

At a regular meeting of the Shiawassee County Board of Commissioners held on August 18, 2016 at 4:00 p.m. in the Commission Chambers, Surbeck Building, Corunna, Michigan:

The meeting was called to order by Chairman Aue.

Pledge of Allegiance was given.

Prayer was offered by Commissioner Holzhausen.

Roll Call found Commissioners Horvath, Root, Bartz, Holzhausen, Plowman, Schneider and Aue present.

It was moved by Commissioner Root, seconded by Commissioner Holzhausen to approve the minutes of the July 14, 2016 Board of Commissioners meeting. Motion carried.

It was moved by Commissioner Plowman, seconded by Commissioner Root to approve of bills listed on the Invoice Edit Report dated July 14, 2016, in the amount of \$199.92, Invoice Edit Report dated July 14, 2016 in the amount of \$118,028.97, Invoice Edit Report dated July 19, 2016 in the amount of \$1,008,821.04, Invoice Edit Report dated July 19, 2016 in the amount of \$380,312.80, Invoice Edit Report dated July 27, 2016 in the amount of \$104,646.13, Invoice Edit Report dated August 2, 2016 in the amount of \$907,075.84, Invoice Edit Report dated August 10, 2016 in the amount of \$109,843.79, Invoice Edit Report dated August 16, 2016 in the amount of \$358,850.82, Invoice Edit Report dated August 16, 2016 in the amount of \$11,035.31, Invoice Edit Report dated August 16, 2016 in the amount of \$1,543,005.21 as provided by the Clerk's Office and to authorize that warrants be drawn from the treasury for same. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

Call to the public:

Mayford Stiltner, 5609 Lovejoy, Byron – Refund

Cynthia Mayhew, Executive Director, Shiawassee Council on Aging presented on their 2017 Budget.

It was moved by Commissioner Bartz, seconded by Commissioner Plowman to accept the Shiawassee County Council on Aging board-approved budget proposal for 2017 with a 0.43 millage rate subject to modifications in the County budget process. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Bartz, seconded by Commissioner Root to approve the minutes of the August 17, 2016 Committee of the Whole meeting. Motion carried.

It was moved by Commissioner Horvath, seconded by Commissioner Root to authorize the use of Housing Rehabilitation Program Income funds for a Blight Elimination Project. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Horvath, seconded by Commissioner Plowman to approve the minutes of the August 15, 2016 Economic & Physical Development Committee meeting. Motion carried.

It was moved by Commissioner Plowman, seconded by Commissioner Bartz to authorize Veterans Affairs to hire a Part Time Travel Coordinator to fill a vacancy due to a resignation at Pay Grade 2 on the Rye Salary Scale with a salary range from \$10.98 - \$13.44 with no benefits except those required by law. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Plowman, seconded by Commissioner Root to authorize the Register of Deeds to acquire SimpleSearch software at a cost of \$30,646, with an annual maintenance and support package at an annual cost of \$3,750 to be fully funded by the Register of Deeds

automation/technology fund, 256-268-700.000. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

The following Resolution was presented:

RESOLUTION NO. 16-08-01

PAPERLESS AGENDA PACKET TERMS AND USE POLICY FOR BOARD OF COMMISSIONERS

WHEREAS, Shiawassee County has undertaken a paperless agenda packet program; and

WHEREAS, this program will result in a financial savings to the County and reduce the amount of paper consumed by the County by over \$1.788 sheets annually; and

WHEREAS, the use of tablet devices by Board Members for the paperless agenda packet requires that a clear policy on the terms of use and responsibility for the tablet device is adopted; and

WHEREAS, said policy contains provisions for the open and transparent use of the device in accordance with state laws.

NOW THEREFORE, BE IT RESOLVED by the Shiawassee County Board of Commissioners that the Paperless Agenda Packet Terms and Use Policy for Board Members, contained herein as Exhibit A, is hereby adopted.

Exhibit A: Paperless Agenda Packet Terms and Use Policy for Shiawassee County Board of Commissioners

Exhibit A

Paperless Agenda Packet Terms and Use Policy for Board of Commissioners

Adopted by Resolution No. 16-08-01

Purpose

Shiawassee County continually strives for efficiency, sustainability, and transparency in County operations. Technology is a key component in achieving these goals. The use of tablet devices for Board Members will save considerable resources, both environmentally and financially.

The use of such devices must be in accordance with state laws and regulations in order to protect the public's trust and operate in an open and transparent manner. This policy applies to all Board Members and clearly defines the procedures and parameters for safe, secure, and effective use of the device.

Use of Device

1. The County will procure Google ChromeBook devices for the Board Members.
2. The intended uses of the ChromeBook device are: 1) paperless meeting packet; 2) receiving and sending County email; 3) camera and video for County business; and 4) internet access for County business. The ChromeBook is not intended as a portable desktop for County business and will not be linked to the County network.
3. The County will issue ChromeBooks and accessories to the Members of the Board of Commissioners. All costs will be paid from the budget of the Board of Commissioners.
4. Board Members must return the ChromeBook and any County purchased accessories on their last day of service.
5. Each Board Member is responsible for the general care of the ChromeBook that he or she has been issued, and shall protect it from damage. ChromeBooks must remain free of any writing, drawing, stickers or labels that are not the property of the County. Only a clean, soft cloth should be used to clean the screen. ChromeBooks that malfunction or are damaged must be reported to the County Clerk. The County will be responsible for repairing ChromeBooks that malfunction.
6. Board Members should report immediately to the County Clerk if the ChromeBook has been damaged. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability.
7. If a ChromeBook is stolen or lost, the Board member shall immediately report that fact to the Department of Information Technology (DoIT) and the County Clerk. For a lost ChromeBook, the Board Member must pay the replacement cost. If stolen, the County shall pay the full replacement value.
8. ChromeBook will be password protected. Board Members are responsible for maintaining adequate and secure passwords for the ChromeBook. Passwords shall be kept confidential. If a Board Member is "locked out" of the ChromeBook and the device cannot be unlocked, the memory may need to be erased to restore and reset the device. Every six months, when the Board Member changes their network password, they must also change the corresponding password in the e-mail settings on the ChromeBook.
9. From time to time, the County may add or upgrade software applications for use by the Board Members such that they may be required to check in their ChromeBook with the County Clerk for periodic updates and syncing. Any software, e-mail messages, documents or data downloaded onto a County-issued device becomes the property of the County and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. If technical difficulties occur or illegal software is discovered, the ChromeBook will be reset, which may result in the loss of data or documents. The County does not accept

responsibility for the loss of any software or documents deleted due to a re-format and reimage.

10. The ChromeBook are wireless devices that require over the air access to download the agenda packets, send and receive e-mail and access the Internet. Safeguards will be in place for security of the wireless access and security of the device. Localized, secure wireless service will be made available for downloading at specific locations. Device security will be provided by locator software that includes the ability to wipe the memory of the device remotely. If the device is lost or stolen and the memory must be cleared, all data on the device will be deleted.

Limitations on Use

1. The ChromeBook is a stand-alone electronic device to be used for the designated purposes in this policy. The ChromeBook may not be connected to the County network or other County devices.
2. The County will provide wireless access for the ChromeBook at the Board of Commissioners' Chambers. Use of wireless connections in other locations is at the discretion of the hosting party.
3. Board Members shall not use the ChromeBook for personal business or any other purpose not related to County business.
4. Board Members shall not use County issued ChromeBooks to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
5. The ChromeBook is a County-owned device. Board Members will not have access to iTunes or similar application stores. Prohibited content will be blocked and limited according to the rules for the County network contained in Administrative Regulation. All apps will remain the property of the County and may be accessed, altered or removed by the County at any time.
6. The County does not accept responsibility for loss of any information or data stored on the County-owned device. The County may add or remove applications or software from the device at its discretion. Devices may be remotely backed up, stored, or wiped at the County's discretion for security or technological necessity. The County retains ownership of and access to any data that is backed up from the ChromeBook.
7. Use of a County-issued ChromeBook is considered to be a use of public resources. Therefore, County-issued ChromeBook may not be used for campaign activities, personal purposes or other purposes not authorized by law, and doing so could result in serious consequences, possibly including a \$1 ,000 per day fine or prosecution for a felony should

the extent of a public officer's personal use of the public resources be so extensive that it becomes "embezzlement."

General Policies

1. Upon full implementation, the County Clerk will cease to print Agenda Packets in hard copy (except for the public binder packet and the Library packet); Board Members may still print hard copies of certain agenda reports or packet materials at their own expense.
2. The County Clerk's Office will serve as the primary staff support for the general use of the device and the applications. The Department of Information Technology will provide procurement services and technical support to users. The County Clerk's Office will provide training to Board Members on the use and care of the ChromeBook.
3. The replacement schedule for the device and peripherals is 4 years. Any replacement or upgrade prior to that time will be paid from the user's office budgets.
4. Users will be notified by e-mail when the agenda packet is available for download. The packet may be downloaded from any location where the user has a wireless connection.
5. The Department of Information Technology will manage the wireless network and device security for the ChromeBooks. Wireless service will be installed at Commissioner's Convenience on the 1st floor and on the Surbeck floor to provide for the downloading of the agenda packet at the County Building. Wireless service will also be provided in the Board of Commissioners' Chambers.
6. Board Members will be required to sign the certification statement below acknowledging the understanding of and compliance with this policy.

Legal and Regulatory Policies

1. Board Members shall not use the ChromeBook in any way as to violate the public meeting requirements of the Open Meetings Act.
2. The prohibited uses of electronic devices and the County network contained in Administrative Regulation - County Issued Communication Equipment Policy, Fraud, Abuse and Misuse of County Resources, and Computer Network Resources shall apply to the use of the ChromeBook and any other personal communication or computing device issued by the County to Board Members.
3. In the use of County-issued electronic devices and the Internet, Board members shall use the device in a lawful, ethical, and professional manner and are prohibited from engaging in activities such as threats, slander and libel, defamation, obscene, suggestive or offensive graphic images or messages (including any access of pornographic materials), political endorsements, and private, for profit activities.

4. Users shall make all necessary and reasonable efforts to protect the confidentiality of information which is placed in their control or care to avoid the likelihood of transmission of confidential information to unauthorized recipients.

5. County records, whether paper or electronic, are governed by the public disclosure requirements of the Public Records Act. The ChromeBook, Internet and e-mail access provided are tools for conducting County business. Thus, use of such tools by Board Members will be solely for County business related purposes. All of the County's computer systems, including the ChromeBook, are considered to be public property. All documents, data, files and e-mail messages created, received, stored in, or sent from any County ChromeBook are considered public records, subject to disclosure to the public pursuant to the Michigan Public Records Act (with only limited exceptions), and are considered the property of Shiawassee County.

6. In the event an electronic communication is received and viewed by a member of the Board of Commissioners during a meeting regarding any agenda matter, the content of the communication must be disclosed and considered part of the public record.

7. During meetings of the Board, Commissioners shall refrain from using the ChromeBook or any other electronic device, to send or exchange facts about or engage in discussions regarding County issues via electronic communication including e-mail, text, chat rooms, news groups, on-line forums, blogs or Twitter feeds with any other member of the legislative body or staff. This prohibition does not apply to e-mail or text messages from family members or family caregivers or other urgent personal business unrelated to County business. Users wishing to respond to such a message shall do so during a recess or shall excuse themselves from the meeting to respond to such a communication in a manner that does not disrupt the meeting.

8. Board Members may not use personal e-mail accounts on any device in the conduct of County business.

Paperless Agenda Packet Terms and Use Policy for Board of Commissioners
Adopted by Resolution No. _____

Certification Statement

I, the undersigned Member of the Shiawassee County Board of Commissioners, have been provided with a copy of the duly adopted policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained therein.

I do hereby acknowledge that I have been provided with an ChromeBook and specified accessories for use in performing my duties as an elected official of the County.

I also understand that the primary use of the ChromeBook is intended for receiving paperless agenda packets, receiving and sending e-mail through my County-issued e-mail account, Internet access in accordance with Administrative Regulation _____, and the use of the camera. The Department of Information Technology will only provide support for these functions.

I agree to return the County-issued ChromeBook at the conclusion of my term as Board Member with the County. I also agree that I will replace the ChromeBook should I lose or damage the County-issued equipment.

Name

Signature

Date

ChromeBookSerialNumber

It was moved by Commissioner Plowman, seconded by Commissioner Bartz to authorize Resolution 16-08-01, Paperless Agenda Packet Terms and Use Policy for Board of Commissioners. Motion carried with the following roll call vote of 5 yeas and 2 nays. Yeas: Commissioners Horvath, Root, Bartz, Plowman and Aue. Nays: Commissioners Holzhausen and Schneider.

It was moved by Commissioner Plowman, seconded by Commissioner Holzhausen to approve the MERS Employer Delegate (Patricia Fitnich) and Employee Delegate (to be decided by employees, ballots are out) to attend the annual MERS Conference on September 28 & 29, 2016 with fees and expenses paid by the County. Motion carried with the following roll call vote of 6 yeas and 1 nay. Yeas: Commissioner Horvath, Holzhausen, Root, Bartz, Plowman and Aue. Nay: Commissioner Schneider.

The following budget adjustment was presented:

Budget Adjustment				
		16.14		
		<u>Explanation</u>	Batch No:	
			Genl Ledger Date:	1/1/2016
Fund	Account #	Account Name/description	Debit	Credit
256	000-390.000	Use of Fund Balance		30,646.00
256	268-700.000	Central Dispatch Capital Outlay	30,646.00	
		To fund the acquisition of SimpleSearch		
		Software by the Register of Deeds office.		
		Total check:	30,646.00	30,646.00

It was moved by Commissioner Plowman, seconded by Commissioner Root to authorize Budget Amendment 16-14 for the acquisition of SimpleSearch software from the Register of Deeds automation/technology fund. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Plowman, seconded by Commissioner Root to authorize the replacement of three HVAC units on the Surbeck Building by Lennox Electric

for a not-to-exceed price of \$25,724.48, and authorize the Board Chair to sign all documents necessary. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

The following budget adjustment was presented:

Budget Adjustment				
16.15				
			Batch No:	
<u>Explanation</u>			Genl Ledger Date:	1/1/2016
Fund	Account #	Account Name/description	Debit	Credit
401	000-390.000	Use of Fund Balance		25,724.00
401	267-970.000	Capital Improvements	25,724.00	
		To fund the purchase and installation of		
		the 3 HVAC units on the Surbeck Building		
		as part of the Capital Improvement Plan.		
		Total check:	25,724.00	25,724.00

It was moved by Commissioner Plowman, seconded by Commissioner Root to authorize Budget Amendment 16.15 to make available funding in the Capital Improvement Fund, 401-267-970.000, in the amount of \$25,724.48 for the replacement of three HVAC units on the Surbeck Building. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Plowman, seconded by Commissioner Root to approve the minutes of the August 15, 2016 Finance & Administration Committee meeting. Motion carried.

It was moved by Commissioner Horvath, seconded by Commissioner Root to authorize the Sheriff's Office to purchase a Polycom RealPresence Videoprotect 500, video arraignment equipment, for the amount of \$10,648.50 from CDWG to replace non-repairable equipment. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Horvath, seconded by Commissioner Bartz to authorize Shiawassee Central Dispatch to use \$175,000 plus an estimated \$15,000 in additional costs from the Central Dispatch Cash Investment account to purchase the American Red Cross building located at 702 W Corunna Avenue for use as the Shiawassee Central Dispatch Emergency 9-1-1 Call Center, and authorize the Board Chairman to sign the Contract for Sale and the Leaseback Agreement, and authorize the Director of Central Dispatch to pay the \$5,000 deposit, pay the closing costs, and pay any related inspection/consultant fees, and purchase insurance for the building. Motion carried with the following roll call vote of 5 yeas and 2 nays. Yeas: Commissioners Horvath, Holzhausen, Bartz, Plowman and Aue. Nays: Commissioners Schneider and Root.

The following budget adjustment was presented:

Budget Adjustment				
16.13				
<u>Explanation</u>			Batch No:	
			Genl Ledger Date:	1/1/2016
Fund	Account #	Account Name/description	Debit	Credit
216	300-390.000	Use of Fund Balance		190,000.00
216	325-970.000	Central Dispatch Capital Outlay	190,000.00	
		\$175,000 To fund the acquisition of property for the Shiawassee Central Dispatch E 9-1-1		
		plus \$15,000 to cover the deposit, closing costs, inspections, insurance and other incidental costs of acquisition.		
		Total check:	190,000.00	190,000.00

It was moved by Commissioner Horvath, seconded by Commissioner Plowman to authorize budget amendment 16-13 required to support the Shiawassee Central Dispatch acquisition. Motion carried with the following roll call vote of 5 yeas and 2 nays. Yeas: Commissioners Horvath, Holzhausen, Bartz, Plowman and Aue. Nays: Commissioners Schneider and Root.

It was moved by Commissioner Horvath, seconded by Commissioner Root to authorize the Circuit Court to hire a Case Flow Manager to fill a vacancy at pay grade 6 on the Rye Salary Schedule with a salary range of \$32,085 to \$39,253. Motion carried with the

following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Horvath, seconded by Commissioner Root to authorize the Circuit Court to hire a Drug Court Case Manager (Grant Funded) to fill a vacancy at pay grade 5 on the Rye Salary Schedule at a rate of \$15.00 per hour. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Horvath, seconded by Commissioner Root to approve the minutes of the August 16, 2016 Public Safety & Courts Committee meeting. Motion carried.

It was moved by Commissioner Root, seconded by Commissioner Plowman to authorize the Health Department to renew a contract with Tonie Brovont for Finance and Administrative Services in the amount of \$48,000 for the period 10/1/2016 to 9/30/2017, and authorize Larry Johnson, Health Department Director, to execute the same. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Root, seconded by Commissioner Holzhausen to authorize the Health Department to hire a Part-time Administrative Assistant to fill a vacancy at Pay Grade 3 on the Rye Salary Scale with a range from \$24,774 - \$30,309 with no fringe benefits except those required by law. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Horvath, Holzhausen, Root, Schneider, Bartz, Plowman and Aue.

It was moved by Commissioner Root, seconded by Commissioner Holzhausen to approve the minutes of the August 16, 2016 Health & Human Services Committee minutes. Motion carried.

The meeting adjourned at 5:21 p.m.

Julie Hebert, Chief Deputy Clerk
Shiawassee County