



**Kyle Grove, District 1, (Sherman, Butman, Clement, Gladwin Twp.)**  
**Ron Taylor, District 2, Vice-Chairperson (Sage and Gladwin City)**  
**Michael Szuch District 3, (Bentley, Billings, Bourret, Grim & Secord)**  
**Karen Moore, District 4, Chairperson (Buckeye, Hay & Tobacco)**  
**Rick Grove, District 5, (Grout, Beaverton City, Beaverton)**

**Board Agenda July 13, 2021 9:30 a.m.**  
*Agenda and supporting attachments are subject to change.*

**Consent Agenda – All bolded items will be approved with the motion to approve the agenda.**

- A. Call to Order by Chairperson
- B. Pledge of Allegiance
- C. Roll Call
- D. Corrections or Additions to the Consent Agenda
- E. Reading of Cash Balances
- F. Approval of the Board Minutes:**
  - June 22, 2021 Regular Board Meeting**
  - June 28, 2021 Special Board Meeting**
  - June 30, 2021 Special Board Meeting**

- G. Communications:**
  - Approval of Jamie Houserman as Designated Assessor**
  - Region VII Grant Application – Colleen Motley, Alzheimer's Association**

- H. Finance Reports/Claims and Accounts General Fund**  
*Based on discussion at the Committee of the Whole meeting; which immediately proceeded this meeting, each action will be handled by motion or tabled for additional research as needed.*

- 1. Zoning Ordinance Amendment – Building Place, Contract for Services
  - 2. Second Quarter 2021 Budget Amendments
  - 3. Disbursement of 2021 Annual MERS Payment
  - 4. MACVC Fall Conference
  - 5. 2021/22 DHHS Child Support Grant

- I. Committee Meetings**
  - Committee of the Whole of June 22, 2021**
  - Personnel Committee Meeting of June 30, 2021**

**J. Miscellaneous:**

**K. New Business:**

***Based on discussion at the Committee of the Whole meeting; which immediately proceeded this meeting, each action will be handled by motion or tabled for additional research as needed.***

1. Adult Use Marijuana Ordinance
2. Resolution Regarding the American Rescue Plan Act
3. Gypsy Moth Ballot Proposal
4. Gladwin County Insurance Programs – Sole Agent of Record
5. Letter of Understanding GELC Corrections and Corrections Command
6. Interim Administrator Contract
7. Administrator Process / Consultant

**L. Chair Comments:**

**M. Board Member Comments/Report:**

1. Kyle Grove, District 1: Township Meetings and Committee Meetings:
2. Ron Taylor, District 2: Township Meetings and Committee Meetings
3. Michael Szuch, District 3: Township Meetings and Committee Meetings:
4. Karen Moore, District 4: Township Meetings and Committee Meetings:
5. Rick Grove, District 5: Township Meetings and Committee Meetings:

**N. Administration Reports**

**O. Public Comments**

**P. Receive and File**

**June 2021 Library Statistics**

**Q. Adjournment**

***Individuals with disabilities requiring auxiliary aids or service at the meeting should contact the Board of Commissioners' Office at (989) 426-4821***



**GLADWIN COUNTY  
MICHIGAN**

**Gladwin County Board of Commissioners  
Board Minutes, June 22, 2021**

The Gladwin County Board of Commissioners met for the regular board Meeting, on June 22, 2021. The meeting was called to order at 10:32 a.m. by Chairperson Karen Moore. The Pledge of Allegiance was said, roll called, all commissioners were present.

**The Board reviewed the Consent Agenda –**

Motion made by Commissioner Taylor to accept the agenda as written, supported by Commissioner Szuch, all in favor motion carried.

**Cash Balances** were read by Commissioner Taylor. General Fund balance - \$54,339.06 with no bills.

**Communications**

**Finance**

1-Motion by Commissioner K. Grove to allow the purchase of three scanners for the Clerk's Office in the amount of \$2639.97 from Amazon, line item 101-215-933.00 Equipment Maintenance. In the event these scanners are available from Amazon, a purchase from Quill will be made in the amount of \$2894.01. Seconded by Commissioner Taylor. All in Favor, motion carried.

2- Motion by Commissioner Taylor to use the Amazon Business Account currently linked to the County Credit Card for the purchase of county approved expenses. Seconded by Commissioner Szuch, all in favor motion carried.

3 - Motion by Commissioner Taylor to allow Clerk Hulme to attend the MACC Annual Conference in St. Joseph, MI in the amount of \$350 for registration plus mileage and meals if applicable; line item 263-000-860.000 Travel and Training. Seconded by Commissioner K. Grove. All in favor, motion carried.

4 - Motion by Commissioner Szuch to allow Ashley Longstreth to enroll in Certified Electronic Operators Training and Exam in the amount of \$200, to be reimbursed from line item 101-215-860.000 Clerk's Training. Seconded by Commissioner R. Grove. All in favor, motion carried.

**Committee Meetings** - approved with the approval of the Agenda.

**New Business**

1 – Motion by Commissioner Taylor to accept and file the 2020 Audit as prepared by Anderson, Tackman & Company, PLC. Seconded by Commissioner K. Grove. All in favor, motion carried.

2 - Motion by Commissioner K. Grove to allow the revision to the L-4037 and L4046 to include Hay Township with Authorized signatures from the Equalization Director, Chairperson & County Clerk. Seconded by Commissioner Szuch. All in favor, motion carried.

3 - Motion by Commissioner Taylor to allow Director Roberts to sign the Fiscal Year 2022 Veterans Service Grant on Behalf of Gladwin County. Seconded by Commissioner R. Grove. All in favor, motion carried.

4 - Motion by Commissioner Taylor to allow the Treasurer to transfer the balance of Fund 296 – Veterans Memorial Restoration to the Gladwin County Community Foundation for the purpose of donations and growth. Seconded by Commissioner R. Grove. All in Favor, motion carried.

5 - Motion by Commissioner K. Grove to allow the Sheriff to extend temporary part-time employment to Charles Hinman for the purpose of Jury Trial Security. Seconded by Commissioner Taylor. All in favor, motion carried.

6- Motion by Chairperson Moore to accept the Land Use Guidelines for Secord, Smallwood, Wixom and Sanford Lakes as proposed by the Four Lakes Task Force. Seconded by Commissioner K. Grove. All in favor, motion carried.

### **Chairperson Comments**

Chairperson Moore spoke to address:

Looking forward to continuing the conversation on the Gypsy Moths.

### **Board Comments**

Commissioner Kyle Grove, District 1 –

Last year he spoke with Sherman Township about a Gypsy Moth millage.

Gladwin Township has 6 or 7 trees being cut down out of the cemetery. Conversation about the expense of maintaining the cemetery was had

Clement Township has been doing road work.

Butman Township does not have much going on.

Commissioner Ron Taylor, District 2 –

9th of June, Sage township discussed garbage pick-up and road work

10<sup>th</sup> of June was the Airport meeting. A grant has been applied for, for lighting replacement, anticipating saving half off the energy bill.

14<sup>th</sup> Special Meetings

15<sup>th</sup> was the Veterans meeting, the Golf outing generated \$16,000 for the Veterans Affairs.

Banners will be displayed for Veterans Day; sponsorship opportunities will help raise funds.

Court Management on the 16<sup>th</sup>, and three Lake Improvement Board meetings.

Last night was the Gladwin City Council meeting, took place back at city hall.

Commissioner Michael Szuch, District 3 –

Attended Grim & Bentley Townships two weeks ago, and the Gypsy Moths were a topic of conversation at both. May need to look at options to help if a millage cannot be passed.

Commissioner Karen Moore, District 4 –

Wixom Lake Improvement Board met and a presentation was given on a product (Renovate 3) targeted specifically for Willows & Cottonwood Trees by Don Zackett. A public meeting will be held on Saturday July 17<sup>th</sup> at the Beaverton School for further discussion.

Wixom Lake Social will get together on June 29<sup>th</sup> from 5:00 - 8:00 pm to cut down lake bottom stumps / stick trees formerly cut down to create the lakes. Will continue Tuesdays every two weeks.

MAC updates revolve around the American Rescue Plan Funds.

Public Interviews are scheduled for June 28<sup>th</sup> & June 30<sup>th</sup>, six currently scheduled.

Motion made by Chairperson Moore to schedule special meetings for June 28<sup>th</sup> and 30<sup>th</sup>, seconded by Commissioner Taylor. All in favor, motion carried. 4 - Y, 0 - N, as Commissioner Szuch stepped away for an emergency.

Commissioner Rick Grove, District 5 –

Discussed DEQ involvement in the cutting of lake bottom stumps.

Last night he attended Beaverton City meeting, they have been doing a lot of road work and improvements.

Commented on the difficulty in obtaining a CDL and the impact it is having on hiring truck drivers for garbage removal.

Commented on his involvement with the Animal Shelter, stating he volunteered the time from his company to fix the roof. Additional statements made about his relationships to family and his ability to not be biased.

#### **Administrators Report -**

#### **Public Comment –**

\_ Mary Moylan, of Tobacco Township is a new resident to Gladwin County as of three years. Supports addressing the Gypsy Moth issue. She lives on Wixom Lake and wonders if mowing would help prevent trees. Stated her concerns with the budget and hiring an administrator, ask "could we wait to see how things play out with the lakes" and then look at hiring an administrator in a year. Questioned why a contract for an interim position was not created initially.

\_ Chairperson Moore addressed the Administrator contract, verbal agreement was issued, but is not a best practice. So, the contract was written to cover the backdated term, and the interim position only going forward. She also stated that the trees come up at the root, so mowing will not be affective.

\_ Nancy Bodnar, gave an update on the improvements taking place at the library.

\_ Laura Brandon Maveal spoke about her twenty-three years serving the county, issues that arose from the last meeting. Discussed employee shortages, and her sons' involvement in our county. Grant Maveal has been a volunteer for several years, years prior to being an employee. Sited his trainings, and volunteer hours dedicated to the county.

\_ Joel Vernier discussed a process called "Caught ya Doing it Right".

No other public comment.

Motion to adjourn by Commissioner K. Grove, seconded by Commissioner Taylor at 11:41 a.m.

All in, favor meeting adjourned.

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Karrie Hulme, County Clerk

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Karen Moore, Chairperson



The Gladwin County Board of Commissioners met for a Special Board Meeting, on June 28, 2021 for the purpose of conducting interviews for the County Administrator position. The meeting was called to order at 11:00 a.m. by Chairperson Karen Moore. The Pledge of Allegiance was said, roll called; all commissioners were present.

**The Board reviewed the Consent Agenda –**

The Board reviewed the consent agenda. A motion was made by Commissioner Taylor to accept the agenda as written, seconded by Commissioner Kyle Grove, all in favor, motion carried.

Chairperson Moore reviewed the process' for interviews and public comment. Reminded Board members to speak loudly.

**Cash balances**

**Communications**

**Finance**

**Committee Meetings**

**New Business**

1 – Interviews for County Administrator: Chairperson Moore started the process with a coin toss. Clerk Hulme choose heads to be questions A and called tails (B) for the toss – Coin toss result was tails, Questions B will be asked today. Civil attorney addressed the process for the coin toss, and how the process for Questions A & B was determined. How the questions would be asked was discussed. Chairperson Moore will ask questions to the candidates.

\* Please note, all responses to interview questions are summaries and not verbatim.

(a) Laura Brandon-Maveal; 11:00 a.m.

**1. Provide a brief summary of your education and work experience.**

Associates in Finance from Mid Michigan College, 23 years in Customer Service and County Government including Budget, Human Resources, Payroll, Accounting, and Union Negotiations

**2. Please briefly describe your experience with business attraction and retention program.**

We are currently going through retention efforts at the Sheriffs' Office, I have worked directly with the Undersheriff and Jail Administrator on retention and attraction.

**3. Please briefly describe your experience with business assistance programs.**

Gladwin County is not structured for that, but we do have an Economic Development Corporation (EDC). The County offered appropriations to that program, and they have soared. Our Local or County Government should look at what we can give to these types of programs and how to support them once they are off the ground. Our Treasurer currently manages the repayment of Small Business Development Loans issued through the EDC.

4. **Do you consider yourself a leader or a manager? How would you describe your leadership or management style?**  
My 23 years of management of some type. Supervised staff as a Deputy Clerk, Supervised as a County Clerk. Leadership in your role at a job, and in the community. Very active in our community as a community leader.
5. **What do you perceive to be the county administrator's role in working with County Elected Officials and Department Head?**  
Initially the goal should be a very well created policy with limits and thresholds. Transparency and communication.
6. **What are your expectations of the Board of Commissioners in relation to yourself?**  
Clear board acceptations, and administrative reports to the board. Policy & procedure is key.
7. **Do you believe the administrator should be an active member of a service or fraternal organization? Why or why not?**  
I agree to an extent, I feel this position should be nonpolitical. However, there are areas that are healthy for the community, where an administrator should be a figure head.
8. **How do you deal with special-interest or single interest groups?**  
The same way as news media. I've been trained as the Public Information Officer through Homeland security. Upfront conversation, informed communication and follow up.
9. **What is the best way for an administrator to deal with an angry constituent?**  
They may not have all of the information, educate them.
10. **How and when do you delegate authority?**  
Not unless that person has a full understanding of the end goal. It is my job to make the board shine, it gives transparency to our residents. I would never delegate my responsibilities unless that person is working collaboratively with me.
11. **Have you ever been at the bargaining table and been actively engaged in negotiating an agreement?**  
In my 23 yrs. of experience, I have been on both sides of the table. And now as the Interim Administrator, I work on cost findings and union contract language.
12. **How do you educate, encourage and motivate employees?**  
With limited finance it is hard, but education is motivation. It's important to make employees comfortable in their duties and responsibilities. I believe in "Train the Trainer" to educate their employees. On Friday's I did popcorn days.
13. **Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities and equal opportunity?**  
I am. One of the ways is bi-annual through BS&A. Also, the County Clerks Association, United County Officers Association gives updates and briefings on law changes. As well as a working relationship with legal advisors.
14. **Have charges of violation of state or federal employment laws or a grievance ever been filed against you? If so, please explain.**  
No. The County was sued; I was not named specifically.
15. **What experience have you had in the preparation and implementation of personnel rules regulations, procedures and compensation plans? Please describe.**  
I have drafted policy, procedure, and union contracts. I've also handled Health Care Plan shopping; the State requirement is every three years, but Gladwin County does this every year, to make sure we are protecting our finances and our employees. This shows the State that we are collaboratively working on the Health Care Plan.

Personnel Policy is currently being worked on, at the county. The Auditors will look for these things.

**16. Tell me about a time when you were asked to do something you did not want to do or were uncomfortable with. How did you react? What did you learn?**

We were working through a difficult budget about 7-8 years ago, along with open enrollment for health care. Someone had asked for "who has what plan & claim exposure". I was uncomfortable and declined. The request escalated, and the attorney of record also declined the request. It was uncomfortable, but I did preserve the respect of the employees.

**17. Give an example of when you had to work with someone who was difficult to get along with. How did you handle the interactions with that person?**

The Treasure and I have had to work on having the relationship we do today. We challenged each other in the past, and now we are able to ask each other when we have questions and bounce things off each other.

**18. Tell me about the last time something significant did not go according to plan with your job? What was the outcome? What did you learn?**

I was defeated as County Clerk in 2020. This resulted in an openminded thought process about what I wanted to do with my career. How can I use my experience and relationships with employees? As the Interim Administrator I have been able to create a foundation for whoever comes in, for the success of the county.

- **Commissioner Rick Grove asked about Grant writing experience?**

I have written grants exceeding \$500,000. I choose them based on how/ if they can be implemented, and are they sustainable?

- **Commissioner Kyle Grove asked should our Administrator plan to do outreach?**

I don't think the county can do that at a business level but could work with our local government to bring business' here; offer incentives. Show what we are working on, could be the end line on keeping them here.

- **Commissioner Szuch asked what the applicant thought the greatest challenge is facing Gladwin County?**

The budget is fine, but we could do better. The county should implement a 3/5/10 year plan. Financial forecast is my biggest concern.

Laura shared that community involvement has to be key. Mentioned her awards and certification from the United County Officers, which is equivalent to an associates degree. Expressed that employee relationships are important, and must have boundaries and guidelines, in order to reach the common goals of the county.

(b) James Sumner, 12:00 p.m.

**1. Provide a brief summary of your education and work experience.**

Tool & Die apprenticeship, Seattle Greenriver Community College Law Classes, Journeyman Machinist, Commercial Estimating, Contract Negotiation, Surveillance, and Plant Management

**2. Please briefly describe your experience with business attraction and retention program.**

With Boyne I handled the contract negotiation, estimating.

**3. Please briefly describe your experience with business assistance programs.**

Business assistance from plant management.



4. **Do you consider yourself a leader or a manager? How would you describe your leadership or management style?**  
Yes, primarily I focus on transparency, accountability and performance reviews.
5. **What do you perceive to be the county administrator's role in working with County Elected Officials and Department Head?**  
As an Administrator I would support the Boards goals and objectives. Work with departments heads on budgets and obtaining grants.
6. **What are your expectations of the Board of Commissioners in relation to yourself?**  
Recognizing situations, have viability to meet short and long terms goals.
7. **Do you believe the administrator should be an active member of a service or fraternal organization? Why or why not?**  
Where it is ethical and feasible, I served as Habitat for Humanity. Something with a conflict of interest would not be appropriate.
8. **How do you deal with special-interest or single interest groups?**  
Whatever I can do to support the board in a timely manner.
9. **What is the best way for an administrator to deal with an angry constituent?**  
Respectively disagree and treat the person with respect.
10. **How and when do you delegate authority?**  
In this position, I would work with departments on budget and report to the board.
11. **Have you ever been at the bargaining table and been actively engaged in negotiating an agreement?**  
Yes, with the UAW in Detroit for the stamping plants.
12. **How do you educate, encourage and motivate employees?**  
I'm a big believer in getting youth involved.
13. **Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities and equal opportunity?**  
Yes, gave examples of different situations.
14. **Have charges of violation of state or federal employment laws or a grievance ever been filed against you? If so, please explain.**  
No
15. **What experience have you had in the preparation and implementation of personnel rules regulations, procedures and compensation plans? Please describe.**  
Contract negotiation at Boyne had certain criteria that had to be followed or it could be rejected.
16. **Tell me about a time when you were asked to do something you did not want to do or were uncomfortable with. How did you react? What did you learn?**  
When I was in Israel, there was a situation where I was denied access and I took it up with the director.
17. **Give an example of when you had to work with someone who was difficult to get along with. How did you handle the interactions with that person?**  
In Germany, there was a quality control manager that was hard to get along with but we had a direct conversation, and things worked out.
18. **Tell me about the last time something significant did not go according to plan with your job? What was the outcome? What did you learn?**  
Quality & timely delivery has been my goal. Working with diverse people can result in confrontation. We would have to work together to get the job done.

- Commissioner Rick Grove asked about his ability to separate friendship from business?  
I am comfortable with that, I've had a good relationship with people, but that has nothing to do with getting my job done.
- Commissioner Rick Grove asked about grant writing?  
No, but I think they are important.
- Commissioner Szuch asked what the applicant thought is the biggest challenge facing Gladwin County?  
The website is difficult to find information on. It took a long time to find the budget. It is important to be organized, not have hidden agendas, and be transparent.

Mr. Sumner stated he has been to three commissioners' meetings, but audibility is poor. Would like to see a microphone/speaker system. Finds the Michigan County Government book for informative; recommends that the county has copies. Believes in having charts and viability, received awards from former employers for profitability.

(c) Dennis Sparks, 1:00 p.m., virtually from Virginia

1. **Provide a brief summary of your education and work experience.**  
Two Associates Degrees; Business Administration & Teaching, a Bachelors in Business Law, a Masters in Business Administration & Finance. I have 30 years of experience in City and County Management across the United States.
2. **Please briefly describe your experience with business attraction and retention program.**  
I've been responsible for creation and retention in a cross section of businesses including manufacture, retail, office & medical facilities. I was able to convince a worldwide mining machinery division to move to my county in Virginia.
3. **Please briefly describe your experience with business assistance programs.**  
We had a TIF District in Mayville Illinois, a population of about 28,000; we used these districts as incentive to draw in businesses. I also worked with Virginia Community Development and local colleges.
4. **Do you consider yourself a leader or a manager? How would you describe your leadership or management style?**  
Both, I'm a good manager because I manage the overall organization & a good leader, because I'm a good supervisor who leads by example. Gave examples.
5. **What do you perceive to be the county administrator's role in working with County Elected Officials and Department Head?**  
Work for the Commissioners, but also as a liaison to the elected officials. Sometimes it's a fine line not to cross, but I am here to assist where I can.
6. **What are your expectations of the Board of Commissioners in relation to yourself?**  
Similar to a corporate board and a president. Serve as an advisor to the board and carry out their wishes.
7. **Do you believe the administrator should be an active member of a service or fraternal organization? Why or why not?**  
I purposely don't join different organizations because my job is to represent you and carry out your wishes.
8. **How do you deal with special-interest or single interest groups?**  
I maintain an open-door policy for everyone. I talk with citizens honestly. Treat people like I would want to be treated.
9. **What is the best way for an administrator to deal with an angry constituent?**

Talk with them and work to solve it. If I can't, I tell them, and refer them to someone else.

**10. How and when do you delegate authority?**

On the basis of need. One person cannot do it all and shouldn't. I provide advice and tools and hold them accountable.

**11. Have you ever been at the bargaining table and been actively engaged in negotiating an agreement?**

I do. FOP (Fraternal Order of Police), Firefighters Union, and government employees, but Virginia is a non-union state.

**12. How do you educate, encourage and motivate employees?**

Be straight forward with them, give recognition and assistance.

**13. Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities and equal opportunity?**

Yes. That is a dynamic situation that changes often. I have written personnel policy and managed employees under them.

**14. Have charges of violation of state or federal employment laws or a grievance ever been filed against you? If so, please explain.**

No

**15. What experience have you had in the preparation and implementation of personnel rules, regulations, procedures and compensation plans? Please describe.**

I've written all of those policies and created employee performance evaluations.

**16. Tell me about a time when you were asked to do something you did not want to do or were uncomfortable with. How did you react? What did you learn?**

You're in charge, I work for you. It doesn't matter if I like it or not. I'm a professional and I do my job.

**17. Give an example of when you had to work with someone who was difficult to get along with. How did you handle the interactions with that person?**

It depends on the situation. Talk with them, explain the situation, and be progressive. Gave a personal example of a situation he was in.

**18. Tell me about the last time something significant did not go according to plan with your job? What was the outcome? What did you learn?**

Cannot think of an example. Things always go wrong, that's life. You adapt to it, correct it, or go in a different direction.

- **Commissioner Rick Grove asked about his ability to separate friendship from business?**

I do my job first, it's not a matter of making friends. I do what's right.

- **Commissioner Rick Grove asked about grant writing?**

I've created positions for grant writers, supervised them, and attended training for grant writing. Grants for Police, EDC, CDBG as an example.

- **When looking for grants what do you look for to pursue?**

The need and availability, grants that will do some good. Infrastructure is almost always a need.

- **Commissioner Szuch asked what the applicant thought is the biggest challenge facing Gladwin County?**

I don't know, I'm an outsider coming in. I only know the problems MI is having that I see on television.

- **Commissioner Taylor asked if it is important to be known in the community, and if so how would you do that without joining community groups?**

Go to people and talk to them, speak at groups.

Mr. Sparks asked about salary. I saw \$55,000 in the budget, & I don't want to waste anyone's time. Chairperson Moore offered to call and discuss this. Mr. Sparks shared that he had been hired to do a budget, after the budget was due. He worked many late nights and got it done. Then Hurricane Katrina hit, then Hurricane Rita. He explained the events of his employment during this time, and the outcome.

### **Chairperson Comments**

Three more interviews on Wednesday. Remember analysis should be non-discriminatory.

### **Board Comments / Reports**

Commissioner Kyle Grove, District 1 – none

Commissioner Ron Taylor, District 2 –none

- Did have to go out to Chapel damn last night to release some water because of all of the rain.

Commissioner Michael Szuch, District 3 –none

Commissioner Moore, District 4 –none

Commissioner Rick Grove, District 5 –none

### **Report from Civil Attorney-**

Consultant's report contains leads from the group of community leaders. Each Consultant provides different specialized tasks. Larry Merrill, retired director of MI Township Association seems to be the best fit. Provides a range of services from presentations to thorough process review. \$150 / hr. She will provide the board with his credentials.

Clarification was given that the panel of community leaders did not say we did not have a qualified candidate. They said there was more work to do.

Perdue Pharma packet is asking you to approve / disapprove a new Chapter 11 plan.

### **Public Comment -**

- Diana Mella, Gladwin Township stated her concerns over Ms. Maveal's answers to employee motivation and lawsuit questions, as well as her biggest concern being a 3/5/10 year plan for financial forecasting. Ms. Mella sked why this plan hadn't been put in place while Ms. Maveal was County Clerk. She believes Dennis Sparks was the best interview of the day, agreeing with his view of not joining organizations. She also agreed with his response regarding delegating authority, employee recognition, and grant writing.

No other public comment.

A motion was made by Commissioner Kyle Grove to adjourn, seconded by Commissioner Rick Grove. All in favor, meeting adjourned at 2:00 p.m.

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Karrie Hulme, County Clerk

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Karen Moore, Chairperson



## **GLADWIN COUNTY MICHIGAN**

### **Gladwin County Board of Commissioners Board Minutes, June 30, 2021**

The Gladwin County Board of Commissioners met for a Special Board Meeting, on June 30, 2021. The purpose of the meeting was to conclude interviews for the County Administrator position. The meeting was called to order at 10:00 a.m. by Chairperson Karen Moore. The Pledge of Allegiance was said; roll was called. Commissioner Szuch was absent, all other commissioners were present.

#### **The Board reviewed the Consent Agenda –**

The Board reviewed the consent agenda. Commissioner Taylor noted changes under New Business, Authorized Signers for Gladwin Zettel Airport. A motion was made by Commissioner K. Grove to accept the agenda with changes, seconded by Commissioner Taylor, all in favor, motion carried.

#### **Cash balances**

#### **Communications**

#### **Finance**

#### **Committee Meetings**

#### **New Business**

- 1- Commissioner Taylor proposed a resolution to approve the Persons Authorized to sign on Behalf of Gladwin Zettel Airport, seconded by commissioner K. Grove. Chairperson Moore noted that the information had been reviewed by civil council and was discussed by the Airport Board. Interim Administrator Maveal added that this was approved by Gladwin City already. Roll call vote, 4 - y, 0 - n, resolution passed.
- 2- Interviews for County Administrator

\* Please note, all responses to interview questions are summaries and not verbatim.

(a) Mark Justin, 10:00 a.m.

**1) Provide a brief summary of your education and work experience.**

Attended grade school in Gladwin, have an Associates in Police Administration, interned with the Gladwin Sheriff's Office, worked for the Gaylord Department of Natural Resources as a heavy equipment operator. I obtained an Accountancy Degree from Aquinas in Grand Rapids, then worked for Sarah Lee as a Corporate Financial Analysis; then sales and marketing for nearly thirty years. I became the Brand Management, Director of Marketing, and President of a Medical Consulting Agency. It has always been a goal to come back to Gladwin and retire, I am the 5<sup>th</sup> generation of family here.

**2) Please briefly describe your experience with economic development**

Breaking new ground and devising new sources of revenue in the business world is something I've done for years. It is important to put together the right research and information to reach a goal, and a team is collectively smarter than any one of us.

**3) Please briefly describe your experience with beautification programs.**

Brand Identity, a products look and feel, package design, advertising. Translating that into Gladwin County I think about the lakes, blight, and I think there are a lot of

opportunities to enhance and improve our county. If you live and love Gladwin County, you want it to look and feel the best that it can.

**4) Do you consider yourself a leader or a manager? How would you describe your leadership or management style?**

Very collaborative, I believe in the collective genius of people. I've been classically trained in Human Resources by many companies. As a leader you play to people's strengths and shorten the weaknesses, Everyone should feel like they are growing in their job. Standards of performance is important, transparency and communication.

**5) What do you perceive to be the county administrator's role in working with the Board of Commissioners?**

I think ambassadorship is a big part of it, representing the board and bringing the issues back to them. To be a resource for the county Commissioners, and involvement in the townships. Management, administration without creating issues for the commissioners.

**6) What are your expectations of the Board of Commissioners in relation to yourself?**

Upfront clear direction of the roll. An understanding of expectations and good communication. Involvement in conversation and supporting each other.

**7) In your opinion, what role should the administrator have in the community?**

Being at community events, township meetings and a face for the media.

**8) How do you deal with the news media?**

To be transparent and stay on topic; the ability to redirect the line of questioning back to what you want to talk about. A unified voice for the county.

**9) What is the best way for an administrator to deal with an angry constituent?**

Try to understand the issue and what the root cause is. I am a calm person all the time, even when people are angry. The key is to understand and make them feel as though they are being heard. Not to make promises, but for them to know appropriate action will be taken.

**10) How and when do you delegate responsibility?**

It depends on who I am delegating to, I believe in ownership of your responsibilities. It has to be to a person who I know understands the task, because I am not a micro manager.

**11) Have you taken part in mediation, fact finding, or arbitration? If yes, please explain your experience, including your role and your thoughts regarding the outcomes of these experiences.**

Yes, I've done a lot of mediation. Conflict resolution with employees and in contract situations. Sometimes there is no obvious resolution, but most times we can leave the table with a better understanding of one another's needs.

**12) Have you ever had to discipline, demote or fire an employee. Please elaborate.**

Many, many times, unfortunately. For illegal, unethical, or immoral issues, I do not have any issue with firing. Performance issues are harder. I do performance evaluations and improvement plans, make sure the person knows where they need to improve. If they still need to be fired, I will work with them on a transition, it's not cold hearted. I believe their should be procedures in place for this.

**13) Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities and equal opportunity?**

Yes, I've worked in that world for a long time. Some laws have been progressive over time, and I am very familiar with them. I have yet to be in an employment situation where I didn't have to deal with those issues.

**14) Have charges of violation of state or federal employment laws or a grievance ever been filed against you? If so, please explain.**

No

**15) What experience have you had in the preparation and implementation of personnel rules regulations, procedures and compensation plans? Please describe.**

Developed a lot of new ground and created a lot of new positions. A lot of thought has to be put into where the revenue is coming from, sustainability, business needs, job descriptions & market evaluations. Making sure you have thought through everything, and that it is a collaborative effort.

**16) Tell me about a time when you feel you compromised your integrity for the benefit of the company? Would you do it again? What was the outcome?**

A buyer for Kroger in Dallas hinted that he wanted a new bass boat. The sales guy and I decided we would buy him one (with the approval of my company). It made our company a lot of money, but I feel like I compromised my integrity. It felt dirty and I would not do it over.

**17) What are the 3 (three) things that are most important to you in a job?**

Having a feeling of adding value to the organization, sustainability in the position or continuity, feeling like you are doing a good job (integrity and personal respect).

**18) If I were to poll everyone you have worked with what percentage would not be a fan of yours and why?**

There have been some conflicts but can't think of anyone who thinks poorly of me. Even my ex-wife, we are still okay with each other. I think everyone would tell you good things.

- Commissioner Moore asked what do you believe is the greatest challenge facing Gladwin County?

The "Lakes" issue, the threat to the tax base, unknowns about property values. This is not how our county is supposed to look. I worry about our Drug issues in the county, its not unique to us, but I feel it is significant.

- Commissioner R. Grove asked how would you separate a friendship from a working relationship?

The core of what we do is to do a great job for the county. I have no problem with putting friendship aside, to sit down and address an issue. We can be friends and disagree on issues.

- Commissioner R. Grove asked about Grant writing?

No specific grant writing, but have written a lot of Request for Proposals, written a lot of bond proposals, and addressed shareholders in corporate settings. I'm sure there are specific requirements to grant writing and I am a good business writer.

- Commissioner Moore asked if he had any questions for the Commissioners?

▪ Mr. Justin stated "I am curious about the position and why we have one now".

Commissioner Moore responded that there used to be on years ago, and it ended. We had some major changes in our county at the beginning of the year and it was the right time.

Commissioner K. Grove responded that there is only a small handful of counties in the state that do not have administrator.

Commissioner Taylor explained the need for continuity.

▪ Mr. Justin asked if there is contractual piece that provides a term for this position.

Attorney Hoerauf responded "A typical contract for an Admin is 3 years, but everything at the county level depends on appropriation".

- Commissioner Moore asked, "Do you have anything to share with us"?

No, not really. I assumed it would be a committee interview but came prepared to answer any questions you had.

(b) Joel Johnson, 11: 00 a.m.

**1) Provide a brief summary of your education and work experience.**

Technical Certification from Michigan State University in Agriculture and Technology, six years at the State House of Representatives & then I termed out. Government consulting, and a presidential appointment to the U.S. Department of Agriculture in MI.

**2) Please briefly describe your experience with economic development**

As the Chamber of Commerce President, while at Johnson Elevator & the House of Representatives, I worked with my districts and actively helped in Economic Development. I'm in tune with the needs of local government and EDC's to help as needed.

**3) Please briefly describe your experience with beautification programs.**

As the Chamber of Commerce president, I undertook some projects in Clare, and at a distant level, as State Representative.

**4) Do you consider yourself a leader or a manager? How would you describe your leadership or management style?**

Very much a leader; my style is to have an open-door, accountability, team leadership, team success. Listen to input, respect expertise and consider all suggestions to make a responsible decision.

**5) What do you perceive to be the county administrator's role in working with the Board of Commissioners?**

Someone who is a liaison between the Board and everyone else. Elected officials, department heads, the public & the media. To work with the county to implement the boards decisions.

**6) What are your expectations of the Board of Commissioners in relation to yourself?**

The overall goals of the commission are important, a strategic plan is helpful. For me to know your goals, have an open-door policy, and working with the clerk to help prepare your agendas.

**7) In your opinion, what role should the administrator have in the community?**

Be accessible to people, the best suggestions come from our community, and be active in the community.

**8) How do you deal with the news media?**

I've had a good relationship with the media. You have to be able to answer their questions, but not be put in a pigeon hold.

**9) What is the best way for an administrator to deal with an angry constituent?**

To listen, asked open ended questions so they have an opportunity to speak. Misunderstandings can often be clarified; explanations can be given and we can find common ground. Take them into account and go from there.

**10) How and when do you delegate responsibility?**

It varies with the position; here I think we will find department heads and elected officials. I will be a resource for them, but not step over them to take their responsibility away from them. Shared responsibilities not delegated responsibility. I'm not afraid to do the work myself; getting out in the community, doing the research, but am willing to delegate when needed.

**11) Have you taken part in mediation, fact finding, or arbitration? If yes, please explain your experience, including your role and your thoughts regarding the outcomes of these experiences.**



One of the things as a State Director of Farm Services is appeals. I co-ordinated appeals with 49 county offices. Often a producer has a different opinion, and they have appeal options. I had to research what was going on with the constituent, research how those things compared to national regulations, and discuss changes, flexibility and options for a positive outcome. If it went to the state committee, I would brief the committee on the situation and the potential options for outcomes. The state committee would make a decision, and I would implement it at the county.

**12) Have you ever had to discipline, demote or fire an employee. Please elaborate.**

Several times, it's never enjoyable. First, document the reasons for what you are doing. Have conferences with the employee, discuss expectations, job description and discrepancy. Work to resolve discrepancies, have a plan and a timeline. If you help them know what needs to happen, they will make the improvements.

**13) Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities and equal opportunity?**

Very familiar. As a USDA Supervisor they have "AG Learn", some trainings are required, that is one.

**14) Have charges of violation of state or federal employment laws or a grievance ever been filed against you? If so, please explain.**

They have not.

**15) What experience have you had in the preparation and implementation of personnel rules regulations, procedures and compensation plans? Please describe.**

Deeply involved in that as a private employer, putting together employee plans. At the Federal level we did job descriptions, but with guidelines and choices. The Federal Government is very good at making sure you are in continued contact with your employees.

**16) Tell me about a time when you feel you compromised your integrity for the benefit of the company? Would you do it again? What was the outcome?**

I can't think of a time that I ever did that. I always work to do what is right regardless of the consequence.

**17) What are the 3 (three) things that are most important to you in a job?**

That my service is a benefit to the public and those that I work with, the ability to make some decisions and implement tasks that are delegated, and accountability.

**18) If I were to poll everyone you have worked with what percentage would not be a fan of yours and why?**

Maybe 3%, probably the people who had been toured to get their things and go.

**- Commissioner Moore asked what do you believe is the greatest challenge facing Gladwin County?**

There are big issues that come from the dam failures, I see there may be State financial help. I'd have to ask questions, but I see the fund balance is just under \$200,000. I'd have questions about pension liabilities, defined benefits, etc..

**- Commissioner R. Grove asked how would you separate a friendship from a working relationship?**

I try to be friends with everyone, but you have to do what is right regardless of who is involved. Make sure there is no appearance of friendship taking precedence over law and procedure.

**- Commissioner R. Grove asked about Grant writing experience?**

I am very familiar with the programs but have not written for any. Very familiar with USDA, and MISHDA. I am aware of opportunities and funding coming your way. You

need to look for grant opportunities to build on this, to build partnerships within the county.

- **Commissioner Moore asked if he had any questions for the Commissioners?**
  - **What changes do you hope to have take place?**

Commissioner Taylor responded that part of our thinking is to establish continuity between commissioners. Many other counties have administrators.  
Commissioner Moore responded that we used to have an administrator; that position went away; the Executive secretary position is gone, and with changes in the last election it was the right time.
- **Commissioner Moore asked if there was anything he would like us to know?**

Not really, but I have a handout of why I am a good candidate if I can hand them out. I mean what I say and say what I mean, I am helpful to local government & would enjoy the opportunity to work with you.

(c) Mark Schaefer, 12:00 p.m.

**1) Provide a brief summary of your education and work experience.**

I have a background in sales and operations; went to Central Michigan University and received a Bachelors in Science with an emphasis on Business Administration. I have a Certificate in Project Management from the University of Washington and worked towards my Masters in Information Management at Seattle Pacific University. I have 10 years in insurance sales, worked with start-up companies on business systems as a solutions consultant. I worked for Pitney Bowes in Management Services as a Business Analyst and helped grow a global operation in eight different countries with multiple locations that I was responsible for.

**2) Please briefly describe your experience with economic development**

While with the Gladwin County Record, as a sales person, I thought it was important to help local business to promote themselves, to meet their marketing objectives in print and digitally.

**3) Please briefly describe your experience with beautification programs.**

I am the deputy supervisor for Secord Township, and will be getting involved in those projects.

**4) Do you consider yourself a leader or a manager? How would you describe your leadership or management style?**

I am more of a leader; my management style is to empower people.

**5) What do you perceive to be the county administrator's role in working with the Board of Commissioners?**

That is a question I was going to ask you. There was an administrator, and that was eliminated, and now reinvented. Looking at the job description, it's a supporting position to make sure the commissioners and their constituents get support.

**6) What are your expectations of the Board of Commissioners in relation to yourself?**

Good communication, open and honest, keep me informed. I compromise and find a middle.

**7) In your opinion, what role should the administrator have in the community?**

I like to get involved all of the time. I go to meetings that I am not invited too. Part of the admin. position should be another set of eyes and ears in our community.

**8) How do you deal with the news media?**

I think they share the same goal as the community, they want to show Gladwin County in the best light.

**9) What is the best way for an administrator to deal with an angry constituent?**

Understand their concern, they are often angry because no one will listen to them. See how we can help them.

**10) How and when do you delegate responsibility?**

I prioritize first, determine what components I need to address personally, and who can handle what can be delegated. It depends on what is in front of me.

**11) Have you taken part in mediation, fact finding, or arbitration? If yes, please explain your experience, including your role and your thoughts regarding the outcomes of these experiences.**

No

**12) Have you ever had to discipline, demote or fire an employee? Please elaborate.**

Yes, I don't like to fire people, but it is sometimes inevitable. I believe when I make a selection, I do a thorough enough job to select the right candidate. But review performance when needed, a written performance secondly, and follow the process.

**13) Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities and equal opportunity?**

Yes. I would say I am quite familiar. I've had a very diverse team.

**14) Have charges of violation of state or federal employment laws or a grievance ever been filed against you? If so, please explain.**

No

**15) What experience have you had in the preparation and implementation of personnel rules regulations, procedures and compensation plans? Please describe.**

When I was a business analyst, part of those components was benefit structure. It was one of the biggest things I did.

**16) Tell me about a time when you feel you compromised your integrity for the benefit of the company? Would you do it again? What was the outcome?**

I've never compromised my integrity and was let go once because of it.

**17) What are the 3 (three) things that are most important to you in a job?**

Making a connection with the people I work with and building trust, culture is important and communication.

Commissioner Szuch joined the meeting at 12:32

**18) If I were to poll everyone you have worked with what percentage would not be a fan of yours and why?**

There is a percentage out there, I'm sure of it. I am a little out of the box when I approach a situation.

**- Commissioner Moore asked what do you believe is the greatest challenge facing Gladwin County?**

It depends on who you talk too, there are 22,000 people in the county. I love this county and need to help make this place a better place. Two things could truly help the county, infrastructure for broadband technology and the opportunities to improve the presentation of the county.

**- Commissioner R. Grove asked how would you separate a friendship from a working relationship?**

I am really good at that; I think it is respect. Everyone needs to understand that the purpose of the Administrator is to support the agenda of the Commissioners.

**- Commissioner R. Grove asked about Grant writing experience.**

No, I've never written a grant, but there are tools. I am very astute at writing and good at technologies, I don't think that would be an issue.

- Mr. Schaefer stated that he is curious why we have an Administrator position now.  
Commissioner Taylor responded continuity for the county when new commissioners are voted in. Very few counties do not have an administrator and we no longer have an executive secretary.
  - Mr. Schaefer asked what the board thinks are the biggest challenges facing Gladwin County?  
Commissioner Moore answered that we certainly look at the infrastructure of Broadband, fortunately Bob Balzer is involved in that process, and the lakes are certainly important as well.  
Commissioner K. Grove responded that it's pretty calm with the exception of the lakes.  
Commissioner Moore added that gypsy moth control is an issue now, but we need to plan ahead and prepare for the future.
  - Mr. Schaefer asked what the number one concern of the residents of the county is.  
Commissioner Moore responded that she thinks it is transparency.  
Commissioner Taylor answered balancing finances & sticking to a budget.  
Commissioner R. Grove stated that each township has its own issues it has to deal with.
- Commissioner Moore asked "Is there anything else you would like us to know?  
You can see I'm pretty transparent, my background is rich.
- Mr. Schaefer asked one last question, "How will the board work with the administrator"?  
Commissioner Taylor answered that they will develop a good sound policy for daily operations.  
Commissioner Moore commented to have the administrator be an adviser to the board.

### **Chairperson Comments**

I would indicate that concludes are interviews. Applicants have completed the application and consents to do background checks. I think I should take these to my office and have Todd scan and email them to the commissioners. As we have an internal candidate, we want to be fair.

Further discussion was had on how the board will proceed. The Civil attorney will reach out to MMRMA for direction. Conversation was had on setting a special board meeting.

### **Board Comments**

Commissioner Kyle Grove, District 1 –

- ...

Commissioner Ron Taylor, District 2 –

- Let's talk about the process. In my opinion we should take the top two and go forward with second interviews. Conversation was had in the potential process. Commissioner Szuch recommended that the

employment offer be structured and presented to the board before moving forward. Benefits, compensation, contract v noncontract, performance standards, etc.

Commissioner Michael Szuch, District 3 –

- ...

Commissioner Moore, District 4 –

- ....

Commissioner Rick Grove, District 5 –

- ...

**Public Comment -**

- Mary Moylan commented that the three interviews today were outstanding. Team building was consistent in all three interviews today, did not see it in the first interview, and believes this is very important. Stated her concerns over the recent lawsuit against the board and her views of the cause. Asked the board to think ahead and move forward for the good of the county.
- Jim Braidwood commented on the selection process. He stated his credentials in Human Resources and shared his views on the critical choices in front of the board. Stated it is essential to consider the political background.
- Diana Mella, my husband intended to speak, but was called to family with bad news. Diana read a signed statement from her husband, John Mella.
- Jim Braidwood added that the compensation package for the County Administrator should include some incentives.

No other public comment.

A motion was made by Commissioner Taylor to adjourn, seconded by Commissioner Szuch. All in favor, meeting adjourned at 1:18 p.m.

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Karrie Hulme, County Clerk

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Karen Moore, Chairperson



GRETCHEN WHITMER  
5102 (Rev. 01-19) GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

June 22, 2021

Gladwin County Board of Commissioners  
401 West Cedar Avenue  
Gladwin, MI 48624

Dear Gladwin County Board of Commissioners,

At their meeting on May 24, 2021, the State Tax Commission ("STC") approved the petition of Jamie Houser as the Gladwin County Designated Assessor. The length and terms of this appointment have been detailed in the interlocal agreement supplied by Gladwin County. If, following an audit of assessing practices, a determination of noncompliance is made concerning a local unit assessment roll, the STC may require the Designated Assessor to serve as the unit's Assessor of Record.

Pursuant to MCL 211.10g(4)(e), the STC may revoke the approved designation of the current Designated Assessor if it is determined that the individual is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements found in statute.

If there are any questions or concerns regarding this matter, please email [AssessingReformQuestions@michigan.gov](mailto:AssessingReformQuestions@michigan.gov).

Thank you for your cooperation throughout this process.

Sincerely,

David A. Buick, Executive Director  
State Tax Commission

Cc: Gladwin County Clerk  
Gladwin County Equalization  
Jamie Houser, Designated Assessor

## Laura Brandon-Maveal

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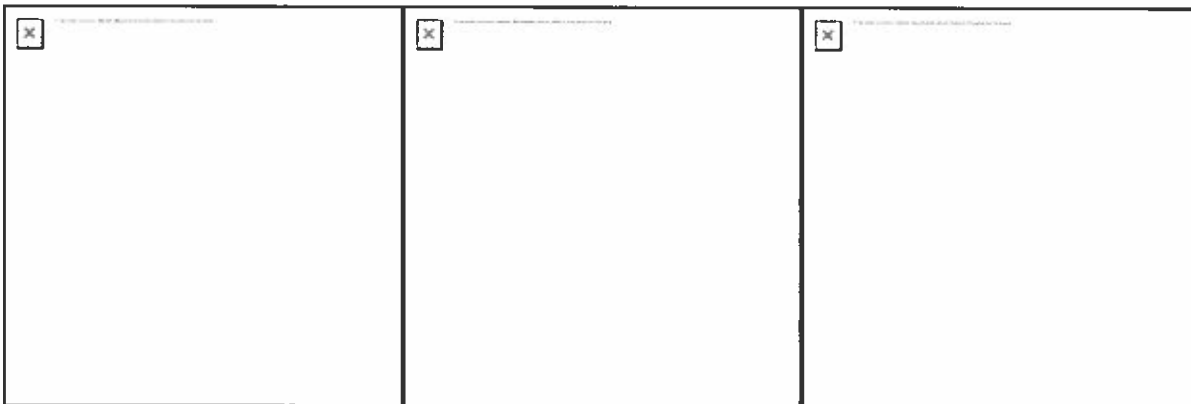
**From:** Colleen T. Motley <ctmotley@alz.org>  
**Sent:** Thursday, June 24, 2021 1:09 PM  
**To:** Commissioners; commisioner@gladwincounty-mi.gov  
**Subject:** Alzheimer's Association AAA Region VII Application  
**Attachments:** Cover Letter - Gladwin County Board of Commissioners.pdf; Proposal Summary to Gladwin County Board of Commissioners.pdf; ALZ ASSOC Budget.pdf

Good afternoon,

Attached please find the Alzheimer's Association Michigan Chapter' proposal summary for the Area Agency on Aging Region VII application as well as the submitted budget. Please feel free to contact me if you have any questions. Thank you for your help.

Best Regards,  
Colleen

Colleen Motley | Fund Development Manager  
Alzheimer's Association Michigan Chapter  
office: 248.996.1040 | cell: 586-252-7870 | helpline: 800.272.3900  
[ctmotley@alz.org](mailto:ctmotley@alz.org) | [alz.org/gmc](http://alz.org/gmc)



*We offer free support groups, education programs, and care consultations. These services are available by phone or online during the COVID-19 pandemic. Visit [alz.org/gmc/virtual](http://alz.org/gmc/virtual) to learn more about our virtual offerings or call our 24/7 Helpline at 800.272.3900*

**Greater Michigan Chapter**



**Headquarters:**

June 23, 2020

**Metropolitan Detroit**  
25200 Telegraph Road  
Suite 100  
Southfield, MI 48033  
248 351 0280 p  
248 351 0419 f

**Gladwin County Board of Commissioners**  
401 W. Cedar Ave.  
Gladwin, MI 48624

**Regional Offices**

**Central Michigan**  
801 Joe Mann Blvd.  
Suite P #9  
Midland, MI 48642

989 839 9910 p  
989 839 5910 f

112 S. Linden Road  
Suite 950  
Flint, MI 48532

810 780 4163 p  
810 780 4231 f

**Northern Michigan**  
921 W. 11<sup>th</sup> Street  
Suite 1W  
Traverse City, MI 49684

231 929 3804 p  
231 922 1584 f

**Upper Peninsula**  
3224 US Hwy 41 W  
Suite 180  
Marquette, MI 49855

906 228 3910 p  
906 228 2455 f

**West Michigan**  
4081 Cascade Road SE  
Suite 400  
Grand Rapids, MI 49546

616 459 4558 p  
616 459 8874 f

Dear Members of the Gladwin County Board of Commissioners,

Thank you, the Gladwin County Board of Commissioners, and the Region VII Area Agency on Aging's dedication to serving Gladwin County seniors and their family caregivers.

Attached please find the Alzheimer's Association - Michigan Chapter's application summary to the AAA Region VII, to provide caregiver training in Gladwin County for Fiscal Year 2022. The Chapter strives to provide the best caregiver training and support to families and individuals affected by Alzheimer's disease and related dementias throughout Michigan and would be delighted to provide these critical services for Gladwin County residents affected by dementia.

If you need additional information or have questions, please feel free to contact me at 248-996-1040 or via email at [ctmotley@alz.org](mailto:ctmotley@alz.org). Thank you for your time and consideration of the enclosed proposal and the opportunity to more thoroughly serve Gladwin County residents in the coming year.

Sincerely,

*Colleen Motley*

**Colleen Motley**  
Fund Development Manager

CC: Melanie Baird, Vice President of Chapter Programs



Agency: Alzheimer's Association Michigan

Budget Period: 10/1/2021 to 9/30/2022

PLANNED EXPENDITURES

SERVICE CATEGORIES

LINE ITEMS	1	2	3	4	5	6	7	8	9
Program Name	Caregiver Training							TOTAL	Admin
Salaries	1,000							1,000	
Fringe Benefits	250							250	
Personal Svc. Contracts									
Travel/Conferences									
Supplies									
Equipment									
Occupancy									
Communications									
Other	295							295	
TOTAL	1,545							1,545	
Program Income (minus)	20							20	
NET COSTS	1,525							1,525	
FUNDING SOURCES									
Area Agency Funds (90%)	1,000							1,000	
Local Match (10%)	525							525	
Cash	525							525	
In-Kind									
Other Resources									
TOTAL FUNDS	1,525							1,525	

Adm %

CERTIFICATION:

James D. Leonard  
SIGNATURE OF AGENCY DIRECTOR

02/11/21  
DATE

## Page 2 of 4

## SERVICE CATEGORIES

\*FT--Full time employee, place "X"

# SUPPORT SERVICES BUDGET DETAIL

Agency: Alzheimer's Association Michi

## SERVICE CATEGORIES

Personal Svc. Contracts	1	2	3	4	5	6	7	8	9	10	11	Other Resources
Caregiver												
TOTAL Personal Svc Contracts												
Travel												
Total Miles												
Rate												
Total												
Caregiver												
Conferences												
TOTAL Travel/Conferences												
Supplies												
Caregiver												
TOTAL Supplies												
Equipment												
Caregiver												
TOTAL Equipment												
Occupancy												
Caregiver												
TOTAL Occupancy												
Communications												
Caregiver												
TOTAL Communications												
Other												
Indirect Cost Rate 23.6%												
TOTAL Other												

# SUPPORT SERVICES BUDGET DETAIL

Agency: Alzheimer's Association Michigan

## I. Local Cash Match Detail

Service	Source	Dollar Amount
Caregiver Education	Fundraising Events	525
TOTAL Local Cash Match		525

## II. Local In-Kind Match Detail

Service	Source	Dollar Amount
TOTAL Local In-Kind Match		

## III. Other Resources Detail

Service	Source	Dollar Amount
TOTAL Other Resources		

**Agency:** Alzheimer's Association Michigan Chapter

## Supportive Services

Service	Clients	Units	GEN	LIM	3 or more		Cost per		Service Area
					ADLS	CI	Client	per Unit	
Caregiver Tra	25	38	12	5	5	#DIV/0!	#DIV/0!	#DIV/0!	13
						#DIV/0!	#DIV/0!	#DIV/0!	
						#DIV/0!	#DIV/0!	#DIV/0!	
						#DIV/0!	#DIV/0!	#DIV/0!	
						#DIV/0!	#DIV/0!	#DIV/0!	
						61.00	40.13		
#DIV/0!	#DIV/0!	#DIV/0!							

## Nutrition

[illegible]

### Supportive Services Budget

Service	Net Costs	Resources	Other	Total
Transportatic	20,942	5,385		15,557
CCS	56,047	18,675		37,372
HMK	51,345	15,308		36,037
RC	20,448	3,295		17,153
ADC	47,994	910		47,084
Caregiver Tra	1,525	-		1,525
Gladwin ADC	11,060	-		11,060

The net cost entered is the net cost from page one of the budget form

### Nutrition Services Budget

Service	Other Resources	
	Net Costs	Total
Congregate	72,753	62,547
HDM	236,132	177,716



Michigan Chapter  
25200 Telegraph Road | Suite 100 | Southfield, MI | 48033  
248.351.0280 | [www.alz.org](http://www.alz.org)

## **Proposal:**

### **Caregiver Training for Gladwin County Caregivers of People with Dementia**

#### **Organization History, Mission, Goals, and Background**

The vision of the Alzheimer's Association Michigan Chapter is a world without Alzheimer's and all other dementia and its mission is to lead the way to end Alzheimer's and all other dementia by accelerating global research, driving risk reduction and early detection, and maximizing quality care and support. The Michigan Chapter was founded in 1981 and serves individuals living with Alzheimer's disease or other dementias, their families and caregivers, and the communities in which they reside. The Chapter provides supportive services throughout Michigan and manages offices in Ann Arbor, Flint, Grand Rapids, Marquette, Midland, Muskegon, Southfield and Traverse City.

#### **Immediate Goals:**

- Connect Michigan citizens affected by Alzheimer's disease and dementia with a broad array of Chapter services, while continuing to adapt programs and services to best support people living with dementia, their caregivers and families, during the COVID-19 pandemic and beyond;
- Set standards for high-quality care and support across a continuum of care with the Chapter;
- Provide diversified programming, including education and support, throughout Michigan; and
- Advocate for local, State and Federal policies that positively impact all who are affected by dementia, including professionals and organizations.

For the past forty years the Michigan Chapter's dedicated staff has helped Michigan families, including residents of the Area Agency on Aging Region VII's catchment area, affected by Alzheimer's/dementia and their caregivers live their best possible life by providing numerous programs and services, including:

- Culturally appropriate dementia care and support programs including: Detroit African American Outreach Program, Kalamazoo County African American Outreach Program, the Kent County Hispanic/Latino Dementia Outreach Program, and the Dementia Care and Support Program for People Living with HIV/AIDS;
- Embedded care counseling services through the Henry Ford Health System, St. Joseph Mercy Health System, and the Marquette Internal Medicine and Pediatric Associates (MIMPA) practice in the UP;
- The Disabilities and Dementia Supportive Services Program (DDSSP) for individuals with Alzheimer's or dementia and intellectual/developmental disabilities;
- Support groups for caregivers and people with dementia;
- Dementia-specific educational programs;
- Care consultation and counseling;
- Social engagement programs offering recreational and social opportunities for families and caregivers affected by dementia. Partners include institutions such as the Detroit Symphony Orchestra, the Detroit Institute of Art, and the Birmingham-Bloomfield Art Center;
- A 24/7 free telephone Helpline, with translation services available in 200 languages;
- Additional services include Medic Alert/Safe Return safety services, Advocacy, Referrals to local service providers, and a reference/resource lending library.

Additional organizational information can be found at the Chapter's website ([www.alz.org/gmc](http://www.alz.org/gmc)). In the last two years, the Chapter served nearly 28,000 Michigan residents with a 97% satisfaction rate.

## Need

Alzheimer's/dementia (AD) is a progressive, fatal brain disease that causes problems with memory, thinking, and behavior. Symptoms develop slowly and gradually worsen, ultimately interfering with daily tasks. It strikes regardless of gender, race, and socioeconomic class and it kills more than breast and prostate cancers combined. Alzheimer's disease is the sixth leading cause of death in the U.S. as well as in Michigan and is the only disease in the top ten causes of death that cannot be cured, prevented, or even slowed. Age is the greatest risk factor; 10% of people aged 65 or older have Alzheimer's disease not including other forms of dementia, and risk only increases with age. According to 2019 US Census data estimates, 27.1% of Gladwin County residents are aged 65 or older. Of the County's nearly 7,000 senior residents, approximately 700 are currently living with dementia and their ranks are only expected to grow. Additionally, dementia is also a caregiver's disease. The impact of caregiving for a loved one with AD can be severe; caregivers and families as well as their health, employment, income, and financial security suffer irreversible decline due to their caregiving responsibilities.

## Caregiver Training Program Description

The Michigan Chapter seeks to serve Gladwin County residents living with dementia and their caregivers via dementia-specific education workshops, caregiver support groups, and care consultation services that are proven to increase awareness and knowledge of the disease and its symptoms, caregiving methods and techniques, reduce isolation, broaden the social safety-net for affected families, and encourage earlier diagnosis, which allows for the use of interventions and services that are most effective early in the disease prognosis. With funding from the Region VII Area Agency on Aging, the Michigan Chapter will provide training for caregivers of persons with AD residing in Gladwin County. The services empower caregivers to make informed decisions, improve caregiving efficacy, increase awareness of self-care methods, and improve or maintain quality of life for all affected.

The Chapter will reach older adults by developing and strengthening partnerships with local community service organizations and faith-based organizations. Local partners are asked to conduct additional outreach and advertising to their constituents/members and host caregiver training workshops and/or support group meetings at their site as well as promote other services such as care consultations, and the 24/7 telephone Helpline service.

## *Priority Groups*

Alzheimer's disease and other dementias strikes regardless of race, ethnicity, religion, gender, and socioeconomic class, and as such, all Gladwin County residents will be served. African Americans are twice as likely and Hispanic/Latino Americans are 1.5 times as likely as older Whites to develop AD thus, a special emphasis will be placed on reaching these populations. Additionally, rural residents often lack access to dementia services and supports, thus the Chapter will also seek to increase awareness of the disease and available services among rural Gladwin County residents. Finally, Alzheimer's disease is the most expensive disease in America, and sadly, the majority of people served have low-income.

## *Methods*

The Chapter will serve Gladwin County older adult residents and caregivers and increase awareness of available services by developing and strengthening local partnerships with community service organizations that serve seniors and faith-based organizations. The program coordinator will conduct the outreach efforts described above. Additionally, each local partner is expected to conduct additional outreach and advertising to its constituents. The needs of people with dementia and their caregivers are met via education programs, caregiver support groups, and care consultation services as requested that increase caregiver awareness and knowledge of AD symptoms, encourage early diagnosis, increase access to additional support services, improve caregiver efficacy, and help to reduce caregiver stress.



The typical way in which clients receive service from the Alzheimer's Association's Caregiver Education Program is as follows:

- a) An individual contacts the 24/7 telephone Helpline and either specifically requests to attend a caregiver workshop or support group or the availability of the services is brought to their attention by the volunteer/staff person taking the Helpline call;
- b) Interested individuals are then registered for the program date and location of their choice;
- c) Interested individuals are also able to register the day of the program at the host location or via the Michigan Chapter's website, [www.alz.org/gmc](http://www.alz.org/gmc);
- d) Participants of the caregiver workshops and support groups are asked to sign-in when they arrive so that they can receive additional information as well as for data reporting purposes;
- e) Participants of the caregiver workshops and support groups are asked to complete an outcome-based evaluation tool developed by the National Office of the Alzheimer's Association so as to help the Chapter evaluate the effectiveness of the program; and
- f) Caregiver training workshops and support groups are available at least monthly and in many cases more frequently, care consultation services are provided for individuals and families as requested.

### *Program Descriptions*

Education Workshops provide information regarding all aspects of the disease for people living with AD, their caregivers, family, friends, and health care professionals. Screened volunteer presenters are trained to deliver community education programs using Alzheimer's Association prepared materials. These volunteer community educators have a personal or professional interest in the disease and give presentations based on their areas of expertise. Programs include:

- Understanding Alzheimer's and Dementia
- 10 Warning Signs of Alzheimer's
- Understanding and Responding to Dementia-Related Behavior
- Effective Communication Strategies
- COVID-19 and Caregiving
- Healthy Living for Your Brain and Body: Tips from the Latest Research
- Living with Alzheimer's series; and more.

A Support Group is a regularly scheduled in-person, phone, or live online internet gathering of people living with AD, caregivers, family, and/or friends who interact around issues relating to dementia. Oftentimes caregiving responsibilities cause caregivers to feel alone and become isolated. Support groups help participants to engage with others who have shared experiences, increase social connections and alleviate feelings of loneliness. Some groups meet monthly, others bi-weekly, and are open to everyone. Groups have social, educational, and/or support components. Participants learn about dementia and discuss their feelings and concerns in a confidential and supportive environment. The support group leader facilitates group interaction focused on acceptance, active listening, empathy, and assistance with problem solving.

Care Consultation Services provide additional person-centered support for caregivers and families of people living with AD. At times caregivers require more in-depth help. Specialists provide person-centered guidance and referrals helping caregivers provide the best care possible for their loved one.

The Chapter ensures that quality services are provided to its clients and program participants in a number of ways, including, but not limited to: program evaluation, hours of service and hours worked verification, and background checks of all employees and volunteers. The Michigan Chapter also uses an outcome-based evaluation tool that was created by the National Office of the Alzheimer's Association. The Chapter uses the results of the completed surveys to gauge the effectiveness of the programs and services provided, as well as the program participants' satisfaction. The Chapter verifies the hours and services provided to clients by having staff maintain attendance/sign-in sheets at all programs.





## **GLADWIN COUNTY MICHIGAN**

### **Gladwin County Board of Commissioners COW Minutes, June 22, 2021**

The Gladwin County Board of Commissioners met for the Committee of the Whole Meeting, on June 22, 2021. Chairperson Karen Moore called the meeting to order at 9:00 a.m. All commissioners were present.

#### **Public Comment**

\_ Commissioner Moore reminded residents that public Comment is for receiving information, not Q & A.

\_ Court Administrator Darrell Schlese introduced Mark Toaz as the new full-time administrator for Clare and Gladwin Counties. Mark shared a little about himself.

\_ Terry Schmunk from Grimm Township spoke about gypsy moths and the lack of a program in Gladwin County, stated many of the oak trees on Klender Rd. are stripped of the leaves and it is spreading. Spoke with Tristen Hewett of the Gladwin County Conservation District about this issue. Darlene Wiess, of Billings Township joined in public comment. She spoke to address the gypsy moth situation as well. It is difficult to go outside due to the droppings. The Board, County Attorney and Interim Administrator discussed how a gypsy moth issue can be addressed. The interim administrator will have a history report available for the next meeting.

\_ Joel Vernier of Secord Township, shared that the Gladwin County Council on Local Government meeting is Monday at 7:00 to discuss blight. Secord and Billings Townships are currently operating under a Point of Sale, shared issues with that process. Asked the Treasurer and the Interim Administrator to look into an escrow account through the County for property owners to help alleviate some of those issues. A new organization is being formed to address funding at the legislative level for dam repair and maintenance in our area. Information can be found at [restorethelakes.org](http://restorethelakes.org), please check them out.

No other comments

#### **City Administrator Report**

#### **County Affairs**

1. 2020 Audit Presentation – Ken Talsma from Anderson, Tackman & Company PLC presented the 2020 Audit. He shared a little about the auditing process, types of opinions issued, and shared information on Assets, Liabilities, Net Position, etc., that were presented in the graphs created. A modified opinion was issued meaning that there is evidence to support any items questioned and that checks and balances are in place. Deferred outflows and actuarials were discussed.
2. Amended L-4046 & L-4037 to include Hay Township, Interim Administrator Maveal explained these documents were not included in the last presentation to the Board and need to be amended.
3. Veteran Service Fund Grant, Director Ken Roberts shared that the County Veterans Service Fund Grant will start October 1<sup>st</sup> of this year. He is asking permission from the Board to sign the Letter of Intent to make the State aware that we do plan to apply for the grant. House Bill 4122 was shared, explaining changes to the fund usage of the grant.
4. Veterans Memorial Fund Project, Director Ken Roberts discussed the condition of the current memorial. Thanked the board for use of the county property, shared the plan for fund management of this project, fund raising ideas, engineering, and the need to accept online & credit card donations.

## **County Facilities and Transportation-**

### **Data**

1. Scanner Purchase for the Clerk's Office, Commissioner Kyle Grove and Clerk Hulme shared the need for replacement scanners in the Clerks office. Quotes were reviewed by the data committee from three separate vendors.

### **511 Council**

### **Gladwin Parks and Recreation**

### **Insurance**

### **Memorial Restoration**

### **MERS**

### **Public Safety**

### **Personnel**

- 1 – Temporary Part-time Court Security Officer, Interim Administrator discussed the shortage in staff at the Jail, and the need for security during Jury Trials. This will be a temporary, part time position.

### **Finance**

- 1 – Request to Attend Annual Conference, Clerk Hulme shared information on the 113<sup>th</sup> Annual MACC conference taking place in August in St Joseph, MI. She is requesting funding for this purpose.
- 2 – Request for Certified Electronic Operating (CEO) Certification for Ashley Longstreth, Clerk Hulme requested approval for reimbursement of the cost to be paid for CEO certification for the newly hired court clerk.

### **Report from Civil Attorney –**

- 1- FLTF email was shared with the Commissioners regarding the lake bottoms. Guidelines were settled on for the use & preservation of the bottomlands. Asking for feedback on this information.
- 2- The Interim Administrator Employment Contract was discussed with the Board. Contract is basic, at will and defines the terms the position is covered under. Please let me know if you have questions or concerns.
- 3- Consultant Information report is not complete yet. There have been a lot of phone calls made, waiting to here back on some information.

No additional discussion.

Meeting closed at 10:23 a.m.

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Karrie Hulme, County Clerk

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Karen Moore, Chairperson

Personnel Committee Minutes

June 30, 2021

1:25 p.m. – 2:10 p.m.

Present: Commissioner Moore, Commissioner Szuch, Attorney Hoerauf, Interim Administrator Maveal, Jail Administrator McGourty and Sheriff Shea.

Attorney Hoerauf spoke on the proposed Letter of Understanding that had been prepared in response to the staffing shortages and PTO issues at the Jail. Jail Administrator McGourty stated his group is not interested in being paid out for the time they are unable to use due to the shortages, but would rather bank those hours for future use. McGourty asked that there be leniency on the use of these hours for a specific measure of time at the discretion of the Sheriff.

Interim Administrator Maveal commented on the financial liabilities behind the request of the employees. Discussion.

The committee proposed a separate PTO bank (temporary) that would hold certain restrictions. After discussion and contract review, Jail Administrator McGourty commented that he believes his employees would be satisfied with the compromise. Attorney Hoerauf will draft a new Letter of Understanding consistent with the provisions that were discussed.

Attorney Hoerauf spoke on the changes that have been made to the Interim Administrator's contract. Discussion on retirement benefits, vacation time allowance and fringe benefits and if a savings was still projected for the 2021 budget with the creation of this new position. Attorney Hoerauf will have a copy for the Board's review and approval at the July 13, 2021 Board meeting.

Submitted:

Laura Brandon-Maveal

Gladwin County Interim Administrator

### Door Count/Curbside

Door Count/Curbide		In-person Program Attendance		People/Kits, etc	
Upstairs Children		Glasgow		13	
Downstairs Adult		Story Time		6	
Curbide		Literacy Kits Checkouts		25	
Glasgow Total		Adult Garden Kits		30	
1373		Adult Spice Kits		2	
Beavertron Statistics		1000 Books Before Kindergarten		8	
Beavertron Door		Unshovel Case Files		153	
Curbide		John Ball Zoo		8	
Beavertron Total		Adult Crafts		245	
790		Glasgow Total:		Glasgow # A Programs	
794		Glasgow # A Programs		Glasgow # Y Programs	
		Glasgow Adult total		Glasgow Adult total	
		Glasgow Youth Total		Glasgow Youth Total	
		172		172	
GCDL Total		2561		2561	
New Borrowers		Check-Outs		Requests Picked	
40		4343		752	
27		1765		418	
67		6108		689	
GCDL TOTAL		1170		1634	
		340		1044	
Audiobooks		450 Book Sale		478 Beavertron - 27	
E Book		9 Glasgow Downstairs - 21		58 Glasgow Upstairs - 20	
Next Users		Checkouts			
Online Magazine					
Web Site Visits		2188			