be liquidated no later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the Program Director. All AP disbursements are subject to the review and approval of accounts payable staff and the committee as part of the payment process.

Uniform Guidance Compliance Supplement - Procurement, Suspension and Debarment

Source of Governing Requirements – The requirements for procurement are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms

and conditions of the award.

The requirements for suspension and debarment are contained OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2 CFR implementing the OMB guidance; the Uniform Guidance; program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, Lenawee County has implemented the following policies and procedures:

- 1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the County. (See County Bidding Policy.)*
- 2. Contract files will document the significant history of procurement, including rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.*
- 3. Procurement will provide for full and open competition.*
- 4. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. Disciplinary actions will be applied for violations of such standards otherwise.*
- 5. The County will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The County will also analyze other means, as described in §200.318 of the Uniform Guidance, in order to ensure appropriate and economic acquisitions.*
- 6. The Government is prohibited from contracting with or making subawards under covered transactions suspended, debarred parties, or whose principals are suspended or debarred.*

“Covered transactions” include those procurement contracts for goods and services awarded under a non-procurement transaction (i.e., grant or cooperative agreement) expected to equal or exceed \$20,000 or meet certain other specified criteria. All non-procurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions.

- 1. Lenawee County will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the Government*

immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.

8. The Program Director or designee will be responsible for running a year-to-date transaction report from the County's accounting system. Any vendor with accumulated transactions equaling or exceeding \$20,000 that is not subject to a written contract including a suspension/debarment clause or for which a signed statement or suspension or debarment is not on file will be subject to additional procedures. The Program Director or designee will check the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) for the vendor's name. A potential match will be followed-up on immediately. Each vendor searched on EPLS will be initialed on the vendor transaction report and the report will be signed and dated on the first or last page. The vendor transaction report will be retained as evidence of the control.

- 1. If a vendor is found to be suspended or debarred, the County will immediately cease to do business with this vendor.*
- 2. Executed contracts and signed quarterly vendor transaction history reports will be retained and filed by the Program Director.*

Uniform Guidance Compliance Supplement - Program Income

Source of Governing Requirements – *The requirements for program income are found in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.*

To ensure compliance with these requirements, Lenawee County has implemented the following policies and procedures:

- 1. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award.*
- 2. The County will allow program income to be used in one of three methods:*
 - 1. Deducted from outlays*
 - 2. Added to the project budget*
 - 3. Used to meet matching requirements*

Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

Program income, when applicable, will be accounted for as a revenue source in the same program code (whether it be division or project in the County's finance software) as the Federal grant.

Uniform Guidance Compliance Supplement - Reporting

Source of Governing Requirements – *Reporting requirements are contained in the following documents:*

Uniform Guidance, Performance reporting, 2 CFR section 215, Performance reporting, 2

CFR section 215.51, program legislation, ARRA (and the previously listed OMB documents and future additional OMB guidance documents that may be issued), the Transparency Act, implementing requirements in 2 CFR part 170 and the FAR, and previously listed OMB guidance documents, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, Lenawee County has implemented the following policies and procedures:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., e-mail, grantor website, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements. This may be done either physically or electronically.
4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e., cash or accrual). Where financial data is tracked outside of the accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial-related data will be prepared or reviewed by the Program Director and will have the appropriate review based on specific grant guidelines.
6. Preparation of reports will be the responsibility of Program Director. All reports (whether financial, performance, or special) must be reviewed and approved (as applicable) prior to submission. This will be evidenced by either physical signatures or electronic timestamps of approval.
7. Copies of submitted reports with preparer and reviewer signatures and data will be filed with supporting documentation with any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

Uniform Guidance Compliance Supplement – Subrecipient Monitoring

Source of Governing Requirements – The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), Uniform Guidance, program legislation, 2 CFR parts 25 and 170, and 48 CFR parts 4, 42, and 52 Federal awarding agency regulations, and the terms and conditions of the award.

The County will review and oversee subrecipient activity and obtain a copy of their single audit. Other oversight processes and procedures will be established on a case by case basis, dependent on grant requirements and the level of activity of the subrecipient.

Uniform Guidance Compliance Supplement - Special Tests and Provisions

Source of Governing Requirements – The laws, regulations, and the provisions of contract or grant agreements pertaining to the program

Additional Policies and Procedures. The following policies and procedures will also be applied, to the extent they do not conflict with or contradict the Board policies listed on page 3:

In order to ensure compliance with these requirements, Lenawee County has implemented the following policies and procedures:

The Program Director will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.

Motion by Jenkins-Arno to approve the Federal Awards Administration policy, seconded by Martis. Motion carried.

Minutes 11/4/24

Comm. Jenkins-Arno reported from Policy and Procedures committee.

PHYSICAL RESOURCES (Comm. Krasny)

PR minutes 11/7/24

Comm. Krasny reported from physical resources committee.

RULES & APPOINTMENTS (Comm. Martis)

Rules Appts min 11/12/24

Comm. Martis reported from the Rules & Appts.

BOARD APPOINTMENT (VOTING MEMBER) REPORTS

AG ADVISORY LAND USE (Comm. Tillotson)

No report

AIRPORT COMMISSION (Comm. Bales)

No meeting in November.

COMMUNITY ACTION AGENCY (Comm. Stimpson)

Comm. Bolton reported from Community Action Agency.

COMMUNITY MENTAL HEALTH AUTHORITY (Comm. Stimpson)

No report.

COUNTY PLANNING COMMISSION (Comm. Bolton)

County planning minutes 10/17/24

Comm. Bolton reported from County planning commission.

DEPARTMENT ON AGING (LDA) (Comm. Bolton)

Dept on Aging minutes 10/24/24

Comm. Bolton reported on the Department on Aging committee.

DEPARTMENT OF HEALTH & HUMAN SERVICES (Comm. Bolton)

Comm. Bolton reported from the Health and Human Services committee.

EMERGENCY 911 DISTRICT BOARD (Comm. Collins)

No report.

HEALTH BOARD (Comm. Collins)

Health Board minutes 10/16/24

Comm. Collins reported from the Health Board committee.

HOMELAND SECURITY & LOCAL EMERGENCY PLANNING (Comm. Collins)

No report

LAND BANK AUTHORITY (Comm. Jenkins-Arno)

Sales subcommittee minutes 10/22/24

Comm. Jenkins-Arno reported on the Land Bank Authority.

Landbank minutes 10/22/24

LENAWEE PUBLIC TRANSPORTATION AUTHORITY (Comm. Tillotson)

No report.

MAC - Finance & General Government (Admin. Murphy)

Administrator Murphy stated the next meeting will be November 18th.

MAC- Judiciary & Public Safety (Deputy Elliott)

Deputy Administrator Elliott reported from MAC Judiciary & public safety committee.

MAURICE SPEAR CAMPUS (Comm. Collins)

Comm. Collins reported from MSC committee.

PARKS COMMISSION (Comm. Tillotson)

Park minutes 10/21/24

Comm. Bolton reported from the Parks committee.

REGION 2 PLANNING COMMISSION (Comm. Tillotson)

No report.

SOLID WASTE/MATERIALS MANAGEMENT COMMITTEES (Comm. Stimpson)

MMP minutes 11/6/24

Comm. Van Doren reported from Materials Management committee.

SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD (Comm. Tillotson)

No report.

TRIAD COMMITTEE (Comm. Bolton)

Comm. Bolton reported from Triad committee.

LIAISON (NON-VOTING) REPORTS

MICHIGAN TOWNSHIP ASSOCIATION (Comm. Martis)

No report.

ROAD COMMISSION (Comm. Martis)

Comm. Martis reported from Road commission.

VETERANS' AFFAIRS (Comm. Collins)

VA minutes 10/11/24

Comm. Collins reported from the VA committee.

OTHER LIASON APPOINTMENTS

Comm. Bolton discussed the River Raisin Watershed; approximately three new people will be starting after positions were vacated.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

No new business.

PUBLIC COMMENT: [on any topic- 3 minute limit]

Lee Andre, Tecumseh, provided public comment to share information on solar panel recycling.

Ryan Varga, Adrian, provided public comment regarding the reduction in funding from LCMHA and its anticipated impact on reimbursements for substance-use disorder group therapy.

COMMISSIONER COMMENT:

Comm. Martis shared comment regarding the proposed solar project.

Comm. Collins commended Administration on the 2024 Legislative dinner.

ANNOUNCEMENTS:

Board of Commissioners
11/13/2024

None.

ADJOURN/RECESS:

Motion by Martis, seconded by Collins to adjourn the meeting at 2:35 p.m. Motion carried.

James Van Doren, Board Chairman

Carissa Zubke, Deputy Clerk