

**CHIPPEWA COUNTY
BOARD OF COMMISSIONERS**
Organizational Meeting
January 3, 2022

The Chippewa County Board of Commissioners met on Monday, January 3, 2022, at 4:30 p.m. for their Organizational meeting in the 91st District Courtroom in the Chippewa County Building.

Chairman Jim Martin called the meeting to order at 4:30 p.m. Commissioner Shackleton led the Pledge of Allegiance.

Present: Commissioners Erik Baron, Ted Postula, Robert Savoie, Scott Shackleton and Chairman Jim Martin.

Absent: None

Also Present: Marta LaLonde, Peggy Suriano, Gary Suriano, Tim Moher, Ben Eavou, Administrator Kelly Church and Cathy Maleport, Clerk
Present via Zoom: Jim German and Member(s) EUPTA Board

ELECTION OF VICE-CHAIR

Chairman Jim Martin called for nominations for the position of Vice-Chair.

It was moved by Shackleton, seconded by Commissioner Baron, to nominate Commissioner Savoie as Vice-Chair.

Nominations were called for three times. Hearing no further nominations, Chairman Jim Martin declared the nominations closed.

A roll call vote was taken as follows:

Commissioner Baron – Yes
Commissioner Postula – Yes
Commissioner Savoie – Yes
Commissioner Shackleton – Yes
Chairman Martin – Yes

Chairman Jim Martin declared Robert Savoie was re-elected as Vice-Chair for the Chippewa County Board of Commissioners.

ADDITIONS, DELETIONS AND AGENDA APPROVAL

It was moved by Commissioner Savoie, seconded by Commissioner Baron, to add to the agenda the Sheriff's Civil Process Contract for discussion, *EUP Papers and Stuff*.

On a voice vote, the motion carried.

APPROVAL OF COUNTY BOARD MINUTES

It was moved by Commissioner Shackleton, seconded by Commissioner Savoie, to approve the following minutes as presented:

- Regular Board – *December 16, 2021*
- Public Hearing Minutes – 2022 Budget & MSHDA Close-out

On a voice vote, the motion carried.

PUBLIC COMMENTS

Commissioner Postula expressed his concerns with not having a Commissioner on the Hospital Board and other various Boards.

NEW BUSINESS

A. HEALTH DEPARTMENT

- 1) Mission Statement
- 2) Organizational Chart
- 3) Annual Policy Review

It was moved by Commissioner Savoie, seconded by Commissioner Baron, to approve the Mission Statement, Organizational Chart, and Annual Policy Review as presented. On a voice vote, the motion carried. *(See attached)*

B. APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES, AND AGENCIES

Department of Veteran Affairs One Appointment – *Expires 3/31/2026*

Current Member: Brooks Partridge

Applicants: Joseph Cochran and Brooks Partridge

On a roll call vote:

Commissioner Baron – *Joseph Cochran*

Commissioner Postula – *Brooks Partridge*

Commissioner Savoie – *Brooks Partridge*

Commissioner Shackleton – *Brooks Partridge*

Chairman Martin – *Brooks Partridge*

Having received a majority vote, Brooks Partridge was re-appointed to the Department of Veteran Affairs Board for a term to expire on March 31, 2026.

Department of Health and Human Services – *One Appointment - Expires 10/31/2025*

Current Member: John Kibble

Applicants: Jeffrey Middlestead

It was moved by Commissioner Shackleton, seconded by Commissioner Postula to cast a unanimous ballot for Jeffrey Middlestead.

Yeas: Commissioner Baron, Postula, Savoie, Shackleton, and Chairman Martin
Nays: None.

Jeffrey Middlestead was appointed to the Department of Health and Human Services Board for a term to expire October 31, 2025.

Economic Development Corporation One Appointment – Expires: 3/31/2028

Current member: Kimberly Muller

Applicants: Kimberly Muller, John (Jack) Frost

On a roll call vote:

Commissioner Baron – *John Frost*

Commissioner Postula – *Kimberly Muller*

Commissioner Savoie – *John Frost*

Commissioner Shackleton – *Kimberly Muller*

Chairman Martin – *Kimberly Muller*

Having received a majority vote, Kimberly Muller was re-appointed to the Economic Development Corporation Board for a term to expire on March 31, 2028.

Regional Planning – Township Level One Appointment - Expires 12/31/2026

Current Member: James Moore

Applicants: James (Jim) Moore

It was moved by Commissioner Postula, seconded by Commissioner Baron, to cast a unanimous ballot for Jim Moore. On a voice vote, the motion carried unanimously.

Yeas: Commissioners Baron, Postula, Savoie, Shackleton, and Chairman Martin
Nays: None

James Moore was re-appointed to the Regional Planning – Township Level Board for a term to expire on December 31, 2026.

EUP Transportation Authority - One Appointment – Expires 12/31/2024

Current member: Jim German

Applicants: Jim German

It was moved by Commissioner Savoie, seconded by Commissioner Postula, to cast a unanimous ballot for Jim German. On a voice vote, the motion carried unanimously.

Yeas: Commissioners Baron, Postula, Savoie, Shackleton, and Chairman Martin
Nays: None

Jim German was re-elected to the EUP Transportation Authority Board for a term to expire on December 31, 2024.

Hiawatha Behavioral Health – One Appointment – Expires 3/31/2025

Current Member: Tom Farnquist
Applicants: Tom Farnquist and Jeffrey Middlestead

On a roll call vote:

Commissioner Baron – Thomas Farnquist
Commissioner Postula – Jeffrey Middlestead
Commissioner Savoie – Jeffrey Middlestead
Commissioner Shackleton – Jeffrey Middlestead
Chairman Martin – Jeffrey Middlestead

Having received the majority vote, Jeffrey Middlestead was appointed to the Hiawatha Behavioral Health Board for a term to expire on March 31, 2025.

Superior District Library Board Appointment -One Appointment – Expires 12/31/2024

Current Member: Sheila Bergdoll
Applicants: Sheila Bergdoll

It was moved by Commissioner Shackleton, seconded by Commissioner Baron, to cast a unanimous ballot for Sheila Bergdoll. On a voice vote, the motion carried.

Yeas: Commissioner Baron, Postula, Savoie, Shackleton, and Chairman Martin
Nays: None

Sheila Bergdoll was re-appointed to the Superior District Library Board for a term to expire on December 31, 2024.

War Memorial Hospital – One Appointment – Expires 12/31/2025

Current member: Holly Kibble
Applicants: Jim German, Holly Kibble, Jeffrey Middlestead, and Ted Postula

On a roll call vote:

Commissioner Baron – Jim German
Commissioner Postula – Holly Kibble
Commissioner Savoie – Holly Kibble
Commissioner Shackleton – Holly Kibble
Chairman Martin – Holly Kibble

Having received the majority vote, Holly Kibble was re-appointed to the War Memorial Hospital Board for a term to expire on December 31, 2025.

War Memorial Hospital – *One Appointment – Expires 12/31/2024*

Current member: Ted Postula (Resignation)

Applicants: Thomas Farnquist, Jeremy Gagnon, Jim German, Amy Goetz, Holly Kibble, Garth MacMaster Jr., Jeffrey Middlestead, Joseph R Nolan, and Ted Postula

Commissioner Postula announced that he was withdrawing his name.

On a roll call vote:

Commissioner Baron – *Jim German*

Commissioner Postula – *Jim German*

Commissioner Savoie – *Jim German*

Commissioner Shackleton – *Amy Goetz*

Chairman Martin – *Amy Goetz*

Having received a majority vote, Jim German was appointed to the War Memorial Hospital Board for a term to expire on December 31, 2024.

UP 911 Authority Appointment

It was moved by Commissioner Baron, seconded by Commissioner Savoie, to cast a unanimous ballot for Missy Robbins to the UP 911 Authority Administrative Policy Board. On a voice vote, the motion carried.

Yeas: Commissioner Baron, Postula, Savoie, Shackleton, and Chairman Martin

Nays: None

C) MEETING SCHEDULE

It was moved by Commissioner Shackleton, seconded by Chairman Martin, to change and adopt the meetings schedule to be Tuesdays and Thursdays, all beginning at 4:30 p.m. except for September and October meetings which will be at 5:30 p.m. as follows:



**2022 Chippewa County Board of Commissioners
Regular Board Meeting Schedule**

In compliance with the Michigan Open Meetings Act (MCL 15.265), the following is a notice of the schedule of regular meetings of the Chippewa County Board of Commissioners:

Unless posted otherwise, the Chippewa County Board of Commissioners will meet on the Thursday of the second full week of each month in the District Court Room of the County Building or the Circuit

Court Room of the Courthouse beginning at various times throughout the year; please see below for time.

February 17, 2022 – 4:30 p.m.

March 17, 2022 – 4:30 p.m.

April 14, 2022 – 4:30 p.m.

May 12, 2022 – 4:30 p.m.

June 16, 2022 – 4:30 p.m.

July 14, 2022 – 4:30 p.m.

August 11, 2022 – 4:30 p.m.

September 15, 2022 – 5:30 p.m.

October 13, 2022 – 5:30 p.m.

November 17, 2022 – 4:30 p.m.

December 22, 2022 – 4:30 p.m. (Fourth Thursday)

Chippewa County will provide necessary reasonable auxiliary aids and services, such as hand signers for the hearing impaired, audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting (and/or hearing) upon two weeks' notice to Chippewa County. Individuals with disabilities requiring auxiliary aids or services should contact Chippewa County and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting. Contact: Chippewa County Clerk Cathy Maleport, voice phone, (906)635-6300; U.S. mail, 319 Court Street, Sault Ste. Marie, MI 49783; E-mail cmaleport@chippewacountymi.gov. This notice was posted by Administrator Kelly J. Church, to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265 at 12:00 noon, January 4, 2022 on the bulletin board outside the County Clerk's Office posted at least 18 hours prior to the start of the meeting. I, Cathy Maleport, County Clerk, certify that the foregoing notice has been posted as specified above in accordance with the Michigan Open Meeting Act (MCL15.265) as amended.

Cathy Maleport, County Clerk

2022 Finance, Claims and Accounts Committee Meetings

Unless posted otherwise, the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee will meet on the Tuesday prior to the Regular Board Meeting each month in the District Court Room of the County Building or the Circuit Court Room of the Courthouse beginning at various times throughout the year; please see below for time.

February 15, 2022– 4:30 p.m.

March 15, 2022– 4:30 p.m.

April 12, 2022– 4:30 p.m.

May 10, 2022– 4:30 p.m.

June 14, 2022– 4:30 p.m.

July 12, 2022 – 4:30 p.m.

August 9, 2022 – 4:30 p.m.

September 13, 2022 – 5:30 p.m.

October 11, 2022 – 5:30 p.m.

November 15, 2022 – 4:30 p.m.

December 20, 2022 – 4:30 p.m. (Fourth Tuesday)

On a voice vote, the motion carried.

2022 Chippewa County Holiday Schedule

Friday, December 31, 2021 – New Year's Day

Monday, January 17, 2022 – Martin Luther King Day

Monday, February 21, 2022 – President's Day

Friday, April 15, 2022 – Close at Noon – Good Friday

Monday, May 30, 2022 – Memorial Day
Monday, July 4, 2022 – Independence Day
Monday, September 5, 2022 – Labor Day
Friday, November 11, 2022 – Veterans Day
Thursday, November 24, 2022 – Thanksgiving Day
Friday, November 25, 2022 – Day After Thanksgiving
Friday, December 23, 2022 – Christmas Eve
Monday, December 26, 2022 – Christmas Day
Tuesday, December 27, 2022 – Day after Christmas
Thursday, December 30, 2022 – New Year's Eve
Monday, January 2, 2023 – New Year's Day

D) **County By-laws and Rules of Procedure** *(see attached pages 76-87)*

It was moved by Commissioner Shackleton, seconded by Commissioner Shackleton, to adopt the By-laws and Rules of Procedure as presented. On a voice vote, the motion carried.

E & F) **Annual Policy Review and Organizational Chart**

It was moved by Commissioner Baron, seconded by Commissioner Savoie to adopt the annual policy review and organizational chart as presented. On a voice vote, the motion carried. *(See attached Exhibit A)*

G) **Approve December Claims and Accounts**

It was moved by Commissioner Shackleton, seconded by Commissioner Baron to approve the December Claims and Accounts as presented. On a voice vote, the motion carried.

H) **Sheriff's Civil Process Contract, EUP Papers, and Stuff** *(added to the agenda)*

Commissioner Savoie noted that the Sheriff has had a civil process contractor for eighteen to twenty years. They receive thousands of court papers mandated by law to serve from garnishments, Subpoenas, Summons, and Complaints, and many other documents. He explained they must get them served, notarized, and returned to the court promptly as the court sets hearing dates for many of these documents being served. The Sheriff's current provider is seriously disabled; he cannot continue. There are some confidentiality issues here; there is some screening because you are privileged to confidential information. If the Board chooses to put this out there for bids, we must watch what we're doing. He further explained that the current provider is having his son take over, who is an employee; he's retaining the same employees approved and screened by the Sheriff. If we don't do something temporarily here, it will take the Sheriff's patrol cars off the road to serve these papers, and the courts could get backlogged.

He also noted that the contractor keeps a portion of the fees involved for serving, and the remainder is put into the county's general fund. The county will still profit, which frees up cars for investigations and actual emergencies.

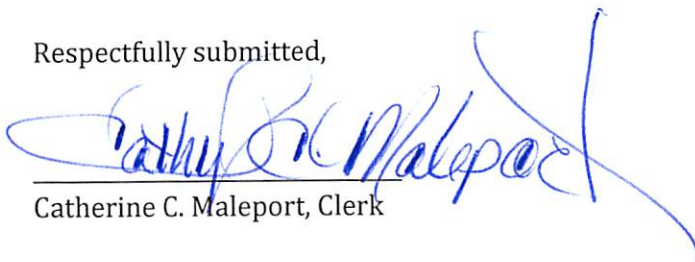
It was moved by Commissioner Savoie, seconded by Commissioner Postula, to approve the EUP Papers and Stuff for 90 days and put it on the next agenda to determine which direction the Board wants to go. On a voice vote, the motion carried.

Commissioner report on meetings as Board Representative and General Comments

- *Commissioner Shackleton*, addressed his disappointment in the Redistricting that the Independent Committee has done for the State of Michigan. He explained that it takes our House District, and splits it in half. Half of Chippewa County will be voting in the 108th House District, and the other half will be voting in the 107th House District, and it does similarly for the Senate.
- *Commissioner Baron* announced, "Commissioner Savoie, Welcome to the 108th."
- *Commissioner Savoie* voiced that 2021 was a very interesting and challenging year and hopes, for our citizens and everyone, that 2022 is much improved.
- *Commissioner Postula* congratulated Jim German on his appointment to the War Memorial Hospital Board and addressed his concerns that the whole Hospital Board is composed of only citizens in the City of Sault Sainte Marie. He also noted that he would like to see Commissioners sitting on some of the other major Boards.

Having completed the agenda items, it was moved by Commissioner Savoie, seconded by Commissioner Baron to adjourn. The Board adjourned accordingly at 5:08 p.m.

Respectfully submitted,


Catherine C. Maleport, Clerk


Jim Martin, Chairman



CHIPPEWA COUNTY HEALTH DEPARTMENT

508 Ashmun, Suite 120
Sault Ste. Marie, Michigan 49783
www.chippewahd.com

Reviewed and Approved: 1/3/2019

MISSION STATEMENT

To contribute to the present and future health of persons residing, visiting or working in our service areas by direct provision of services; by facilitating the delivery of services provided by others; and by monitoring and regulating activities that may have an impact on the health of these communities.

Environmental Health
906.635.3620

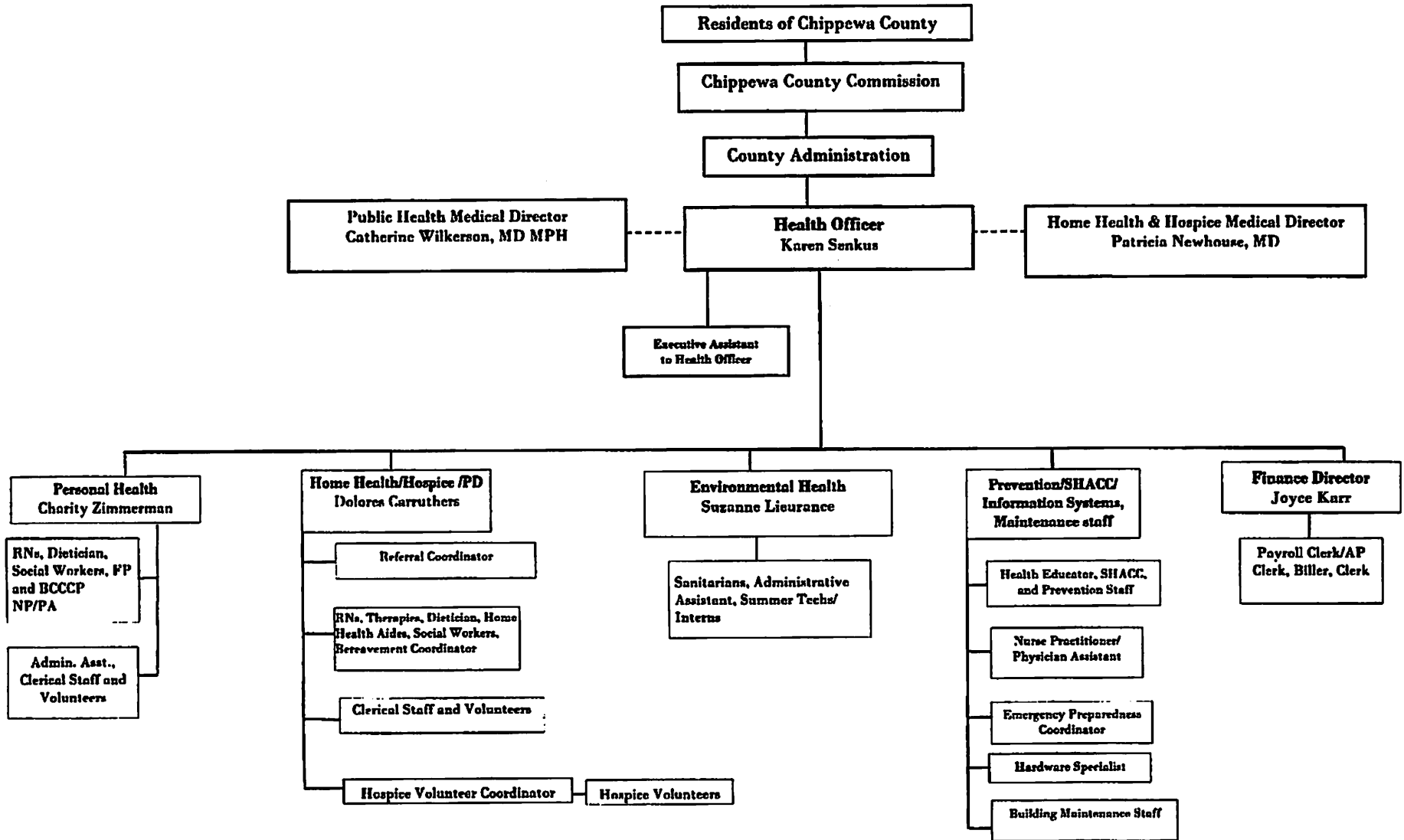
Home Health & Hospice
906.635.1568

Personal & Family Health
906.635.1566

Main Fax
906.253.1466

CHIPPEWA COUNTY HEALTH DEPARTMENT

APPROVED JANUARY 3, 2022



ADMINISTRATIVE

Section 1 — Foundation

- 1.01.001 Philosophy, Purpose and objectives
- 1.01.002 Governing Authority/Management
- 1.01.005 Financial Support
- 1.01.006 Availability of Service
- 1.01.010 Handicapped or Disabled People

Section 2 — Structure

- 1.02.002 Absence of Medical Director
- 1.02.003 Absence of Health Officer

Section 6 — Evaluation

- 1.06.002 Data Analysis
- 1.06.003 Policy & Administration Review
- 1.06.004 Review of Bylaws, Purpose and Objectives
- 1.06.006 Annual Report

Section 7 — Client Rights

- 1.07.001 Public Disclosure
- 1.07.002 Client Bill of Rights
- 1.07.003 Communication: Sensory Impaired
- 1.07.004 Communication: Hearing Impaired
- 1.07.007 Communication: Interpretive Services
- 1.07.008 Cultural Competency

Section 8 — Records

- 1.08.001 Record Retention
- 1.08.002 Confidentiality
- 1.08.003 Release of Clinical Records

Section 9 — Community Relations

- 1.09.001 Guidelines for Service Inquiry

Section 11 — Quality Improvement

- 1.11.001 Program Evaluation
- 1.11.003 Quality Improvement Committee
- 1.11.004 Patient Care Process Improvement
- 1.11.005 Quality Improvement Monitoring and Evaluation
- 1.11.006 Internal Process Improvement
- 1.11.007 Organizational Performance Feedback and Reporting
- 1.11.008 Customer Feedback
- 1.11.009 Client Complaint/Grievance Process

Section 99 — Miscellaneous

- 1.99.004 Continuing Education—Annual Plan

Policy Manual Index
Approved 1/3/2022

1.99.005	Emergency Preparedness and Response
1.99.007	Inclement weather
1.99.008	Evacuation/Fire
1.99.009	Emergency Incidents
1.99.010	Respiratory Protection
1.99.011	Difficult/Irate Persons
1.99.012	AED
1.99.013	Information, Assistance and Advocacy (Pink Ribbon fund)
1.99.015	Residential Methamphetamine cleanup

**County Board
Policy No. 101**

Bylaws and Rules of Procedure

County Board Approval: November 9, 2009
Amended: April 15, 2021

ARTICLE I: MEETINGS

1.1 Regular Schedule. Regular meetings of the Chippewa County Board of Commissioners are held on the second Thursday of each month, unless otherwise noted and approved during the Organizational meeting. The annual meeting (October meeting), a statutory meeting (Rule 1.2) shall take place of a regular Board meeting unless otherwise determined by the Board.

Any regular or adjourned meeting of the Board which falls upon a legal holiday, or a day in which the Courthouse is closed, shall automatically be set over to the next secular place indicated for the regularly scheduled meeting, unless the Board, in session, determines otherwise.

Any regular meeting that needs to be rescheduled will be posted on the County's website, as soon as cancellation is deemed necessary and all posting requirements will be met including reposting the date, time, place of meeting and the required 18 hours. Special meetings and Emergency meetings shall also follow the Open Meetings Act requirements.

1.2 Annual Meeting. The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16. When the term, October session, or other term used to designate the annual meeting, is used, it shall be construed to mean the annual meeting as required.

1.3 Special Meetings. A special meeting of the Board of Commissioners shall be held when called by the chair or requested by the majority of the Commissioners. Such request shall be in writing, addressed to the clerk, specifying the time, place of such meeting, and signed by all Commissioners requesting such meeting. Upon receipt of such request the Clerk shall immediately give notice in writing to each of the Commissioners by causing such notice to be delivered to each Commissioner, or by leaving such notice to the place of residence of such Commissioner, or by mailing a copy of such notice to his/her post office address by certified mail, return receipt requested. Notice must be given at least ten (10) days before the time of such special meeting.

Formal action may be taken at a special meeting held within ten (10) days of a request, pursuant to an opinion of the Attorney General, No. 5898, May 12, 1981, provided all Commissioners sign a waiver of the ten (10) day notice, all Commissioners attend the special meeting, and the notice requirements provided in section 1.72 are complied with. Failure to meet these requirements will void any formal action taken by the Board at such a meeting. Should the holding of a special meeting be requested within ten (10) days of such request the, Commissioner(s) making such a request should contact the Prosecuting Attorney to ensure that no additional legal requirements other than those stated herein have accrued subsequent to the approval of this Section 1.3.

1.4 Work Session. Work Sessions of the Board of Commissioners may be held at a date, time, and place established by the Board. Formal action may not be taken at a work session.

1.5 Time. The regular Thursday meetings of the Board of Commissioners will begin at TBD.

1.5.1 Permanent Order of Report for Regular Meetings

- A. Personnel/Equalization and Apportionment/Transportation/Health and Social Services
- B. Building, Grounds and Jail/ Legislative and Natural Resources/Information Technology
- C. Finance, Claims and Accounts

1.6 Place. The Board will meet in the district courtroom or circuit courtroom of the Chippewa County Building or Courthouse or at such place designated in the Public Notice.

1.7 Public Notice of Meetings. The Clerk of the Board of Commissioner each year shall, within ten (10) days after the first meeting of the Board of Commissioners each calendar year, give public notice of the schedule of time and place of scheduled Board meetings by posting the schedule in the County Clerk's Office in the Courthouse and in any other conspicuous place in the Courthouse that the County Clerk shall designate as appropriate.

1.8 Change in Schedule. If there is a change in the schedule of regular meetings or work sessions of the Board of Commissioners, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of Board meetings.

1.8.1 Rescheduled Regular, Work Session or Special Meeting. For rescheduled regular, work session, or special meetings of the Board of Commissioners, public notice designating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The requirement of eighteen (18) hours' notice does not apply to special meetings of subcommittees.

1.8.2 Reconvening of Recessed Meeting. A meeting of the Board of Commissioners, which has recessed for more than thirty-six (36) hours, shall be reconvened only after public notice, which is equivalent to that required for rescheduled or special meetings as set forth above.

1.8.3 Mailing of Notices, Procedures Payment of Fee. Upon written request of an individual, organization, firm, or corporation, and upon the requesting parties' payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such Notices (such fee to be determined by the Clerk for the County of Chippewa) the Board of Commissioners shall send to the requesting party by first-class mail a copy of any Notice required to be posted pursuant to these Bylaws.

1.8.4 News Media Provision of Copy of Notice without Charge. Upon written request, at the same time a public notice of a meeting is posted, pursuant to these Bylaws, the County Clerk shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge, when so requested by any newspaper, radio station, or television station.

1.8.5 Public Meeting. The Board of County Commissioners shall sit with open doors, and any person may attend its meeting.

ARTICLE 2: QUORUM

2.1.1 Quorum. A majority of Commissioners of Chippewa County shall constitute a quorum for the transaction of ordinary business of the County.

- 2.1.2 Absence of Quorum. Upon the absence of a quorum, the members present may adjourn from time to time or to a time certain. Pubic Notice is not required if the time set for reconvening is less than thirty-six (36) hours.

ARTICLE 3: VOTING

- 3.1 Majority Vote. Procedural and other questions arising at a meeting of the commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

- 3.1.1 A two-thirds vote shall be required on the following procedural motions:

- A. To suspend the rules of order of business
- B. To limit or extend debate
- C. To object to consideration
- D. To move previous question
- E. To hold a closed session pursuant to Open Meetings Act

- 3.2 Roll Call Vote. The names and votes of members shall be recorded on an action which is taken by the Board of County Commissioners if the action is on an ordinance, resolution, or apportionment or election of any officer, except that for the election of a Board Chairman the vote may be by secret ballot. Upon the demand of any member present, a roll call vote shall be ordered and recorded by the Board Clerk.

- 3.3 Secret Ballot Voting. No vote may be taken by secret ballot on any matter except on the question of electing the Chairman of the Board.

- 3.4 Mandatory Voting. Each member present shall be required to vote on every question unless they deem themselves to be in conflict of interest, in which case the member may abstain.

- 3.5 Reconsideration of Vote. When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move for a reconsideration thereof, on all voice votes, any member may move for a reconsideration. No matter may be reconsidered more than once.

- 3.6 Conflicts of Interest. A commissioner shall not be interested directly or indirectly in any contract or other business transaction with the County, or a board, office, or commission thereof, during the time for which he is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by $\frac{3}{4}$ of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's interest.

- 3.7 General Conflicts of Interest Questions regarding a conflict of interest shall be handled in the following manner: Any Board member may raise the point of a potential conflict of interest among the group. A conflict of interest shall include, but is not limited to, a matter pending before a board, commission or committee and

- 1. A Board Member has a direct pecuniary interest in the matter or in the outcome of the matter, if such interest would result in an incompatibility between the Member's private interests and the Member's fiduciary duties; or

2. A person in the Member's immediate family has a direct pecuniary interest in the matter or in the outcome of the matter, if such interest would result in an incompatibility between the Member's private interests and the Member's fiduciary duties. "Immediate family" means a member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parent's in law, or any individual living in the Member's household.

3.8 Procedure for General Conflicts. Before participating in a decision, hearing, or casting a vote on a matter on which a Member may reasonably have a conflict of interest as identified above, the Member shall disclose the potential conflict of interest to the Board of Commissioners or committee. A Board Member who has disclosed a conflict of interest shall disqualify himself or herself at the outset of the hearing or discussion and shall not participate in the deliberations or decision. The Member shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. The presence of the Member at the meeting shall not be counted in determining the presence of quorum for purposes of the vote on the matter presenting the conflict of interest. The Member's ineligibility to vote shall be reflected in the minutes of the meeting. If a Member plans not to attend a meeting at which he or she has reason to believe that the board, commission, or committee will act on a matter in which the Member has a conflict of interest, he or she shall disclose to the chair of the meeting all facts material to the conflict of interest.

ARTICLE 4: ORGANIZATION

4.1 Chairperson.

4.1.1 Election. During the first meeting of the year following a county commission election, the chairperson shall be elected for a 2-year term, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a 1-year term. The Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Chairperson of the Board. Said Chairperson shall take office and assume the duties immediately upon election. If a vacancy occurs in the office of Chairperson, then the Vice-Chairperson shall assume the office of Chairperson.

4.1.2 Duties.

4.1.2.1 The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions of order subject to appeal to the Board.

4.1.2.2 The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board in the certification of the tax roll.

4.1.2.3 The Chairperson shall serve in such capacities and make appointments as the law shall require.

4.1.2.4 The Chairperson shall serve as an ex-officio member on all Board Committees. The Chairperson shall not vote on committee matters except as serving as a regular member of a committee.

4.1.2.5 The Chairperson shall preside at all meetings of the committee work sessions.

4.1.2.6 The Chairperson, for purpose of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County Board of Commissioners.

4.1.2.7 Upon election, subject to the disapproval of a two-thirds (2/3) majority of all members of the Board the Chairperson shall proceed to appoint all standing and special committees, and shall designate the Chairperson of each standing committee, and shall also designate a Vice-Chairperson to the Finance Committee. Unless a Board member voices an objection to the Chairperson's appointments, approval will be presumed. The Chairperson may change membership and chairmanship of committees at any time subject to the same conditions of the initial appointments. The Chairperson may designate the Chairperson of special committees or leave that determination to the individually appointed special committees.

4.1.2.8 The Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses and to compel their attendance as permitted by law and in the same manner as courts of law.

4.1.2.9 The Chairperson of the Board, when appropriate, shall refer matters coming before the Board to one of the standing or special committees of the Board and the Chairperson shall arbitrate all jurisdictional disputes between committees, decisions over which shall be subject to these rules and subject to appeal to the Board.

4.1.3 Vice-Chairperson.

4.1.3.1.1 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Vice-Chairperson of the Board. Upon being elected, said Vice-Chairperson shall immediately take office and assume all duties of the office. If a vacancy occurs in the office of Vice-Chairperson, then the Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Vice-Chairperson of the Board. In the absence of an election, it is assumed that the current Vice-Chairperson shall continue to fill the office. If a vacancy occurs with the position of Vice-Chairperson, then the Board of Commissioners shall select, by majority vote of all the members to fill the vacancy of Vice-Chairperson for the balance of the current term of office.

4.1.4 Duties.

4.1.4.1 The Vice-Chairperson shall preside over meetings of the Board if the Chairperson is absent.

4.1.4.2 The Vice-Chairperson shall preside at all meetings of the Committee work sessions if the Chairperson is absent.

4.1.4.3 In the absence of the Chairperson and the Vice-Chairperson, the most senior member of the Commission shall preside over meetings of the Board.

4.2 County Clerk Duties

4.2.1 To preside, until a Chairperson or temporary Chairperson is elected, during the first meeting of the Board of Commissioners in each calendar year.

4.2.2 To record all the proceedings of the Board in a book provided for that purpose.

- 4.2.3 To make regular entries of all the Board's resolutions and decisions upon all questions.
- 4.2.4 To record the vote of each commissioner on any question submitted to the Board, if required in accordance with Rule 3.2.
- 4.2.5 To certify, under Seal of the circuit Court or the official seal of the County, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board of Commissioners, when required by any other person upon payment of reproduction costs.
- 4.2.6 To perform such other and further duties as the Board, by resolution may require.
- 4.2.7 Absence. In the event the Clerk or duly appointed deputy is absent from a meeting of the Board, the Clerk shall appoint another person to act as temporary Clerk until the Clerk or duly appointed deputy arrives.
- 4.3 Parliamentarian. The Prosecuting Attorney of the County or his designated Assistant shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.
- 4.4 Standing Committees. The Board of commissioners shall have the following standing committees with the following number of members:

- Finance, Claims and Accounts.....Five Members
- Building, Grounds and Jail/ Legislative & Natural Resources/Information
Technology..... Three Members
- Personnel/Equalization and Apportionment/ Transportation/Health and Social Services.....
..... Three Members

4.4.1 Duties.

- 4.4.1.1 Each standing committee shall report to the Board on all matters referred to the committee by the Chairman of the Board or by Board action.
- 4.4.1.2 Each standing committee is responsible for reviewing and recommending to the Board matters as outlined in Board policies.
- 4.4.1.3 All matters to be presented to a standing committee of the Board shall be presented first to the Administrator, who shall then present the same to the appropriate standing committee.
- 4.4.1.4 Each standing committee shall have and perform such duties as the Board may direct.

4.4.2 Meetings Standing Committees: Meetings of standing Committees may be convened by its Chairperson at any time upon reasonable written or telephonic notice to its members and to the Chairperson of the Board of commissioners. In the absence of the Chairperson, the Vice-Chairperson (if appointed) will conduct the meeting; in the absence of an appointed Vice-Chairperson, the most senior member of the Commission will conduct the meeting.

- 4.4.2.1 The time, date and place of all committee meetings shall be announced at the regular board

meeting immediately preceding the committee's meeting if known.

4.4.2.2 The County Administrator, in conjunction with the committee chairperson, shall prepare an agenda for committee meetings, and the administrator or County Clerk shall be designated as recorder for the purpose of preparing official minutes of the meeting to be signed by the chairperson and recorder.

4.4.3 Special Committees. Subject to the disapproval of a two-thirds (2/3) majority of the Board of Commissioners, the Chairperson of the Board may establish special committees and designate commissioners to serve thereon. Unless a Board member objects to the Chairperson's designation, approval will be presumed. The membership of special committees shall automatically terminate upon the succession to office of a new Chairperson of the Board, unless reappointed by the new Chairperson of the Board.

4.4.4 Discharge of Committee. The Board by a majority of all its members, may discharge any standing or special committee from further consideration of any matter referred to the committee if the motion to discharge was properly placed upon the agenda of the meeting. At which action is desired, shall require a two-thirds (2/3) vote of all members of the Board in order to secure passage.

4.5 County Administrator.

4.5.1 A County Administrator will be hired by the Board of Commissioners to perform duties assigned to that individual by the Board, and in accordance with state statute.

4.5.2 A job description for the County Administrator will be developed by the Personnel Committee and will be reviewed periodically by the committee for recommendation to the Board if deemed appropriate.

4.5.3 The Personnel Committee may conduct a formal evaluation of the Administrator periodically but not less than once a year.

ARTICLE 5: CONDUCTING OF MEETINGS

5.1 Order of Business for Regular Meetings.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Members
- IV. Additions/Deletions and Acceptance of Agenda
- V. Approval of County Commission Minutes
- VI. Correspondence received in the County Clerk's office
- VII. Public Comments
- VIII. County Administrator's Report
- IX. Old Business
- X. New Business
- XI. Standing Committee Reports:
 - a. Building, Grounds and Jail /Legislative and Natural Resources/Information

- Technology
- b. Personnel/Equalization and Apportionment/Transportation/Health and Social Services
- c. Finance, Claims and Accounts

XII. Commissioners report on meetings as Board representative and General Comments.

XIII. Adjournment and/or recess to a date and time certain or at the call of the chairperson.

5.1.1 If no action items are applicable to the agenda, for items VIII (8) through XI (11); they will not be listed on the agenda. The Board of Commissioners can add them to the agenda, under item IV if needed.

5.2 Agenda. All information to be placed on the agenda must be received by the County Administrator no later than 4:00 p.m. on the sixth day immediately preceding said regular or adjourned regular meeting, or less, if approved by the Administrator. The County Administrator, with the approval of the Chairperson, shall provide the County Clerk with necessary information for the preparation of an agenda. On or before the third day before each regular meeting, the Administrator shall deliver to each member the agenda for the meeting. Contained therewith shall be a brief description of all matters to be considered; a copy of committee reports and recommendations of the Administrator to be acted upon at said meeting shall be attached thereto. At the discretion of the Board, the County Administrator may assist in the preparation of the agenda subject to the approval of the Chairperson of the Board.

5.3 Adjournment. A motion to adjourn will mean adjournment to the next regular meeting or the call of the chair.

ARTICLE 6: RIGHTS AND DUTIES OF COMMISSION MEMBERS

6.1 Speaking Priorities and Limits.

6.1.1 Every member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine himself to the question under debate, avoiding all personalities and indecorous language. Members shall conduct themselves professionally at all times during meetings and shall not engage in inflammatory criticisms of county employees or other commissioners.

6.1.2 A member, once recognized, shall not be interrupted when speaking unless for purposes of calling the member to order, or as herein otherwise provided. If a member while speaking is called to order, he shall cease speaking until the question of order be determined and, if in order, he shall be permitted to proceed.

6.1.3 A Commissioner may request, through the Chairperson, the privilege of having an abstract of his statement on any subject under consideration by the commission entered in the minutes. Such statement shall be entered in the minutes.

6.1.4 The sponsor of any properly moved and seconded motion, resolution, ordinance or report, not appearing on the agenda for the meeting shall have the right to speak for a time not longer than three (3) minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the Chairperson of the Board shall determine which person shall first speak under this rule.

6.1.5 No member shall speak more than once on any subject being debated until every member who chooses to speak shall have spoken unless permission is given by the Board. Permission shall be assumed given unless a Board member raises an objection.

ARTICLE 7: NON-MEMBER ADDRESSES TO COMMISSION

Only members of the Board of Commissioners shall be given the floor to speak during any Board meeting EXCEPT:

- 7.1 Any County official, who wishes to address the Board during the discussion on an item affecting his/her department may do so, providing that the County Chair deems it appropriate.
- 7.2 The parliamentarian when called upon to advise on procedure or when recognized by the Chair.
- 7.3 Any person who has been requested by the chair to be on the agenda to comment on a matter before the Board
- 7.4 Any member of the public speaking under the privilege of "Limited Public Comment", or "General Public Comment."
- 7.5 Limited Time.
 - 7.5.1 The maximum time for public discussion by way of addressing the Board on only one (1) topic shall be three (3) minutes per speaker, with a fifteen (15) minute maximum on any one topic. If there are more than five (5) persons who wish to individually speak on one (1) topic, then the fifteen (15) minutes time limit shall be equally divided among the total number of persons who wish to address the Board.
 - 7.5.2 This limitation of time on addressing the Board may be extended by a majority vote of the Commissioners present at the Board meeting. MCL 15.263(5).
- 7.6 When deemed necessary, at the discretion of the Chairperson, the following procedure may be used to conduct any Public Hearing.

The Clerk of the Board, or designee, shall make cards available at the room where the Commissioners' Meeting is to be held before commencement of each meeting. Each person desiring to address the Commissioners shall fill out such a card providing the following:

- A. Name
- B. Business
- C. Topic upon which the person wishes to address the Board including indication as to whether the matter is related to an item on the Board's agenda. A brief statement of position (pro or con) should be included to aid the Chair in recognizing a variety of points of view.

To be recognized, one must return the cards referred to above to the Clerk of the Board, or designee, prior to Board discussion on the agenda item one wishes to address.

ARTICLE 8: PARLIAMENTARY AUTHORITY AND PROCEDURE

- 8.1 Authority. "Robert's Rules of Order" (Newly Revised) shall govern all questions of procedures which are to not otherwise provided by these rules or state law.
- 8.2 Procedure.

- 8.2.1 **Motions, Resolutions, Committee Reports.** No motion shall be debated or voted upon unless seconded. It shall then be stated by the Chairperson before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. At the request of any member of the Board, a motion shall be presented in writing.
- 8.2.2 **Motion to Clear the Floor.** If in the judgment of the Chairperson, procedural matters have been confused the Chairperson may request a “motion to clear the floor.” Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate or if carried, to a motion to reconsider. The motion to clear the floor, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.
- 8.2.3 **Order of Precedence of Motions.** When a motion is seconded and is before the Board, no other motion shall be received except the following:

To fix the time to which to adjourn
 To adjourn
 To move the previous question
 To lay on the table
 To postpone indefinitely
 To postpone to a time certain
 To refer
 To amend

These motions shall have precedence in the order as named above.

ARTICLE 9: PROCEDURE FOR FILLING VACANCIES ON BOARDS AND COMMISSIONS

- 9.1 The County Administrator shall be responsible for notifying the Board of Commissioners at least forty-five (45) days prior to the expiration of any term of office on any Board or Commission which members are appointed by the Board of Commissioners.
- 9.2 It shall be the responsibility of the Administrator to prepare public notices of vacancies. Such action shall not require board approval.
- 9.3 Public notices must be given whenever a vacancy occurs on one the Boards or Commissions which the Board of Commissioners is responsible for filling, provided that such vacancy is one which must be filled by a member of the general public; such public notice shall describe the nature of the Board or commission, the duties of the members and the terms of office. The public notice should also indicate where applications are available. Any sitting appointee wishing to be considered for reappointment to a Board or Commission must notify the County Administrator in writing if he/she wishes to be considered for reappointment.
- 9.4 Public notice of vacancies on Boards or Commissions shall take the form of a press release prepared by the County Administrator and made available to radio stations and newspapers.
- 9.5 When nominations are closed by an approved motion, appointments will be made by a majority vote of the Board members.
- 9.6 An individual who submits to the County Administrator, by the stated date and hour, an “Application of Interest,” or in any other manner or form publicly announced, and meets the criteria established by

the Board, will be considered a nominee for the particular position applied. Any person who has been found guilty of theft from Chippewa County or any related boards, agencies, or entity that the County is associated with shall not be eligible for appointment to any Board or Commission and any application submitted by such individual shall be deemed invalid.

At any session of the Chippewa County Commission where a name, or names, are offered as nominees for appointment to a county Board or Commission, that name, or names, shall after nominations are announced, remain before the Commission until the next regular session of the Commission when the vote on said nominee or nominees shall take place. The Board of Commissioners may suspend this section by a two-thirds (2/3) vote of the members present, however, a majority of the members elected and serving shall be required for final appointment to a County Board or Commission.

For vacancies that expire on 12/31 the Board of Commissioners will nominate and vote to fill the previously approved nominees at the Board of Commissioners, January Organizational meeting.

9.7 When nominating and voting to fill more than one vacancy on a board or commission shall be as follows:

9.7.1 The commissioners shall each vote for one of the nominees. The nominee who receives a minimum of three (3) votes shall be declared elected.

9.7.2 Commissioners will then vote to fill the vacancy of the second available position. The commissioners shall each vote for one of the nominees. The nominee who receives a minimum of three (3) votes shall be declared elected.

9.7.3 The same procedure as cited in 9.7.2 above will be followed for each ensuing vacancy to be filled on the board or commission under consideration.

9.7.4 Should, after advertising of a vacancy on a Board or Commission, a nominee who has submitted an Application of Interest does not receive the required three (3) votes, or no applications are received in a timely manner, the chair will open nominations from the floor and an individual may be elected to the board or commission or, the Board may vote to re-advertise the position.

ARTICLE 10: ADOPTION AND AMENDMENT OF RULES

10.1 These rules having been adopted by not less than a two-thirds (2/3) vote of all the members of the Board, may be amended or rescinded by a two-thirds (2/3) vote of all the members of the Board. They shall remain in effect until amended or rescinded. Any proposed amendment of these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption stipulates otherwise.

ARTICLE 11: PUBLICATION OF PROCEEDINGS

11.1 The Clerk of the Board shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The Administrator is authorized to be the Recorder at all committee meeting and will keep minutes in the same manner as stated above for signature by the committee chairperson.

11.2 The minutes taken at a Board meeting shall be public records open to public inspection and copies of the same shall be available to the public at the County Clerk's Office for the reasonable estimated cost for printing and copying.

11.3 Proposed minutes of the Board meeting to which they refer shall be available to the public for inspection not more than eight (8) business days after the Board meeting. For the proposed minutes please contact the County Clerk. Approved minutes shall be available for public inspection at the County Clerk's Office not later than five (5) business days after the meeting at which the minutes are approved by the Board of Commissioners. MCL 15.269.

ARTICLE 12: BOARD VACANCIES

12.1 When a vacancy occurs in the office of Commissioner by death, resignation, removal from the district, or removal from office, the vacancy shall be filled by appointment within thirty (30) days by the County Board of Commissioners of a resident and registered voter of that district. The person appointed to fill a vacancy which occurred in an odd numbered year shall serve until the vacancy is filled with a special election. That special election shall be called by the Board of Commissioners. The person appointed to fill a vacancy which occurs in a year which is an election year for the office of County Commission shall serve the remainder of the unexpired term. If the County Board of Commissioners does not fill the vacancy by appointment within thirty (30) days, the vacancy shall be filled by a special election regardless of whether the year is an election year or an odd year.

ARTICLE 13: SENDER

13.1 The masculine pronoun wherever used in the Bylaws shall include the feminine pronoun and the singular pronoun, the plural, unless the context clearly requires otherwise.

ARTICLE 14: PREVIOUS BYLAWS AND RULES

14.1 These Chippewa County Bylaws and Rules of Procedure supersede any and all Bylaws and Rules of Procedures, and amendments, adopted prior to this date.

ADMINISTRATIVE

Section 1 — Foundation

- 1.01.001 Philosophy, Purpose and objectives
- 1.01.002 Governing Authority/Management
- 1.01.005 Financial Support
- 1.01.006 Availability of Service
- 1.01.010 Handicapped or Disabled People

Section 2 — Structure

- 1.02.002 Absence of Medical Director
- 1.02.003 Absence of Health Officer

Section 6 — Evaluation

- 1.06.002 Data Analysis
- 1.06.003 Policy & Administration Review
- 1.06.004 Review of Bylaws, Purpose and Objectives
- 1.06.006 Annual Report

Section 7 — Client Rights

- 1.07.001 Public Disclosure
- 1.07.002 Client Bill of Rights
- 1.07.003 Communication: Sensory Impaired
- 1.07.004 Communication: Hearing Impaired
- 1.07.007 Communication: Interpretive Services
- 1.07.008 Cultural Competency

Section 8 — Records

- 1.08.001 Record Retention
- 1.08.002 Confidentiality
- 1.08.003 Release of Clinical Records

Section 9 — Community Relations

- 1.09.001 Guidelines for Service Inquiry

Section 11 — Quality Improvement

- 1.11.001 Program Evaluation
- 1.11.003 Quality Improvement Committee
- 1.11.004 Patient Care Process Improvement
- 1.11.005 Quality Improvement Monitoring and Evaluation
- 1.11.006 Internal Process Improvement
- 1.11.007 Organizational Performance Feedback and Reporting
- 1.11.008 Customer Feedback
- 1.11.009 Client Complaint/Grievance Process

Section 99 — Miscellaneous

- 1.99.004 Continuing Education—Annual Plan

Policy Manual Index
Approved 1/3/2022

- 1.99.005 Emergency Preparedness and Response
- 1.99.007 Inclement weather
- 1.99.008 Evacuation/Fire
- 1.99.009 Emergency Incidents
- 1.99.010 Respiratory Protection
- 1.99.011 Difficult/Irate Persons
- 1.99.012 AED
- 1.99.013 Information, Assistance and Advocacy (Pink Ribbon fund)
- 1.99.015 Residential Methamphetamine cleanup

Policy Manual

Table of Contents

Policy No. Title

Section 100: Board Policies

101	County Board Bylaws and Rules of Procedure
102	Collective Bargaining
110	Building, Grounds and Jail Committee
111	Computer Committee
112	Equalization and Apportionment Committee
113	Finance, Claim and Accounts Committee
114	Health and Social Services Committee
115	Legislation and Natural Resources Committee
116	Personnel Committee
117	Transportation Committee
120	Conflict of Interest
121	Commissioner Compensation and Benefits (includes Road Board)
122	Advisory Committee Member Absence Policy
123	Part-time Elected Officials Benefits & Compensation (Drain Commissioner and County Surveyor)

Section 200: Personnel Policies

General

200	Equal Employment Opportunity
201	Personnel Files
202	Harassment Policy
203	Fraud Policy
204	Code of Ethics
210	Overtime
211	Internal Promotions
214	Part-Time Employees
215	Temporary Employee Reimbursement
216	Temporary Employment Policy
222	Health and Medical Insurance Payment Upon Elected Official Retirement
230	Sick Leave and Sick and Accident Insurance
231	Elected Officials Vacation, Sick Leave, Leave of Absence
232	Vacation Leave
233	Other Leave Time
240	Disciplinary Action
241	Part time Hours effective 6-29-14
242	Arbitration and At Will Employment
243	Sick Leave for Part-time Employees
244	Holiday Pay for part-time Employees
	MACAO Code of Ethics

Section 300: Financial Management Policies

301	Annual Budget Development Process
302	General Fund Balance

- 310 Accounts Payable
 - 311 Accounts Receivable
 - 312 Financial Transaction Devices Acceptance Policy
 - 313 Fund Balances Policies as required by GASB 54
 - 314 MERS Health Care Retirement Vehicle Annual Funding Policy
 - 315 Use of County Credit Cards
 - 316 Petty Cash Fund Policy
 - 317 Coin Acceptance Policy
 - 320 Purchasing, Contracts and Sales
 - 321 Transfers and Supplemental Appropriation
 - 322 Uniform Guidance Policies – Federal Awards Policies and Procedures
 - 331 Medical Self Insurance Administration
 - 341 Fixed Assets Management
- Credit Card Policy
Resolution 11-23 Fund Balance Policy in Accordance with GASB 54 (replaces Policy 302)

Section 400: General Policies

- 401 Board of County Road Commissioners Travel Policy
- 402 Compliance with the Americans with Disabilities Act
- 403 Sexual Harassment
- 404 Equal Employment Opportunity
- 405 Drugs, Narcotics and Alcohol
- 406 Non-smoking Policy for Chippewa County Facilities
- 407 Jury Reimbursement
- 408 Communication with Legal Counsel
- 409 Freedom of Information Act
- 410 Employee Travel and Business Expenses
- 411 Vehicle Usage
- 412 Financial Hardship Policy
- 413 Bond Fee Schedule

Section 500: Facilities and Equipment Management Policies

- 501 Fixed Assets Management
- 502 Internet and Online Usage Policy
- 503 Cardiac Emergency Response Plan

Section 600: Other Policies

- 601 Recycling Committee Bylaws
 - 602 Animal Shelter Protocols
 - 603 Central Dispatch Board Bylaws
 - 605 Economic Development Corporation Bylaws
 - 606 Interpretive Services (Limited English Proficiency)
 - 607 County Safety & Committee Guidelines
 - 608 Shelter Manager – Final Determination Policy
- County Employee Handbook

