

**CHIPPEWA COUNTY  
BOARD OF COMMISSIONERS**

Organizational Meeting  
January 4, 2018

The Chippewa County Board of Commissioners met on Monday, January 4, 2018 at 5:30 p.m. for their Organizational meeting in the 91st District Courtroom.

Chairman Shackleton called the meeting to order at 5:35 p.m. The Pledge of Allegiance to the Flag of the United States of America was recited.

Present: Commissioners, Jim Martin, Don McLean, Robert Savoie and Scott Shackleton

Absent: Commissioner Conor Egan

Also Present: Karen Senkus, Lana Forrest, Nick Nolan, Tom Farnquist, Christina Sams  
Deputy Administrator Kelly Church, Administrator Jim German and Cathy Maleport, Clerk.

AGENDA

It was moved by Commissioner McLean, seconded by Commissioner Savoie, to approve the agenda as presented. On a voice vote, the motion carried.

PUBLIC COMMENTS

Tom Farnquist addressed the Commission to thank them for supporting/authorizing Narcan in all law enforcement vehicles, as well as, the needle exchange program. He referenced the many Boards he sits on and asked the Commission to write down the following dates:

- January 23, 2018 the Chippewa County Health Department together with FAN is putting on a documentary, produced by the FBI and the DEA, called Chasing the Dragon. This is a powerful documentary on people who have opioid addictions.
- February 15, 2018 they will have a speaker addressing opioid overdose prevention strategies.

He also spoke of two programs in Ingham County referencing CATS *Correctional Assessment Treatment Services* and Project Assert.

NEW BUSINESS

Chairman Shackleton explained that these items regarding the Health Department are an annual exercise, but also an opportunity to reacquaint ourselves with them. The Chair called upon Administrator German and asked if he had anything to add. Mr. German indicated that there are a couple of amendments needed and referenced the following:

- on page two, the approval should read January 4, 2018, in addition, a County Administration box should go between Health Officer and Chippewa County Commission.

A) HEALTH DEPARTMENT

- 1) Mission Statement
- 2) Organizational Chart
- 3) Policy Review
- 4) MIHP Policy Updates
- 5) CCHD Strategic Plan

It was moved by Commissioner Savoie, seconded by Commissioner McLean, to approve 1-5 as amended. On a voice vote, the motion carried. *(See attached Exhibit A)*

I APPOINTMENT TO VARIOUS BOARDS, COMMITTEES AND AGENCIES.

**Chippewa County Building Authority** – 2 appointments – *expires 12-31-2018*

*Current Members: James Traynor and Earl Kay.*

*Candidates: Erin Albrecht, Earl Kay and James Traynor*

**On a roll call vote:**

Commissioner Martin – Earl Kay  
Commissioner McLean – Earl Kay  
Commissioner Savoie – James Traynor  
Chairman Shackleton – Earl Kay

Having two positions to fill, an additional roll call vote was taken as follows:

Commissioner Martin – Erin Albrecht  
Commissioner McLean – James Traynor

Commissioner Savoie – James Traynor  
Chairman Shackleton – James Traynor

Earl Kay and James Traynor were re-appointed to the Chippewa County Building Authority Board for a term to expire 12/31/2018.

**Department of Health & Human Services** – 1 Appointment, expires 12/31/2020

*Current member: Floyd Rabineau*

*Candidates: Floyd Rabineau, Daniel Smith and Peggy Starr*

**On a roll call vote:**

Commissioner Martin – Floyd Rabineau  
Commissioner McLean – Floyd Rabineau  
Commissioner Savoie – Floyd Rabineau  
Chairman Shackleton – Floyd Rabineau

Having received a unanimous vote, Floyd Rabineau was re-appointed to the Department of Health & Human Services Board for a term to expire 12/31/2020.

**Department of Veterans Affairs** – 1 appointment, expires 3/31/2022

*Current Member: Brooks Partridge*

*Candidates: Brooks Partridge, Daniel Smith and Tom Wrocklage*

**On a roll call vote:**

Commissioner Martin – Brooks Partridge  
Commissioner McLean – Brooks Partridge  
Commissioner Savoie – Brooks Partridge  
Chairman Shackleton – Brooks Partridge

Brooks Partridge having received a unanimous vote was reappointed to the Department of Veterans Affairs Board for a term to expire 3/31/2022.

**Hiawatha Behavioral Health** – 2 appointments, expires 3/31/2021

*Current member: Rudy Johnson and Jim Moore*

*Candidates: Rudy Johnson, Jim Moore, Robin Lynne Savoie and Daniel Smith*

It was moved by Commissioner Savoie, seconded by Commissioner McLean, to table this appointment as they are in the process of researching by-laws. On a voice vote, the motion carried.

**E.U.P. Transportation Authority Board** – 1 appointment, expires 12/31/2020

*Current member: John Kibble*

*Candidate: Nicholas Huyck, Rudy Johnson, John Kibble, Robert Laitinen and Bradley Ormsbee*

**A roll call vote was taken as follows:**

Round 1

Commissioner Martin – John Kibble  
Commissioner McLean – Rudy Johnson  
Commissioner Savoie – Nicholas Huyck  
Chairman Shackleton – John Kibble

Round 2 narrowed down to three

Commissioner Martin – John Kibble  
Commissioner McLean – Nicholas Huyck  
Commissioner Savoie – Nicholas Huyck  
Chairman Shackleton – John Kibble

Round 3 narrowed down to two

Commissioner Martin – John Kibble  
Commissioner McLean – Nicholas Huyck  
Commissioner Savoie – Nicholas Huyck  
Chairman Shackleton – John Kibble

Round 4 narrowed down to two

Commissioner Martin – John Kibble  
Commissioner McLean – Nicholas Huyck  
Commissioner Savoie – Nicholas Huyck  
Chairman Shackleton – John Kibble

There being no majority, the Chair declared that an appointment will not be made at this time for the E.U.P. Transportation Authority Board.

**War Memorial Hospital Board** – 1 appointment, expires 12/31/2021

*Current Member: Holly Kibble*

*Candidates: Conor Egan, Thomas Farnquist, Rudy Johnson, Holly Kibble, Robert Laitinen, Bradley Ormsbee, Daniel Smith and James Traynor*

**On a roll call vote:**

Commissioner Martin – Holly Kibble  
Commissioner McLean – Thomas Farnquist  
Commissioner Savoie – Holly Kibble  
Chairman Shackleton – Holly Kibble

Having received the majority, Holly Kibble was reappointed to the War Memorial Hospital Board, for a term to expire 12-31-2021.

**Regional Planning – Township Level Appointment** Expires 12/31/2020

*Current Member: Jim Moore*

*Candidates: Jim Moore*

Commissioner Martin: Jim Moore  
Commissioner McLean: Jim Moore:  
Commissioner Savoie: Jim Moore  
Chairman Shackleton: Jim Moore

Jim Moore was reappointed to the Regional Planning Board for a term to expire 12/31/2020.

**Jury Board** (*Mr. Alva Beamish recommended*)

The clerk explained that Mrs. Marjean Roe resigned, due to health issues, and that her appointment does not expire until April 30, 2023. Mr. Alva Beamish presently serves an alternate and recommended that the Board appoint Mr. Beamish to fill Mrs. Roe's remaining term as he has many years of experience always performing a superb job. Mrs. Roe will be sorely missed as she not only possesses impeccable integrity but also made herself readily available tackling all jury board duties with dedication and a smile.

It was moved by Commissioner McLean, seconded by Commissioner Savoie, to appoint Mr. Beamish to fill the unexpired term of Mrs. Roe.

A roll call vote was taken as follows:

Yeas: Commissioners Martin, McLean, Savoie and Chairman Shackleton  
Nays: None

Mr. Alva Beamish was appointed to the Jury Board, to fill the unexpired term of Mrs. Roe, to expire April 30, 2023.

**C) MEETING SCHEDULE AND TIMES AND HOLIDAY SCHEDULE**

It was moved by Commissioner, Savoie seconded by Commissioner Martin, to accept the 2018 County Board of Commissioners Regular Board Meeting Schedule, the Finance Claims and Accounts meeting schedule, and the 2018 Chippewa County Holiday Schedule as follows:

Unless posted otherwise, the Chippewa County Board of Commissioners will meet on the second Monday of each month in the District Court Room of the County building beginning at 5:30 p.m.; except June, July and August which will be held at 2:00 p.m.

**2018 Chippewa County Board of Commissioner Regular Board Meeting Schedule**

February 13, 2018 – 5:30 p.m. (Tuesday)

March 12, 2018 – 5:30 p.m.  
April 9, 2018 – 5:30 p.m.  
May 14, 2018 – 5:30 p.m.  
June 11, 2018 – 2:00 p.m.  
July 16, 2018 – 2:00 p.m. (Third Monday)  
August 13, 2018 – 2:00 p.m.  
September 10, 2018 – 5:30 p.m.  
October 8, 2018 – 5:30 p.m.  
November 13, 2018 – 5:30 p.m. (Tuesday)  
December 17, 2018 – 5:30 p.m. (Third Monday)

Unless posted otherwise, the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee will meet on the Thursday prior to the second Monday of each month in the District Court Room of the County Building beginning at 5:30 p.m.; except for July and August which will be held at 2:00 p.m.

**2018 Finance, Claims and Accounts Committee Meetings**

February 8, 2018 – 5:30 p.m.  
March 8, 2018 – 5:30 p.m.  
April 5, 2018 – 5:30 p.m.  
May 10, 2018 – 5:30 p.m.  
June 7, 2018 – 5:30 p.m.  
July 12, 2018- 2:00 p.m.  
August 9, 2018 – 2:00 p.m.  
September 6, 2018 – 5:30 p.m.  
October 4, 2018 – 5:30 p.m.  
November 8, 2018 – 5:30 p.m.  
December 13, 2018 – 5:30 p.m. (Third Thursday)

**2018 Chippewa County Holiday Schedule**

Monday, January 1, 2018 – New Year's Eve  
Tuesday, January 2, 2018 – New Year's Day  
Monday, January 15, 2018 – Martin Luther King Day  
Monday, February 19, 2018 – President's Day  
Friday, March 30, 2018 – Close at Noon – Good Friday  
Monday, May 28, 2018 – Memorial Day  
Wednesday, July 4, 2018 – Independence Day  
Monday, September 3, 2018 – Labor Day

Monday, November 12, 2018 – Veterans Day  
Thursday, November 22, 2018 – Thanksgiving Day  
Friday, November 23, 2018 – Day after Thanksgiving  
Monday, December 24, 2018 – Christmas Eve  
Tuesday, December 25, 2018 – Christmas Day  
Wednesday, December 26, 2018 – Day after Christmas  
Monday, December 31, 2018 – New Year’s Eve  
Tuesday, January 1, 2019 – New Year’s Day

On a voice vote, the motion carried.

**COUNTY BY-LAWS AND RULES OF PROCEDURE**

It was moved by Commissioner McLean, seconded by Commissioner Martin, to approve the County Board’s Policy No. 101 Bylaws and Rules of Procedure. *(See Attached Exhibit B)*

On a voice vote, the motion carried.

**D) RESOLUTION 18-01 STATE CONTRACT FOR NEW VOTING EQUIPMENT.**

It was moved by Commissioner Savoie, seconded by Commissioner Martin, to approve Resolution 18-01 as follows:

**STATE OF MICHIGAN  
COUNTY OF CHIPPEWA  
BOARD OF COMMISSIONERS**

At a regular session of said Board, held in the City of Sault Ste. Marie, in said County, on the 4<sup>th</sup> day of January, 2018 the following Resolution was adopted.

**RESOLUTION 2018-01  
STATE CONTRACT FOR NEW VOTING EQUIPMENT**

**WHEREAS**, the Chippewa County Clerk wishes to contract with the Secretary of State for a Grant to purchase a new Voting System, which includes precinct tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software for the County Clerk’s Office.

**WHEREAS**, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations are detailed in the attached Dominion Voting System quote.

**WHEREAS**, Chippewa County plans to implement the new voting system in May of 2018;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Chippewa County Board of Commissioners authorizes Cathy Maleport, Chippewa County Clerk to submit this Grant Application on behalf of Chippewa County on this 4<sup>th</sup> day of January, 2018.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

Yeas: Commissioner Martin, McLean, Savoie and Chairman Shackleton

Nays: None

Chairman Shackleton declared the resolution adopted on the 4th day of January, 2018.

THE RESOLUTION WAS DECLARED ADOPTED

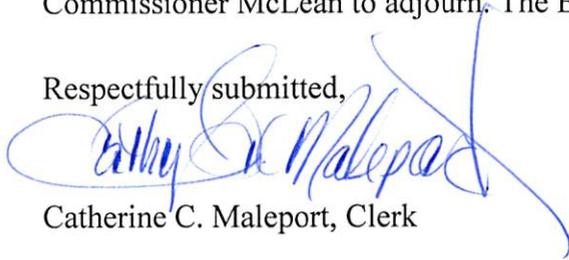
COMMISSIONERS REPORT ON MEETINGS AS BOARD REPRESENTATIVE AND  
GENERAL COMMENTS

Among some of the comments were the following:

- Commissioner McLean thanked the Commission for waiting a few minutes for him to arrive.
- Administrator Jim German made two announcements:
  - 1) We had approximately 500 lbs. of snow drop from the roof onto our handicap ramp that could have caused a serious accident. We need a roof over the handicap ramp exit; this will probably be \$5,000.00 for the engineering and approximately \$15,000 to \$20,000 for the roofing. With the authorization given to me by the Chair and Vice Chair we will move forward with this project. I'll be waiving the bidding process as it is imperative that we cannot have people going in our one point of entry door and 500 pounds of snow drop down on them.
  - 2) The Health Department has lost another nurse; therefore, we will no longer be able to take care of Northern Mackinac County and Home Health and Hospice services. This is because it would take away from services in our own county. He explained that we will need to take care of the patients that we already have under our care pursuant to statute, but new patients coming in will have to see another provider, as we no longer have the staffing.

Having completed the agenda items; it was moved by Commissioner Martin, seconded by Commissioner McLean to adjourn. The Board adjourned at 6:15 p.m.

Respectfully submitted,



Catherine C. Maleport, Clerk

Scott Shackleton, Chairman



# CHIPPEWA COUNTY HEALTH DEPARTMENT

508 Ashmun, Suite 120  
Sault Ste. Marie, Michigan 49783

[www.chippewahd.com](http://www.chippewahd.com)

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## 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.

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Environmental Health  
906.635.3620

Home Health & Hospice  
906.635.1568

Personal & Family Health  
906.635.1566

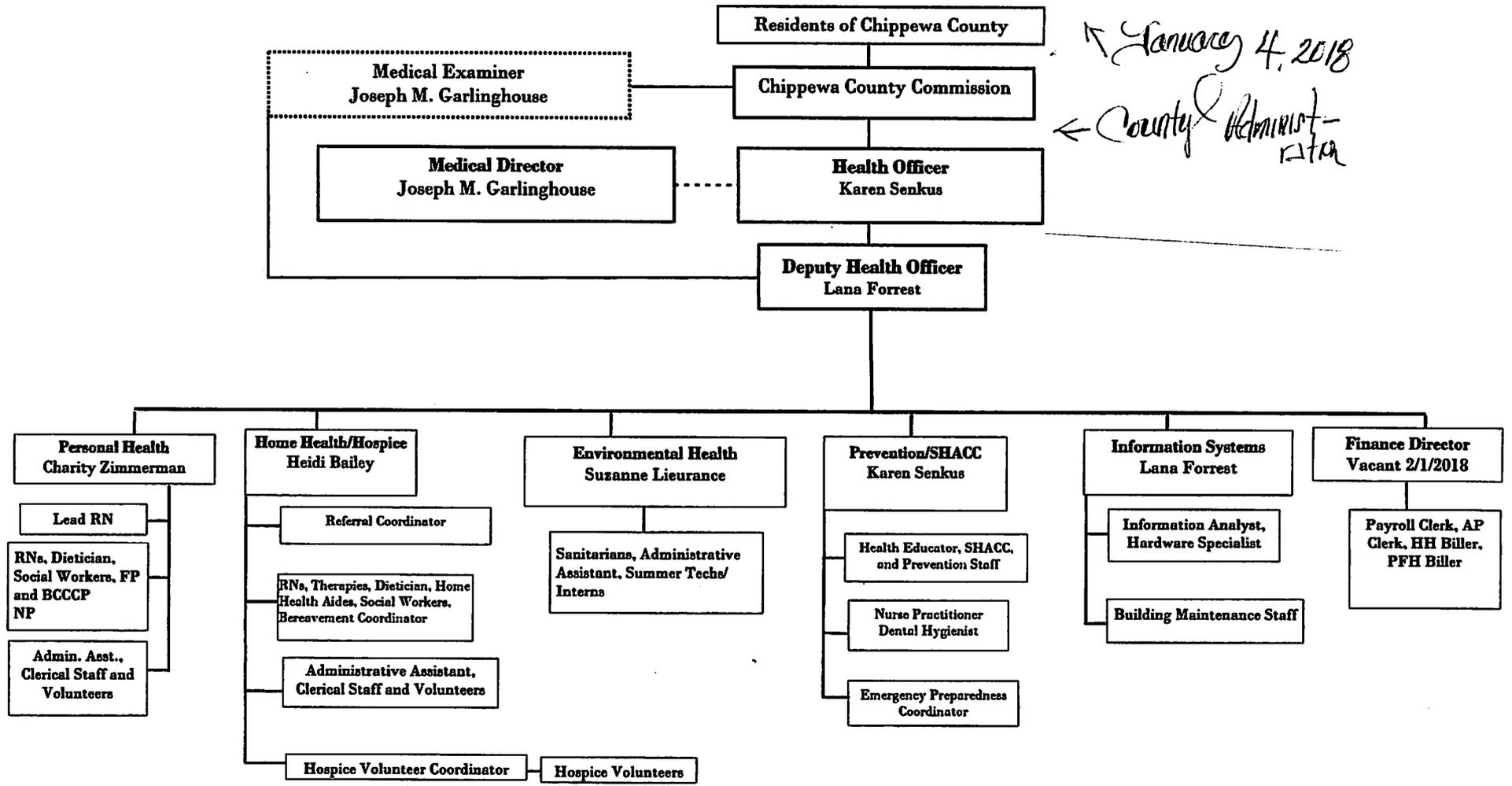
Main Fax  
906.253.1466

(EXHIBIT A)

# CHIPPEWA COUNTY HEALTH DEPARTMENT

## APPROVED JANUARY 2, 2018

↖ January 4, 2018  
 ← County Administrator



**ADMINISTRATIVE**

**Section 1 — Foundation**

- 1.01.001 Philosophy, Purpose and objectives
- 1.01.002 Governing Authority/Management
- 1.01.003 Board Conflict of Interest
- 1.01.005 Financial Support
- 1.01.006 Availability of Service
- 1.01.010 Handicapped or Disabled People
- 1.01.011 Automobile Use
- 1.01.013 Fleet Management
- 1.01.014 Internet & Online Services

**Section 2 — Structure**

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

**Section 3 — Contracts**

- 1.03.001 Contracts
- 1.03.002 Contractual Services

**Section 4 — Committees**

- 1.04.003 Staff Meetings
- 1.04.004 Report of Committee Meetings

**Section 5 — Planning**

- 1.05.001 Strategic Planning Process

**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
- 1.07.005 Client Research Rights
- 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**

1.99.001 Format for Policies and Procedures

1.99.004 Continuing Education—Annual Plan

1.99.005 Emergency Preparedness and Response

1.99.006 Use of Health Department for Meetings after Regular Hours

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)

1.99.014 Signage

1.99.015 Residential Methamphetamine cleanup

1.99.016 Social Media pages

**FINANCIAL**

**Section 1 – General**

- 2.01.001 Fiscal Year
- 2.01.002 Financial Data
- 2.01.003 Credit Card Usage
- 2.01.004 Acceptance of Debit/Credit Cards
- 2.01.005 Automobile Credit Card
- 2.01.006 Insurance Coverage

**Section 2 — Fees/Rates**

- 2.02.001 Nominal Charge Policy
- 2.02.003 Rate Approval Policy

**Section 3 — Budget**

- 2.03.001 Budgeting Process
- 2.03.002 Finance Committee
- 2.03.003 Capital/Operating Budget Plan

**Section 4 — Finance**

- 2.04.001 Internal Audit
- 2.04.002 External Audit

**Section 6 — Receipt of Funds**

- 2.06.001 Cash Control

**Section 7 — Accounts Receivable**

- 2.07.004 Collection of Self Pay Accounts
- 2.07.005 Collection of Third Party Claims

**Section 8 — Payroll**

- 2.08.000 Salary Step Increase
- 2.08.001 Deductions

**Section 9 — Bad Debts**

- 2.09.002 Write Offs of Accounts Receivable
- 2.09.003 Bad Check Disposition

**Section 10 — Office Records**

- 2.10.001 Petty Cash

**Section 12 — Accounts Payable**

- 2.12.001 Disbursement of Funds
- 2.12.002 Purchasing Policy

**Section 13 – Fraud**

- 2.13.001 Fraud

## **HUMAN RESOURCES POLICY**

### **Section 1 — General**

3.01.002 Staff TB Testing

### **Section 2 — Employment**

3.02.002 Application Procedure  
3.02.003 Interviewing and Hiring  
3.02.004 Processing New Employees  
3.02.007 Staff Recruitment  
3.02.008 Equal Opportunity/Civil Rights Act of 1964  
3.02.009 Exit Conferences  
3.02.011 Contracted Service Providers

### **Section 3 — Responsibilities**

3.03.001 Standards of Ethical Practice  
3.03.002 Rules of Conduct  
3.03.005 Dress Code  
3.03.007 Attendance  
3.03.008 Discipline  
3.03.009 Automobile Insurance  
3.03.011 Gifts to Employees  
3.03.012 Cellular Telephones  
3.03.013 Voicemail  
3.03.015 Email Usage  
3.03.016 ID/Key Cards  
3.03.017 Personal Cell Phones  
3.03.018 Drug, Alcohol, Narcotics  
3.03.019 Conflict of Interest

### **Section 4 — Wages and Hours**

3.04.004 Fee-for-Service Employees  
3.04.006 Holidays  
3.04.008 Nursing Care on Weekends and Holidays  
3.04.011 Travel  
3.04.012 Vehicle Assignment

### **Section 6 — Staff Development**

3.06.001 Staff Development Plan  
3.06.002 Workshop/Conference Attendance  
3.06.003 In-Service Education Plan  
3.06.004 General Agency Orientation  
3.06.005 General Clinical Orientation

### **Section 7 — Records**

3.07.001 Employee Personnel Files  
3.07.002 Performance Evaluations

- 3.07.003 Time and Effort
- 3.07.004 Criminal Histories/Good Moral Character
- 3.07.005 Professional License Review

**Section 8 — Job Descriptions**

- 3.08.001 Job Descriptions

**Section 9 – Benefits**

- 3.09.001 Retiree Health Insurance (rescinded)
- 3.09.002 Sick leave payout (rescinded)
- 3.09.003 140 Hour Insurance Rule
- 3.09.004 Retiree Health Insurance
- 3.09.005 Bumping rights

## CLINICAL

### **Section 1 — General**

- 4.01.001 Reporting Abuse and Neglect
- 4.01.002 Delivery of Care During Emergencies
- 4.01.003 Emergency Orders During An Epidemic
- 4.01.004 Physician Licensure Verification
- 4.01.005 After-hours emergency contact for Public Health clients

### **Section 2 – Clinical Records**

- 4.02.001 Timeliness of Documentation
- 4.02.002 Approved Abbreviations
- 4.02.003 Electronic Signature and Verification – Personal & Family Health

### **Section 3 -**

### **Section 4 -- Infection Control/Safety**

- 4.04.001 Standard Precautions
- 4.04.002 Handwashing
- 4.04.003 Nursing Bag Technique
- 4.04.004 Personal Protective Equipment
- 4.04.005 Handling and Disposal of Sharps
- 4.04.006 Hazardous Waste Handling
- 4.04.007 Use of Resuscitative Equipment
- 4.04.008 Use of Individual Isolation Kits
- 4.04.009 Infection Control Plan
- 4.04.010 Infection Control Committee
- 4.04.011 Workplace Violence Prevention Guidelines
- 4.04.012 Safety Management
- 4.04.013 Health Threats to Others
- 4.04.014 Collection of Specimens
- 4.04.015 TB Exposure Control Plan
- 4.04.016 Post Exposure Management
- 4.04.017 Needlestick Prevention
- 4.04.018 Bloodborne Pathogen and Hep B Control Plan

### **Section 5 – Clinical Procedures**

- 4.05.001 Emergencies
- 4.05.002 Blood Transfusions
- 4.05.003 Nursing Bag Equipment
- 4.05.004 Medication Reaction
- 4.05.005 Equipment Maintenance
- 4.05.006 Refrigeration/Freezer Alarm
- 4.05.007 Medical Device Reporting Act
- 4.05.008 Basic Home Safety

**HIPAA**

- 6.01.01 Access Policy & Procedure
- 6.01.02 Accounting Policy & Procedure
- 6.01.03 Amendment Policy & Procedure
- 6.01.04 Authorizations Policy & Procedure
- 6.01.05 Business Associates Policy & Procedure
- 6.01.06 Confidential Communication Policy & Procedure
- 6.01.07 Deceased Patient PHI Policy & Procedure
- 6.01.08 De-identified Data Policy & Procedure
- 6.01.09 Minimum Necessary Disclosure Policy & Procedure
- 6.01.10 Notice of Privacy Policy & Procedure
- 6.01.11 Personal Representatives Policy & Procedure
- 6.01.12 Privacy Complaint Policy & Procedure
- 6.01.13 Privacy Training Policy & Procedure
- 6.01.14 Restrictions Policy & Procedure
- 6.01.15 Court Orders
- 6.01.16 Locking bags

## **HOME HEALTH**

### **Section 1 - Structure**

- 5.01.001 Scope of Services
- 5.01.002 Direct and Contracted Services
- 5.01.003 Occupational Exposure Information & Training
- 5.01.004 Administrative Authority
- 5.01.005
- 5.01.006 PAC Guidelines
- 5.01.007 PAC Orientation
- 5.01.008
- 5.01.009 Annual Organizational Plan
- 5.01.010 Advance Directives
- 5.01.011
- 5.01.012 Record Retention
- 5.01.013 Contingency Plan if Organization Closes
- 5.01.014 Emergency Management Plan

### **Section 2 - Financial**

- 5.02.001 Beneficiary Notification
- 5.02.002 Financial Responsibility
- 5.02.003 Medicare Advanced Beneficiary Notice
- 5.02.004 Cost Analysis
- 5.02.005 Mileage Reimbursement

### **Section 3 - Clinical**

- 5.03.001 Guidelines for Taking Referrals
- 5.03.002 Criteria for Discharge and Termination
- 5.03.003 Reconsideration
- 5.03.004 Admission Criteria
- 5.03.005 Transfer and Admission of Clients to Inpatient Facility
- 5.03.006 Frequency of Home Visits
- 5.03.007 Medication Transportation
- 5.03.008 OASIS Data Transmission
- 5.03.009 Ethics Committee
- 5.03.009A Ethics Mission Statement
- 5.03.010 Assessment, OASIS, Plan of Care
- 5.03.011 Serious Adverse Events
- 5.03.012 Root Cause Analysis/Action Plan
- 5.03.013 Care Planning Process
- 5.03.014 HHA Plan of Care
- 5.03.015 Case Conference/Progress Summary
- 5.03.016 Physician Orders
- 5.03.017 Verbal Physician Orders
- 5.03.018 Intermittent Care Clinical Record System
- 5.03.019 Clinical Data Collection
- 5.03.020 Electronic Signature and Verification

- 5.03.021 Medical Supervision
- 5.03.022 Supervisory Conferences
- 5.03.023 Client Death
- 5.03.024 Do Not Resuscitate Order
- 5.03.025 Appropriate Use of Restraints & Supplies
- 5.03.026 Patient Safety in Using Electric Heating Pads
- 5.03.027 Clinical Procedures
- 5.03.028 Waived Testing
- 5.03.029 Patient Education Process
- 5.03.030 Medical Marihuana
- 5.03.031 60 Day Summary
- 5.03.032 Auto Inject Epi-Pen
- 5.03.033 Face to Face Visit
- 5.03.034 Discharge Summary
- 5.03.035 Initial and Comprehensive Assessment

**Section 4 – Quality Improvement/Assurance**

- 5.04.001 QI Program
- 5.04.002 Clinical Record Review
- 5.04.003 Client Satisfaction Survey
- 5.04.004 Unusual Event Review
- 5.04.005 Reporting Client Concerns
- 5.04.006 Medication Errors
- 5.04.007 Administration and Documentation of Medication
- 5.04.008 Medication Labeling
- 5.04.009 Medication Disposal
- 5.04.010 Uniform Quality of Care
- 5.04.011 CAHPS Surveys
- 5.04.012 Pain Management Education
- 5.04.013 Pain Assessment
- 5.04.014 Standards of Care
- 5.04.015 Assessment of Possible Abuse/Neglect
- 5.04.016 Client Compliant/Grievance Process

**Section 5 – Staffing**

- 5.05.001 RN Responsibilities
- 5.05.002 LPN Responsibilities
- 5.05.004 On-call Guidelines
- 5.05.005 HHA Training
- 5.05.006 HHA Schedules
- 5.05.007
- 5.05.008 HHA Client/Employee Relationship
- 5.05.009 HHA Transporting Clients for Appointments
- 5.05.010 HHA Purchasing Goods for clients
- 5.05.011 HHA Orientation
- 5.05.012 HHA Skills/Competency Assessment
- 5.05.013 Handling Cash for Clients
- 5.05.014 HHA Daily Service Record

- 5.05.015 HHA Responsibilities
- 5.05.016 HHA Field Supervision
- 5.05.017 RN Orientation
- 5.05.018
- 5.05.019 Competency Assessment
- 5.05.020 MSW Responsibilities
- 5.05.021 Nutritional Assessment

**Section 6 – Telemedicine**

- 5.06.001 HomMed
- 5.06.002 Admission Criteria
- 5.06.003 Discharge Criteria
- 5.06.004 Patient Education
- 5.06.005 Patient Privacy
- 5.06.006 Plan of Care
- 5.06.007 Safety and Infection Control
- 5.06.008 Telemedicine Program

**Section 7 – Therapy**

- 5.07.001 Therapy Referrals: Required Information
- 5.07.002 Therapy Requirements per Medicare
- 5.07.003 OT Responsibilities
- 5.07.004 PT Responsibilities
- 5.07.005 ST Responsibilities

## HOSPICE

### **Section 1 - Structure**

- 8.01.001 Scope of Services
- 8.01.002 Direct and Contracted Services
- 8.01.003 Occupational Exposure
- 8.01.004 Administrative Authority
- 8.01.005 Contractual Services
- 8.01.006 PAC Guidelines
- 8.01.007 PAC Orientation
- 8.01.008 Continuous Care Services
- 8.01.009 Annual Organizational Plan
- 8.01.010 Advance Directives
- 8.01.011 Inpatient Services
- 8.01.012 Record Retention
- 8.01.013 Contingency Plan if Organization Closes
- 8.01.014 Emergency Management Plan
- 8.01.015 Hospice Intake Process
- 8.01.016 Ethical Issues

### **Section 2 - Financial**

- 8.02.001 Election of BCBS Benefit
- 8.02.002 Revocation of BCBS
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# COMMUNITY HEALTH SERVICES POLICY

Category:	MIHP	Number:	7.01.000
Subject:	Productivity	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	12/30/09
Prepared On:		Page 1 of 1	

## **POLICY:**

The guidelines that follow have been developed to assure consistency in dealing with employees demonstrating performance below expected productivity standards in the area of home visits. Supervisory support and assistance will be provided to the employee throughout the process. Exceptions to the guidelines may be made as individual circumstances warrant and if steady progress is being made. New employees will be exempt from the guidelines for six months but will be expected to show consistent progress toward meeting the standard. All exceptions must be approved by the Division Director.

At anytime when productivity standards are not met for two or more months in a consecutive five month period, membership on committees and/or other special assignments may be affected at the supervisor's discretion. Attendance at professional conferences will not be allowed unless required or the supervisor feels attendance would improve employee's performance.

## **PROCEDURE:**

**GOAL : Productivity for full time employees providing field visits: minimum 4 visits per day.**

**Average home visit: > 30 minutes: staff who are below 4 visits per day for any one month**

- A clarification conference with the employee will be held to review areas of concern based on statistics, e.g. recording, length of visits, NH/NF visits, home visit frequency and number of referrals, in order to determine what may be impeding productivity. A counseling memorandum will be written at this time, documenting the conference findings and suggestions for improvement.

**Average home visit: >30 minutes: staff who are below 4 visits per day for two out of five consecutive months**

- A clarification conference with employee will be held. At this time specific goals for improvement in productivity with timelines for accomplishment will be developed and documented. This conference will be considered a verbal warning.

**Productivity does not rise to an average of 4; >30 minute visits per day or above within one month following a verbal warning**

- The Supervisor will confer with the Division Director. A clarification conference with the employee will be held. A written warning will be issued.

**CHIPPEWA COUNTY HEALTH DEPARTMENT**

# COMMUNITY HEALTH SERVICES POLICY

Category:	MIHP	Number:	7.01.000
Subject:	Productivity	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	12/30/09
Prepared On:		Page 2 of 2	

**Productivity does not rise to an average of 4; >30 minute visits per day or above within one month following a written warning**

- The Supervisor will confer with the Division Director and the County labor attorney. A clarification conference with the employee will be held. A three day suspension without pay will be issued.

**Productivity does not rise to an average of 4; >30 minute visits per day or above within one month following a three day suspension without pay**

- The Supervisor will confer with the Division Director and County Labor Attorney. The employee may continue working the program at a **Fee for service** rate status.

**Productivity below 4; >30 minute visits per day, at a fee for visit rate for one month the employee will be dropped to a **Part time fee for service** rate status.**

- The supervisor may request the Division Director's involvement at any stage of the disciplinary process.

## MIHP

### Total Time

Less: Paid time off  
Time in other RUs  
Ed/conference time  
Staff mtg/case conf.

Balance of time divided by 8 hours = days of productivity time in program.

Number of visits divided by day of productivity time in program = productivity

**CHIPPEWA COUNTY HEALTH DEPARTMENT**

# COMMUNITY HEALTH SERVICES POLICY

<b>Category:</b>	MIHP	<b>Number:</b>	7.01.005
<b>Subject:</b>	Maternal Visits	<b>Effective Date:</b>	
<b>Applicability:</b>	All Community Health Staff	<b>Supersedes:</b>	12/16/11;8/16/02;10/31/08;6/28/13
<b>Prepared On:</b>		<b>Page 1 of 2</b>	

## **POLICY: (Indicator 60)**

The Chippewa County Health Department MIHP will provide pregnant women risk screening, comprehensive assessment for needs (including psycho-social and nutritional assessment), a plan of care, care coordination, interventions and education via professional visits with an interdisciplinary team of a nurse, dietician and social worker.

## **PROCEDURE:**

1. Each beneficiary will be screened for eligibility using the Maternal Risk Identified (MSA-1200).
  - a. The electronic form is available online at MI Login
  - b. Providers receive separate reimbursement from each prenatal screening form completed, even if it is determined that the beneficiary is not eligible for MIHP services. Reimbursement is limited to one screen per pregnant woman during her pregnancy.
2. The initial MIHP assessment visit may be done in the office or in the home. Subsequent RN/SW visits may also be held in the beneficiary's home or in the office for the convenience of the beneficiary. An exception may be at the request of the beneficiary or if a visit to the beneficiary's home might put the professional at risk of physical harm. \* The initial assessment and up to 9 professional visits per woman, per pregnancy, are billable under MIHP. On rare occasion when a visit cannot be completed in the beneficiary's home and/or in the provider's office, the provider may work with the beneficiary to identify a mutually agreeable site to conduct a visit.
3. Following the first visit, a case conference will be scheduled and a care plan will be formulated and agreed on by the interdisciplinary team. Follow-up services must be provided by the nurse, social worker and/or nutritionist based on the plan of care. While the provider must determine how best to involve staff in implementing the plan of care, it is expected that our professional staff will be involved to some extent.
4. All MIHP visit must be a minimum of one half hour in length and will constitute a face to face visit with the identified beneficiary for the specific purpose of implementing the beneficiary's plan of care. No more than one visit may be on the same day if a different professional does the second visit.
5. Risk identified through the assessment will be address in the care plan, with goals, interventions, and evaluation clearly stated.

Charting is to be completed at the end of each working day in the electronic medical record (EMR) Insight.

**CHIPPEWA COUNTY HEALTH DEPARTMENT**

# COMMUNITY HEALTH SERVICES POLICY

**Category:** MIHP **Number:** 7.01.005  
**Subject:** Maternal Visits **Effective Date:**  
**Applicability:** All Community Health Staff **Supersedes:** 12/16/11;8/16/02;10/31/08;6/28/13  
**Prepared On:** Page 2 of 2

6. The Case Coordinator will be decided at the Case Conference dependent upon the needs of the beneficiary and the risk identifiers. The Case Coordinator is responsible to oversee the following:
- a. Regular correspondence with the attending physician in the form of a written memo or summary to physician. Correspondence is to occur when significant change occurs, as well as at discharge.
  - b. Case conference is to be held within one week of opening and as necessary during MSS services. A case conference should always be held if a major change occurs with a beneficiary, (i.e., loss of home, significant change in health status, etc.). The case conference should reflect on the care plan resulting in identification of goals and intervention for the beneficiary.
  - c. Insure that all involved have reviewed, signed with proper title and date, the case conference care plan, as well as the front of the chart.
  - d. Identify problems addressed by the appropriate discipline in a timely fashion, and that progress notes and goals reflect the work being done.
  - e. Any referral made or discussed should be reflected in the beneficiary's chart.
  - f. Staff will follow the care plans in Insight. Care plans should be dated and initialed with appropriate comments placed on the fair right of the form, if necessary.
  - g. When problems are resolved or goals met, the notes and case summary forms should clearly indicate how and when the problem was resolved.
  - i. Postpartum contact will be made within the first week of the baby's birth.
  - j. All directions to the beneficiary's home will be kept on Insight under Demographics.
  - k. All MIHP nurses will follow protocols found in the MIHP notebook manual policy of charting, program policies and risk factors.
  - l. Documentation of each visit is noted on the Forms Checklist of the EMR in Insight.

**CHIPPEWA COUNTY HEALTH DEPARTMENT**

# COMMUNITY HEALTH SERVICES POLICY

<b>Category:</b>	Maternal Infant Health Program (MIHP)	<b>Number:</b>	7.01.017
<b>Subject:</b>	Referral Systems	<b>Effective Date:</b>	
<b>Applicability:</b>	All Community Health Staff	<b>Supersedes:</b>	12/12/11;10/31/08;6/28/13
<b>Prepared On:</b>		<b>Page 1 of 1</b>	

## **POLICY:**

Local health agencies shall coordinate and maintain referral systems to other community services/agencies. The Public Health Supervisor is a member of the local Part C/Early-On interagency coordinating council or otherwise actively linked to it. The Public Health Supervisor will attend these interagency meetings.

## **PROCEDURE:**

1. The Eastern Upper Peninsula Diane Pepler Shelter updates the Community Resource Directory for Chippewa, Mackinac and Luce Counties, as needed. This book is invaluable in making necessary referrals on behalf of our beneficiaries to other community agencies.
2. Referrals are documented by obtaining appropriate form on the agency's website. The form is completed, a copy is scanned into the chart in Insight, and then mailed.
3. Documentation of the referral is written in the client's chart in Insight.
4. Contact information for frequently used resources/agencies is listed on the Chippewa County Resource Guide.
5. Staff will document the referral in the visit note. Follow-up to the referral will be documented within 3 visits in the Professional Visit Progress Note.

**CHIPPEWA COUNTY HEALTH DEPARTMENT**

# COMMUNITY HEALTH SERVICES POLICY

<b>Category:</b>	Maternal Infant Health Program (MIHP)	<b>Number:</b>	7.01.018
<b>Subject:</b>	Assignment of Case Manager	<b>Effective Date:</b>	
<b>Applicability:</b>	All Community Health Staff	<b>Supersedes:</b>	10/31/08; 1/30/15
<b>Prepared On:</b>		<b>Page 1 of 1</b>	

## **POLICY: (Indicator 29)**

A case manager must be assigned to each MIHP beneficiary to monitor and coordinate all program services, communication and documentation. Dependent on the needs of the beneficiary, the case manager will be either a Registered Nurse (RN) or Licensed Social Worker (LSW).

## **PROCEDURE:**

1. The case manager is assigned after the initial assessment is reviewed at the original case conference.
2. The case manager will be in charge of ensuring that the file has all of the proper documentation.
3. In the event of a client transfer, the case manager will coordinate the appropriate paperwork.
4. If a chart needs to be closed, i.e., transfer, moves or no longer wishes services, the case manager will complete the discharge process.

**CHIPPEWA COUNTY HEALTH DEPARTMENT**

# COMMUNITY HEALTH SERVICES POLICY

<b>Category:</b>	Maternal Infant Health Program (MIHP)	<b>Number:</b>	7.01.019
<b>Subject:</b>	Discharge Planner MIHP	<b>Effective Date:</b>	
<b>Applicability:</b>	All Community Health Staff	<b>Supersedes:</b>	10/31/08; 6/28/13
<b>Prepared On:</b>		<b>Page 1 of 1</b>	

## **POLICY:**

At beneficiary discharge, a summary of service is provided to the health care provider. This summary includes services provided, outcomes, current status, on-going needs of the beneficiary, immunization status and/or family planning status.

## **PROCEDURE:**

1. A beneficiary summary (approved DCH discharge summary) is sent to the primary care provider at discharge.
2. The summary must be completed before the staff Service Activity Log (SAL) is completed for billing and/or staff salary.
3. The record audit should demonstrate that the summary was completed, outcomes were evaluated, and immunization and family planning statuses were assessed.
4. The infant record is to be discharged in MI Login within 30 days of last visit or eligibility ends.
5. The maternal record is to be discharged in MI Login within 30 days of the last eligible visit.
6. Notice sent to medical care provider of MIHP beneficiary discharge within 14 days of input into MI Login.

**CHIPPEWA COUNTY HEALTH DEPARTMENT**

# COMMUNITY HEALTH SERVICES POLICY

<b>Category:</b>	Maternal Infant Health Program (MIHP)	<b>Number:</b>	7.01.037
<b>Subject:</b>	Screening MIHP Clients	<b>Effective Date:</b>	
<b>Applicability:</b>	All Community Health Staff	<b>Supersedes:</b>	03/29/13
<b>Prepared On:</b>		<b>Page 1 of 1</b>	

## **POLICY: (Indicator 27)**

Ensure MIHP clients are properly screened to receive services.

## **PROCEDURE:**

1. Clients have active straight Medicaid (MA) or Upper Peninsula Health Plan (UPHP) MA. MIHP screening on MDHHS MILogin is to be completed and billed.
2. Clients who have applied for MA and are awaiting the response from Department of Health & Human Services: MIHP screening is to be completed. *There are to be no further visits until client's eligibility check is active.*
3. Clients, who have not yet applied for Medicaid, fill out a MIHP referral sheet for the MIHP program and inform the client that staff will be contacting them to check on their MA active status. MIHP MILogin screening is not to be completed. *No further visits until the clients eligibility check is active.*
4. MIHP folder given to client at screening time containing Chippewa County Health Department personnel, scheduling, MDHHS and Upper Peninsula Health Plan (UPHP) contact information.
5. MIHP screening folder also provides information on healthy Michigan plan and Text 4 Baby sign up.

**CHIPPEWA COUNTY HEALTH DEPARTMENT**

**Strategic Plan Goal #1:  
The Chippewa County Health Department will maintain excellence as a Public Health Agency**

Objective	Responsible Party	Strategies
<p><b>Objective A:</b></p> <p>By September 30, 2018 achieve State Public Health Accreditation</p>	<p>All departments</p>	<p>Identify accreditation team and assign lead staff</p> <p>Educate staff and board on the importance of accreditation</p> <p>Review and/or develop reporting systems for agency accomplishments</p> <p>Complete site visit</p> <p>Submit corrections based on findings during site visit</p>
<p><b>Objective B:</b></p> <p>By September 30, 2019 meet the requirements through the Community Health Accreditation Program for Home Health and Hospice</p>	<p>Home Health and Hospice</p>	<p>Identify lead staff for accreditation activities</p> <p>Complete site visit</p> <p>Submit corrections based on findings during site visit</p>
<p><b>Objective C:</b></p> <p>By March 31, 2019 enhance the Quality Improvement process so that staff is familiar with and are participating in agency goals.</p>	<p>Leadership, Quality Improvement Committee</p>	<p>Educate staff on the QI process</p> <p>Solicit feedback regarding current goals and processes</p> <p>Revise QI plan based upon feedback</p> <p>Improve communication with staff regarding implementing changes based upon QI outcomes</p>
<p><b>Objective D:</b></p> <p>By June 30, 2018 complete all BP 1-17 objectives and deliverables.</p>	<p>Emergency Preparedness Coordinator</p>	<p>Work with department staff, community stakeholders, response partners, regional partners and state/federal staff to interpret, plan, execute and evaluate all functions related to completing deliverables</p>

**Strategic Plan Goal #2:**

**Chippewa County Health Department will work to improve the health status of residents within Chippewa County and the surrounding area.**

Objective	Responsible Party	Strategies
<p><b>Objective A:</b></p> <p>By September 30, 2019 create a Health Improvement Plan for Chippewa County.</p>	<p>Health Officer</p> <p>Department Supervisors</p>	<p>Review results from the Community Health Needs Assessment and other available data sources and identify primary focus areas</p> <p>Review focus areas with leadership from local health facilities</p> <p>Write plan and review with staff</p> <p>Present plan to the County Administrator and Commissioners</p> <p>Place plan on agency website</p> <p>Review plan annually and update as necessary</p>
<p><b>Objective B:</b></p> <p>By September 30, 2021 work to decrease rates of Hepatitis C and other communicable disease related to IV drug use within Chippewa County.</p>	<p>Health Officer</p> <p>PFH Supervisor</p>	<p>Educate county, township and city officials on the risks of Hepatitis C, HIV and other communicable disease transmitted via IV drug use</p> <p>Educate residents within the county on the risks of communicable disease as related to IV drug use</p> <p>Explore capabilities within Chippewa County to implement a syringe access program</p> <p>Secure funding, staff and equipment to begin providing services to community members</p>
<p><b>Objective C:</b></p> <p>By September 30, 2021, monitor and advise on outbreaks, disease trends and impending health threats.</p>	<p>Emergency Preparedness Coordinator,</p> <p>Public Health,</p> <p>Environmental Health</p>	<p>Work closely with State and local epidemiologist to monitor trends</p> <p>Attend State update calls</p> <p>Monitor natural trends to evaluate potential threats</p> <p>Work with administrative team to develop response procedures as needed</p>

**Strategic Plan Goal #3: Chippewa County Health Department will engage communities to identify and solve health problems.**

<b>Objective</b>	<b>Responsible Party</b>	<b>Strategies</b>
<p><b>Objective A:</b></p> <p>By September 30, 2021, CCHD will be instrumental in providing educational opportunities to community members and area professionals that focus on health issues identified through data collection.</p>	<p>Health Officer</p> <p>Emergency Preparedness Coordinator</p> <p>Prevention Program Staff</p>	<p>Continue to participate in planning meetings with local and regional health organizations</p> <p>Continue to actively participate in local and regional health coalitions and collaborative groups</p> <p>Participate in the Community Health Needs Assessment process</p> <p>In collaboration with local partners, plan and host the annual UP Substance Abuse Prevention Conference and Community Night Event</p> <p>In collaboration with local partners, plan and host the annual Rural and Ready Symposium</p>

**County Board Approval: November 9, 2009**  
**Amended: January 4, 2016**

**ARTICLE I: MEETINGS**

1.1 Regular Schedule. Regular meetings of the Chippewa County Board of Commissioners are held on the second Monday of each month, unless otherwise noted and approved during the Organizational meeting. The annual 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.

1.2 Annual Meeting. The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16.

1.3 Special Meetings. A special meeting of the Board of Commissioners shall be held when called by the chair or requested by at least one-third 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 insure 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 Monday 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 circuit courtroom of the Chippewa County 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. This prohibition does not apply to county appointments or employment.

### 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.

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.

4.2 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.

5.2 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 fourth 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. 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.