

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

July 19, 2016

5:15 p.m.

- I. CALL TO ORDER
- II. PRAYER
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL

**SPECIAL ORDERS OF BUSINESS:**

- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
  - County Board minutes: 7-5-16
  - Committee of the Whole:
- VI. APPROVAL OF AGENDA
- VII. PRESENTATION OF WRITTEN COMMUNICATIONS
  - A. COMMUNICATIONS RECEIVED
  - B. COMMUNICATIONS FORWARDED
- VIII. REPORTS OF STANDING, STATUTORY, SPECIAL COMMITTEES AND OTHERS
- IX. **PUBLIC COMMENT ON AGENDA ITEMS** (Sign In)
- X. **COMMITTEE REPORTS**
  - 1. **Administrators Report**
  - 2. **Jail Committee minutes of 7-13-16**
  - 3. **Finance committee minutes of 7-14-16**
- XI. GENERAL ORDERS OF BUSINESS
  - A. UNFINISHED BUSINESS

B. NEW BUSINESS

1. Payment of Bills
2. Zoning Case No. 3-16-PC
3. Conservation District Recommendation- Timber Production
4. CUPPAD- Parcel/GIS/Mapping Update
5. FY 2016 Emergency Management Performance Grants
6. UPCAP- Area Agency on Aging
7. Food Service Contract- CBM Managed Services
8. Waive Permit Fees- UP State Fair Authority Project
9. Expense Card Recommendation-Kelly Smith
10. Administrator Evaluation Score
11. Administrator Contract

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Board of Commissioners Meeting on 8-2-16 at 5:15 p.m. in the Service Center Boardroom.
- B. Building and Grounds Meeting on 8-3-16 at 9:00 a.m. in room 222 of the Courthouse.
- C. Board of Commissioners Meeting on 8-16-16 at 5:15 p.m. in the Service Center Boardroom.
- D. Board of Commissioners Meeting on 9-6-16 at 5:15 p.m. in the Service Center Boardroom.

XV. NOTICES

**30 day notice of Appointments**

XVI. ADJOURNMENT

\*\*\*\*\*DUE TO THE TIME CONSTRAINTS, THE DELTA COUNTY BOARD OF COMMISSIONERS HAS ADOPTED A POLICY THAT ANY INDIVIDUAL WISHING TO ADDRESS THE BOARD WILL BE ALLOCATED THREE (3) MINUTES. THE THREE MINUTES USED BY THE INDIVIDUAL ARE TO MAKE STATEMENTS. THERE WILL BE NO QUESTION AND ANSWER SESSION FORMAT. THIS WILL STRICTLY BE A STATEMENT TYPE FORMAT. IF YOU WISH TO ADDRESS THE BOARD, PLEASE SIGN YOUR NAME ON THE SIGN UP LIST AVAILABLE FROM THE COUNTY CLERK. SPEAKERS WILL BE CALLED IN ORDER OF SIGN UP.\*\*\*\*\*

THE COUNTY OF DELTA WILL PROVIDE REASONABLE AUXILIARY AIDS AND SERVICES FOR THE HEARING IMPAIRED AND TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON REASONABLE NOTICE TO THE COUNTY OF DELTA. INDIVIDUALS WITH DISABILITIES REQUIRING SERVICES SHOULD CONTACT THE COUNTY OF DELTA ADA COORDINATOR BY WRITING OR CALLING THE FOLLOWING:

Daniel Menacher, DELTA COUNTY ADA COORDINATOR  
310 LUDINGTON STREET  
ESCANABA, MI 49829  
TELEPHONE (906) 789-5189

The Honorable Members of the Delta  
County Board of Commissioners

Dear Commissioners:

A regular meeting of the Delta County Board of Commissioners is scheduled for  
Tuesday, July 19, 2016 at 5:15 p.m. in the Boardroom in the Delta County Service Center.

Sincerely yours,

Nancy J. Kolich  
Delta County Clerk

Proposed

**DELTA COUNTY BOARD OF COMMISSIONERS MEETING  
July 5, 2016**

Escanaba, Michigan

A Regular meeting of the Delta County Board of Commissioners was held this date, pursuant to the following call:

June 30, 2016

The Honorable Members of the Delta  
County Board of Commissioners

Dear Commissioners:

A Regular Meeting of the Delta County Board of Commissioners is scheduled for Tuesday July 5, 2016, at 5:15 p.m. in the Boardroom of the Delta County Service Center.

Sincerely yours,  
Nancy J. Kolich  
Delta County Clerk

ROLL CALL

PRESENT: Commissioners Malnar, Johnson, Harrington, Moyle and Rivard.

ABSENT: None.

The meeting was called to order at 5:15 p.m. in the Boardroom of the Delta County Service Center by Delta County Clerk, Nancy J. Kolich.

VIII. PUBLIC COMMENT ON AGENDA ITEMS

None.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Moyle and seconded by Commissioner Malnar to approve the minutes of the June 21, 2016 meeting.  
MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve the agenda as presented. MOTION CARRIED.

Proposed

VII. PRESENTATION OF WRITTEN COMMUNICATIONS

- A. Received: 1. Letter from US Army Corps of Engineers  
2. Letter from Northcare Network.
- B. Forwarded: 1. Letter to Lucas Bradshaw.  
2. Letter to Joel Frizzell.  
3. Letter to Becky McIntyre.

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

- 1. Airport Advisory Board minutes of 3-14-16.
- 2. Central Dispatch minutes of 5-11-16, 6-8-16.
- 3. Human Services Board minutes of 5-24-16.
- 4. Solid Waste Authority minutes of 5-24-16.
- 5. Public Health minutes of 5-26-16.
- 6. Pinecrest Board minutes of 5-26-16.

- 1. Superior Trade minutes of 4-19-16.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to receive the written communication and place on file.  
MOTION CARRIED.

IX. PUBLIC COMMENT ON AGENDA ITEMS: No public comment

X. COMMITTEE REPORTS:

- 1. Administrator's Report.

Peter Brock, Masonville Township Supervisor contacted Mr. Bergman regarding partnering to pave the Rapid River Falls Park Road, the cost would be \$35,000 - the township would contribute \$17,000. The 2015-16 Budget Status is right on track.

X. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

B. NEW BUSINESS

- 1. Payment of Bills.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to pay bills in the amount of \$763,601.70 and Commissioners expenses of \$0. MOTION CARRIED.

- 2. 2015 MERS Actuarial Valuation/Presentation.

Administrator Bergman gave a presentation on a schedule of payments to be made to fund the Michigan Employee's

Proposed

Retirement System over the next 5 years without having to layoff employees.

3. Appraisal of Property North of Service Center.

The property north of the Service Center was appraised at \$4,000 per acre.

4. Land Option Contract on Property North of Service Center.

Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve the Land Option Contract on the 5 acres north of the Service Center for \$10,000 cash for the option to purchase for \$14,000 per acre with 5% increase per year, with the County retaining the timber rights, as presented.

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	YES

MOTION CARRIED.

5. Sale of the Fish Dam Property.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to adopt the Resolution for Delta County to begin Public Sale of Fish Dam Property, as presented. Minimum bid of \$200,000 for the 149 acres, abandonment of N-32 Road from the East property line to the West property line, with a permanent easement along the abandoned N-32 Road for a snowmobile trail, up to 3 easements for nearby property owners, with the County retaining timber reserves for 5 years. Bids are due by August 2, 2016.

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	YES

MOTION CARRIED.

6. Building Energy Conservation Measures Contract.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to formalize Building Energy Conservation Measures Contract with Trane, as presented. MOTION CARRIED.

Proposed

7. Credit Card Policy.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to adopt the Credit Card Policy for Probate Court with a \$2,000 limit, as presented. MOTION CARRIED.

Moved by Commissioner Rivard and seconded by Commissioner Malnar to approve issuing credit cards to Probate Court employees Tammy Wetthuhn, Matt Hughes, and Luke Hamelin, with a \$2,000 limit. MOTION CARRIED.

XII. GENERAL PUBLIC COMMENT

Rory Mattson, Delta Conservation District Director, addressed the Board regarding using funds from the Parks budget to pave the Rapid River Falls Park Road.

XIII. COMMISSIONERS CONCERNS

Commissioner Malnar: None.

Commissioner Johnson: Will be out of town for the next meeting.

Commissioner Moyle: Enjoyed the July 4<sup>th</sup> Parade.

Commissioner Rivard: None.

Commissioner Harrington: Enjoyed the Bark River Parade.

XIV. MEETING SCHEDULE

July 19 <sup>th</sup>	5:15 p.m.	Board meeting.
August 2 <sup>nd</sup>	5:15 p.m.	Board meeting.
August 16 <sup>th</sup>	5:15 p.m.	Board meeting.

XV. NOTICES

30 day notice of Appointments

XVI. ADJOURNMENT

Moved by Commissioner Moyle and seconded by Commissioner Malnar to adjourn at 6:05 p.m.

Respectfully Submitted,

Proposed

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Nancy J. Kolich, County Clerk

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Mary K. Harrington, Board Chair

## FINANCE COMMITTEE MEETING

July 14, 2016

MEMBERS PRESENT: Commissioner Patrick Johnson  
Commissioner John Malnar  
Administrator Ryan Bergman

ATTENDEES: None

The meeting began at 2:00 p.m.

V. New Business:

### **1. Capital Outlay Fund Commitments**

The Administrator went over the current listed commitments in the Capital Outlay Fund. Other than the water/sewer project, none represent active projects and most have not been updated in many years. The Administrator recommended de-committing all funds other than the water/sewer project, similar to what the Board did for the General Fund last year. If de-committed, all funds would still remain in the Capital Outlay Fund for capital projects, but would not be earmarked for specific items. After discussion the Committee recommends this action to the full board.

### **2. Energy Project Financing**

The Committee discussed funding strategy for the Energy Project that was approved by the board at the previous meeting. The Airport will pay for its \$275,106 share through its Fund Balance, which leaves up to \$971,000 in project costs. After discussion, the Committee recommends using \$535,347 in Capital Outlay Funds, requesting \$35,753 from the Building Authority, and applying for a \$400,000 low interest six-year Michigan Saves loan to finance the existing portion. The Committee recommends this action to the full board.

The meeting adjourned at 2:30 p.m.

To: Finance Committee



July 8, 2016

**Finance Committee Agenda Item: Capital Outlay Fund Commitments**

The Capital Outlay Fund is an internal service fund where the County sets aside funds for capital purchases. It currently includes \$1,002,992 in cash. Of this amount, all of it is committed to 8 various projects. The County has no actual commitments to these projects, but simply said they'd like the money to be used for these purposes at some point. This has been done over many years and many boards.

The commitments include items like telephone maintenance, and computer/software. Of these 8 commitments, only 1 appears to be a necessary, active project. The other 7 are either funded directly through the General Fund (computers, phones, equipment) or should have been de-committed long ago (animal shelter mold, hangar projects).

I am recommending that the current Board cleans up the commitment in this fund by de-committing 9 of the 10 projects. Then, \$535,347 of the funds will be used for the major energy and infrastructure project that the County is undertaken. I can't think of a better use for Capital Outlay Funds than this project, which replaces our most expensive and outdated heating/AC infrastructure and provides significant ongoing savings in the future.

Thank you,  
Ryan Bergman  
Director of Administration and Finance

## **Capital Outlay Fund Changes**

<b>\$1,002,992</b>	<b>Current Capital Outlay Fund Balance</b>
\$867,992	Funds to be de-committed
\$135,000	Funds to remain committed
\$867,992	Funds Now Available for Capital Purchases
\$535,347	Recommended use for Energy Project
\$332,645	Remaining Unassigned Balance

**COUNTY OF DELTA, MICHIGAN**  
**NOTES TO FINANCIAL STATEMENTS**

September 30, 2015

**NOTE M - FUND EQUITY CLASSIFICATIONS**

Fund equity has been committed and assigned in the General Fund as follows:

<b>Committed:</b>	
Budget Stabilization - Pension	\$ 614,816
Future retirement fund contributions	91,447
Insurance	256,238
Library funds	75,747
Delta 2001 committee	4,700
Worker compensation	163,594
Pinecrest MOE	192,413
Contract adjustment	25,000
MSU employee reimbursement	12,870
Sheriff social security agreement	14,000
Soil Conservation District/Parks	60,000
Van replacement-community corrections	<u>1,500</u>
Total	<u>\$ 1,512,325</u>

Fund equity has been committed in the Capital Outlay Fund as follows:

Equipment/vehicle purchase	\$ 332,192 = Eliminate
Computer/software	119,327 - Eliminate
Telephone maintenance	103,396 - Eliminate
FedEx Property Sale Proceeds	101,827 - Eliminate
Airport terminal project	(14,200) - Eliminate
Equipment repair	163,360 - Eliminate
Animal shelter mold project	62,090 - Eliminate
Potential water/sewer project	<u>135,000 - KEEP</u>
Total	<u>\$ 1,002,992</u>

Amounts for nonspendable, restricted, committed and assigned as reported in the financial statements that are not disclosed above, are disclosed on the financial statements based upon the fund description on pages 87 to 92.

**COUNTY OF DELTA, MICHIGAN  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
September 30, 2015**

	<u>General Fund</u>	<u>Road Patrol</u>	<u>Capital Outlay</u>
<b>ASSETS</b>			
Cash and equivalents:			
Unrestricted	\$ 980,344	\$ 125,138	\$ 1,002,992
Restricted	-	-	-
Investments	468,689	-	-
Receivables:			
Accounts	16,117	2,568	-
Property taxes	738,622	-	-
Due from other funds	256,612	14,133	-
Due from State of Michigan	300,384	13,062	-
Inventory	-	-	-
Prepaid items	94,602	9,373	-
	<u>2,855,370</u>	<u>164,274</u>	<u>1,002,992</u>
Total assets	<u>\$ 2,855,370</u>	<u>\$ 164,274</u>	<u>\$ 1,002,992</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 110,617	\$ 32,021	\$ -
Due to other funds	14,133	-	-
Due to other governmental units	-	-	-
Accrued payroll and related liabilities	128,041	22,444	-
	<u>252,791</u>	<u>54,465</u>	<u>-</u>
Total liabilities	<u>252,791</u>	<u>54,465</u>	<u>-</u>
<b>FUND BALANCES</b>			
Nonspendable:			
Prepaid items	94,602	9,373	-
Inventory	-	-	-
Restricted	-	-	-
Committed	1,512,325	-	1,002,992
Assigned	-	100,436	-
Unassigned	995,652	-	-
	<u>2,602,579</u>	<u>109,809</u>	<u>1,002,992 - BALANCE</u>
Total fund balances	<u>2,602,579</u>	<u>109,809</u>	<u>1,002,992 - BALANCE</u>
Total liabilities and fund balances	<u>\$ 2,855,370</u>	<u>\$ 164,274</u>	<u>\$ 1,002,992 -</u>

See accompanying notes to financial statements.

To: Finance Committee



July 8, 2016

**Finance Committee Agenda Item: Energy Project Financing Recommendation**

All activities in the Delta County comprehensive energy and infrastructure project will have a cumulative maximum cost of \$1,246,206. This project was discussed at multiple Building and Grounds and Board meetings before being approved on 7/05/16. My recommendation for payment is as follows:

Airport Fund Balance: \$275,106  
Capital Outlay Fund: \$535,347  
Building Authority Fund: \$35,753  
Michigan Saves Program Loan: \$400,000

Use of the Building Authority Fund will take a meeting of the committee. As this may take time to set up, these \$35,753 can be paid from the General or Capital Outlay Fund, and then reimbursed if approved.

Thank you,  
Ryan Bergman  
Director of Administration and Finance

# Energy Financing Recommendation

Description	Cost
Courthouse Projects	\$971,100
Airport Projects	\$275,106
<b>Total Cost</b>	<b>\$1,246,206</b>

## County Funding Sources

Description	Unassigned Balance	Recommended Use	Remaining Balance
Capital Outlay Fund	\$867,992	\$535,347	\$332,645
Airport Fund	\$697,540	\$275,106	\$422,434
Building Authority Fund	\$35,753	\$35,753	\$0
Michigan Saves Loan	N/A	\$400,000	N/A
	<b>Total</b>	<b>\$1,246,206</b>	

## Cost of Borrowing

Cost Description	Cost
Annual Principal	\$66,667
Annual Interest	\$7,273
<b>Annual Payment</b>	<b>\$73,940</b>

From General and Capital Outlay

## **JAIL COMMITTEE MEETING**

July 13, 2016

MEMBERS PRESENT: Chairperson Mary Harrington  
Commissioner John Malnar  
Administrator Ryan Bergman  
Prosecutor Phil Strom  
Sheriff Ed Oswald

ATTENDEES: Jordan Beck, Daily Press

The meeting began at 2:00 p.m.

V. New Business:

### 1. **Jail Project Discussion**

The Committee held a forum for Committee members on the jail project. The group discussed reasons that citizens have approached members on why they voted no. The most common reason heard was determined to be the total project cost, and not the annual millage amount. The group discussed what options would allow the total project cost to be reduced. The group determined that although the project could be reduced, it would have a negative impact on the project, especially the capacity, and would present significantly higher risk to the General Fund. The Committee then discussed when it would be appropriate to try again, considering how close the recent defeat was. The group discussed November 2016 vs. May 2017, and went over the pros and cons of each. The Committee determined that the most appropriate action was to refer the item to the full board, either at a Committee of the Whole meeting, or at the August 2<sup>nd</sup> regular meeting.

The meeting adjourned at 3:27 p.m.

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197

B1



July 19, 2016

TO: Delta County Board of Commissioners  
FR: Ryan Bergman, Administrator  
RE: Payment of Bills

I have examined all claims presented, and recommend payment of the following; and that the County Clerk be directed to issue orders on the County Treasurer to the Claimants for the amounts allowed.

Ryan Bergman, Administrator

Date	Amount
06-29-16	151,158.36
07-14-16	390,518.40
Total Report of Claims \$	541,676.76
Total Jury Expense \$	0.00
GRAND TOTAL OF BILLS \$	541,676.76
Commissioner Expenses: \$	662.74 Paid

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Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
06/29/2016	162538	002102	BAY DE NOC LAW FIRM PC	CIRCUIT ATTORNEY FEES - JUNE 2016	1,583.33
06/29/2016	162539	002142	BERGMAN LAW OFFICE PC	PROBATE ATTORNEY FEES - JUNE 2016	1,742.74
				CIRCUIT ATTORNEY FEES - JUNE 2016	1,583.33
					<u>3,326.07</u>
06/29/2016	162540	002151	ROBERT A. BERBOHM	EMERG MGMT SERVICES - JUNE 2016	4,408.33
				MILEAGE REIMB- REG GOV MARCH 2016	70.52
					<u>4,478.85</u>
06/29/2016	162541	002170	BENOIT'S GLASS & LOCK	4 SCHAGE CYLINDERS, PASS KEYS - INSTALLA	275.00
06/29/2016	162542	003014	TIMOTHY F. CAIN	CIRCUIT ATTORNEY FEES - JUNE 2016	1,583.33
06/29/2016	162543	003058	CBM FOOD SERVICE	FOOD SERVICE 6/9/16 - 6/15/16	3,418.70
06/29/2016	162544	003087	CHARTER COMMUNICATIONS	INTERNET/CABLE - ACCT 8245 12 032 009191	243.86
06/29/2016	162545	003110	CITY OF ESCANABA	DISPATCHING SERVICES- JUNE 2016	63,500.00
06/29/2016	162546	003115	KEVIN CHMURYSKI	PHONE REIMB-JAN/FEB/MAR 2016	105.00
06/29/2016	162547	003140	CITY OF GLADSTONE	DATA MODEMS- JAN-JUNE 2016	615.86
06/29/2016	162548	003160	CLOVERLAND PAPER CO.	JANITORIAL-TOILET PAPER, PAPER TOWELS FO	152.01
06/29/2016	162549	004038	DAVIS/WANIC LAND SURVEYORS P.C	REVISED MAPPING/LEGAL DESC- REMAINING FI	175.00
06/29/2016	162550	004075	DEGRAND, REARDON & HALL P.C.	ATTORNEY FEES-DISTRICT CT-JUNE 2016 - RU	2,083.33
06/29/2016	162551	004200	DELTA COUNTY CLERK	10% BOND - BAJANEN 15-FH-9268	1,500.00
				APPLY BOND TO FINES & 10% - KROUPA - 15-	500.00
				10% BOND - PETERSON - 16-9277-FH	400.00
				APPLY TO FINES & 10% - 16-9273-FH - BOUC	1,000.00
					<u>3,400.00</u>
06/29/2016	162552	004205	DELTA COUNTY FRIEND OF THE COURT	RETURN BOND - JOHNSTON - 06-DM-18347	500.00
06/29/2016	162553	004270	DELTA COUNTY TREASURER	1 REDEMPTION - POTIER 05201400300	10.00
06/29/2016	162554	004367	EMILY DESALVO BOUGIE	REIMB FOR INVITATIONS TO DRUG COURT OPEN	36.02
06/29/2016	162555	004418	DTE ENERGY	NAT'L GAS - ACCT: 4576 012 0002 7	70.61
				NAT'L GAS - ACCT 4576 012 0006 8	571.27
				NAT'L GAS - ACCT 4576 012 0007 6	36.46
					<u>678.34</u>
06/29/2016	162556	004802	ECOLAB PEST ELIM DIV	PEST CONTROL	150.00
06/29/2016	162557	004805	ECONOMOPOULOS LAW FIRM PC	DISTRICT ATTORNEY FEES - JUNE 2016	2,083.33
				PROBATE ATTORNEY FEES - JUNE 2016	1,742.74
					<u>3,826.07</u>
06/29/2016	162558	006022	FASTENAL COMPANY	WIPES AND SCREWDRIVER COMBO	64.70
06/29/2016	162559	006091	FOUR SEASONS, INC.	HP ULTRA OIL 2.6	13.14
06/29/2016	162560	006094	FOX LABS INTERNATIONAL	SUDECON SINGLE PACKETS	68.00
06/29/2016	162561	007130	ROBERT E. GOEBEL JR.	PHONE REIMB - JUNE 2016	35.00
06/29/2016	162562	008090	HIAWATHA CHEF SUPPLY	VEGETABLE SLICER	50.00
06/29/2016	162563	008103	HIGHER POWER HYDRAULIC DOORS	HANGAR DOOR FINAL (DUE WHEN DOORS DELIVE	9,224.50
06/29/2016	162564	008124	MATT HUGHES	MILEAGE REIMB - JUNE 2016	289.44
06/29/2016	162565	012131	PERRY LUND	PHONE REIMB - JUNE 2016	35.00
06/29/2016	162566	013028	JAYNE MACKOWIAK	CIRCUIT ATTORNEY FEES - JUNE 2016	1,583.33
06/29/2016	162567	013100	TONY MARTINEAU	MEAL REIMB 6/7/2016	24.04
06/29/2016	162568	013175	MCNAMARA, ANNE B	COURT APPOINTED REFEREE - JUNE 2016	2,000.00
06/29/2016	162569	013179	MENARDS	SHELF KIT - BRACES	52.85

162522 - 162537 PIR cks + PIR ded

Check Date	Check	Vendor	Vendor Name	Description	Amount
06/29/2016	162570	013180	MEL'S LAWN AND GARDEN, INC.	BRACES - CLEANING SUPPLIES	73.71
06/29/2016	162571	013411	MICHIGAN STATE UNIVERSITY EXTENSION	PARTS FOR SPRINKLER SYSTEM	34.99
06/29/2016	162572	014119	JOEL NORDIN	SPRINKLER HEADS	17.97
06/29/2016	162573	015110	EDWARD L. OSWALD	WIRING SUPPLIES - REPAIR LIGHTS	54.93
				CFR- VEHICLE MAINTENANCE	32.18
					<u>266.63</u>
06/29/2016	162574	016013	PREIN&NEWHOF	2 1/2 GALLON MAD DOG PLUS	62.00
				15/16 APPROPRIATION- 4TH QTR (JULY-SEPT	11,260.00
				MEAL REIMB-TRAINING 6/19 - 6/22/16	69.12
				MILEAGE REIMB - TRI-STATE SHERIFF FORUM	64.80
					<u>1,509.75</u>
				HANGAR PROJECT - PROF SERVICES MAY 2016	566.64
				ARFF SUITS GRANT REIMB - MAY 2016	<u>2,076.39</u>
06/29/2016	162575	017010	QUILL CORPORATION	TRAYS	44.97
				FILE FOLDER LABELS	8.99
					<u>53.96</u>
06/29/2016	162576	018074	RENT-A-MAID INC	COMMERCIAL CLEANING JUNE 2016	1,440.92
06/29/2016	162577	018077	UPPER MICHIGAN LAW	ATTORNEY FEES-DISTRICT - JUNE 2016	2,083.33
06/29/2016	162578	018110	RICHER REFRIGERATION	BLOWER MOTOR FOR SERVICE CENTER EXHAUST	160.00
				REFRIGERANT + LABOR	1,114.14
					<u>1,274.14</u>
06/29/2016	162579	019064	SCHOOLCRAFT 93RD DISTRICT COURT	BOND- B PAPINEAU CIVIL FTA	5,000.00
06/29/2016	162580	019109	JAMES RAYMOND SHAPY	PAYROLL 6-13-2016 THROUGH 6-24-2016	1,340.00
06/29/2016	162581	019196	STANDARD ELECTRIC COMPANY	COPPER FITTINGS	18.40
06/29/2016	162582	019297	STATE OF MICHIGAN	LOC SHARE ARFF SUITS REIMB	306.00
06/29/2016	162583	019305	STATE OF MICHIGAN	SEX OFFENDER PAYMENT - 5/31/16	90.00
06/29/2016	162584	019375	STROPICH OIL COMPANY	DIESEL 333 G X 195	649.54
				NL 294 X 2.25 - FUEL	661.95
					<u>1,311.49</u>
06/29/2016	162585	021014	THE UPS STORE	POSTAGE MTT OMYA VS WELLS TOWNSHIP	21.57
06/29/2016	162586	021043	UPCAP SERVICES	WORK CREW SERVICES	24.00
06/29/2016	162587	021070	U.P. POWER CO.	UTILITIES - ACCT 200052185	23.44
06/29/2016	162588	022025	VERIZON WIRELESS	PHONE - ACCT 583044249-00001	1,213.52
06/29/2016	162589	022049	JAMES J VIAU	CIRCUIT ATTORNEY FEES - JUNE 2016 (DIMEN	1,583.33
06/29/2016	162590	023076	TAMMY WEITBUHN	PHONE REIMB - JUNE 2016	35.00
06/29/2016	162591	023129	WOLVERINE POWER SYSTEMS	REPAIR OF THE GENERATOR	896.40
06/29/2016	162592	CLERK MISC	CRAIG GOUIN	RETURN BOND LESS 10% - BAJANEN - 15-9268	13,500.00
06/29/2016	162593	CLERK MISC	KARISSA BRIANNA PETERSON	RETURN BOND - PETERSON - 16-9277-FH LESS	3,600.00
06/29/2016	162594	DLQ TAX	BLAIR ANN RUDMAN &	DLQ TAX REFUND	16.00

FIRST TOTALS:

Total of 57 Checks:

Less 0 Void Checks:

Total of 57 Disbursements:

151,158.36

0.00

151,158.36

7

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
07/01/2016	162595	002349	BURNHAM & FLOWER OF MICHIGAN	TAX BONDS	1,411.00
	<i>162596 - 162597 PIR dead</i>				
07/01/2016	162598	013950	MUNICIPAL EMPLOYEES RETIREMENT	RETIREMENT-DEFINED BENEFIT	2,440.00
				RETIREMENT-DEFINED BENEFIT	2,317.00
				RETIREMENT-DEFINED BENEFIT	5,402.00
				RETIREMENT-DEFINED BENEFIT	3,138.00
				RETIREMENT-DEFINED BENEFIT	1,531.00
				RETIREMENT-DEFINED BENEFIT	755.00
				RETIREMENT-DEFINED BENEFIT	2,666.00
				RETIREMENT-DEFINED BENEFIT	3,262.00
				RETIREMENT-DEFINED BENEFIT	2,675.00
				RETIREMENT-DEFINED BENEFIT	851.00
				RETIREMENT-DEFINED BENEFIT	901.00
				RETIREMENT-DEFINED BENEFIT	1,341.00
				RETIREMENT-DEFINED BENEFIT	9,871.00
				RETIREMENT-DEFINED BENEFIT	16,751.00
				RETIREMENT-DEFINED BENEFIT	6,983.00
				RETIREMENT-DEFINED BENEFIT	853.00
				RETIREMENT-DEFINED BENEFIT	881.00
				RETIREMENT-DEFINED BENEFIT	6,655.00
				RETIREMENT-DEFINED BENEFIT	1,947.00
				RETIREMENT-DEFINED BENEFIT	1,188.00
					<u>72,408.00</u>
				BOAT MAINTENANCE	33.88
				COURT APPOINTED REFEREE - JUNE 2016	2,000.00
				MONTHLY PUMP SEPTIC SERVICE	155.00
				TOWER POWER ACCT 200500	105.05
				RESTITUTION - BEAUCHAMP - 07-7823	10.00
				PC MEETING	48.75
				REPLACE INSTITUTIONAL KNOB ON JAIL CORRI	198.50
				REPAIR LOCK ON LOCKER ROOM DOOR	125.00
					<u>323.50</u>
				FOOD SERVICE 6/16/16 - 6/22/2016	3,489.02
				FOOD SERVICE 6/23/16 - 6/29/16	3,522.97
					<u>7,011.99</u>
				HOSE CLAMPS AND HEATER HOSE	1.87
				HYDRAULIC FLD AW32	132.45
				OIL FITLER, WHEEL GREASE	8.04
					<u>142.36</u>
				CARE OF B. MCCONLOGUE - 5/12-5/31/16	344.80
				CARE OF B MCCONLOGUE - JUNE 2016	517.20
				CARE OF T MCCONLOGUE-5/12 - 5/31/16	344.80
				CARE OF T MCCONLOGUE - JUNE 2016	517.20
					<u>1,724.00</u>
				ADA SIGN	181.00
				PENAL FINES - JUNE 2016	1,963.66

*162600-162603 } PIR c/w + PIR ded*  
*162605-162615 }*

3

Check Date	Check	Vendor	Vendor Name	Description	Amount
07/14/2016	162626	003130	CITY OF ESCANABA	UTILITIES - ACCT: 4-35-3750-00	2,133.53
				UTILITIES - ACCT: 4-35-4360-00 AIRPORT D	229.53
				UTILITIES - ACCT: 4-35-4310-01	11.00
				UTILITIES - ACCT: 4-35-3730-00	18.94
				UTILITIES - ACCT: 4-35-4350-00	21.48
				UTILITIES - ACCT: 4-35-3761-00	46.69
				UTILITIES - ACCT: 4-35-3720-00	11.84
				UTILITIES - ACCT: 4-35-3760-00	31.31
				UTILITIES - ACCT 4-35-4370-00	75.01
					<u>2,579.33</u>
07/14/2016	162627	003140	CITY OF GLADSTONE	PENAL FINES - JUNE 2016	346.67
				RESTITUTION - MICHEAU - 13-FH-8845	40.00
					<u>386.67</u>
07/14/2016	162628	003170	COMMUNITY ACTION AGENCY	HOUSING JUNE 2016	5,631.97
07/14/2016	162629	003240	COOPER OFFICE EQUIPMENT INC.	MAINT SHREDDER	247.00
				QUARTERLY COPIER CHARGES-KONICA C284E	102.14
				B&Z COPIER CONTRACT BASE RATE-KONICA C28	25.53
					<u>374.67</u>
07/14/2016	162630	003255	CORRECTIONAL HEALTHCARE COMPANIES I	MEDICAL SERVICES - AUGUST 2016	16,208.02
07/14/2016	162631	003323	CYCLE CITY	FILTER AND OIL	107.89
07/14/2016	162632	003329	CUPPAD REGIONAL COMMISSION	GIS SERVICES- 3RD QTR	8,750.00
07/14/2016	162633	004030	DAILY PRESS	SUBSCRIPTION	97.00
				YEARS OF SERVICE - ACCT DD0179	19.73
					<u>116.73</u>
07/14/2016	162634	004200	DELTA COUNTY CLERK	APPLY BOND TO FINES - MINTO - 16-FH-9285	500.00
				APPLY BOND TO FINES & 10% - MCCLEESE - 1	50.00
				APPLY BONDS TO FINES - GROLEAU 16-FH-929	100.00
				APPLY BONDS TO FINES & 10% - TALLBERG -	808.00
					<u>1,458.00</u>
07/14/2016	162635	004230	DELTA COUNTY ROAD COMMISSION	GASOLINE - MAY, 2016	344.37
07/14/2016	162636	004241	DELTA COUNTY 4-H COUNCIL	8 PLAT BOOKS JUNE 2016	280.00
07/14/2016	162637	004270	DELTA COUNTY TREASURER	2ND QUARTER 2016 REMON ADMIN FEES	84.90
				19 REDEMPTION CERTS	190.00
					<u>274.90</u>
07/14/2016	162638	004272	DELTA DISPOSAL	GARBAGE DISPOSAL - ACCT: 496	395.00
				GARBAGE PICKUP	163.95
					<u>558.95</u>
07/14/2016	162639	004356	JOHN DENHOLM	PC MEETING	89.00
				BOARD OF APPEALS 7/06/16	84.80
					<u>173.80</u>
07/14/2016	162640	004365	DEROUIN'S AUTO BODY & COLLISION INC	STEP BARS FOR NEW TRUCK	330.75
07/14/2016	162641	004367	EMILY DESALVO BOUGIE	REIMB FOR DRUG COURT OPENING FOOD	21.98
07/14/2016	162642	004419	STEVEN A. DOSH, M.D.	MEDICAL EXAMINER FEES- JULY 2016	3,500.00

4

Check Date	Check	Vendor	Vendor Name	Description	Amount
07/14/2016	162643	004441	JASON DIX	PHONE REIMB - JUNE 2016	35.00
07/14/2016	162644	004451	DUO SECURITY INC	DUO 2FA ENTERPRISE ED SUB 6/10/16-6/9/17	360.00
07/14/2016	162645	006022	FASTENAL COMPANY	EQUIPMENT PIECES COTTER PIN	9.72 14.22 <u>23.94</u>
07/14/2016	162646	006050	FIRST BANK	RESTITUTION - GUSTAFSON - 06-FH-7609	25.00
07/14/2016	162647	006053	FRATERNAL ORDER OF EAGLES	RESTITUTION - EVANS - 14-FH-8969 RESTITUTION - EVANS - 14-FH-8969 RESTITUTION - EVANS - 14-FH-8969	150.00 150.00 150.00 <u>450.00</u>
07/14/2016	162648	006057	FIRST LUTHERAN CHURCH	RESTITUTION - OLIVER - 99-6468	30.00
07/14/2016	162649	006088	DAN FORRESTER	SESSION/MILEAGE 6/29/2016	224.00
07/14/2016	162650	006121	FRIENDS OFFICE PRODUCTS	OFFICE SUPPLIES OFFICE SUPPLIES	34.47 269.91 <u>304.38</u>
07/14/2016	162651	007083	TERRI GILBERT	CARE OF A. DEGRAVES 6/1-6/15/16	258.60
07/14/2016	162652	007129	WALLEN GODLEWSKI	BOARD OF APPEALS 7/6/2016	38.36
07/14/2016	162653	007250	GUARDIAN PEST CONTROL, INC.	PEST CONTROL	30.00
07/14/2016	162654	008025	LUKE HAMLIN	MILEAGE REIMB - JUNE 2016	248.40
07/14/2016	162655	008031	MARK HANSON	MEAL REIMB - UPSET - JUNE 2016	115.50
07/14/2016	162656	009020	I.C.L.E.	MI FAMILY LAW, MAY 2016 UPDATE	141.51
07/14/2016	162657	010110	JOHNSTON PRINTING & OFFSET	ENVELOPES #10 SPECIAL WINDOW ENVELOPE LETTERHEAD - ENVELOPES	75.00 45.00 250.00 <u>370.00</u>
07/14/2016	162658	011021	KIESLER'S POLICE SUPPLY INC	MAGPUL ILLUMINATION KIT	17.46
07/14/2016	162659	011058	JAMIE KIDD	CARE OF M METZGER-MEEK 4/25 - 4/28/2016	51.72
07/14/2016	162660	011071	KMB BROADCASTING INC	ADS-SPORTS - MARKETING	350.00
07/14/2016	162661	011072	TIMOTHY KOBASIC	RESTITUTION - ARBOUR - 11-FH-8519	100.00
07/14/2016	162662	011087	MICHAEL & NANCY KOSSOW	RESTITUTION - IVES - 11-8522	200.00
07/14/2016	162663	011088	KUSHNER & COMPANY	ADMINISTRATION COSTS EMPLOYEE FLEX PLAN	93.50
07/14/2016	162664	012029	JEFF LAFAVE CONSTRUCTION	INVOICE#2 FOR NEW HANGAR CONSTRUCTION	99,957.60
07/14/2016	162665	012033	LAMBLE & BAYOT, PLLC	ATTORNEY FEES - SALO ATTORNEY FEES - MOSTER	75.00 75.00 <u>150.00</u>
07/14/2016	162666	012094	LEXISNEXIS RISK SOLUTIONS	MONTHLY CHARGE HOMESTEAD INFO-BILL ID 66	50.00
07/14/2016	162667	013037	JOHN MALNAR	MILEAGE/PHONE/MEAL/BRIDGE REIMB- JUNE 20	322.89
07/14/2016	162668	013081	MARQUETTE COUNTY DISTRICT COURT	BOND- DARIUS L BROWN	540.00
07/14/2016	162669	013178	MECRA	REG-2016 ANNUAL CONFERENCE - FRANKENMUTH	150.00
07/14/2016	162670	013179	MENARDS	WASHERS, NUTS AND ELECTRICAL TAPE SPRINKLER PARTS SPRINKLER PARTS PIPE AND SPRINKLER REPAIR PARTS. OWL DECOYS FOR ROOF DEGREASER, STUD, HANGAR DOOR AND SHOP SU	10.76 46.75 7.38 24.95 19.98 14.89 <u>124.71</u>
07/14/2016	162671	013184	MENOMINEE COUNTY DISTRICT COURT	BOND-DALE EBERLY	260.00

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Check Date	Check	Vendor	Vendor Name	Description	Amount
07/14/2016	162672	013392	STATE OF MICHIGAN	AUGUST 2015 CPL RENEWALS APRIL 2016 CPLS MAY 2016 CPL	1,984.00 6,820.00 4,402.00 <u>13,206.00</u>
07/14/2016	162673	013435	MIDWEST CLAIMS SERVICE	RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
07/14/2016	162674	013447	MILLER'S ACTION OFFICE SUPPLY	PAPER ROLL FOR ADDING MACHINE	7.39
07/14/2016	162675	014125	RUSSELL NELSON	BOARD OF APPEALS 7/6/2016	53.48
07/14/2016	162676	014192	NORWAY SPRINGS INC	RENTAL - HOT WATER - ACCT 14230	19.90
07/14/2016	162677	014210	NORTHERN PLUMBING & HEATING	AIR FILTERS AND COUPLING FOR JAIL TUBING AND SLIP JOINT NUTS	51.36 26.06 <u>77.42</u>
07/14/2016	162678	014220	NORTHERN STAR PATHOLOGY PC	AUTOPSY- LAEL SNOW	1,450.00
07/14/2016	162679	014250	NU-WAY CLEANERS	UNIFORM DRY CLEANING-JUNE 2016	124.75
07/14/2016	162680	015025	OFFICE DEPOT	COFFEE/TISSUE/SEALS/CLIP/BATTERY/PEN/PAD CORR TAPE/CALC PAPER/BANDAGES/REINF LABE	71.01 43.65 <u>114.66</u>
07/14/2016	162681	015094	OSF ST. FRANCIS HOSPITAL	LAB WORK	575.00
07/14/2016	162682	016032	P & M INSPECTIONS, INC.	PAY PERIOD 5-16-2016 THROUGH5-27-2016	5,031.00
07/14/2016	162683	016037	MICHAEL PARRETT	BOARD OF APPEALS 7/6/2016	45.92
07/14/2016	162684	016083	NANCY PETERSON	PC MEETING BOARD OF APPEALS 7/6/2016	30.00 30.00 <u>60.00</u>
07/14/2016	162685	016088	PIONEER QUICK LUBE - 23	OIL CHANGE	63.41
07/14/2016	162686	016135	PUBLIC AGENCY TRAINING COUNCIL	PRISONER CONTROL CONFERENCE - NORDIN	295.00
07/14/2016	162687	017010	QUILL CORPORATION	OFFICE SUPPLIES	121.83
07/14/2016	162688	018059	JOSEPH RAPPESTE	RESTITUTION - MONFILS - 11-8471	5.00
07/14/2016	162689	018063	REINHART FOOD SERVICE	PAPER CUPS, CREAMER AND GARBAGE BAGS CREAMER, FOAM CONTAINERS, GLOVES, CUPS	246.96 138.17 <u>385.13</u>
07/14/2016	162690	018067	REAL ESTATE TRF. TAX, DEPT. 77627	RE TRANSFER JUNE 2016	67,811.25
07/14/2016	162691	018110	RICHER REFRIGERATION	BLOWER MOTOR REPAIR ON ROOF	1,188.71
07/14/2016	162692	019010	ST. ANNE CHURCH	RESTITUTION - BEAUCHAMP - 08-8056	10.00
07/14/2016	162693	019027	LESLIE STANEK-NAULT	PHONE REIMB - JUNE 2016	35.00
07/14/2016	162694	019042	HAROLD SCHERWER	BOARD OF APPEALS 7/6/2016	26.48
07/14/2016	162695	019073	RANDY SCOTT	PC MEETING	52.20
07/14/2016	162696	019109	JAMES RAYMOND SHAPY	PAYROLL 6-27-2016 THROUGH 7-8-2016	1,175.00
07/14/2016	162697	019201	STATE OF MICH, ST. EDUCATION TAX	SET & TLR TAX 6/15-30/16	707.25
07/14/2016	162698	019228	STATE OF MICHIGAN	RESTITUTION - GAGNE - 12-8594	25.00
07/14/2016	162699	019234	STATE OF MICHIGAN	CERTIFICATION FOR RENEE ALEXANDRONI, BRE	90.00
07/14/2016	162700	019234	STATE OF MICHIGAN	CERTIFICATION RENEWAL: M. HERIBACKA AND	60.00
07/14/2016	162701	019234	STATE OF MICHIGAN	RENEWAL FOR LINDSEY, PAULA, TRUDI, AND R	120.00
07/14/2016	162702	019238	STATE OF MICHIGAN	STATEWARD CHARGEBACK- JUNE 2016	199.62
07/14/2016	162703	019290	STATE OF MICHIGAN	REMON FEES FOR 2ND QUARTER 2016	5,575.10
07/14/2016	162704	019325	STATE OF MICHIGAN	CIRCUIT, DIST, AND PROB CRT MONTHLY REMI	30,853.01
07/14/2016	162705	019356	STERICYCLE, INC	HAZARDOUS WASTE PICKUP - ACCT 2235375	584.38
07/14/2016	162706	019375	STROPICH OIL COMPANY	55 GOLD 115W 40 CJ4 SL	497.75
07/14/2016	162707	019395	SUPERIORLAND ELECTRONICS	SECURITY PANEL REPAIR	40.00
07/14/2016	162708	020010	T & T HARDWARE	KEYS	7.96
07/14/2016	162709	020015	TRUCK EQUIPMENT	AB TUBING 3/16" ODD 100 FT BLACK	1.24

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Check Date	Check	Vendor	Vendor Name	Description	Amount
07/14/2016	162710	020031	BOBBI JO & ROBERT TAYLOR	RESTITUTION - BALDWIN - 14-8994	30.00
07/14/2016	162711	020046	TECHNICAL RESOURCE MGMT LLC	FIELD TEST KITS - ACCT 8819	402.50
07/14/2016	162712	020087	TITLE CHECK LLC	2014 TAX CYCLE MONTHLY BILL	1,613.70
07/14/2016	162713	020116	TRANSUNION RISK AND ALTERNATIVE	INVESTIGATIVE SEARCHES - ACCT 363167	25.00
07/14/2016	162714	021012	UNITED PARCEL SERVICE	POSTAGE	14.57
07/14/2016	162715	021014	THE UPS STORE	POSTAGE	15.89
07/14/2016	162716	021015	UPWARD TALENT COUNCIL	CONTRACTED SERVICES- VETERAN AFFAIRS OFF	12,500.00
07/14/2016	162717	021041	U.P. ACTION NEWS	ADVERTISING JUNE, 2016 - ACCT AD0262	440.45
07/14/2016	162718	021046	UPEDA	REG- PAT JOHNSON- JULY 15, 2016 MEETING	25.00
07/14/2016	162719	022017	JULIAN VANDECAVEYE	PC MEETING	34.95
07/14/2016	162720	023084	WEX BANK	FUEL - ACCT 0496-00-165010-0	87.65
07/14/2016	162721	023121	WJMN-TV3	MARKETING - GOLF AD	270.00
07/14/2016	162722	023131	WLUC TV-6 & FOX UP	MARKETING -TENNIS ADS	180.00
07/14/2016	162723	023140	WRIGHT EXPRESS FINANCIAL SERVICES	CC CHARGES - ACT 5567 3400 0301 8078	953.74
				PHONE BOOSTER/MONITORS/SIGSEND/TONER/DV	3,542.88
					4,506.62
07/14/2016	162724	025000	XEROX CORPORATION	PRINTER SERVICE JULY 2016 - ACCT 7180154	35.44
07/14/2016	162725	CLERK MISC	ERIK TALLBERG	RETURN BALANCE OF BOND - TALLBERG - 16-9	692.00
07/14/2016	162726	CLERK MISC	DAN E BROWN JR	RETURN BALANCE OF BOND - GROLEAU - 16-FH	900.00
07/14/2016	162727	DLQ TAX	WARF SALLY ANN	DLQ TAX REFUND	11.89
07/14/2016	162728	TAX REFUND	DUBOVSKY TIMOTHY M	Win Tax Refund 051-230-3606-153-014	859.60
07/14/2016	162729	TAX REFUND	MAMMEL ROBERT W & NANCY E	Sum Tax Refund 012-182-012-00	49.59
				Win Tax Refund 012-182-012-00	69.81
					119.40
07/14/2016	162730	TAX REFUND	MALNAR IVAN	Win Tax Refund 010-056-001-00	2,789.11
07/14/2016	162731	TREAS MISC	TRACY YEADON	CC OVERPAYMENT REF 17651847	5.00
07/14/2016	162732	TREAS MISC	OTTAWA COUNTY FOC	FOC BOND- JERRY D DANIEL	600.00
<b>FIRST TOTALS:</b>					
Total of 121 Checks:					390,518.40
Less 0 Void Checks:					0.00
<b>Total of 121 Disbursements:</b>					<b>390,518.40</b>



B2

NAME	Delta Conservation District, Scott Streichert, Dennis Bourdeau and Nick Kolich	FILE NO.	3-16-PC
ADDRESS	various	DATE	05-20-2016
TOWNSHIP	Cornell	FEE	\$400.00 PAID

Legal Description: SW ¼ of NE ¼, NW ¼ of SE ¼, NE ¼ of SW ¼, SE ¼ of NW ¼, SE ¼ of SW ¼, and SW ¼ of SE ¼ all in Section 29, and NE ¼ of NW ¼ of Section 32 all in Township 41 North, Range 24 West.	REQUEST:	
	Amendment	XXX
	Conditional Use	

Summary: Applicants are requesting to have their property rezoned from Timber Production to Resource Production for development purposes.	Variance	
	Class A Designation	
	Other	

MAP OF EFFECTED AREA: see attached      PLAT BOOK PAGE NO.: 35

	<p align="center">-LEGEND-</p> <ul style="list-style-type: none"> <li> R-1</li> <li> R-2</li> <li> R-3</li> <li> R-4</li> <li> LS/R</li> <li> LS/R2</li> <li> RR</li> <li> RP</li> <li> AP</li> <li> TP</li> <li> TP/2</li> <li> OS</li> <li> C-1</li> <li> C-2</li> <li> C-3</li> <li> I</li> <li> PL</li> </ul>
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RECOMMENDATIONS:			ACTION TAKEN:				
	Approves	Disapproves	Conditions		Approves	Disapproves	Table
Township				Planning Comm.	✓		
<del>Health Dept.</del>				Hearing	7-11-16		



Zoning Adm.				Board of Comm.			
Other				Meeting			
				Board of Appeals			
				Hearing			

OFFICE OF THE ZONING ADMINISTRATOR  
PETITION FOR A ZONING AMENDMENT TO THE  
DELTA COUNTY ZONING ORDINANCE  
ORDINANCE NO. 76-2

CASE NO. 3-16-PC  
FEE PAID 400.00

Date Filed: 5-20-16

TO: Delta County Planning Commission, Delta County, Michigan

We the Owners, Contract Purchasers, Optionees, and Leaseholders of the hereinafter described property do hereby petition your Honorable Body to rezone property described as:

- ① Delta Conservation District:  $SW \frac{1}{4}$  of  $NE \frac{1}{4}$ ;  $NW \frac{1}{4}$  of  $SE \frac{1}{4}$ ;  $NE \frac{1}{4}$  of  $SW \frac{1}{4}$ ,  $SE \frac{1}{4}$  of  $NW \frac{1}{4}$  = Sec. 29
- ② Scott Streichert:  $SE \frac{1}{4}$  of  $SW \frac{1}{4}$  = Sec. 29
- ③ Dennis Bourdeau:  $SW \frac{1}{4}$  of  $SE \frac{1}{4}$  = Sec. 29
- ④ Nick Kolich:  $NE \frac{1}{4}$  of  $NW \frac{1}{4}$  = Sec. 32

Located at: T 41N - R 24W (address of property to be rezoned)

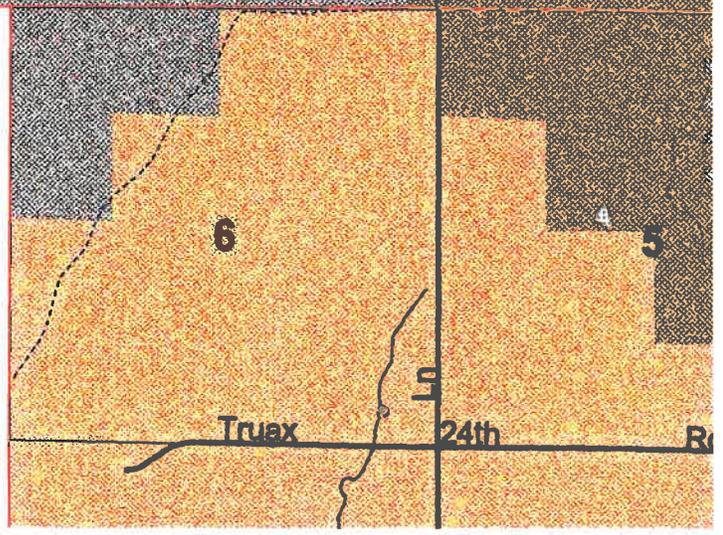
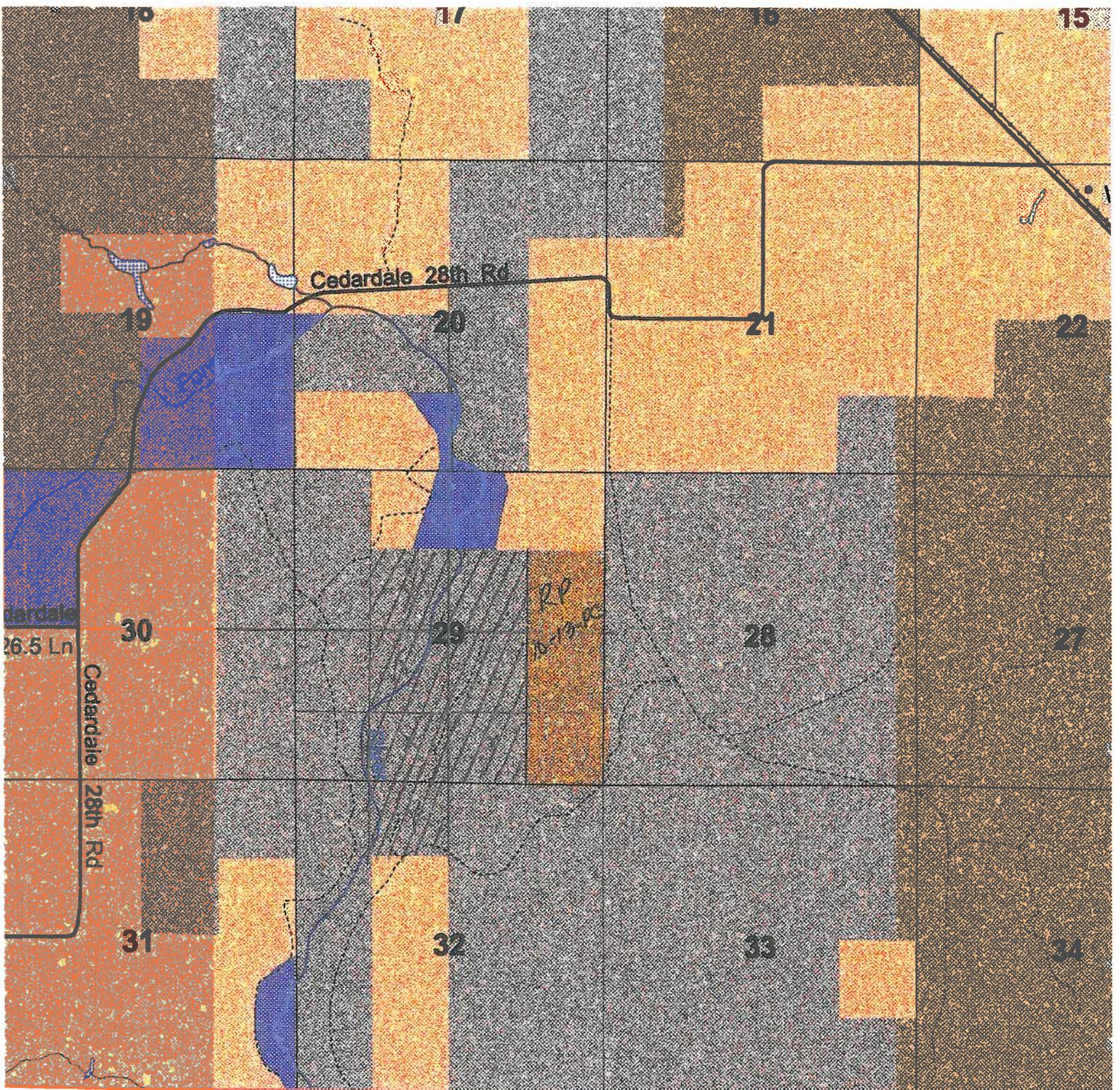
and permit zoning to be changed from 1P to RP use for the purpose of expanded use.

ALL OWNERS, CONTRACT PURCHASERS, OPTIONEES, AND LESSEES SIGN HERE

- ① Howard Hamblitt
- ② Scott Streichert
- ③ Dennis Bourdeau
- ④ Nick Kolich

WE, THE UNDERSIGNED PROPERTY OWNERS OR PURCHASERS LOCATED IN THE PROXIMITY OF THE ABOVE DESCRIBED LAND, DO HEREBY CONSENT TO THE ALLOWANCE OF THE ABOVE PETITION (Optional)

Name	Address	Lot	Subdivision	Date Signed
① Delta Conservation District	6822 Hwy. 2, 41 & 35		Gladstone, MI.	5/18/16
② Scott Streichert	5045 Maple	16.45	Dr. Escanaba, MI	5/19/16
③ Dennis Bourdeau	943 Stephenson Ave,		Escanaba, MI	5/19/16
④ Nick Kolich	1031 S. 30 <sup>th</sup> St.		Escanaba, MI.	5/18/16



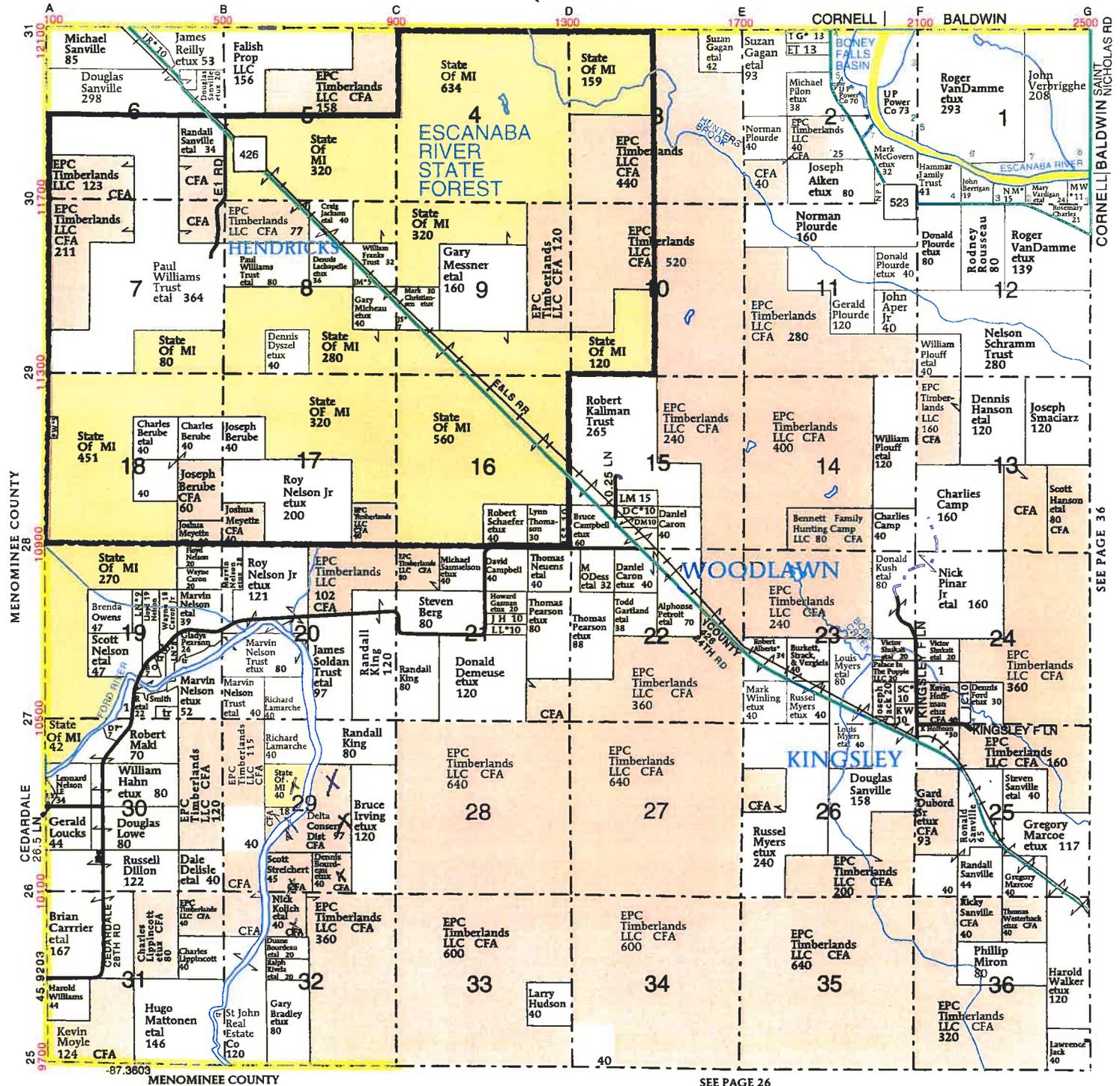
# BALDWIN SW/CORNELL NW

## T41-N • R-24-W

See Pages 89-90 For Additional Names.



MARQUETTE COUNTY



**CURIOSITY  
GROWS  
HERE.**

**DELTA COUNTY PLANNING COMMISSION  
DELTA COUNTY COURTHOUSE  
JULY 11, 2016**

**I. Call To Order:** The Delta County Planning Commission Board was called to order by Vice-Chairman Julien Vandecaveye at 6:30 p.m.

**II. Pledge of Allegiance**

**III. Roll Call of Board Members:**

<u>PRESENT</u>	<u>ABSENT</u>	<u>OTHERS PRESENT</u>
Julien Vandecaveye-Vice-Ch.	Benny Herioux	Dan Menacher
Renee Barron	Chris Williams	Nancy Peterson
John Denholm		
Dave Moyle		
Randy Scott		

**IV. Correction and/or approval of minutes of previous meeting:**

Motion to approve was made by Dave Moyle; seconded by John Denholm.  
Motion carried.

**V. Approval of the Agenda:** Motion to approve was made by Dave Moyle; seconded by Randy Scott. Motion carried.

**VI. Public Comments on Agenda Items (Limited to 3 minutes per person):** None

**VII. New Business:** None

**VIII. Open Public Hearing on Case No. 3-16-PC (Limited to 3 minutes per person):** Vice-Chairman Julien Vandecaveye open public hearing at 6:34 p.m. Roy Ness, Delta County Conservation District. Had earlier discussions with Pat Besson and Dan Menacher in regards to the zoning and building put on land with regards to it being a Timber Production. At which time was advised that didn't need to be rezoned. Further investigating by Dan Menacher, found it needed to be reapplied to change zoning to Resource Production. Joe Frizzell, of Cornell Township, also stated building there. Scott Streichert stated he wants to build a cabin on his property and would like to see it rezoned.

**IX.** Close Public Hearing: Vice-Chairman Julien Vandecaveye closed public hearing at 6:38 p.m.

**X.** Case 3-16-PC: Delta Conservation District, Scott Streichert, Dennis Bourdeau, Nick Kolich. Address: Various, Township: Cornell. SW ¼ of NE ¼, NW ¼ of SE ¼, NE ¼ of SW ¼, SE ¼ of SW ¼ and SW ¼ of SE ¼, all in Section 29, and NE ¼ of NW ¼ of Section 32 all in Township Section 41 North, Range 24 West. Applicants are requesting to have their property rezoned from Timber Production to Resource Production for development purposes.

Motion to approve was made by Dave Moyle; seconded by Renee Barron. Motion carried.

**XI.** Correspondence: Letter from CUPPAD re: Download of City of Escanaba new master plan. Put on file.

**XII.** Unfinished Business: None

**XIII.** General Public Comments (Limited to 3 minutes per person): Mr. Frizzell and Mr. Ness add more comments to the property and building had already been built and well in and electrical.

**XIV.** Board Member Comments: None

**XV.** Adjournment: Motion to adjourn was made by Dave Moyle; seconded by Randy Scott. Motion carried. Adjourned at 7:11 p.m.

Nancy Peterson  
Recording Secretary

B4

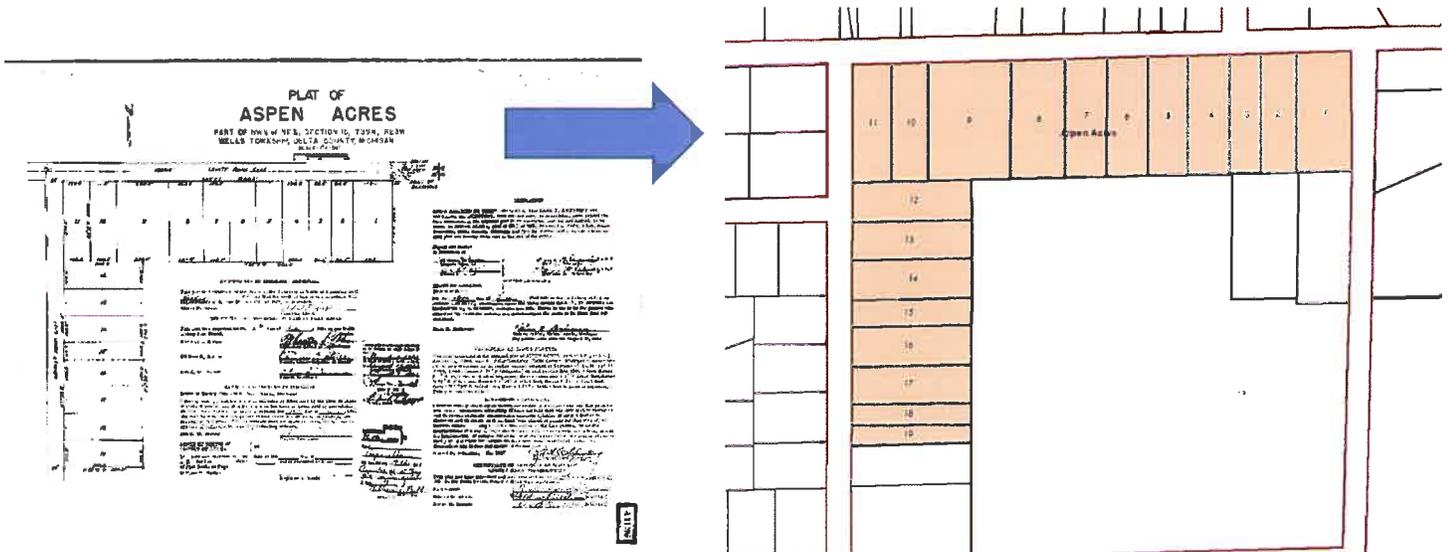
CUPPAD has migrated the previous GIS parcels into ESRI's Parcel Fabric. The parcel fabric is an interconnected network of parcel lines, points, and polygons that results in a very complex and powerful parcel management system. However, because of various issues with the source data, CUPPAD will be spending time adjusting and fixing several pieces of the fabric over the foreseeable future.

**Priority 1 - Splits/Combinations**

The source GIS data is estimated to be 8-10 years old (it was exported from the County CAD into a GIS format at one point). CUPPAD is currently using the hardcopy tax books from Equalization, as well as the current legal descriptions to go Township by Township to bring the parcels up-to-date with splits and combinations. This is anticipated to be completed by December 2016/January 2017 barring any major issues.

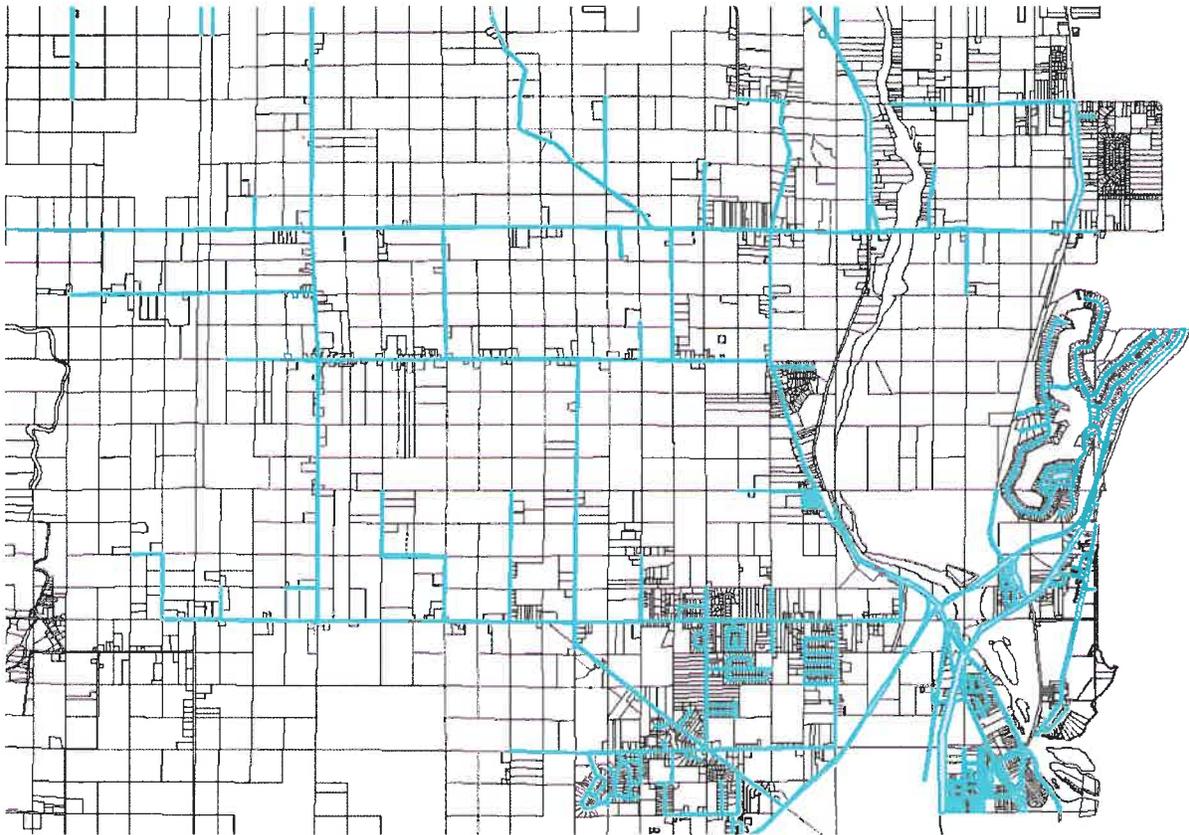
**Priority 2 - Subdivision/Plat Maps**

The parcel fabric allows mapping subdivisions and plat maps as reference. CUPPAD has downloaded over 200 images of these maps from the State of Michigan's plat website and will be georeferencing and creating these layers in the fabric. Anticipated completion by Fall 2016. Once complete, these layers will be uploaded to the Regional/County Fetch GIS web map.



### Priority 3 – Easement/Encumbrances

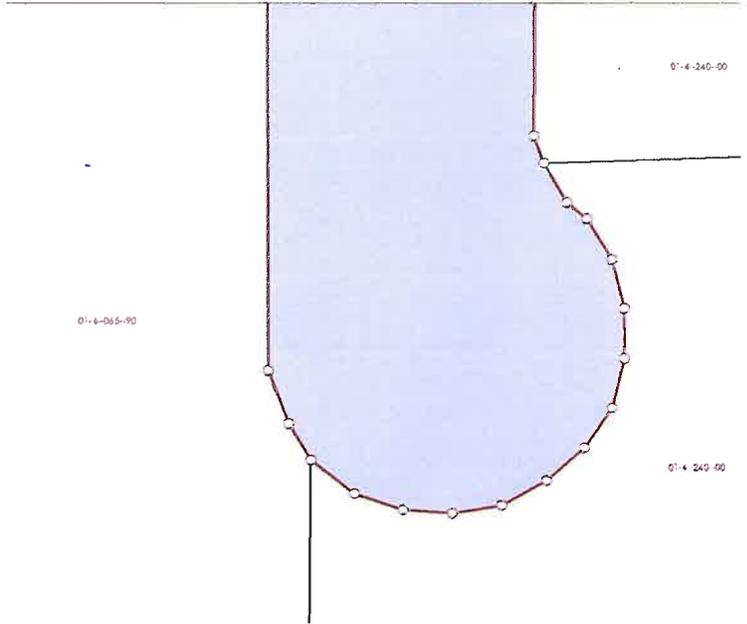
The source GIS data, originally created in CAD, contained many areas of “whitespace”. This meant these areas did not have a GIS feature present when migrated into the parcel fabric. To correct this, these areas were “filled in” with a polygon. The majority of these areas are considered road Right of Ways. The issue is because these filled areas are such large polygons, editing parcels and subsequent line-work results in a delay because the GIS has to perform large calculations on these filler polygons each time a change is made. Unfortunately, the only way to remedy this is to go through and “cut” these large polygons by PLSS Section. This process is time-intensive and will take considerable time to complete, but will make parcel editing smoother as time goes on. The blue areas on the following map shows this issue – the entire blue area is ONE polygon. Anticipated completion by Spring 2017.



Other Issues

Curves

Again, because of the way the original source data was created, curves were actually created using many straight line segments – this is not the fault of anyone who created this data, this is how it has historically been done. In true COGO mapping, curves are mapped as curves, not individual line segments. This issue will slowly be remedied as parcel updates are completed. (If a parcel split/combination contains a curve, it will be fixed as the update is done).



COGO Line Attributes

When the tax parcel polygons were migrated into the fabric, the GIS automatically calculated line distances and bearings. As with curves, distances and bearings will be corrected as parcel updates are performed to reflect the legal descriptions/deeds.

Lines

- ① 588°18'43"W 206.95
- ② 188°18'43"E 206.95

---

Location: 26,212,600.290 363,326.581 Feet

Field	Value
Parcel Type	Tax
Category	Boundary Line
Bearing	588°18'43"W
Distance	206.949377
Radius	<null>
Arc Length	<null>
Delta	<null>
Tangent Bearing	<null>
Internal Angle	<null>
Calculated	<null>
Accuracy	2 - After 1990
Computed Minus Observed	<null>
Historical	<null>
Hide	<null>
Floor/Designator	<null>

Identified 2 features

**Control Points**

Parcel mapping is only as accurate as the framework used. This framework is the Public Land Survey System (PLSS). Parcel mapping relies on PLSS Sections and Quarter-Quarter Sections. PLSS source data is mildly accurate (within 5-10 meters), but Control Points allow the fabric and parcels to become more accurate. For example, if a survey of a property is performed with highly accurate measurements, the line-work for that parcel in the GIS reflects that accurate survey. Similarly, if a Section corner is provided with accurate GPS coordinates (Latitude, Longitude), this makes the PLSS framework more accurate and subsequently the parcel mapping more accurate.

The images on the following page describes two scenarios. The Section corner for the source PLSS is a green dot. The corner where the parcels meet (and presumably this corner should match to the PLSS corner) is marked in red. The distance between these two corners is 28 feet. Should the red dot be where the green dot is? Do we know that the green dot is actually where that section corner is in the real world? Having a GPS'd section corner would tell us for sure where the PLSS corner is. The second image on the next page shows a hypothetical situation where a GPS'd section corner is actually 5 feet to the east of where the current PLSS corner is. If this were to occur, the PLSS Sections and parcels should be shifted to match that GPS corner. A more accurate PLSS framework results in more accurate parcels.

Image 1 – Possible alignment issue between parcel corner and PLSS corner

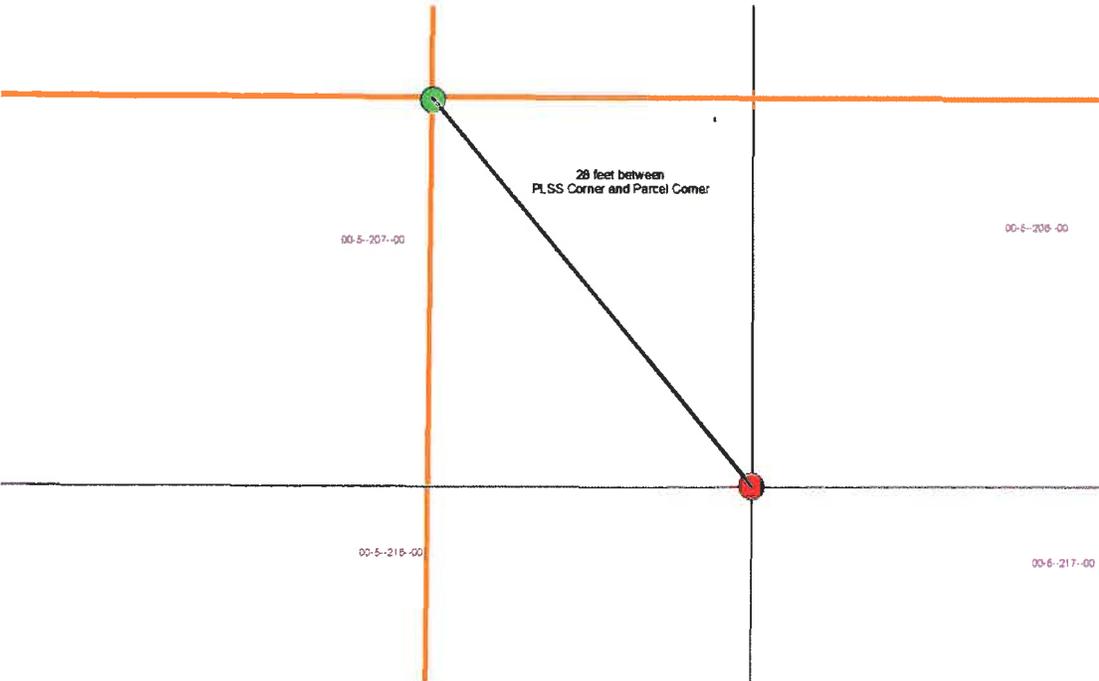
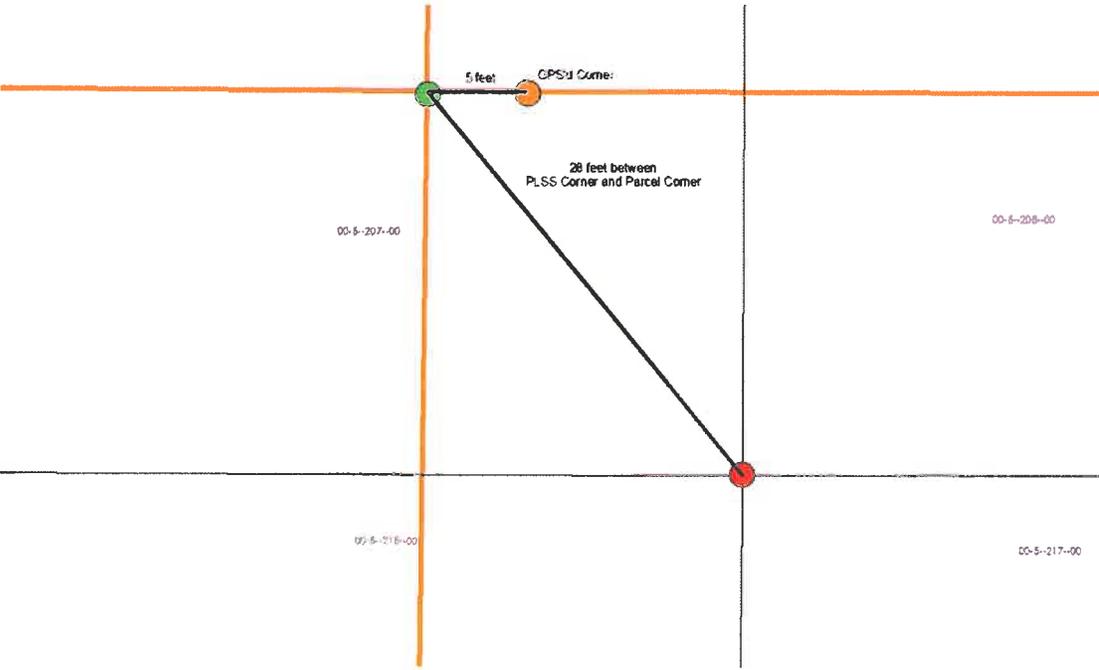


Image 2 – Possible actual location of Section corner if GPS'd corner Lat/Long available



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# SUBRECIPIENT CHECKLIST

## FY 2016 EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) GRANT AGREEMENT

CFDA No: 97.042

Submit the following items as necessary to:

Attn: Ms. Mary K. Mankowski, Emergency Management and Homeland Security Division,  
Michigan Department of State Police, PO Box 30634, Lansing, Michigan 48909

SUBRECIPIENT WILL NOT BE REIMBURSED FOR FUNDS UNTIL ALL REQUIRED SIGNED DOCUMENTS ARE RECEIVED

- 1. Grant Agreement. There are two identical grant agreements enclosed. Please sign both, but retain one signed document for your records and return the other signed document.
- 2. Standard Assurances
- 3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- 4. Audit Certification (EMD-053)
- 5. Request for Taxpayer Identification Number and Certification (W-9)

### POST REIMBURSEMENT REQUIREMENTS

Participate with Recipient in an on-site monitoring of financial documents. Also retain financial records, supporting documents, and all other records pertinent to the grant for at least three years after the grant is closed by the awarding federal agency. Be sure to comply with Single Audit requirements of Subpart F of 2 CFR 200. **If required, the Subrecipient submits audit copy to: Michigan Department of State Police, Grants and Community Services Division, PO Box 30634, Lansing, Michigan 48909.**

**For GRANT AGREEMENT QUESTIONS, PLEASE CONTACT Ms. MARY K. MANKOWSKI  
AT MANKOWSKIM1@MICHIGAN.GOV OR 517-284-3961.**



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

RICK SNYDER  
GOVERNOR

COL. KRISTE KIBBEY ETUE  
DIRECTOR

June 20, 2016

Dear Local Emergency Management Coordinator:

Enclosed is the Fiscal Year 2016 Emergency Management Performance Grants (EMPG) Grant Agreement package. Please return the required grant documentation listed on the enclosed ***Subrecipient Checklist*** to our office at the following address:

Attn: Ms. Mary K. Mankowski  
Emergency Management and Homeland Security Division  
Michigan Department of State Police  
PO Box 30634  
Lansing, Michigan 48909

Reimbursement for the EMPG program is contingent upon completion of the activities in the signed *Emergency Management Annual Work Agreement*. In order to remain eligible for EMPG funding, current and adequate plans must be maintained and exercise requirements must be met. If a work activity is not completed in the designated quarter, reimbursement may not be made until the work is completed. The Emergency Management and Homeland Security Division District Coordinators may make recommendations on reimbursement, but final approval remains with the Deputy State Director of Emergency Management and Homeland Security, who may or may not approve a delay in the completion of the activity. If work activities (for which funds have been withheld) have not been completed by the end of the fiscal year, forfeiture of those funds may be required. As a recipient of funding from the U.S. Department of Homeland Security, you are responsible for the management and fiscal control of all funds. These responsibilities include accounting for receipts and expenditures, maintaining adequate financial records, and refunding expenditures disallowed by federal or state audit. For specific responsibilities and requirements, please refer to Section II (Statutory Authority) and Section IV (Responsibilities of the Subrecipient) in the Fiscal Year 2016 EMPG Grant Agreement.

This grant agreement and all required attachments must be completed, signed, and returned **no later than August 22, 2016**. If this requirement is not met, this grant agreement will be invalid after August 22, 2016, unless a prior written exception is provided by the Michigan State Police, Emergency Management and Homeland Security Division.

Sincerely,

A handwritten signature in black ink that reads "Chris A. Kelenske".

Capt. Chris A. Kelenske, Commander  
Deputy State Director of Emergency Management  
and Homeland Security

Enclosures (8)

Michigan State Police

Emergency Management and  
Homeland Security Division



## Grant Agreement

### FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	CFDA NUMBER
County of Delta	Emergency Management Performance Grant	97.042
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
38-6004846	EMC-2016-EP-00001-S01	5/31/2016
SUBRECIPIENT DUNS NUMBER	SUBAWARD PERFORMANCE PERIOD	FROM TO
086182953		10/1/2015 9/30/2016
RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	\$18,882.00
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$18,882.00
None on file	Total Amount of Federal Award	\$9,031,286.00
FEDERAL AWARD PROJECT DESCRIPTION		
2016 Emergency Management Performance Grant		
DETAILS		
The 2016 EMPG allocation is 35.6931% of the Subrecipient's emergency program manager's salary and fringe benefits. The FY 2016 EMPG program has a 50% cost match (cash or in-kind) requirement.		
FEDERAL AWARDDING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME	
Federal Emergency Management Agency Grant Operations 245 Murray Lane – Building 410, SW Washington DC 20528-7000	Michigan State Police Emergency Management and Homeland Security Division PO Box 30634 Lansing, MI 48909	

# State of Michigan FY 2016 Emergency Management Performance Grant Grant Agreement

October 1, 2015 to September 30, 2016

CFDA Number: 97.042 Grant Number: EMC-2016-EP-00001
--

This Fiscal Year (FY) 2016 Emergency Management Performance Grants (EMPG) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (hereinafter called the Recipient), and the

**COUNTY OF DELTA**  
(hereinafter called the Subrecipient)

## I. Purpose

The purpose of this grant agreement is to provide federal pass-through funds to the Subrecipient for the development and maintenance of an emergency management program capable of protecting life, property, and vital infrastructure in times of disaster or emergency.

The FY 2016 EMPG program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The objective of the NPS is to facilitate an integrated, all-of-nation/whole community, risk driven, capabilities-based approach to preparedness.

In support of the National Preparedness Goal, the FY 2016 EMPG program supports a comprehensive, all-hazard emergency preparedness system to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

For more information on NPS, federally designated priorities, and the FY 2016 EMPG objectives, as well as guidance on allowable costs and program activities, please refer to the FY 2016 EMPG Notice of Funding Opportunity (NOFO) located at <http://www.fema.gov/grants>.

## II. Statutory Authority

Funding for the FY 2016 EMPG is authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 et seq.).

Appropriation authority is provided by the *Department of Homeland Security Appropriations Act, 2016*, (Pub. L. No. 114-113).

The Subrecipient agrees to comply with all EMPG program requirements in accordance with the federal FY 2016 EMPG NOFO; the *Michigan Emergency Management Act*, Act 390, P.A. of 1976, as amended at <http://www.legislature.mi.gov/doc.aspx?mcl-Act-390-of-1976>; and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.) located at <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>.

The Subrecipient shall also comply with the most recent version of:

- A. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>.
- B. 44 CFR, Part 10, *Environmental Considerations*.

### III. Award Amount and Restrictions

- A. The **County of Delta** is awarded **\$18,882.00** under the **FY 2016 EMPG**. The Recipient determined the Subrecipient's EMPG allocation as 35.6931% of the Subrecipient's emergency program manager's salary and fringe benefits. The Subrecipient may receive less than the allocated amount if the Subrecipient's cost share of wages and fringe benefits paid to the program manager are less than the total allocation. The Subrecipient's EMPG program budget must be documented on the Local Budget for Emergency Management Performance Grant form (EMD-17).
- B. The FY 2016 EMPG covers eligible costs from October 1, 2015 to September 30, 2016. The funds awarded in the grant agreement shall only be used to cover allowable costs that are incurred during the agreement period. Grant agreement funds shall not be used for other purposes. For guidance on allowable costs, please refer to the FY 2016 EMPG NOFO, specifically Appendix B.
- C. This grant agreement designates EMPG funds for the administration and oversight of an approved emergency management program. **The Subrecipient may utilize grant funds for the reimbursement of salary, overtime, compensatory time off, and associated fringe benefits for the program manager, and up to 5% of the total allocation may be utilized for M&A costs.** No other expenditures are allowed. **If M&A costs are claimed, a narrative must be submitted detailing the expenses that are included in these costs.**
- D. The FY 2016 EMPG program has a 50% cost match (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.), specifically, Title VI, sections 611(j) and 613. Federal funds cannot exceed 50% of eligible costs. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.

The Federal Emergency Management Agency (FEMA) administers cost matching requirements in accordance with 2 CFR § 200.306. To meet matching requirements, the Subrecipient contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

See the FY 2016 EMPG NOFO for additional match guidance, to include match definitions, basic guidelines, and governing provisions.

- E. All EMPG funded personnel must complete training requirements for the National Incident Management System (NIMS) and the FEMA Professional Development Series (PDS) and record proof of completion. All EMPG funded personnel must also participate in no less than three exercises in a 12 month period.  
  
EMPG programs are required to fill out a quarterly training and exercise report (Quarterly Training and Exercise Reporting Worksheet) identifying training and exercises completed during the quarter. Guidance for accomplishing these requirements will be provided by the Recipient.
- F. Upon request, the Subrecipient must provide to the Recipient information necessary to meet any state or federal subaward reporting requirements.

### IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

- B. The Subrecipient agrees to comply with all applicable federal and state regulations; the FY 2016 EMPG NOFO, the *Agreement Articles Applicable to Subrecipients: Fiscal Year 2016 Emergency Management Performance Grants*, and the EMPG Guidebook (EMD-PUB 208) located at <http://www.michigan.gov/emhsd>. Each of these documents is incorporated by reference into this grant agreement. The *Agreement Articles Applicable to Subrecipients: Fiscal Year 2016 Emergency Management Performance Grants* document is included in the grant agreement packet.
- C. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
1. Standard Assurances
  2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
  3. Audit Certification (EMD-053)
  4. Request for Taxpayer Identification Number and Certification (W-9)
  5. Other documents that may be required by federal or state officials
- D. Complete and submit quarterly work reports, the Quarterly Training and Exercise Worksheet, and the Annual Training and Exercise Plan Worksheet in accordance with the schedule outlined in the FY 2016 EMPG Work Agreement/Quarterly Report (EMD-31).
- E. Enact enabling legislation establishing the local emergency management program and ensure a copy of the local resolution or ordinance is on file with the Recipient.
- F. Appoint an emergency management program manager who is able to assume responsibility for the following functions:
1. Development and maintenance of programs and systems for effective coordination of community resources in each of the five mission areas: prevention, protection, mitigation, response, and recovery.
  2. Planning and preparation for population protection, including evacuation, shelter/reception, logistics and resource management. Ensure that Executive Order #13347 entitled Individuals with Disabilities in Emergency Preparedness and the *Rehabilitation Act of 1973* are being addressed. Further information on disability emergency preparedness programs can be found at <http://www.disability.gov>.
  3. Planning and preparation for its appropriate role in response to natural and man-made emergencies and disasters.
  4. Exercising the emergency operations plan of the jurisdiction.
  5. Emergency management training.
  6. Response and recovery from natural and man-made hazards, homeland security related incidents, and other emergencies that may threaten the safety and well-being of citizens and communities.
  7. Promoting public awareness of hazards and encouraging family and individual preparedness.
  8. Identifying and implementing measures to mitigate the negative impact of disasters and emergencies.
  9. Comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds. NIMS information is available at <http://www.fema.gov/national-incident-management-system>. More information on complying with NIMS is available from the State NIMS Coordinator.
  10. Identify and prioritize needs while simultaneously addressing issues of state and national concern through implementation of the National Preparedness System and the integration of preparedness efforts that build, sustain, and deliver the core capabilities necessary to achieve the desired outcomes identified in the National Preparedness Goal.
- G. Provide the Recipient with complete job description for the federally funded EMPG program manager, including non-EMPG duties.
- H. Notify the Recipient immediately of any changes in the EMPG funded program manager's position.

- I. The Subrecipient will contribute to the development and maintenance of the state's multi-year Training and Exercise Plan (TEP) and conduct exercises that comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP) to accomplish this goal. Specific requirements are as follows:
  1. Exercises must be conducted by the Subrecipient at least annually.
  2. Exercises must comply with the Subrecipient's annual EMPG Work Agreement.
  3. The Subrecipient must also submit a three-year exercise plan worksheet reflecting upcoming training events and exercises which are to be included in the annual state multi-year Training and Exercise Plan.
  4. An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to the Michigan State Police (MSP), Emergency Management and Homeland Security Division (EMHSD) State Exercise Officer.
- J. Ensure the EMPG funded program manager completes specific training classes as required by the annual EMPG Work Agreement.
- K. Have an approved and current emergency operations plan on file with the MSP/EMHSD District Coordinator.
- L. The Subrecipient agrees to prepare the form EMD-007 EMPG Expenses Claimed for Local Program Contributions. This form is also referred to as the EMPG Quarterly Billing. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation, to the appropriate District Coordinator by the due date following the end of **each** quarter. The most current EMD-007 form must be used and can be obtained from the District Coordinator.
- M. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
  1. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
  2. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
  3. Non-federal organizations which expend \$750,000 or more in federal funds during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.
- N. Complete federally-mandated reporting requirements, including, but not limited to, requirements related to the *Federal Funding Accountability and Transparency Act of 2006* (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the *Government Funding Transparency Act of 2008* (Public Law 110-252) and Department of Homeland Security (DHS) program specific reporting requirements.
- O. The Subrecipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions* located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, specifically in the DHS Specific Acknowledgements and Assurances on pages 1.

## V. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

## VI. Reporting Procedures

- A. The Subrecipient agrees to prepare quarterly work reports using the FY 2016 EMPG Work Agreement/Quarterly Report (EMD-31) and submit them through EMHSD's online reporting tool by the due date following the end of **each** quarter. Reimbursement of expenditures by the Recipient is contingent upon the Subrecipient's completion of scheduled work activities.
- B. If the Subrecipient fails to complete the scheduled work activities during a quarter, the Recipient will withhold reimbursement until either the work is completed or the Deputy State Director of Emergency Management and Homeland Security approves a delay in the completion of the activity. If scheduled work activities are not completed by the end of the fiscal year, September 30, 2016, any balance of the EMPG award may be forfeited.
- C. A Subrecipient that fails to complete the annual exercise requirement, as scheduled within the FY 2016 EMPG Work Agreement/Quarterly Report may be ineligible for EMPG funding for that quarter and all subsequent quarters until the qualifying exercise is completed.
- D. The Subrecipient's failure to fulfill the quarterly reporting requirements, as required by the grant, may result in the suspension of grant activities until reports are received.
- E. Reporting periods and due dates are listed in the FY 2016 EMPG Work Agreement/Quarterly Report (EMD-31) located at <http://www.michigan.gov/emhsd>.

## VII. Payment Procedures

- A. The Subrecipient agrees to prepare the form EMD-007 EMPG Expenses Claimed for Local Program Contributions. This form is also referred to as the EMPG Quarterly Billing. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation, to the appropriate District Coordinator by the due date following the end of **each** quarter. The most current EMD-007 form must be used and can be obtained from the District Coordinator.
- B. If the Subrecipient submits required quarterly reports that are late or incomplete, the reimbursement may not be processed until the following quarter.

- C. The Subrecipient agrees to return to the Recipient any unobligated balance of funds held by the Subrecipient at the end of the agreement period or handle them in accordance with the instructions provided by the Recipient.

### **VIII. Employment Matters**

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act, 1976 PA 453*, as amended, MCL 37.2101 *et seq.*; the *Persons with Disabilities Civil Rights Act, 1976 PA 220*, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://www.sam.gov>.

### **IX. Limitation of Liability**

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

*This is not to be construed as a waiver of governmental immunity for either party.*

### **X. Third Parties**

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

### **XI. Grant Agreement Period**

This grant agreement is in full force and effect from October 1, 2015 to September 30, 2016. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement package consists of two identical grant agreements, simultaneously executed; each is considered an original having identical legal effect. This grant agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

## **XII. Entire Grant Agreement**

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to make satisfactory progress toward the goals or objectives set forth in the annual EMPG Work Agreement.
- D. Failure to follow grant agreement requirements or special conditions.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other report or document.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

## **XIII. Business Integrity Clause**

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

## **XIV. Freedom of Information Act (FOIA)**

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

**XV. Official Certification**

**For the Subrecipient**

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

Delta County  
Subrecipient Name

60-378-5838  
Subrecipient's DUNS Number

**For the Chief Elected Official**

Mary K. Harrington  
Printed Name

Board Chairperson  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For the Local Emergency Program Manager**

Robert A. Barbohm  
Printed Name

Emergency Management Coordinator  
Title

[Signature]  
Signature

6/27/12  
Date

**For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)**

Chris A. Kelenske, Captain  
Printed Name

Deputy State Director of Emergency Management and Homeland Security  
Title

Chris A. Kelenske  
Signature

June 20, 2016  
Date



### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. §7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Date



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Delta County  
310 Ludington St.  
Escanaba, MI 49829

2. Application Number and/or Project Name

CFDA No: 97.042

3. Grantee IRS/Vendor Number

38-6004846

4. Typed Name and Title of Authorized Representative

Ryan Bergman, Administrator

5. Signature

6. Date

## AUDIT CERTIFICATION

**AUTHORITY:** 1976 PA 390, MCL 30.407a, Single Audit Act of 1984, PL 98-502, as amended;

**COMPLIANCE:** Voluntary, but necessary to be considered for grant assistance

### Federal Audit Requirements

Non-federal organizations which expend \$500,000 or more in federal funds during their current fiscal year or expend \$750,000 or more in federal funds in a fiscal year beginning on or after December 26, 2014, are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and Office of Management and Budget (OMB) Circular A-133 or 2 CFR 200 after December 26, 2014. Subgrantees **MUST** submit a copy of their audit report for each year they meet the funding threshold to: Michigan State Police, Grants and Community Services Division, 333 South Grand Avenue, Lansing, Michigan 48933.

**Program Name**

**CFDA Number**

<b>I. Subgrantee Information</b>			
Jurisdiction Name Delta County			
Street Address 310 Ludington St	City Escanaba	State MI	ZIP Code 49829
<b>II. Certification for Fiscal Year</b>			
Subgrantee Fiscal Year Period: Oct 1 to Sept 30, 2015			
<input type="checkbox"/> I certify that the subgrantee shown above does NOT expect it will be required to have an audit performed under the Single Audit Act of 1984, as amended, and the OMB Circular, as revised, for the above listed program.			
<input checked="" type="checkbox"/> I certify that the subgrantee shown above expects it will be required to have an audit performed under the Single Audit Act of 1984, as amended, and the OMB Circular as revised, during at least one fiscal year funds are received for the above listed program. <b>A copy of the audit report will be submitted to:</b> Michigan State Police, Grants and Community Services Division, 333 South Grand Avenue, Lansing, Michigan 48933.			
Signature of Subgrantee's Authorized Representative			Date

**Submit Completed Document To:**

Emergency Management and Homeland Security Division  
Michigan Department of State Police  
Attention: Grants Development Unit

**PLEASE NOTE:**

**The Emergency Management and Homeland Security Division mailing address has changed to:**

PO Box #30634  
Lansing, MI 48909



## **Agreement Articles Applicable to Subrecipients Fiscal Year 2016 Emergency Management Performance Grants**

### **Article I - Whistleblower Protection Act**

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

### **Article II - Use of DHS Seal, Logo and Flags**

All recipients must obtain permission from their financial assistance office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

### **Article III - USA Patriot Act of 2001**

All recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act* (USA PATRIOT Act), which amends 18 U.S.C. §§ 175§ 175c.

### **Article IV - Universal Identifier and System of Award Management (SAM)**

All recipients are required to comply with the requirements set forth in the government-wide Award Term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference in the terms and conditions of your award.

### **Article V - Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal assistance office exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the terms and conditions of your award.

### **Article VI - Rehabilitation Act of 1973**

All recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

### **Article VII - Trafficking Victims Protection Act of 2000**

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended (22 U.S.C. § 7104). The award term is located at 2 CFR § 175.15, the full text of which is incorporated here by reference in the terms and conditions of your award.

### **Article VIII - Terrorist Financing**

All recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the Order and laws.

### **Article IX - SAFECOM**

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

### **Article X - Reporting Subawards and Executive Compensation**

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the terms and conditions of your award.

### **Article XI - Procurement of Recovered Materials**

All recipients must comply with Section 6002 of the *Solid Waste Disposal Act*, as amended by the *Resource Conservation and Recovery Act*. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

## **Article XII - Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

## **Article XIII - Notice of Funding Opportunity Requirements**

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the program NOFO.

## **Article XIV - Non-supplanting Requirement**

All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources.

## **Article XV - Lobbying Prohibitions**

All recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

## **Article XVI - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

## **Article XVII - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. § 2225a, all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, 15 U.S.C. 2225.

## **Article XVIII - Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

## **Article XIX - Best Practices for Collection and Use of Personally Identifiable Information (PII)**

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.

## **Article XX - Americans with Disabilities Act of 1990**

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. §§ 12101-12213).

## **Article XXI - Age Discrimination Act of 1975**

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* (Title 42 U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance

#### **Article XXII - Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

#### **Article XXIII - Acknowledgment of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

#### **Article XXIV - Federal Leadership on Reducing Text Messaging while Driving**

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official Government business or when performing any work for or on behalf of the federal government.

#### **Article XXV - Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

#### **Article XXVI - False Claims Act and Program Fraud Civil Remedies**

All recipients must comply with the requirements of 31 U.S.C. § 3729-3733 which prohibits the submission of false or fraudulent claims for payment to the Federal Government. See 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

#### **Article XXVII - Energy Policy and Conservation Act**

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

#### **Article XXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

#### **Article XXIX - Duplication of Benefits**

Any cost allocable to a particular Federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude a recipient from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal award.

#### **Article XXX - Drug-Free Workplace Regulations**

All recipients must comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. § 701 *et seq.*), which requires all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 C.F.R. Part 3001.

#### **Article XXXI - Debarment and Suspension**

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

#### **Article XXXII - Copyright**

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards.

#### **Article XXXIII - Civil Rights Act of 1968**

All recipients must comply with Title VIII of the *Civil Rights Act of 1968*, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 *et seq.*), as implemented by the Department of Housing and Urban Development at 24 C.F.R.

Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)§be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201).

#### **Article XXXIV - Civil Rights Act of 1964 - Title VI**

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R., Part 21 and 44 C.F.R. Part 7.

#### **Article XXXV - DHS Specific Acknowledgements and Assurances**

All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS financial assistance office and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at [crcl@hq.dhs.gov](mailto:crcl@hq.dhs.gov) or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS financial assistance office and the CRCL office by e-mail or mail at the addresses listed above. The United States has the right to seek judicial enforcement of these obligations.

#### **Article XXXVI - Assurances, Administrative Requirements, Cost Principles, and Audit Requirements**

DHS financial assistance recipients must complete either the OMB Standard Form 424B Assurances § Non-Construction Programs, or OMB Standard Form 424D Assurances § Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the financial assistance office if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 C.F.R. Part 200, and adopted by DHS at 2 C.F.R. Part 3002. DHS financial assistance recipients must complete either the OMB Standard Form 424B Assurances - Non-Construction Programs or OMB Standard Form 424D Assurances - Construction Programs as applicable.

Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the financial assistance office if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 C.F.R. Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

B6

**RESOLUTION**

**U.P. AREA AGENCY ON AGING  
2017-2019 MULTI-YEAR PLAN FOR SERVICES TO THE ELDERLY**

**WHEREAS UPCAP, which serves as the U.P. Area Agency on Aging, is required to develop a Multi-Year (FY 2017-2019) Area Plan that provides development and funding for programs to serve older adults in the Upper Peninsula; and**

**WHEREAS, during the Multi-Year Area Plan development process, UPCAP conducted needs surveys, seven public forums, two public hearings, and received input from service providers, older adults, county officials, human services organizations, and other interested parties; and**

**WHEREAS, each U.P. county is represented by a county official on the UPCAP Board of Directors; and**

**WHEREAS, the UPCAP Board of Directors has unanimously approved the proposed Multi-Year Area Plan; and**

**WHEREAS, the AAA Multi-Year Plan also requires review by individual county boards.**

**THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ County Board of Commissioners has received and hereby supports the U.P. Area Agency on Aging Multi-Year (FY2017-2019) Area Plan.**

**BE IT FURTHER RESOLVED that this resolution be submitted to UPCAP and placed on file.**

**Authorized Signatory \_\_\_\_\_**

**(Name/Title of County Official)**

FY 2017 - 2019  
**MULTI-YEAR & ANNUAL IMPLEMENTATION PLAN**  
U.P. AREA AGENCY ON AGING UPCAP SERVICES, INC. 11



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**Planning and Service Area**  
Alger, Baraga, Chippewa, Delta,  
Dickinson, Gogebic, Houghton, Iron,  
Keweenaw, Luce, Mackinac, Marquette,  
Menominee, Ontonagon, Schoolcraft

**U.P. Area Agency on Aging**  
**UPCAP Services, Inc.**  
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**County/Local Unit of Govt. Review**

UPCAP's responsibility as the ex officio secretary for the Upper Peninsula Association of County Commissioners plays a vital role in the agency's overall ability to address the needs of older adults, particularly as these needs impact county government activities. This has extremely advantageous in terms of influencing decisions related to local funding for senior programs and/or decisions to pursue local senior millage elections. A copy of the final proposed FY 2017-2019 Multi-Year Plan will be presented to UPCAP's Board of Directors at their meeting on June 24, 2016, requesting a formal resolution of approval. The plan will then be sent via certified mail to the chairperson of each of the 15 County Board of Commissioners within the region by July 1, 2016 requesting approval of the plan as written by July 31, 2016.

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### Plan Highlights

**1. A brief history of the area agency and respective PSA that provides a context for the MYP. It is appropriate to include the area agency's vision and/or mission statements in this section.**

In 1974, UPCAP Services, a non-profit multi-purpose human services organization, was designated as the Upper Peninsula Area Agency on Aging (UPAAA). A 22-member Board of Directors and a 17-member Advisory Council assist the UPAAA in accomplishing its mission of serving the U.P. elderly. The UPAAA's Board of Directors is composed of senior citizens, elected officials, leading local citizens representing U.P. counties, and other members of the private sector. In addition, the Board appoints an Advisory Council, composed primarily of senior citizens age 60 and older, who are eligible participants in programs under the Area Agency's Area Plan. Advisory Council members also include individuals representing the low-income elderly, those with disabilities, minority groups, health care and advocacy organizations, and the general public. These individuals meet at least six times a year to advocate for senior programs and needs, conduct public hearings, aid in the development of the Area Plan, and review and comment on policies, programs, and legislation affecting the elderly.

The UPAAA is a regional focal point for aging services and programs for persons with disabilities. The mission of the Area Agency on Aging is to serve as a leader relative to all aging issues on behalf of older persons in the 15 counties of the Upper Peninsula of Michigan. With the help of its partners, the UPAAA carries out a wide range of functions related to advocacy, planning, coordinating, inter-agency linkages, resource and program development, information sharing, brokering, monitoring and evaluation; and is designed to lead to the development of comprehensive and coordinated systems serving each community within the region. These systems are intended to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities for as long as possible.

**2. A summary of the area agency's service population evaluation from the Scope of Services section.**

According to the U.S. Census Bureau's latest American Community Survey, there are almost 83,000 older adults eligible for services in Michigan's Upper Peninsula. The U.P. is comprised of 16,452 square miles, about one-third of the State's land area. Yet the U.P.'s population comprises only about 3% of the State's total population. This equates to a population density of approximately 19 persons per square mile. This has always created unique challenges in providing services to those needing them in this region and proves to become more challenging as our population becomes older and more frail, and as the workforce declines. According to the U.S. Census Bureau, demographic trends over the past few years show an increase of those age 60+, with a subset of those folks age 85 and older also increasing. Yet those in the workforce (age 40-60 years of age) are declining, as is the overall population of the PSA for all ages.

Demographic trends indicate that as time goes on, the numbers of adults age 85+ will continue to increase while those in the workforce will decrease. The challenge will be for the UPAAA to continue to provide leadership in advocacy and education throughout the PSA, engaging its partners and the communities we serve to think and act creatively in the coming years so that older adults and those with disabilities can remain in their own homes throughout their lifespan, if they so choose.

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**3. A summary of services to be provided under the plan which includes identification of the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants.**

The UPAAA studies needs among the elderly and those with disabilities within the region, and prioritizes services to meet those needs. The Area Plan provides for development of a comprehensive, coordinated service delivery system, outlines fundable services for the elderly, and summarizes activities of the AAA. The five programs serving the most participants are 1) congregate meals, 2) home-delivered meals, 3) homemaker, 4) home care assistance, and 5) respite. Conversely, the programs utilizing the most funding are as follows, in order of expenditures: 1) home-delivered meals, 2) congregate meals, 3) respite, 4) homemaker, and 5) home care assistance. Additional services to be provided by the UPAAA and its partners in 2016 include:

- Information & Assistance
- Care Management
- Chore Service
- Home Injury Control
- Nursing Services
- Adult Day Services
- Transportation
- Disease Prevention/Health Promotion
- Legal Assistance
- Long-term Care Ombudsman
- Programs for Prevention of Elder Abuse, Neglect & Exploitation
- Kinship Support Services
- Caregiver Education, Support, and Training
- Creating Confident Caregivers

**4. Highlights of planned Program Development Objectives.**

The UPAAA's Plan sets forth five Program Development Objectives for which significant efforts will continue to be applied to meet the growing and emerging needs of the region's older adults. A brief synopsis of each are as follows:

1. More communities within the region will conduct an aging-friendly community assessment and apply for recognition to the Aging & Adult Services Agency (AASA) as a Community for a Lifetime: the objective is to assist at least one additional community within the PSA to conduct an aging-friendly community assessment and apply for recognition to the Aging & Adult Services Agency (AASA) as a Community for a Lifetime.
2. Identify and implement strategies to ease the shortage of competent direct care workers in the region: the objectives are to assist in the recruitment and training of direct care workers, as well as advocating for their economic stability in order to retain good workers who can meet the needs of a growing older population.
3. Enhance the caregiver experience, and thus their effectiveness, by providing improved access to information, support and resources: the objective for this goal is to develop new and creative ways to meet the needs of family caregivers so that they can successfully care for their loved ones at home, as well as for themselves.
4. Protect older adults from abuse, neglect, and exploitation: the objective is to increase community awareness and understanding of elder abuse issues and how to report suspected cases of abuse, so that the incidents of

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abuse towards older adults in the region will decrease.

5. Ensure that older adults have a choice in where they live through increased access to information and services: the objective is that by using the principles of person-centered planning, more services and options will be available to consumers, allowing them to live as independently as possible and assure that they have choices in where they live.

**5. A description of planned special projects and partnerships.**

The UPAAA has always placed great emphasis on the development and preservation of strong partnerships to meet the needs of older adults in the most cost-effective and practical way. Special projects with partners in which we are currently participating are as follows:

- \* Veterans Self-Directed Care Program: partnering with the Veterans Administration to provide self-directed assessments and care planning to veterans facing long term care needs.
- \* Senior Reach Initiative: partnering with Copper Country Mental Health to identify isolated, at-risk older adults to offer them behavioral health and care management services, and connect them to other community services so they can live independently in their own homes.
- \* Diabetes Prevention Program: partnering with Public Health of Delta and Menominee Counties to provide this program to anyone in these areas who would like to know how to better manage their health and prevent Type 2 Diabetes.

UPCAP has also played a role in Michigan's Dual Eligible Medicaid/Medicare Integrated Care (IC) initiative. UPCAP will continue to engage and build on its relationships with key stakeholders of the IC. Additionally, UPCAP has had a long-lasting and viable relationship with the Superior Alliance for Independent Living (SAIL, the U.P. CIL), working together on many projects, including the ADRC of the U.P., the Nursing Facility Transition Program and many others. The UPAAA Executive Director is a member of the SAIL Board and the SAIL Executive Director is a member of the UPAAA Policy Board. The goal of both agencies is to provide a seamless and integrated service delivery system to older adults and those with disabilities across the continuum.

**6. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.**

Increased efficiency in service delivery and program management is a continual goal for the UPAAA. The AAA continues to work to increase the effectiveness and efficiency of services provided to older adults throughout the region by promoting open dialogue and technical assistance to its partners through the quality assurance process, and through regularly scheduled meetings, collaboratives, and advisory groups. Additionally, a concerted effort continues to be made to help nutrition partners better manage the rising costs of providing both congregate and home-delivered meals in a vastly rural area.

The UPAAA has received accreditation from the American Association of Diabetes Educators and is a Medicare certified provider for diabetes education. Additionally, the AAA plans to seek national recognition status from the Centers for Disease Control and Prevention for its National Diabetes Prevention Program, which started in 2016. This will help to generate income to sustain these programs, as well as to continue to promote health education and wellness to those at risk for Type 2 Diabetes.



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While the AAA was working towards CARF accreditation, it was determined that the process and final result may not as beneficial as was initially thought. The AAA is currently pursuing the viability of becoming accredited through the National Committee for Quality Assurance, as this may prove to be the most advantageous path in the future.

#### **7. A description of how the area agency's strategy for developing non-formula resources (including utilization of volunteers) will support implementation of the MYP and help address the increased service demand.**

The AAA's strategy for developing non- or underfunded programs and providing necessary resources will continue by entering into Memorandums of Understanding with partner agencies to promote and manage various programs in creative ways. These MOUs promote the utilization of volunteers to provide EBDP programs, MMAP and LTC Ombudsman services in particular. It remains a challenge to appropriately manage, train, and supervise these volunteers and programs with the limited funding allowed, as each require specific requirements and skill sets.

UPCAP, as a multi-purpose non-profit organization, administers a variety of other programs which positively impact on the UPAAA's purpose and mission. UPCAP continually encourages utilization of its region-wide AIRS accredited 2-1-1 Information and Referral System as a gateway for all programs and resources available in the PSA. Almost one-half of the calls received by the Call Center are request for information or assistance related to long-term care, care giving, and housing issues. Other programs supporting the UPAAA's mission include congregate housing development/management and the Mediation Program, which resolves disputes and disagreements between parties (i.e. landlord-tenant, medical billing, caregiver issues, etc). Working together across the agency and with all of our community partners will help to increase capacity and, at the very least, maintain important programs and services that the UPAAA provides.

#### **8. Highlights of strategic planning activities.**

In an effort to collect the information necessary to create a meaningful and hopefully successful multi-year plan for services to older adults, the UPAAA staff meets with community partners at least quarterly to discuss trends, issues, and opportunities concerning the delivery of needed/requested goods and services to older adults throughout the region. The AAA Advisory Council is also a sounding board, advocating for the needs of older adults in the region, and meets bi-monthly to plan and strategize how best to meet those needs in the most cost-effective manner.

Additionally, the UPAAA conducted 7 public forums in March and April 2016 in several areas of the region to garner input from older adults themselves. During these forums, an informal discussion was held to review services that are available, as well as those that might not be. People in attendance discussed their gratitude for services received, but also shared concerns for those services that are not available, those they felt were necessary to maintain their own homes. Participants at these forums were also asked to complete a needs assessment survey to help track their needs and wants for the AAA planning process. This survey was also provided to area senior centers, community partners, and also available on-line at the agency's website.

Finally, key AAA staff met several times to discuss input received from all sources, and worked together to identify the strengths and weaknesses of the agency, the needs and wants of older adults and those with disabilities the community, and to develop a plan to best serve them in the coming years.

**Public Hearings**

Date	Location	Time	Is Barrier Free	No. of Attendees
06/01/2016	Munising Senior Center	01:00 PM	Yes	5

**Narrative:**

Firstly, the UPAAA held 7 public forums throughout the region in an effort to gain direct input from the population served. All forums were marketed on the agency website, sent to local senior and community newspapers and other media outlets for publication, and flyers were distributed at the forum locations and other venues close by. At all forums, the facilitator presented an overview of the area agency on ageing and its main functions, the planning process, and the reasons why the UPAAA is seeking input. A written survey was also developed and participants were encouraged to complete this survey. The written survey was also available via the AAA website. A summary of the results of all surveys received are at the end of this section.

In order to prompt meaningful discussion, the facilitator asked the following questions of the attendees: what services listed in the UPAAA services brochure were attendees familiar with or have used, which services are they not familiar with or wanted to know more about; and how easy is it to find out about or request those services in their communities? Also, did they think some services listed in the brochure were not available in their area, and if so, why do they think this is true? And finally, did they need or want services not listed on the current AAA services brochure? Following is a summary of the verbal information collected at each forum.

Forsyth Community Center, Marquette County 3/2/16 - 27 attendees

Most in attendance were familiar with some of the services available, such as the congregate and home-delivered meal programs and homemaker services. Several folks expressed concern about not knowing how to access services, whom is eligible to receive these services, and the fact that not all services are available in all places. Other concerns:

1. Even with additional millage money to expand some services in this community, there did not appear to be enough funding to go around to meet the needs of everyone.
2. Transportation is still an issue for rural folks in this area as there is little 'on demand' transportation available for medical or other appointments.
3. Concern there is very little assistance with high medical costs for such things as hearing aids, dental and vision for older, retired folks. These are the people who need these services the most, yet Medicare does not pay for these things and there are very few other programs available to help pay for them.
4. Many folks in this area need help with home maintenance but there are very few options that most can afford. They are worried their homes will not be safe as time goes on and there will be no other place to live.
5. Glad to know about 2-1-1 and the UPAAA website to help find out about all programs and services available. Many have used 2-1-1 in the past.

Escanaba Senior Center, Delta County 3/8/16 - 25 in attendance

There was a general consensus that the congregate and home-delivered meal programs are greatly needed and very much appreciated. Concerns noted at the forum:

1. Many were not aware of the availability of Home Injury Control funds and how to access these.



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2. Many folks were worried about upkeep of their homes, including the access (or lack thereof) of chore service. Currently chore service is not available in this county and it is difficult to find private-pay options for small jobs at affordable rates. Many folks who have no family or others to rely on are worried about how long they will be able to stay in their own homes without some additional assistance with chores such as lawn-mowing, simple repairs, etc.

3. There are transportation issues on nights and weekends in this area. The Data Bus does not run during these times and the private cab companies are too costly, especially for rural folks. One individual indicated that the AAA should work together with other organizations to provide affordable transportation during these times.

4. A few other comments were made concerning the lack of affordable dental care, high insurance costs, and finding affordable housing options.

#### Breen Senior Center, Dickinson County 3/9/16 - 30 in attendance

Folks in attendance were very happy with the senior meal program and want to see it continue. Conversely, few knew about Home Injury Control items, and so a discussion followed about what this service entailed and how to access it. Several folks wanted to know how 'means testing' was used to limit services; it was explained that there is no means testing for any Older American's Act service or program, but that the AAA and its partners are required to prioritize limited funding and services to those most in need. Other issues:

1. Several wanted more senior center activities offered such as dances, trips and tours, etc. It was explained that the AAA does not fund this service at this time because cities and counties in this region typically fund senior centers through millage.

2. A few folks were worried about maintaining their homes in the future as they become older and frailer.

#### Rudyard Community Center, Chippewa County 3/17/16 - 8 in attendance

Few concerns or issues were noted here, other than the following:

1. One senior was overwhelmed with caregiving for a spouse and stated there was no respite available in this area and more services to support caregivers was greatly needed.

2. A couple of people expressed a desire to have help with their Medicare and insurance issues; MMAP services were discussed.

3. One comment was made concerning the lack of affordable dental care; others echoed this sentiment.

#### Mill Street Garden, Gogebic County 3/22/16 - 35 in attendance

Very little issues or concerns noted here, people love the 'cafe-style' senior meal program; chore service and transportation is readily available to most people in the area (with the help of millage funds) and they are very grateful for these services. Only a few concerns or requests for services were noted, as follows:

1. Finding help with Medicare, insurance and legal issues.

2. Help needed to maintain their homes as they become older and more frail.

3. The cost of prescriptions, medical care, insurance, etc.

#### Chassell Fire Hall, Houghton County 3-23-16 - 20 in attendance

A few folks expressed concerns with the lack of affordable transportation in this rural area. A veteran felt there could be better coordinated services between the VA and the AAA; a discussion commenced about the partnership already in existence between these two agencies and the many programs offered. A couple of people mentioned they were concerned about the high cost of energy, especially with the harsh winters in this

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area. All in all, people were generally satisfied with the services available and would like them to continue.

UPCAP Conference Room, in conjunction with the UPAAA Advisory Board Meeting, Delta County 4-19-16; 15 in attendance

Several partner agencies were in attendance and expressed concern over how to meet the needs of so many seniors when funding has remained fairly stagnant over the years. Additionally, reimbursement rates are insufficient to retain good employees or to obtain new ones for personal and respite care services. Other 'easier' jobs that pay better are available in the area; unemployment is lower than it has been in some time. This all creates difficulties for agencies to find and retain good, quality employees to help care for our aging population. It was felt that policymakers must acknowledge the value of in-home workers - their services are much more affordable than costly nursing home care. More funding needs to be made available so that unit rates can be increased to compete in the current job market. Many agencies have had to cut personal care services and respite services from nights and weekends, because funding does not allow for a pay differential for these times. This is placing quite a burden on family caregivers and may lead to earlier nursing home placements.

**HEARINGS:** Two public hearings were conducted in the region to solicit concerns, issues and ideas from interested persons. Notice of the public hearings were made via the agency's website, local newspapers, notices to senior centers and provider agencies, and at board and advisory meetings at least 30 days in advance of the scheduled dates. Persons were given the opportunity to request a Summary Draft of the 2017-2019 MYP, and to provide written testimony and comments if unable to attend the hearings in person. Persons notified of the public hearings included elected officials, service providers, older persons, and the general public.

The first hearing was held at the Munising Senior Center on June 1st. Five people were in attendance; 4 were over age 60 and one was a local provider. After a brief review of the aging network, the purpose of the Multi Year Plan was explained and a review of the draft document commenced. Two people requested to make comments for the record. One attendee wanted to discuss why more volunteers were not utilized to provide services like transportation, home-delivered meals, friendly visitor, etc. recently moved to the region from another state that relied heavily on volunteers to allow programs to serve more people. Discussion ensued on the difficulty in getting people involved with volunteering, liability issues, etc. The general consensus of the group after the discussion was that more effort could be made to recruit volunteers and expand services that can use volunteers, especially in very rural areas of the region. Another attendee wanted to discuss Community Focal Points and shared his dissatisfaction in having some senior centers excluded from this list in his area. He indicated that he thought this could affect future OAA funding to these partners/providers. It was explained by AAA staff that being a Community Focal Point did not ensure funding for programs, and that the UPAAA will be reviewing criteria for being named a community focal point and re-evaluating those on the list. This criteria has not been changed or revised in many years and it was agreed that it was a good time to revise/update the listing during this planning cycle.

**Scope of Services**

**1. Describe key changes and current demographic trends since the last MYP to provide a picture of the potential eligible service population using census, elder-economic indexes or other relevant sources of information.**

According to the U.S. Census Bureau's latest American Community Survey, there are almost 83,000 older adults eligible for services in Michigan's Upper Peninsula. The U.P. is comprised of 16,452 square miles, about one-third of the State's land area. Yet the U.P.'s population comprises only about 3% of the State's total population. This equates to a population density of approximately 19 persons per square mile. This has always created unique challenges in providing services to those needing them in this region and proves to become more challenging as our population becomes older and more frail, and as the workforce declines. According to the U.S. Census Bureau, demographic trends over the past few years show an increase of those age 60+, with a subset of those folks age 85 and older also increasing. Yet those in the workforce (age 40-60 years of age) are declining, as is the overall population of the PSA for all ages. Changes to our region's demographics are as follows:

	<u>Total U.P. Pop</u>	<u>Aged 40-60</u>	<u>Aged 60+</u>	<u>Aged 85+</u>	<u>Total 60+ Below Poverty</u>
2010:	311,361	91,070	76,496	8,181	4,869 <i>(data available only for 65+)</i>
2013:	310,117	86,923	82,656	8,500	11,492

Sixteen percent of those age 60 or older are now in poverty, an increase of approximately 50% since 2010. This is a dramatic increase in poverty for our region. Over the past several years, many of our local communities have experienced challenging economic times with the closing or removal of key area business, some of which were the main employer for those communities. This has caused the younger generation to leave the area, shrinking the workforce in services like those the UPAAA and its' partners provide to older adults. Conversely, some U.P. communities are thriving; with unemployment rates dropping, there is stiff competition for public service jobs. Unfortunately, funding for in-home services is not keeping up with the demand for these services, nor does funding allow for adequate pay to obtain and retain these workers in a vastly rural area.

Demographic trends indicate that as time goes on, the numbers of adults age 85+ will continue to increase while those in the workforce will decrease. The challenge will be for the UPAAA to continue to provide leadership in advocacy and education throughout the PSA, engaging its partners and the communities we serve to think and act creatively in the coming years so that needs of older adults and those with disabilities continue to be met in person-centered ways.

**2. Describe identified eligible service population(s) characteristics in terms of identified needs, conditions, health care coverage, preferences, trends, etc. Include older persons as well as caregivers and persons with disabilities in your discussion.**

The U.P.'s minority population is less than 2%. The largest recognized minority group is American Indian, with 1713 tribal elders living here. The UPAAA partners with several tribes to help provide services to elders, but many do not take advantage of the services available through the AAA. As part of their culture, they rely on their families and their tribe to meet their needs. As such, the AAA does not anticipate that there will be a significant increased need for services to tribal elders in the next planning cycle.

However, over 48,000 individuals in the region are living with a disability. While this number is slightly down from 2010, it still comprises 15% of the total population. Seven thousand folks with disabilities are over the age of 60. Many of these folks need the services that the AAA and its partners provide. And, while numbers are not available to show how many family caregivers are living in the region, we know that the demand for assistance with caregiving is increasing. Waiting lists for AAA respite services remain an issue. Many folks who do receive respite assistance have unmet needs because they require more assistance than what can be provided. This trend proves to become more severe as the number of 'old-old' increases, and as older parents can no longer care for their spouses or adult children with disabilities. Many of them will require care themselves.

Other issues facing older adults in this area is the lack of affordable dental care, even for people with Medicaid coverage. Lack of dental care soon leads to other health issues and affects quality of life. Additionally, many folks have expressed concerns over finding adequate primary physicians and specialists locally. CHNA surveys conducted by some of the region's medical facilities supports these concerns. Transportation to see specialists and providers who accept Medicaid reimbursement is not always available, especially when these providers are located hundreds of miles away. It will be a great challenge for the UPAAA and its partners to come up with new and innovative funding sources and programs to help the needs older adults face with these issues.

Due to these and other chronic issues, the UPAAA has prioritized the need for increased capacity for caregiver support, advocacy and training as well as increased funding and programs to meet the needs for non-emergency medical transportation and in-home services by direct care workers.

**3. Describe the area agency's Targeting Strategy (eligible persons with greatest social and/or economic need with particular attention to low-income minority individuals) for the MYP cycle including planned outreach efforts with underserved populations and indicate how specific targeting expectations are developed for service contracts.**

The AAA will continue to enter into contracts or purchase of service agreements in order to meet the needs of the underserved populations. Outreach efforts will be accomplished by 1) prioritizing and targeting in the RFP process; 2) consumer assessments through Care Management and the subsequent purchasing of needed services through a purchase of service process; 3) continued utilization of the aging network and its I & A system, including promotion of 2-1-1 usage; 4) standardized prescreening and assessment of potential program participants coupled with service coordination at the local level. The AAA will work with providers to, at a minimum, maintain (and at best increase) the number and percentage of individuals served and to increase targeting efforts towards underserved target groups, with specific attention paid to low-income minority groups. This will continue to be a challenge as those aged 85 and older increased by 5% since 2010. This is indicative of a trend that will continue as Baby Boomers continue to age.



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**4. Provide a summary of the results of a self-assessment of the area agency's service system dementia capability using the ACL/AoA "Dementia Capability Quality Assurance Assessment Tool" found in the Documents Library. Indicate areas where the area agency's service system demonstrates strengths and areas where it could be improved and discuss any future plans to enhance dementia capability.**

Currently the UPAAA utilizes its 2-1-1 call center specialists to conduct pre-screens for the Care Management and MI Choice Waiver programs. Protocols are in place to determine the needs of individual, including determining whether they may have a cognitive impairment or possible dementia. If this is believed to be a possibility, additional information about a caregiver or representative is sought, and information about the caller's living arrangements is collected. All of this information is then passed to a care manager who will complete the assessment and care planning process to address the needs of the caller, and their caregiver if necessary. Programs such as OAA-funded programs, T-Care, Creating Confident Caregivers, and others are offered or provided to help the caregiver and the individual with the cognitive impairment receive the services they need to enhance their quality of life.

At this time the UPAAA does not have a protocol in place to refer these individuals to a physician or clinic for a diagnostic evaluation, although that may be discussed in the care management assessment and planning stage. Additionally, this is discussed in the Creating Confident Caregivers class as an important step in determining the cause and/or treatment for the specific dementia or cognitive decline.

Care managers and supports coordinators are social workers or registered nurses. They have received training in dementia and other cognitive issues. They also continue this training via continuing educational credits to sustain their licenses. Many staff, including the 2-1-1 call specialists, have had training in T-Care and have attended Creating Confident Caregiving classes. Certificates of completion are provided to those who have completed the program, and no recertification process is necessary. Care managers and supports coordinators provide critical knowledge and coordination of services, and continually seek to address the progression of the disease process, allowing for flexibility in arranging services and moving within care systems to meet the needs of the individual and their family.

During this multi-year planning cycle, we are committed to seeking, and hopefully implementing, new programs that will help families caregive successfully for longer periods of time. Programs such as REST (Respite Education & Support Tools) and the Alzheimer's Disease Initiative-Specialized Supportive Services project are being pursued that will provide additional training, respite, and services to family caregivers.

**5. When a customer desires services not funded under the MYP or available where they live, describe the options the area agency offers.**

Whenever the UPAAA is not able to meet current needs of the customer anywhere in the region, a referral to 2-1-1 is made to assist the person in finding alternative resources to help meet the needs they have. The 2-1-1 Call Specialists work with the caller to first identify their particular needs, and secondly locate resources to help meet those needs in the best way possible. The Call Specialists will follow-up with the customer to ensure that they were connected appropriately to the resource and are receiving the help that they choose. A referral to Care Management will be made if the person desires the assistance of a Care Manager to provide further



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assistance with this process. If long term care information is needed or requested, the 2-1-1 call specialists will make the referral to an Options Counselor. All Care Managers, 2-1-1 Call Specialists, and Options Counselors have received training in Person-Centered Planning and follow these principals when assisting customers.

As unmet needs/trends are identified, the UPAAA works to incorporate programs and strategies within the Multi-Year and Annual Implementation plan processes.

#### **6. Describe the area agency's priorities for addressing identified unmet needs within the PSA for FY 2017-2019 MYP.**

The UPAAA intends to address the unmet needs of program participants in various ways. First, the services that appear to be critical to keep people in their own homes will have top priority for funding, such as home care assistance, home-delivered meals, and respite care. Secondly, new partner agencies will be sought who can meet the needs of participants where others may not be able or willing to do so. Third, a self-determination type regional definition is being requested to help meet the service needs of folks in very rural areas, or where traditional service providers are non-existent. And lastly, the UPAAA will continue to advocate for increased funding to support hiring, training and sustaining a larger workforce of competent direct care service workers to meet the needs of a growing elder population.

#### **7. Where program resources are insufficient to meet the demand for services, reference how your service system plans to prioritize clients waiting to receive services, based on social, functional and economic needs.**

As directed by the Older American's Act, substantial emphasis must be given to serving eligible persons with the greatest social and/or economic needs, with particular emphasis given to low-income minority individuals. The AAA enters into contracts or purchase of service agreements in order to meet the desired outcomes. All contracted partners are required to utilize NAPIS assessment and re-assessment forms developed by the AAA that are specifically designed to identify the social, functional, and economic needs of the individual requesting service. Each person is assigned a priority factor, and those with the highest scores are provided services before others. If there is a waiting list for requested services, those with the highest priority scores will receive the first available opportunity for that service before all others.

The UPAAA also continues to contract with minority service providers such as the Sault Tribe of Chippewa Indians and the Hannahville Tribe. The AAA will continue working with the region's providers to increase the number of consumers served in all target areas, with special emphasis given to low-income minority groups.

#### **8. Summarize the area agency Advisory Council input or recommendations (if any) on service population priorities, unmet needs priorities and strategies to address service needs.**

As noted earlier, significant discussion has ensued during advisory council meetings regarding the following:

1. Lack of sufficient, affordable non-medical transportation in a vastly rural area.
2. The chronic shortage of available, competent direct-care staff to meet the needs of older adults and those with disabilities to remain in their own homes for as long as possible.
3. The needs of family caregivers for additional information, training, and resources to ease their burdens and allow them to provide care successfully.
4. The fact that funding and services are not increasing as the population of older adults is increasing;

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these needs will only grow over time.

As identified in the 2017-2019 MYP, these needs and issues have been prioritized in the area plan. The UPAAA is committed to working with current and new partners to ensure that strategies are identified and carried out to meet the increasing needs of older adults in the coming years.

**9. Summarize how the area agency utilizes information, education, and prevention to help limit and delay penetration of eligible target populations into the service system and maximize judicious use of available funded resources.**

The AAA continues to search out new and innovative ways to address the needs of older adults within the region. Caregiver support and training programs, along with health promotion and disease prevention programs provided by the AAA and its partners should help to improve the health and well-being of our aging population, improving their quality of life and thus avoiding the need for increased in-home services or nursing home placement. The UPAAA is also working very closely with nutrition service providers to improve the quality and efficiency of the congregate and home-delivered meal programs, which are the two of the largest and most costly programs currently provided within the PSA. Additionally, helping those facing nursing home placement and their families understand their options and helping them manage their care in a way of their choosing via the region's Nursing Home Transitions and Care Management programs will help ease the burden of health care costs and allow those who choose to do so to age in place in the setting of their choice.



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### Planned Service Array

	Access	In-Home	Community
<b>Provided by Area Agency</b>	<ul style="list-style-type: none"> <li>• Care Management</li> <li>• Information and Assistance</li> </ul>		<ul style="list-style-type: none"> <li>• Disease Prevention/Health Promotion</li> <li>• Long-term Care Ombudsman/Advocacy</li> <li>• Programs for Prevention of Elder Abuse, Neglect, and Exploitation</li> <li>• Creating Confident Caregivers</li> </ul>
<b>Contracted by Area Agency</b>	<ul style="list-style-type: none"> <li>• Transportation *</li> </ul>	<ul style="list-style-type: none"> <li>• Chore *</li> <li>• Home Care Assistance</li> <li>• Home Injury Control</li> <li>• Homemaking</li> <li>• Home Delivered Meals</li> <li>• Respite Care</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Services *</li> <li>• Congregate Meals</li> <li>• Disease Prevention/Health Promotion</li> <li>• Legal Assistance</li> <li>• Creating Confident Caregivers *</li> <li>• Caregiver Supplemental Services *</li> <li>• Kinship Support Services *</li> <li>• Caregiver Education, Support and Training</li> </ul>
<b>Local Millage Funded</b>	<ul style="list-style-type: none"> <li>• Case Coordination and Support *</li> <li>• Outreach *</li> <li>• Transportation *</li> </ul>	<ul style="list-style-type: none"> <li>• Chore *</li> <li>• Homemaking *</li> <li>• Home Delivered Meals *</li> <li>• Respite Care *</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Services *</li> <li>• Congregate Meals *</li> <li>• Disease Prevention/Health Promotion *</li> <li>• Senior Center Operations *</li> <li>• Senior Center Staffing *</li> </ul>
<b>Participant Private Pay</b>	<ul style="list-style-type: none"> <li>• Transportation *</li> </ul>	<ul style="list-style-type: none"> <li>• Chore *</li> <li>• Home Care Assistance *</li> <li>• Homemaking *</li> <li>• Home Delivered Meals *</li> <li>• Assistive Devices &amp; Technologies *</li> <li>• Respite Care *</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Services *</li> <li>• Congregate Meals *</li> <li>• Disease Prevention/Health Promotion *</li> <li>• Legal Assistance</li> </ul>
<b>Funded by Other Sources</b>	<ul style="list-style-type: none"> <li>• Case Coordination and Support *</li> <li>• Outreach *</li> <li>• Transportation *</li> </ul>	<ul style="list-style-type: none"> <li>• Chore *</li> <li>• Home Care Assistance *</li> <li>• Homemaking *</li> <li>• Assistive Devices &amp; Technologies *</li> <li>• Respite Care *</li> <li>• Friendly Reassurance *</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Services *</li> <li>• Disease Prevention/Health Promotion *</li> <li>• Home Repair *</li> <li>• Senior Center Operations *</li> <li>• Senior Center Staffing *</li> </ul>

\* Not PSA-wide



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### Planned Service Array Narrative

For the most part, the planned service array reflects the preferences of local communities within the PSA. The Upper Peninsula is uniquely rural with a population density of only 19 persons per square mile. This poses a significant problem in providing access to all older persons needing services. The primary barrier for seniors in this region is the inability to access community and medical services. Many who are no longer able to drive or keep up the family home do not have access to affordable transportation and housing options. Additionally, most service providers are struggling with the cost of providing necessary services, particularly in the extreme rural areas of the region. Providers are expressing concerns over the impact of recent budget cuts, increased fuel costs, the mandatory increase in the minimum wage, and they are frustrated by the inability to maintain a consistent and experienced workforce at a price they can afford. The competitive bidding process used by the UPAAA allows partner agencies to pick and choose to provide services funded by the AAA. Some partners choose not to apply for funding for some services because they don't feel the need for that particular service in their community, or it may be because they feel the amount of funding is not sufficient to provide that service. Many partners often receive funding from other sources (federal and state grants, millage, etc) that allows them to expand on or provide other services they feel are needed in their local communities. UPAAA staff work closely with these partners to identify gaps in service, locate new sources of funding for necessary and requested services, and provide new programs that will meet the changing needs of older adults within their communities.



**Strategic Planning**

**1. Summarize an organizational Strengths Weaknesses Opportunities Threats (SWOT) Analysis.**

The UPAAA identified many strengths, such as:

- We are a regional, multi-purpose organization administering many programs and services that compliment each other for the good of our clientele.
- We are comprised of longstanding, dedicated, and experienced staff.
- We have a strong financial position with many diversified funding sources.
- We have significant support and respect from elected officials, i.e.: county commissioners who work with UPCAP to identify new and creative ways to meet the needs of people living in the PSA.
- We are progressive and forward-thinking, successfully taking on new projects and services before others in the field.
- We are well-respected by the aging network, government entities, community organizations, and other stakeholders at all levels.

However, we were also able to identify some weaknesses:

- Communication and access are both challenges due to our extremely large and rural geographic area.
- We have a lack of providers willing and able to provide needed services across the realm.
- Staff are overextended because limited grants do not typically allow for additional hires for new projects.
- There is a limited availability of well-trained staff, due to high turnover and the costs involved.

Looking forward, we anticipate the following opportunities:

- Many new grant opportunities are available to meet the needs of both formal and informal caregivers, a population group that is growing rapidly.
- The ability to offer private pay options to help fund and provide services to keep people healthy.
- Medicare reimbursement for diabetes management and prevention education.
- The potential opportunity for participation and growth in the managed care realm.

There may be some potential threats, as follows:

- The overall population in the state is shrinking, which could affect future funding.
- Mandated managed care and the medicalization of long term care may limit our programs and abilities in the future.
- Many key AAA management staff are close to retirement, which will require hiring new, potentially inexperienced people who will need extensive training.

**2. Describe how a potential greater or lesser future role for the area agency with the Home and Community Based Services (HCBS) Waiver and/or the new Integrated Care Program could impact the organization.**

A greater role in these programs could allow the organization to free up more resources for those people who may not be waiver eligible, or to find and assist those who may fall between the cracks as far as care management and other service provision is concerned. However, a lesser role in the future will limit the success of the care management program, or may even eliminate the need for care management. This may result in a loss of efficiency in the use of coordinated service programs, and would certainly eliminate experienced, long-standing agency personnel.

We anticipate that there could be significant changes to the MI Choice Waiver and other Medicaid long term care services in the near future. As this occurs, the UPAAA will work to make the adjustments necessary to accommodate these changes.

**3. Describe what the area agency would plan to do if there was a ten percent reduction in funding from AASA.**

The UPAAA has considered this very carefully, and has determined that the following may happen if a 10% reduction in funding occurs:

Payments to community partners/providers would be reduced.

The number of people currently assisted would be reduced, due to an increased need to further prioritize services for those most in need. Additionally, some people who do not meet the highest priority screening may lose current services.

Some services that are considered to be 'non-essential' may no longer be offered.

**4. Describe what direction the area agency is planning to go in the future with respect to pursuing, achieving or maintaining accreditation(s) such as Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Hospitals (JCAH), or other accrediting body, or pursuing additional accreditations and why.**

While the AAA was working towards CARF accreditation, it was determined that the process and final result may not be as beneficial as was initially thought. The AAA is currently pursuing the viability of becoming accredited through the National Committee for Quality Assurance, as this may prove to be the most advantageous path in the future.

The UPAAA has received accreditation from the American Association of Diabetes Educators and is a Medicare certified provider for diabetes education. Additionally, the AAA plans to seek national recognition status from the Centers for Disease Control and Prevention for its National Diabetes Prevention Program, which started in 2016. This will help to provide additional funding for diabetes education and prevention services we are already providing.

**5. Describe in what ways the area agency is planning to use technology to support efficient operations, effective service delivery and performance, and quality improvement.**

Due to the extreme rural nature and geographic location of our region, the UPAAA has had to increasingly rely on technology to complete every day business. We currently have 5 physical offices within our 15 county region. While extensive travel is still the norm for AAA staff, technology has helped to decrease some of this. All in-home and community staff have been issued tablets or laptops and scanners or portable printers



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so that data can be immediately retrieved and entered while working in the field. This helps to keep staff and records much more organized, timely, and allows for better time management. Additionally, UPCAP uses COMPASS, Vendor View and NAPIS software which provides expedited communication regarding service delivery and allows contracted agencies to bill for services electronically.

UPAAA staff also uses both the Lifesize video conferencing system and WebEx with WebCams to hold meetings, provide training and also technical assistance to all staff in the field as well as to our community partners. This has saved time and resources, because extensive travel can be reduced or even eliminated for both staff and our partners. We are hopeful that AASA and will have video conferencing soon so that costly trips downstate to attend mandatory meetings can be reduced.

The UPAAA is actively reaching out to the public via social media. We use our website, Facebook and Twitter to advertise our programs and services, as well as community opportunities and news events and trends we feel are pertinent to those we serve. We currently have a workgroup that is helping to develop a new and improved comprehensive website that is user-friendly and highlights the programs and information most important to those who use it. Although surveys show that many older seniors do not access social media (or even the internet) for information, we do know that their families and caregivers do. We also know that younger seniors (the Baby Boomers) are more likely to use the internet and be social media savvy.

The UPAAA will continue to look for new and better ways to use technology to reach more people in a very rural area.



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### Regional Service Definitions

**Service Name/Definition**

**NURSING SERVICES**

Covered on an intermittent basis for a participant who requires nursing services for the management of a chronic illness or physical disorder in the participants home and are provided by a registered nurse (RN) or a licensed practical nurse (LPN) under the direct supervision of a registered nurse. Nursing services are for participants who require more periodic or intermittent nursing for the purpose of preventive interventions to reduce the occurrence of adverse outcomes for the participant such as hospitalizations and nursing facility admissions. Nursing services should not duplicate services available through Medicaid or other third payer resources.

Rationale (Explain why activities cannot be funded under an existing service definition.)

There is currently no AASA Standard or service category for nursing services. In order to prevent hospitalizations or early nursing home admissions, some care management clients with chronic conditions may require the intermittent services of an RN or LPN that is not allowed under other traditional payer sources.

Service Category	Fund Source			Unit of Service
<input type="checkbox"/> Access	<input type="checkbox"/> Title III PartB	<input type="checkbox"/> Title III PartD	<input type="checkbox"/> Title III PartE	One hour providing allowable nursing services
<input checked="" type="checkbox"/> In-Home	<input type="checkbox"/> Title VII	<input type="checkbox"/> State Alternative Care	<input type="checkbox"/> State Access	
<input type="checkbox"/> Community	<input type="checkbox"/> State In-home	<input type="checkbox"/> State Respite		
	<input type="checkbox"/> Other _____			

**Minimum Standards**

1. When the participant's condition is unstable, could easily deteriorate, or when significant changes occur, a nurse visits for observation and evaluation. The purpose of the observation and evaluation is to monitor the participant's condition and report findings to the participant's physician or other appropriate health care professional to prevent additional decline, illness, or injury to the participant.
  
2. The supports coordinator must communicate with both the nurse providing this service and the participant's health care professional to assure the nursing needs of the participant are being addressed.
  
3. Participants must meet at least one of the following criteria to qualify for this service:
  - a. Be at high risk of developing skin ulcers, or have a history of resolved skin ulcers that could easily redevelop.
  - b. Require professional monitoring of vital signs when changes may indicate the need for modifications to the medication regimen.
  - c. Require professional monitoring or oversight of blood sugar levels, including participant recorded blood sugar levels, to assist with effective pre-diabetes or diabetes management.
  - d. Require professional assessment of the participant's cognitive status or alertness and orientation to encourage optimal cognitive status and mental function or identify the need for modifications to the

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medication regimen.

e. Require professional evaluation of the participant's success with a prescribed exercise routine to assure its effectiveness and identify the need for additional instruction or modifications when necessary.

f. Require professional evaluation of the participant's physical status to encourage optimal functioning and discourage adverse outcomes.

g. Have a condition that is unstable, could easily deteriorate, or experience significant changes AND a lack of competent informal supports able to readily report life-threatening changes to the participant's physician or other health care professional.

4. In addition to the observation and evaluation, a nursing visit may also include, but is not limited to, one or more of the following nursing services:

a. Administering prescribed medications that the participant cannot self-administer (as defined under Michigan Compiled Law (MCL) 333.7103(1)).

b. Setting up medications according to physician orders.

c. Monitoring participant adherence to their medication regimen.

d. Applying dressings that require prescribed medications and aseptic techniques.

e. Providing refresher training to the participant or informal caregivers to assure the use of proper techniques for health-related tasks such as diet, exercise regimens, body positioning, taking medications according to physician's orders, proper use of medical equipment, performing activities of daily living, or safe ambulation within the home.



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### Access Services

**Care Management**

<u>Starting Date</u>	10/01/2016	<u>Ending Date</u>	09/30/2017
Total of Federal Dollars	\$26,000.00	Total of State Dollars	\$473,459.00

Geographic area to be served

15 Counties of the Upper Peninsula

**Specify the planned goals and activities that will be undertaken to provide the service.**

Goal: Over the course of the multi-year planning period, the UPAAA will assist individuals needing nursing facility level of care to remain at home through the provision of Care Management, utilizing a person-centered planning/self-directed care process. This includes caregiver case management using the T-CARE model, and the Veterans Self-Directed Home and Community-Based Program in partnership with the Veteran's Administration Medical Center in Iron Mountain, MI. The information below for the current year is accurate through 5/1/16.

Activities:

1. The UPAAA will utilize Older Michigianian Act (OMA) resources to provide comprehensive, person-centered Care Management services to individuals who screen eligible for LTSS via a standardized screening process. In 2017, the UPAAA will conduct approximately 240 screenings of individuals requesting Long Term Care Supports & Services (LTSS), and conduct initial assessments for an estimated 200 individuals screening eligible for LTSS. The UPAAA will open active case activities for an estimated 170 individuals who meet the NFLOC criteria for LTSS, initiating 170 person-centered support and service plans.
2. The UPAAA will utilize OAA and OMA resources to provide comprehensive, person-centered case management services to caregivers of older adults with Alzheimer's disease or other forms of dementia or who are otherwise burning out from the demands of providing informal supports to those older adults needing extensive LTSS. The UPAAA will also offer and conduct T-CARE screening to all caregivers who access the UP 2-1-1 Call Center in search of supports but for whom their loved ones do not pass the MI Choice Screen. Each UPAAA T-CARE trained Manager will meet with a minimum of two caregivers of older adults to assess the caregiver's needs utilizing the T-CARE process. Each UPAAA T-CARE trained Manager will open a minimum of one new T-CARE case and develop a person-centered caregiver support plan.
3. The UPAAA will continue to work with the local VAMC to provide person-centered, self directed long-term supports and services to eligible Veterans throughout the Upper Peninsula and northeastern Wisconsin. The UPAAA will conduct assessments and develop appropriate supports and services plans for all veterans referred to it by the local VAMC who are willing to utilize a self-directed approach to the provision of LTSS. The agency is currently serving 68 veterans and anticipates receiving 50 new referrals annually.

Number of client pre-screenings:	Current Year:	155	Planned Next Year:	240
Number of initial client assesments:	Current Year:	129	Planned Next Year:	206
Number of initial client care plans:	Current Year:	115	Planned Next Year:	170



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Total number of clients (carry over plus new):	Current Year: 160	Planned Next Year: 221
Staff to client ratio (Active and maintenance per Full time care)	Current Year: 1:20	Planned Next Year: 1:22

#### Information and Assistance

<u>Starting Date</u>	10/01/2016	<u>Ending Date</u>	09/30/2017
Total of Federal Dollars	\$70,000.00	Total of State Dollars	\$0.00

Geographic area to be served  
15 Counties of the Upper Peninsula

#### Specify the planned goals and activities that will be undertaken to provide the service.

Goal: Over the course of the multi-year planning period, the UPAAA will increase awareness and improve access to available resources for caregivers, family members, and older adults, including individuals living in rural and isolated areas.

#### Activities:

1. Continue to update the region's comprehensive aging service data base using AIRS Taxonomy and the "Refer" software system used for 2-1-1 to ensure the system is accurate and current.
2. 2-1-1 staff will continue to coordinate with Emergency Management Coordinators for all 15 Counties via the U.P. 911 Authority in regards to 2-1-1's role in the event of a national or regional disaster. Memorandums of Understand have been developed between the 2-1-1 program and the region's emergency management systems which detail the AAA's regional role in the coordination of necessary services in the event of a national or regional disaster.
3. Continue to conduct a public relations campaign across the region to inform the public of the 2-1-1 Information & Assistance program, increasing its call volume by 10% over the next fiscal year as a result of additional television and radio advertising, and other public relation events.
4. Assist in conducting the region's annual Age Well, Live Well Conference for older adults so that they may learn about services, resources, classes, and issues that will help them live healthier and more productive lives throughout their life span.
5. Coordinate with 7 other call centers throughout Michigan in a statewide advertising campaign that will include providing I & A for long term care options, basic human needs, and veterans' resources.



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## Direct Service Request

### Disease Prevention/Health Promotion

Total of Federal Dollars     \$25,480.00                      Total of State Dollars     \$0.00

Geographic Area Served     Upper Peninsula of MI

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

GOAL: The availability of evidence-based educational programs such as PATH (Personal Action Towards Health), Walk with Ease, and Matter of Balance that are designed to promote healthy and active lifestyles will be, at the very least, maintained if not expanded, to allow older adults in the region the opportunity to learn ways to improve their health and quality of life.

Activities:

PATH: 18 workshops will be offered throughout the region, with at least 150 people successfully completing the program.

Chronic Pain Self-Management: 18 workshops will be offered throughout the multi-year cycle, with at least 150 people completing the program.

Diabetes PATH: With the help of the AAA's partners, 36 workshops will be offered with 300 people completing the program during the multi-year cycle. The UPAAA will continue to offer Diabetes PATH as part of its accredited Diabetes program to Medicare beneficiaries, seeking reimbursement from CMS (Center for Medicare & Medicaid Services) for both group education and individual counseling. The plan is to offer at least two of these group programs per fiscal year, with at least 15 people completing the program each year.

Matter of Balance: With the help of area partners, it is anticipated that 25 classes will be held throughout the region during the 3-year planning cycle, with at least 200 people completing the program.

Arthritis Foundation's Walk with Ease: Utilizing the current leaders trained for this program, the UPAAA will sponsor approximately 12 workshops within 3 counties of the region during the next 3 years. It is anticipated that at least 100 participants will complete the program. Additionally, the UPAAA is hoping to train 3 more leaders in other counties within the PSA so that the program can be expanded to reach more participants.

The AAA has added the National Diabetes Prevention Program to its current selection of evidence-based programs. The AAA has one staff member who is a certified instructor for this program and plans are to offer at least one 12-month class in FY 2017, with at least 10 people completing the program. Additionally, the AAA plans to seek national recognition status from the Centers for Disease Control and Prevention for this program, which is anticipated to help with future program reimbursement from CMS. The AAA also plans to work with the U.P. Diabetes Outreach Network and at least 5 other community organizations, to

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help expand this important program throughout the region.

The UPAAA will continue to provide technical support, training, and assistance to all agency partners, ensuring program fidelity and success throughout the region for each of these evidence-based programs. Additionally, the AAA will continue to seek out new funding opportunities and grants to help support and expand these programs such as through community foundations, area health plan and/or hospital sponsorships, private donations, and minimal participant fees.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

**(B) Such services are directly related to the Area Agency's administrative functions.**

**(C) Such services can be provided more economically and with comparable quality by the Area Agency.**

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

An RFP for this service was created, sent to current contracted agencies and service providers, and published in local papers and on the UPCAP website during the RFP process. No agency applied to be considered as a provider for this service. Historically, there have been no provider agencies willing or able to offer these programs throughout all 15 counties within the region for the limited amount of funds received to administer the program. In order to provide a variety of evidence-based disease prevention programs throughout the region, given the limited resources available, a region-wide organization such as the AAA provides the best opportunity to serve the greatest number of individuals. AAA staff are experienced in providing this type of training, and the UPAAA has utilized its own resources to obtain Master Trainers certification for several staff in many of the classes affiliated with this service definition.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

June 1, 2016: It was felt that more volunteers could be utilized to expand these programs in the more extreme rural areas of the region.

**Long Term Care Ombudsman**



# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

## FY 2017-2019

U.P. Area Agency on Aging

FY 2017

Total of Federal Dollars     \$17,484.00                      Total of State Dollars     \$42,546.00

Geographic Area Served     Upper Peninsula of MI

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

**GOAL:** To provide assistance and advocacy to residents of licensed long-term care facilities; to resolve complaints through problem identification, education, and information on appropriate rules and residents' rights; to make referrals to appropriate community resources as needed or requested.

Activities:

1. Increase awareness of the Ombudsman program through presentations at resident family council meetings and distribution of program materials to residents, family members, and other interested parties. The Ombudsman will provide information to the public through print and local media, participation in local health and community fairs, and in consultation with local agencies.
2. The Ombudsman program manager will continue to encourage long term care facilities to promote change within their facilities to offer a better quality of life to all residents, including promoting the concepts of emergency preparedness, exploitation, restraints and wound/pressure sore care. This and other topics that will help to ensure quality will be highlighted during the Best Practices Conference held annually.
3. Promote and provide training on the ombudsman program, resident's rights, elder abuse and other topics of interest to facility staff of long-term care facilities as needed and requested throughout the region.
4. The Ombudsman will continue to participate in regularly scheduled collaboration conference calls with the Waiver Director, local CIL (SAIL) and Transition Coordinators.
5. The Ombudsman will continue to participate in regularly scheduled Quality Assurance Collaborative meetings to provide input on issues related to residents' rights and issues facing participants in long-term care programs/facilities.
6. The Ombudsman will continue to be involved with the Region 8 Healthcare Coalition, participating in conference calls and educational sessions on Emergency Preparedness and the role of the Ombudsman in those situations.
7. The Ombudsman will publish a newsletter for volunteer Ombudsman on a regular basis to ensure that they are kept up-to-date on breaking news related to their roles, and on upcoming training events that they may be required to attend.
8. The Ombudsman program will work with state regulators to offer continuing education credits through the Best Practices Conference for Social Work, Nursing, Administrator & Activity Director CEUs.
9. The Ombudsman Program Manager will continue to participate in quarterly scheduled training where



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collaborating with other Ombudsman across the state is the goal. Topics vary at each quarterly meeting, but always is directed to enhance and assist the Ombudsman in gaining additional knowledge of how to effectively advocate for all long term residents.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

- (A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**
- (B) Such services are directly related to the Area Agency’s administrative functions.**
- (C) Such services can be provided more economically and with comparable quality by the Area Agency.**

- (A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
- (C) Such services can be provided more economically and with comparable quality by the Area Agency.

**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency’s efforts to secure services from an available provider of such services; or a description of the area agency’s efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

An RFP for this service was created, sent to current contracted agencies and service providers, and published in local papers and on the UPCAP website during the RFP process. No other provider agency is willing or available to offer LTC Ombudsman services throughout the region. The UPAAA has emonstrated its capabilities to advocate on behalf of nursing facility residents, to mediate disputes, and through it’s “Best Practices” Conference, assist the nursing home industry in improving the quality of care rovided to facility residents.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No discussion about this service ensued during the hearings.

**Prevention of Elder Abuse, Neglect and Exploitation**

Total of Federal Dollars     \$9,494.00                      Total of State Dollars     \$0.00

Geographic Area Served     15 Counties of the Upper Peninsula

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**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

**GOAL:** To Increase community awareness and understanding of elder abuse, neglect, and exploitation across all 15 counties of the region, thus preventing abuse from occurring.

**Activities:**

1. Promote & provide updated training and education programs to in-home service organizations, long-term care facilities, senior centers, and other agencies providing services to older adults, as requested throughout the PSA.
2. Work with the Ombudsman program to conduct elder abuse presentations to families and caregivers of people in long-term care facilities within the region.
3. The UPAAA's direct service providers will be expected to complete a mandatory, annual CMS Fraud, Waste & Abuse training for all staff; newly hired staff must complete within 90 days of hire.
4. Continue working with MMAP to train and recruit volunteers to provide outreach and education in their communities about Medicare fraud and abuse. Assist them in outreach activities by making available outreach tools such as pertinent newsletter articles, SMP Bingo and SMP playing cards.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

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An RFP for this service was created, sent to current contracted agencies and service providers, and published in local papers and on the UPCAP website during the RFP process. No agency applied to be considered as a provider for this service. Historically, there have been no provider agencies willing or able to offer Elder Abuse Education services throughout all 15 counties within the region for the amount of funds received to administer the program. In order to provide Elder Abuse Education throughout the region, given the limited resources available, a region-wide organization such as the AAA provides the best opportunity to serve the greatest number of individuals. AAA staff are experienced in providing this type of training to the target audiences, and have successfully provided trainings in nursing facilities, senior centers, homes for the aged, Adult Foster Care facilities, and to others engaged in the provision of in-home services.



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**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

No discussions about this service ensued during the public hearings.

**Creating Confident Caregivers**

Total of Federal Dollars     \$12,800.00                      Total of State Dollars     \$0.00

Geographic Area Served     Upper Peninsula of MI

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

GOAL: To reduce the stress of caregiving by providing information and strategies to help empower family caregivers to manage daily life and their own well-being by offering and expanding Creating Confident Caregivers (CCC) classes, targeting previously underserved areas and culturally diverse populations.

Activities:

1. Recruit and train an additional 2-3 leaders to ensure the ability to reach projected goals, especially in the underserved areas of the region.
2. Conduct at least 30 workshops throughout the PSA during the 3 year planning cycle, with 200 caregivers completing the class.
3. Continue to partner with agencies providing in-home services, medical clinics, and adult day care centers to help promote CCC and identify family caregivers who could benefit from the program.
4. Identify tribal populations willing to partner with the AAA's CCC program, to train leaders and/or host classes for tribal elder caregivers. At least one workshop will be offered/provided at a tribal host site each year in the planning cycle.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).**

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

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**Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

An RFP for this service was created, sent to current contracted agencies and service providers, and published in local papers and on the UPCAP website during the RFP process. No agency applied to be considered as a provider for this service. Due to the lack of funding for this program, as well as it's complex nature, it is difficult to find true volunteers to lead these classes. The AAA does have agreements with a few partners to provide CCC services in limited areas of the region, but it has been necessary to rely heavily on AAA staff to provide most CCC classes. The region currently has 4 certified Master Trainers and 2 Leaders; four of these are AAA staff. Also, due to the very rural nature of the region, leaders may have to travel several hours to reach a workshop destination. Agency CCC leaders have the ability to travel throughout the Upper Peninsula, coordinating other job responsibilities and thus reducing program cost. The AAA will continue to seek additional funding sources, and to recruit new leaders so that all who could benefit from this program throughout the region will have the opportunity to do so.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

June 1, 2016: It was felt that more volunteers could be utilized to expand these programs in the more extreme rural areas of the region. There was also discussion about how some peoplwith dementia lived alone and had no family or anyone to help look after them.

**Program Development Objectives**

**Area Agency on Aging Goal**

- A. More communities within the region will conduct an aging-friendly community assessment and apply for recognition to the Aging & Adult Services Agency (AASA) as a Community for a Lifetime.

**State Goal Match: 5, 6**

**NARRATIVE**

The demographic transition underway in the region will require that organizations and individuals take action to support independent, healthy aging for older adults. There are many potential stakeholders who are either unaware of the dramatic increase to the older adult population, or do not fully understand the magnitude of the impact. Ensuring that our region can support healthy aging is a priority, by implementing appropriate solutions in a variety of unique and vastly rural settings. Communities for a Lifetime (CFL) promotes linkages between the aging network, municipalities and private partnerships to assess and promote the aging-friendliness of a community. To this end, the UPAAA will work to recruit and support a network of local leaders who will work within their communities to promote programs and services that will meet the needs of older adults, their families, and caregivers; attract and retain more residents and be able to provide them with a better quality of life.

**OBJECTIVES**

1. One new community within the PSA will receive recognition as a Community for a Lifetime by 9/30/2019.,  
**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Working closely with the AAA Executive Board and area partners, identify at least one community that has an interest and the resources to conduct an aging friendly community assessment in their area, formulating a workgroup consisting of public and private participation and representation by older adults for this purpose.
2. The workgroup will meet to plan steps and strategies to conduct the required assessment within the first 12 months of the process.
3. Once the assessment is completed, the workgroup will identify the communities strengths and weakness, and develop an action plan for making improvements and promoting assets for both short-term and long-term goals. The steps within the action plan will be prioritized based on the group's recommendations.
4. The completed application with all pertinent documentation will be submitted to AASA by December 1, 2017, or as soon thereafter as possible.
5. The UPAAA will assist any other community within the PSA willing and able to complete the CFL process.

**Expected Outcome**

Through the CFL assessment and recognition process, at least one additional community within the region will be identified as aging-friendly, promoting a better quality of life across the lifespan.

- B. Enhance caregiver efficacy by providing improved access to information, support and resources

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**State Goal Match: 3**

**NARRATIVE**

As the population ages and more people are being cared for by family or other informal caregivers, the UPAAA is looking for ways to better support these caregivers with education, training, and services. We know that caregiver burnout is often the reason why many individuals with dementia end up in long term care facilities prematurely. Also, the lack of sufficient resources in many rural areas makes it difficult to provide respite and other necessary services to help families successfully caregive for longer periods of time. Many agencies who provide these services are concerned about the ability to pay for workers who are well-trained and capable of working with dementia clients; retaining good workers like this is extremely difficult when funding does not allow for a comparable wage. The UPAAA acknowledges these issues and will work to come up with new and creative ways to meet the needs of family caregivers so that they can successfully care for their loved ones and themselves.

**OBJECTIVES**

1. The UPAAA will research, support and participate in new programs and initiatives that will provide more services and supports to allow families and caregivers to successfully care for their loved ones at home.  
**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. The UPAAA will participate in the evidence-based Alzheimer's Disease Initiative-Specialized Supportive Services project which will help expand the availability of dementia-capable support services for person's with dementia, their families, and their caregivers.
2. The UPAAA will work to bring the Respite Education and Support Tools (REST) program to the region. This program focuses on creating a network of trained volunteer REST Companions to help provide respite to family caregivers in a cost-effective manner.
3. The UPAAA will continue to pursue funding to develop and/or provide dementia training to community organizations and the general public so that they may have a better understanding of the disease process and are able to make appropriate referrals to services.

**Expected Outcome**

Families and informal caregivers will receive the repite and support they need to caregive successfully and enjoy a better quality of life.

2. The Creating Confident Caregivers program will be maintain and potentially expanded to reach more family caregivers caring for their loved ones with Alzheimer's Disease and related dementias.  
**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Recruit and train an additional 2-3 new CCC leaders to reach more family caregivers, especially those in currently underserved areas of the region.
2. Conduct at least 30 workshops throughout the PSA, with the goal of 200 caregivers successfully completing the class.
3. Continue to partner with in-home service providers, medical clinics, churches, adult day care centers, and others to help promote the program and identify family caregivers who could benefit from the class.

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**Expected Outcome**

Family caregivers whose loved ones have Alzheimers Disease or other related dementia will have a better understanding of the disease process and learn ways to cope with this progressive illness in a more positive manner.

3. The UPAAA will continue to encourage and assist in-home services agencies to provide training to direct care workers so that they can better serve family caregivers, especially those caring for loved ones with dementia.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. The UPAAA will continue to provide training to contracted partner agency staff via the Building Training, Building Quality Initiative (BTBQ).
2. The UPAAA will continue to provide training to contracted partner agency staff on the Prevention of Elder Abuse, Neglect, and Exploitation (PREVNT).
3. The UPAAA will work to encourage and advocate for professionalization of direct care workers trained in working with dementia patients.

**Expected Outcome**

A well-trained direct care workforce will be easier to retain and will provide a higher quality of care to family caregivers and their loved ones.

4. The UPAAA will continue to participate in the assessment, identification, and planning of services needed by persons with dementia and their caregivers.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. The UPAAA will continue to identify and assess caregiver needs through Options Counseling and Care Management. Referrals will be made to T-Care where appropriate to address those needs.
2. Partner agencies conducting assessments for OAA funded services will be encouraged to refer family caregivers to care management services and the T-Care process.

**Expected Outcome**

Family caregivers, especially those dealing with dementia-related illness, will receive the guidance, support, and services they need to improve their quality of life and be successful caregivers.

- C. Protect older adults from abuse, neglect, and exploitation.

**State Goal Match: 4**

**NARRATIVE**

Abuse and neglect of vulnerable adults is not always intentional, nor is it always recognized as abuse. Providing critical information about elder abuse and neglect to the public, including what abuse is, residents' rights, Medicare fraud, where to report it and how to prevent it may help reduce the incidents of abuse, neglect and fraud, and will help to ensure that any potential incidents are reported to the proper authorities.

**OBJECTIVES**

1. Assure visibility and access of the Long Term Care Ombudsman.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Increase awareness of the Ombudsman program through presentations at resident and family council meetings and distribution of program materials to residents, family members, and other interested parties. The ombudsman will provide information to the public through print and local media, participation in health fairs, and in consultation with local agencies.
2. Promote and provide training on the ombudsman program, resident's rights, elder abuse and other topics of interest to facility staff of long-term care facilities as needed and requested throughout the region.
3. The Ombudsman Program Manager will continue to train competent volunteer Ombudsman throughout the region, so that at least one volunteer Ombudsman is retained and available in each county, and to enhance the visibility, availability, and effectiveness of local services.
4. The Ombudsman will continue to participate in regularly scheduled Quality Assurance Collaborative meetings to provide input on LTC issues related to residents' rights and issues facing participants in long-term care programs/facilities.

**Expected Outcome**

Ensure that residents understand their rights and know where to go for help if they feel they are being abused, neglected, or exploited in any way. Additionally, staff working in long term care facilities will receive appropriate and effective training on the prevention of elder abuse, and will understand their duties as mandatory reporters, thus improving the quality of life for the people in their care.

2. Increase community awareness and understanding of elder abuse, neglect, and financial exploitation across the region.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

**Expected Outcome**

Service providers and the general public will become more aware of residents' rights and elder abuse issues and the incidents of abuse towards older adults in the region will decrease.

3. Increase community awareness and understanding of Medicare fraud and abuse across the region

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Continue working with the region's Medicare/Medicaid Assistance Program (MMAP) to further train and update MMAP counselors so that they are better able to identify cases of Medicare Fraud and Abuse and know how to properly report them.
2. Conduct at least 25 outreach/training events specific to Medicare fraud and abuse in each county of the PSA during the 3-year planning cycle.

**Expected Outcome**

Medicare beneficiaries in the region will become more aware of marketing and billing abuses associated with the Medicare program, and will know where to report these abuses, thus saving money for both the beneficiary and Medicare.

- D. Ensure that older adults have a choice in where they live through the adequate provision of information, support, and services.

**State Goal Match: 2**

**NARRATIVE**

It is the objective of the AAA to ensure that all people within the region have the ability to choose their place of residence throughout their lifespan. Regional needs surveys conducted by the agency indicate that people are concerned about having enough affordable housing options within their own communities as they age in place, as well as having accessible and affordable services available to them to help them remain in their own homes. Additionally, providing critical information on the myriad of services and choices when families face long term care needs is imperative to ensuring that they have the knowledge and assistance needed to make decisions best for them. Use of person-centered planning to provide options and services through programs such as Care Management, Nursing Home Transitions, Communities for a Lifetime, MMAP, and readily accessible services available through the Older American's Act will help ease the burden of health care costs and allow those who choose to do so age in place in the setting of their choice.

**OBJECTIVES**

1. Continue to provide consumers in community-based residential facilities the option to age in place.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Care managers will promote Residential Services options for waiver-eligible consumers residing in assisted living facilities so that they can remain in their residence of choice.
2. UPAAA staff will research and seek out community and assisted living providers, building positive relationships with those that promote and deliver excellence in care for the purpose of contracting for direct services through the Residential Services option of the waiver program.
3. The agency will partner with the developers who are participating in the Affordable Assisted Living Project, joint effort between the Department of Health and Human Services and MSHDA, to provide waiver services to people facing skilled care needs in certain assisted living facilities built for this purpose, rather than moving them to a skilled nursing facility.
4. The AAA will continue to pursue other opportunities and projects that will allow any consumer in the region who desires to remain in the community setting to do so, even when facing complex care needs.

**Expected Outcome**

More consumers in the region will be given the opportunity to age in place within in a community-based setting of their choosing, rather than being forced to enter more costly nursing home placement.

2. Enhance and improve information and assistance programs to support consumer-directed long term care and residential options.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Care managers will continue to participate in comprehensive training in advanced options, person-centeredness, LGBT and sensitivity training, and benefits counseling practices and philosophies so that the AAA can remain the long term care connection for individuals of any age and/or disabilities within the region.
2. The UPAAA's 2-1-1 database will be maintained and updated to reflect all in-home and community services and residential options. Call specialists will continue to conduct intake on all requests for information on long term care, with referrals made to care managers/supports coordinators for unbiased, one-on-one assistance with long term care planning. Additionally, call specialists have been trained to conduct screenings for individuals who may benefit from participation in T-CARE and to make referrals to the specially-trained T-CARE care managers.

**Expected Outcome**

All consumers in the region will be provided with complete and unbiased information on long term care and community-based options and services, as well as information and assistance with caregiving issues, so that they can make informed, self-directed decisions concerning their individual needs.

3. Provide consumers with options and assistance in obtaining self-directed community-based care when they are facing nursing home placement.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Care managers/supports coordinators will provide information and assistance to all care management and MI Choice Waiver clients on person-centered planning and self-directed care. Those who choose to direct their own care will be provided assistance and support in doing so.
2. The AAA will continue to work under contract with the local VMAC to provide self-directed home and community-based long term care services to veterans needing long-term care services, with a specific emphasis on self-determination and person-centeredness in developing those services.
3. The AAA will continue its contractual relationship with SAIL to purchase transition services for individuals wanting to leave nursing facility placement in favor of community-based options through the Waiver Program or other community-based systems for individuals who may be ineligible for or do not want waiver services.

**Expected Outcome**

Veterans and consumers both eligible and non-financially eligible for traditional waiver services will be assisted in accessing services that will allow them the ability to self-direct their own care in a more cost-effective and personal manner.

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4. Ensure adequate community services are available to those who need them to enable to allow them to remain in their own homes for as long as they choose.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Seek out new resources and opportunities to expand requested and necessary services such as chore services and non-medical transportation that are currently not available to all older adults in the region who need them.
2. Continue to provide evidence-based wellness programs like PATH, Matter of Balance, Walk with Ease, and Diabetes Prevention Education to anyone who wants to participate, so that they can learn strategies to maintain their health and wellness for longer periods of time.
3. Advocate for increased funding to ensure current services continue to be available to an expanding older population.

**Expected Outcome**

More older adults will have the opportunity to age in place because necessary services and programs needed to help them remain in their own homes will be available and affordable.

5. Identify housing needs on a county-by-county basis and where applicable, provide assistance in addressing those identified needs.

**Timeline: 10/01/2016 to 09/30/2019**

**Activities**

1. Work with county commissioners to identify local housing needs and issues through regularly-scheduled UPCAP board meetings.
2. Allocate funding through Title III for home modifications and home injury control to assure a safe home environment and accommodate disabilities.
3. Continue to provide at least two trainings per year to housing managers throughout the region, providing updated information on the needs of older adults, those with disabilities, and those facing chronic health conditions.
4. The UPAAA will assist communities in obtaining "Community for a Lifetime" status if so desired. By doing so, communities will be in a better position to promote their city, as well as understand their weaknesses so they can be in a better position to obtain grant funding and work on improvements.
5. Continue to work with local housing authorities, Rural Development, MSHDA, and HUD to seek new and innovative ways to ensure that safe and affordable housing is available where and when needed.

**Expected Outcome**

Sufficient affordable, safe, and age-friendly options will be available to older adults and those with disabilities to allow them to continue to live independently and assure that they have choices in where they live.

6. Explore and identify strategies to ease the shortage of competent direct care workers in the region.

**Timeline: 10/01/2016 to 09/30/2019**

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**Activities**

1. Encourage and assist in the provision of training and skill building opportunities for direct care workers by use of training programs such as Building Training, Building Quality and PREVNT.
2. Promote economic stability and advocate for fair wages for direct care workers striving to live and work within the region by participating in the state-wide Workgroup on the Direct Support Workforce and advocating to legislators to provide funding that would allow an increase in wages to direct care staff and promote better compenstion like health insurance and overtime pay.

**Expected Outcome**

A larger and more stable workforce of competent direct care workers will be available throughout the region and to everyone needing services to help them remain independent and in their own homes for as long as possible.

**Advocacy Strategy**

The following advocacy strategies were formulated from a variety of sources. Input was solicited through surveys and discussions at public input sessions and public hearings. In addition, the UPAAA received input from County Commissioners through its role as administrator for the U.P. Association of County Commissioners. Additional issues were presented through other required collaborations and advisory boards.

The AAA will continue to promote, support, and advocate for programs and services that are person-centered, evidenced-based, and community-based.

The AAA will advocate for increased capacity and expanded access to the MI Choice Program and other community-based long term care options to meet the needs of a rapidly increasing aging population.

The AAA will advocate for increased funding from the Older Americans and Older Michigianians Acts in line with increased cost of providing services and meeting the needs of older adults utilizing these funds.

The AAA will continue to play a role in Michigan's Dual Eligible Medicaid/Medicare Integrated Care Initiative, building on its relationships with key stakeholders with the goal of promoting and securing seamless service delivery for Integrated Care in the region.

The AAA will continue to advocate for the provision of adequate funding for non-emergency medical transportation and to promote the service as an essential component to low-income and rural consumers.

The AAA will continue to work in collaboration with groups representing and advocating for the prevention and treatment of chronic conditions and disabilities, including: UPDON, MI Arthritis Foundation, U.P. Alzheimer's Association, MSU Extension, local Health Plans, Superior Alliance for Independent Living (SAIL), and others to develop and conduct evidenced-based disease prevention programs throughout the region.

The AAA will advocate for the provision of additional funding and support for preventive services, including home injury control, elder abuse prevention, caregiver education and training, chore services, and nutrition and wellness (EBDP) programs.

The AAA will promote, support and advocate for adequate wages and training for direct care workers, in order to overcome in-home worker shortages and meet the increasing needs of older adults who want to age in place.

The AAA will advocate for continuation and expansion of the MI Medicare/Medicaid Assistance Program (MMAP). Through MMAP, trained volunteers provide information and counseling to Medicare beneficiaries concerning Medicare and Medicaid eligibility, enrollment and coverage, medical bills, prescription drug coverage, and supplemental and long term care insurance at no charge.

The AAA will continue to play an active role and advocate for increased affordable housing options including the development of senior housing projects in rural areas and for the increased provision of supportive services in housing facilities.



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Additional advocacy issues will be selected throughout the multi-year planning cycle based on input received from older adults, service providers, county commissioners, area agency staff, and through input provided by the AAA Advisory Council, Quality Collaborative, ADRC Collaborative, and the UPCAP Board of Directors. Members of these groups will continue their advocacy efforts as in the past, taking positions on various topics and issues of concern to older adults in the region.

**Leveraged Partnerships**

**1. Include, at a minimum, plans to leverage resources with organizations in the following categories:**

- a. Commissions Councils and Departments on Aging.**
- b. Health Care Organizations/Systems (e.g. hospitals, health plans, Federally Qualified Health Centers)**
- c. Public Health.**
- d. Mental Health.**
- e. Community Action Agencies.**
- f. Centers for Independent Living.**
- g. Other**

Various partners throughout the region form a vital link in the region's extensive aging network. Many of the services funded by the UPAAA are offered at meal sites/senior centers run by Commissions on Aging and Community Action Agencies. Services provided include home delivered meals, congregate meals, homemaker aide, home care assistance, in-home respite care, chore services, health counseling, elder abuse education, transportation, outreach, service coordination, case coordination and support, legal assistance, long-term care ombudsman services, and caregiver training. Additionally these partners, as well as others like Mental and Public Health agencies, partner with the UPAAA to provide health and wellness training via evidenced-Based Disease Prevention Programs, and provide assistance with Medicare & Medicaid issues via the MI Medicare/Medicaid Assistance Program (MMAP).

The UPAAA also has a strong partnership with the region's Centers for Independent Living, known as SAIL. We work together to provide nursing home transition services to anyone who wants to return to their own home or community. SAIL is also a key stakeholder in the ADRC of the U.P. and has trained Information & referral specialists and options counselors available to assist those looking for options counseling when faced with long term care needs.

UPCAP, a multi-purpose non-profit organization, administers a variety of other programs which although funded outside the aging network, positively impact on the UPAAA's purpose and mission. These programs include congregate housing development and management for seniors, low-income families, and those with disabilities and the Professional Mediation Program, which resolves disputes and disagreements between parties (i.e. landlord-tenant, medical billing, caregiver issues, etc).

**2. Describe the area agency's strategy for FY 2017-2019 for working with ADRC partners in the context of the access services system within the PSA.**

UPCAP has a leadership role in the fully-functioning ADRC of the U.P. along with its principle partner, the Superior Alliance for Independent Living (SAIL), the region's Center for Independent Living. The ADRC of the U.P. meets bi-monthly with SAIL and other partners such as the region's hospitals, long-term care facilities, mental health agencies, veteran's organizations, MMAP, and other various community service organizations, to further develop and sustain a fully-functioning seamless 'no wrong door' approach to providing information and services to anyone seeking them.

As part of the ADRC delivery system, the AAA has expanded the role of several of its supports coordinators to fulfill the role of ADRC counselors. Additionally, the ADRC of the UP also utilizes UPCAP's fully-trained and

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certified 2-1-1 call specialists to provide both basic and comprehensive I & A counseling to those requesting it. The AAA has also provided, and will continue to provide, I & A training to the staff of its partner agencies, and encourages them to become AIRS certified. The AAA has also included within its boards representatives from important stakeholders such as the regional U.P. Mental Health agencies, Departments of Human Services, Veteran's Administration, long-term care facilities, and others to ensure input and recommendations are received from all people requesting services from the AAA.

**3. Describe the area agency's strategy for developing, sustaining, and building capacity for Evidence-Based Disease Prevention (EBDP) programs including the area agency's provider network EBDP capacity.**

With the help of the MI Health Endowment Fund grant received via the Area Agency on Aging Association of Michigan, we have been very successful in recruiting new partners and leaders to provide EBDP programs throughout the entire region, especially as it relates to the Diabetes PATH and Matter of Balance Programs. Partners have seen the value of these and other EPDP programs, and many are committed to continuing them even after supplemental funding is no longer available. The UPAAA and partners have already discussed ways to keep the programs going, expanding as necessary, by seeking out new grant opportunities or using existing funds such as millage or OAA funds. Additionally, charging nominal fees to participants has worked successfully in the past and may be implemented again in order to sustain programs. Some of the area's health plans have also expressed an interest in paying to have their members participate in EBDP programs that will provide strategies to keep members healthy.

The UPAAA will continue to meet and work with its partners and any and all possible funding sources to sustain, and in fact increase, capacity for these important programs.

Community Focal Points

**Describe the rationale and method used to assess the ability to be a community focal point, including the definition of community. Explain the process by which community focal points are selected.**

AAA DEFINITION FOR COMMUNITY: A “community” is an interacting body of various individuals with common interest, living cooperatively, in a common location. A “community focal point” is a facility established to encourage and provide the maximum collocation and coordination of services for older individuals.

RATIONALE FOR DEFINITION AND SELECTION OF COMMUNITY FOCAL POINTS: The UPAAA will have community focal points designated at three levels: at the local level, Care Management level, and Regional Level. The UPAAA serves as the regional focal point for assuring access to information and services for older adults across the Upper Peninsula through the U.P. Senior Helpline and the 2-1-1 Call Center, both which serve as toll-free information and assistance services. Care Management access sites serve as a focal point for frail individuals who have in-home service needs and who are at risk of nursing home placement. Multi-service senior centers will be given special consideration in the designation of focal points at the local level. The UPAAA will work with county and local officials to designate focal points in each county. Because of the rural nature of the Upper Peninsula, and the fact that many older people live on homesteads in sparsely populated townships, rural centers located in isolated areas may be designated as focal points if they can meet the criteria. The criterion designed by the UPAAA has set the standards which must be met prior to designation. The standards reflect requirements which address safety, health, fair and equal treatment and service delivery. In counties where no agency meets every criterion for a community focal point as set forth below, the UPAAA will designate the most appropriate agency that best meets the needs and criteria of a community focal point, to ensure local access to needed information and services.

Although an abundance of services are available through senior centers/meal sites, their low visibility can act as an impediment to service utilization. Official designation as a “community focal point” is expected to increase coordination with other applicable agencies to improve accessibility and visibility. In order for senior centers to be designated as a “focal point” for services for elderly individuals, they should meet the following requirements:

1. The facility must meet all the fire, safety, and health code standards addressed in the Michigan Office of Services to the Aging Operating Standards for Service Programs and all local and state fire, safety, and health requirements.
2. Each designated focal point should be open for services at least 2 days or 16 hours per week, and provide at least 3 services.
3. Each designated focal point should provide meal services (Older Americans Act Congregate Meals OR locally funded programs).
4. Each designated focal point should have a telephone and an individual available to respond to local inquiries about information and referral services.
5. Each designated focal point should work with other community agencies and institutions to maximize coordination for access to other services and opportunities, including the promotion of 2-1-1.
6. Each designated focal point must have adequate insurance.
7. Each designated focal point should adhere to the Code of Ethics including compliance with the Freedom of Information Act (5 U.S. Code Annotated, Section 552). This requires that certain information be freely



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available to the public and requires confidential treatment of personal information.

9. Each designated focal point shall be barrier free.

10. Each designated focal point shall not discriminate against any individual regardless of age, sex, color, religion, creed, or handicaps.

**Community Focal Point Effectiveness:** As noted above, community focal points in the Upper Peninsula are designated at three levels. At the local level, community centers/senior centers serve as the primary focal point. These centers are well established and have been providing services to local citizens for over 35 years. And while these local entities may not be the most sophisticated, they provide a level of service intervention and information and assistance adequate to meet the immediate service needs of local seniors. The U.P. AAA has been working with these local centers and their parent organizations to find ways to make the centers more responsive to “new age” needs of seniors such as access to the internet. The AAA will also investigate the possibility of sponsoring a conference designed to increase the effectiveness and responsiveness of local centers to the needs of local seniors.

The second level is that of the eight regional Care Management offices. Based on the consistency of referrals, these offices are viewed as the primary “pipeline” to long-term care services as well as for intervention with local providers when services provided by those agencies are insufficient to meet consumer demands. Although access to the MI Choice Waiver Program remains limited, care manager outreach activities have proven effective in keeping appropriate referrals for community-based long-term care services at a consistent level. On the regional level, the Area Agency’s effectiveness as a “focal point” continues to increase as consumers, family and provider agencies access the AAA’s web site, the Senior Help Line, and the 2-1-1 Call Center. The introduction of the 2-1-1 call system and designation as the single point of entry for long-term care has helped moved the agency into the limelight as the primary focal point for all aging, disability, and long term care services in the Upper Peninsula.

**Provide the following information for each focal point within the PSA. List all designated community focal points with name, address, telephone number, website, and contact person. This list should also include the services offered, geographic areas served and the approximate number of older persons in those areas. List your Community Focal Points in this format.**

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Name:	Alger County Commission on Aging
Address:	1604 Sand Point Rd., Munising, MI 49862
Website:	
Telephone Number:	(906) 387-2439
Contact Person:	Kristine Lindquist
Service Boundaries:	Alger County
No. of persons within boundary:	3042
Services Provided:	Information, outreach, homemaker, personal care, respite, adult day services, health & wellness programs, MMAP

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Name:	Amasa Senior Citizen Center
Address:	601 Marquette Ave., Amasa, MI 49903
Website:	<a href="http://www.dicsami.org/senior_centers">www.dicsami.org/senior_centers</a>



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Telephone Number: (906) 822-7284  
Contact Person: Judy Cornelia  
Service Boundaries: Iron County  
No. of persons within boundary: 4299  
Services Provided: Information and assistance, social activities, senior meals

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Name: Baragaland Senior Citizen Center  
Address: Box 258, 6 North Main St., L'Anse, MI 49946  
Website:  
Telephone Number: (906) 524-6711  
Contact Person: Pamela Anderson  
Service Boundaries: Baraga County  
No. of persons within boundary: 2265  
Services Provided: Information, outreach, social activities, homemaker, personal care, transportation and respite

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Name: Breen Senior Citizen Center  
Address: 244 Parkway St., Kingsford, MI 49802  
Website: [www.dicsami.org/senior\\_centers](http://www.dicsami.org/senior_centers)  
Telephone Number: (906) 774-5110  
Contact Person: Jeff Kantz  
Service Boundaries: Dickinson County  
No. of persons within boundary: 7062  
Services Provided: Information and assistance, social activities, senior meals

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Name: Cloverland Senior Citizen Center  
Address: Box 298, Ewen, MI 49925  
Website:  
Telephone Number: (906) 988-2463  
Contact Person: Mary Abrams  
Service Boundaries: Ontonagon County  
No. of persons within boundary: 2605  
Services Provided: Information and assistance, social activities, senior meals

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Name: Crystal Falls Senior Center  
Address: 601 Marquette Ave., Crystal Falls, MI 49920  
Website:  
Telephone Number: (906) 875-6709  
Contact Person: Don Divoky



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Service Boundaries: Iron County  
No. of persons within boundary: 4299  
Services Provided: Information and assistance, meals, social activities

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Name: Dickinson County Senior Citizen Center  
Address: 700 Crystal Lake Blvd., Iron Mountain, MI 49801  
Website: [www.dicsami.org/senior\\_centers](http://www.dicsami.org/senior_centers)  
Telephone Number: (906) 774-5888  
Contact Person: Brittney Johnson  
Service Boundaries: Dickinson County  
No. of persons within boundary: 7062  
Services Provided: Senior meals, information and assistance, social activities

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Name: Escanaba Senior Citizen Center  
Address: 225 North 21st St., Escanaba, MI 49829  
Website: [www.mdscaa.org](http://www.mdscaa.org)  
Telephone Number: (906) 786-8850  
Contact Person: Naomi Fletcher  
Service Boundaries: Delta County  
No. of persons within boundary: 10,597  
Services Provided: Information, outreach, social activities, senior meals, MMAP, homemaker, personal care, respite services

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Name: Felch Senior Citizen Center  
Address: Felch Twp. Community Center, Felch, MI 49831  
Website: [www.dicsami.org/senior\\_centers](http://www.dicsami.org/senior_centers)  
Telephone Number: (906) 246-3559  
Contact Person: Becky Nord  
Service Boundaries: Dickinson County  
No. of persons within boundary: 7062  
Services Provided: Information and assistance, outreach, social activities, senior meals

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Name: Forsyth Senior Center Forsyth Community Bldg.  
Address: 165 N. Maple St., Gwinn, MI 49841  
Website:  
Telephone Number: (906) 346-9862  
Contact Person: Brian Veale  
Service Boundaries: Marquette County  
No. of persons within boundary: 15,661



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Services Provided: Information, outreach, senior meals, social activities, homemaker services

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Name: Gladstone Senior Citizen Center  
Address: 303 North 8th St, Gladstone, MI 49837  
Website: www.mdscaa.org  
Telephone Number: (906) 428-2201  
Contact Person: Sally Kidd  
Service Boundaries: Delta County  
No. of persons within boundary: 10,597

Services Provided: Information, outreach, senior meals, social activities, homemaker, personal care, and respite services

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Name: Gogebic Co Senior Center - Mill Street Garden  
Address: 100 S. Mill Street, Bessemer, MI 49911  
Website:  
Telephone Number: (906) 667-0283  
Contact Person: Donna Heikkala  
Service Boundaries: Gogebic County  
No. of persons within boundary: 4869

Services Provided: Information, outreach, socila activities, senior meals, homemaker, respite, chore services, personal care, MMAP

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Name: Hermansville Senior Citizen Center  
Address: Box 236, Hermansville, MI 49847  
Website: www.mdscaa.org  
Telephone Number: (906) 498-7735  
Contact Person: Pam Haluska  
Service Boundaries: Menominee County  
No. of persons within boundary: 6897

Services Provided: Information, outreach, senior meals, social activities, MMAP, homemaker, personal care, and respite services

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Name: Iron County Senior Citizen Center  
Address: 800 4th Avenue, Iron River, MI 49935  
Website: www.dicsami.org/senior\_centers  
Telephone Number: (906) 265-6134  
Contact Person: Catherine Bortolameolli  
Service Boundaries: Iron County  
No. of persons within boundary: 4299



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Services Provided:	Information and assistance, social activities, senior meals
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Name:	Ishpeming Senior Center
Address:	320 S. Pine St., Ishpeming, MI 49849
Website:	
Telephone Number:	(906) 485-5527
Contact Person:	Elyse Bertucci
Service Boundaries:	Marquette County
No. of persons within boundary:	15,661
Services Provided:	Information, outreach, homemaker, senior meals, social activities

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Name:	Lake Gogebic Senior Citizen Center
Address:	109 Pine St., P.O. Box 361, Bergland, MI 49910
Website:	
Telephone Number:	(906) 575-3461
Contact Person:	Joan Harris
Service Boundaries:	Ontonagon County
No. of persons within boundary:	2605
Services Provided:	Information, outreach, social activities, homemaker, personal care, and respite services

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Name:	Manistique Senior Citizen Center
Address:	101 Main St., Manistique, MI 49854
Website:	
Telephone Number:	(906) 341-5923
Contact Person:	Connie Frenette
Service Boundaries:	Schoolcraft
No. of persons within boundary:	2619
Services Provided:	Information, outreach, senior meals, social activities, transportation, and homemaker services

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Name:	Marquette Senior Services Center
Address:	300 W. Spring St., Marquette, MI 49855
Website:	<a href="http://www.mqtcty.org/senior">www.mqtcty.org/senior</a>
Telephone Number:	(906) 228-0456
Contact Person:	Jane Palmer
Service Boundaries:	Marquette County
No. of persons within boundary:	15,661
Services Provided:	Information, outreach, MMAP, homemaker, senior meals, social activities

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Name: Menominee Senior Citizen Center  
Address: 905 10th St., P.O. Box 811, Menominee, MI 49858  
Website: www.mdscaa.org  
Telephone Number: (906) 863-2158  
Contact Person: Renelle Betters  
Service Boundaries: Menominee County  
No. of persons within boundary: 6897  
Services Provided: Information, outreach, senior meals, social activities, MMAP, homemaker, personal care, and respite services

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Name: Mid-County Senior Citizen Center  
Address: P.O. Box 102, U.S. 41, Daggett, MI 49821  
Website: www.mdscaa.org  
Telephone Number: (906) 753-6986  
Contact Person: Becky Thoune  
Service Boundaries: Menominee County  
No. of persons within boundary: 6897  
Services Provided: Information, outreach, senior meals, social activities, MMAP, homemaker, personal care, and respite services

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Name: Munising Lakeshore Manor  
Address: 200 West City Park Drive, Munising, MI 49862  
Website:  
Telephone Number: (906) 387-4084  
Contact Person: Patricia Downs  
Service Boundaries: Alger County  
No. of persons within boundary: 3042  
Services Provided: Senior meals, information and assistance

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Name: Negaunee Senior Center  
Address: 410 Jackson St., Negaunee, MI 49866  
Website:  
Telephone Number: (906) 475-6266  
Contact Person: Kristy Malmsten  
Service Boundaries: Marquette County  
No. of persons within boundary: 15,661  
Services Provided: Information, outreach, homemaker, senior meals, social activities, MMAP

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Name: Newberry Community Action Agency



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Address: 405 Newberry Ave., Newberry, MI 49868  
Website: www.clmcaa.com  
Telephone Number: (906) 293-5621  
Contact Person: Donn Riley  
Service Boundaries: Luce County  
No. of persons within boundary: 1697  
Services Provided: Information, outreach, senior meals, social activities, MMAP, homemaker, personal care, and respite services

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Name: Norway Senior Center  
Address: 608 Main Street, Norway, MI 49870  
Website:  
Telephone Number: (906) 563-8716  
Contact Person: Susan Slining  
Service Boundaries: Dickinson County  
No. of persons within boundary: 7062  
Services Provided: Information and assistance, social activities, meals

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Name: Pickford Senior Citizen Center  
Address: Pickford Twp. Hal, Pickford, MI 49774  
Website: www.clmcaa.com  
Telephone Number: (906) 647-2204  
Contact Person: Donn Riley  
Service Boundaries: Chippewa County  
No. of persons within boundary: 8436  
Services Provided: Information and assistance, social activities, senior meals

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Name: Rapid River Twp. Senior Citizen Center Omni Center  
Address: 10574 N. Main St., P.O. Box 6, Rapid River, MI 49878  
Website: www.mdscaa.org  
Telephone Number: (906) 474-9039  
Contact Person: Judy Lauria  
Service Boundaries: Delta County  
No. of persons within boundary: 10,597  
Services Provided: Information, outreach, senior meals, social activities, MMAP, homemaker, personal care, and respite services

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Name: Rock Senior Citizen Center  
Address: 3892 W. Maple Ridge, Rock, MI 49880

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Website: [www.mdscaa.org](http://www.mdscaa.org)  
 Telephone Number: (906) 356-6420  
 Contact Person: Becky Carey  
 Service Boundaries: Delta County  
 No. of persons within boundary: 10,597  
 Services Provided: Information, outreach, senior meals, social activities, MMAP, homemaker, personal care, and respite services

Name: Sagola Twp. Senior Citizen Center  
 Address: 205 Sagola Ave., Sagola, MI 49881  
 Website: [www.dicsami.org/senior\\_centers](http://www.dicsami.org/senior_centers)  
 Telephone Number: (906) 542-3273  
 Contact Person: Chris Tramontin  
 Service Boundaries: Dickinson County  
 No. of persons within boundary: 7062  
 Services Provided: Information and assistance, social activities, senior meals

Name: Sewell Avery Senior Citizen Center  
 Address: 524 Ashmun St., P.O. Box 70, Sault Ste. Marie, MI 49783  
 Website: [www.clmcaa.com](http://www.clmcaa.com)  
 Telephone Number: (906) 632-3363  
 Contact Person: Donn Riley  
 Service Boundaries: Chippewa County  
 No. of persons within boundary: 8436  
 Services Provided: Information, outreach, senior meals, social activities, homemaker, personal care, and respite

Name: St. Ignace Senior Citizen Center  
 Address: 1210 North State Street, St. Ignace, MI 49781  
 Website: [www.clmcaa.com](http://www.clmcaa.com)  
 Telephone Number: (906) 643-8595  
 Contact Person: Don Wright  
 Service Boundaries: Mackinac County  
 No. of persons within boundary: 3758  
 Services Provided: Information, outreach, senior meals, social activities, MMAP, homemaker, personal care, and respite

Name: UPCAP Care Management  
 Address: 787 Market Street, Ste. 7, Hancock, MI 49930  
 Website: [www.upcap.org](http://www.upcap.org)



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Telephone Number: (906) 482-0982  
Contact Person: Becky Malette  
Service Boundaries: Baraga, Houghton ,Keweenaw Counties  
No. of persons within boundary: 11,114  
Services Provided: Information and assistance, care management, outreach, MMAP

**Other Grants and Initiatives**

**1. Describe other grants and/or initiatives the area agency is participating in with AASA or other partners.**

The AAA is involved in numerous health & wellness initiatives, such as PATH (Personal Action Towards Health), Diabetes-PATH, Chronic Pain Management, and PATH Chronic Disease Management, the Arthritis Foundation's Walk with Ease, and Matter of Balance. Other initiatives the UPAAA is committed to are Building Training, Building Quality Initiative (BTBQ), T-Care, PREVNT, MMAP, and MI Health Link Outreach & Education.

In 2016, UPCAP became a community partner with the Senior Reach Initiative. Senior Reach is a nationally recognized evidence-based program that identifies isolated, at-risk older adults living in the community. Senior Reach offers an evidence-based and cost-effective solution that utilizes existing community resources to provide behavioral health and care management services to isolated, at-risk older adults, age 60 and older, living in the community.

The UPAAA is also committed to bringing new programs to the region that will assist family caregivers, especially those caring for loved ones with Alzheimer's Disease or other related dementia. Two programs we hope to bring to the region soon are the evidence-based Alzheimer's Disease Initiative-Specialized Supportive Services project and Respite Education and Support Tools (REST), both specific to this purpose.

The AAA continues to rely heavily on partnerships with other agencies to promote these initiatives and ultimately to reach the greatest number of participants that can benefit from these important programs.

**2. Describe how these grants and other initiatives will improve the quality of life of older adults within the PSA.**

All of these initiatives are designed to enhance wellness in a variety of ways, thus improving the quality of life of older adults who participate. PATH, Matter of Balance, and Walk with Ease are all evidenced-based prevention programs that are proven to work to help older adults manage and improve their health, adding confidence and fulfillment throughout their lifespan. This is done by promoting wellness activities such as exercise, good nutrition, taking medications as prescribed, and encouraging open dialogues with medical professionals.

T-Care, Creating Confident Caregivers, REST, and the Alzheimer's Disease Initiative-Specialized Supportive Services project provide education, support, and respite for caregivers and promote caregiver self-care which ultimately leads to healthier and more productive lives for all involved. These programs also help caregivers become more confident and savvy in their care giving skills, and ultimately extends the length of time that the care receiver is able to live in the community, avoiding costly nursing home placement. The BTBQ and PREVNT projects train personal care aides working with seniors in their homes how to provide quality care and how to prevent and detect elder abuse, so that the incidents of abuse towards vulnerable adults in the region will decrease. PREVNT has also been recently expanded to help teach community members and the general public about elder abuse, neglect and exploitation.

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MMAP counselors help beneficiaries understand and utilize their health care benefits in the best way possible to ensure they get the health care they need, for the lowest cost. MMAP counselors promote Medicare's extensive preventive and drug benefits, and routinely screen people for extra help programs they may be entitled to so that fixed incomes are better managed, thus promoting a better quality of life. Through grants received via the MI Disability Rights Coalition and MMAP, counselors are also helping dually-eligible Medicare & Medicaid beneficiaries understand their options regarding the new MI Health Link demonstration project. This new project offers a coordination of care delivery system so that people won't have to navigate these complicated programs by themselves, which may help to ensure the maximization of benefits and better quality of care.

**3. Describe how these grants and other initiatives reinforce the area agency's planned program development efforts for FY 2017-2019.**

The AAA's planned program development objectives are designed to ensure that older adults get the information and resources they need to make self-directed and healthy lifestyle choices throughout their lifespan. Utilization of the region's 2-1-1 Call Center as the entry point for accessing objective, extensive information and referrals to these initiatives - and other programs - is the first step in maintaining, and even improving, an older adult's quality of life throughout their "golden" years. Learning to cope with and care for chronic diseases; obtaining knowledge about the importance of exercise and healthy lifestyle choices; learning to become an effective and productive caregiver in a healthy way; being allowed to remain within the community and receive quality, person-centered care and services all helps to ensure that the older person can age with dignity and respect, in a manner of their choosing, in the most cost-effective and productive way possible.



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**Appendices**

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**APPENDIX A**

**Board of Directors Membership**

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	0	2	0	0	3	22
Aged 60 and Over	0	0	2	0	0	2	19

Board Member Name	Geographic Area	Affiliation	Elected Official	Appointed	Community Representative
Jerry Doucette	Alger County	Alger County Board of Commissioners	Yes		
William Menge	Baraga County	Baraga County Board of Commissioners	Yes		
Don McLean	Chippewa County	Chippewa County Board of Commissioners	Yes		
David Rivard	Delta County	Delta County Board of Commissioners	Yes		
Joe Stevens	Dickinson County	Dickinson County Board of Commissioners	Yes		
Joe Bonovetz	Gogebic County	Gogebic County Board of Commissioners	Yes		
Albert Koskela	Houghton County	Houghton County Board of Commissioners	Yes		
Tim Aho	Iron County	Iron County Board of Commissioners	Yes		
Raymond Chase	Keweenaw County	Keweenaw County Board of Commissioners	Yes		
Greg Schultz	Luce County	Luce County Board of Commissioners	Yes		
James Hill	Mackinac County	Mackinac County Board of Commissioners	Yes		
Gerald Corkin	Marquette County	Marquette County Board of Commissioners	Yes		



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Jan Hafeman	Menominee County	Menominee County Board of Commissioners	Yes		
Carl Nykanen	Ontonagon County	Ontonagon County Board of Commissioners	Yes		
Don LaFolle	Schoolcraft County	Schoolcraft County Board of Commissioners	Yes		
Richard Timmer	Chippewa County	Chippewa County Board of Commissioners			Yes
Dan Young	Delta County	Member-at-Large			
Sarah Peurakoski	Region-Wide	Superior Alliance for Independent Living (SAIL)		Yes	
Sharon Teeple	Chippewa	Member-at-Large, Bay Mills Tribe		Yes	
Edward Jenich	Houghton	Consumer			Yes
Allen Grimm	Schoolcraft	Consumer			Yes
Jonathan Mead	Region-Wide	UPCAP/UPAAA		Yes	

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**APPENDIX B**  
**Advisory Board Membership**

	Asian/ Pacific Islander	African American	Native American/A laskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	0	0	0	2	7	17
Aged 60 and Over	0	0	0	0	2	4	11

Board Member Name	Geographic Area	Affiliation
Jim Bruce	Region-Wide	AARP
Connie Fuller	Delta County	Consumer
Sandy Guenette	Delta County	Hospital
Billie Jo Hermanson	Luce County	Consumer
Sally Kidd	Delta, Menominee, & Schoolcraft Counties	Community Action Agency
Ken Mylly	Delta County	Consumer
Joann Scheerz	Chippewa County	Consumer
Scheryl Searles	Chippewa County	Consumer
Duane Smith	Baraga County	Consumer/Veteran
Elsie Stafford	Delta County	Skilled Nursing Facility
Jaclyn Paulson	Marquette County	Upper Peninsula Health Plan
William Slavin	Region-Wide	NorthCare Network
Jerry Irby	Marquette County	Consumer
Pam McKenna	Alger	Skilled Nursing Facility
Sarah Buckley	Region-Wide	Veteran's Administration
Sarah Peurakoski	Region-Wide	Superior Alliance for Independent Living (SAIL)
Jonathan Mead	Region-Wide	Area Agency on Aging

U.P. Area Agency on Aging

FY 2017

**APPENDIX C**  
**Proposal Selection Criteria**

<b>Date criteria approved by Area Agency on Aging Board:</b>	07/01/1997
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**Outline new or changed criteria that will be used to select providers:**

No changes have been made to the proposal selection criteria used by the UPAAA.

B7



June 30, 2016

Sheriff Oswald  
Delta County Sheriff's Office  
111 North Third Street  
Escanaba, Michigan 49829

Dear Sheriff Oswald:

At CBM Managed Services, we highly value our partnership with you. We are looking forward to continuing a mutually beneficial business relationship. Please know that we will continue to work hard to meet your expectations.

At this time, we are enclosing the pricing structure for the contract year which begins September 9, 2016. Please sign and initial both of the enclosed Amendments to the Food Service Contract and return one to us in the enclosed postage-paid envelope.

Your continued satisfaction is important to us. Again, we do appreciate your business. We hope you will let us know if there is any way we can serve you better.

Sincerely,

A handwritten signature in black ink, appearing to read "Shane V. Sejnoha". The signature is written in a cursive, flowing style.

Shane V. Sejnoha  
Vice-President Operations

Enclosures

**Amendment No. 1  
To Food Service Agreement  
Between Delta County Jail and CBM Managed Services**

This Amendment No. 1 (the "Amendment"), is entered into this 1<sup>st</sup> day of July, 2016 by and between Delta County ("County") located at 111 North Third Street, Escanaba, Michigan and Catering By Marlin's, Inc. d/b/a CBM Managed Services ("CBM") located at 500 East 52<sup>nd</sup> Street, N., Sioux Falls, South Dakota.

**WITNESSETH:**

**WHEREAS**, County and CBM entered into a Food Service Contract (the "Agreement") dated October 15, 2015 for the management of the food service operation at Delta County Jail;

**WHEREAS**, County and CBM desire to renew this Agreement for one (1) additional year to cover the period from September 9, 2016 through September 8, 2017 ("Renewal Term");

**WHEREAS**, the paragraph, "Contract Adjustments", of the Agreement provides that after the first year of the initial contract term and each year thereafter, and each year of any renewal term, the parties may, by written amendment to this Contract in compliance with Section 4.0 adjust the contract pricing based on the change in CPI (Consumer Price Index) "Food Away From Home Index" for the previous year;

**NOW THEREFORE**, the County and CBM hereby agree to amend the Agreement as follows:

The Foregoing recitals are deemed substantive and are incorporated herein as if fully set forth.

1. **Renewal Term:** County and CBM agree to renew the term of the Agreement for one (1) additional year, effective September 9, 2016 through September 8, 2017.
2. **Cost per Meal:** County and CBM agree to the following cost per meal structure to be effective from September 9, 2016 through September 8, 2017:

Inmate Population	59 & below	60-69	70-79	80-89	90-99	100+
Current Price	TBN	\$2.240	\$2.030	\$1.920	\$1.800	\$1.720
CPI 2.5% Adjustment	TBN	\$2.296	\$2.081	\$1.968	\$1.845	\$1.763

- All snacks will be billed at the rate of \$1.055.
  - Milk will be billed at the rate of \$0.328
  - All Kosher meals will be billed at the rate of \$6.50 per meal.
3. **Effect of Amendment:** Amendment No. 1 shall be attached to the original Agreement and all terms, conditions and provisions of the original Agreement shall remain in full force and effect unless otherwise modified by this Amendment.

IN WITNESS WHEREOF, County and CBM have executed this Amendment No. 1 as of the day and year written below.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016

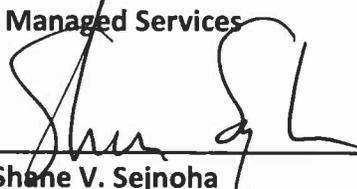
Delta County

By: Mary K. Harrington  
Commissioner

  
~~Bryan Atkins~~ Edward L. Oswald  
Sheriff

Dated this 1<sup>st</sup> day of July, 2016

CBM Managed Services

By:   
Vice-President of Operations

  
Witness

B8

Zimbra

tracy@deltacountymi.org

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**Agenda Item**

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**From :** Ryan Bergman <rbergman@deltacountymi.org> Wed, Jul 06, 2016 01:15 PM  
**Subject :** Agenda Item  
**To :** tracy <tracy@deltacountymi.org>

One Agenda Item for next meeting =

Waive Permit Fees--UP State Fair Authority Project

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B9

To: County Commissioners

July 15, 2016

**Expense Card Recommendation- Kelly Smith**

As Supervisor of Kelly Smith, I am requesting an expense card for her from the Board. The recommended limit is \$5,000. The Airport Manager manages a staff of six individual, along with herself, and significant annual travel/training is typically required. The card will be used for this travel. Additionally, there are instances where an emergency maintenance purchase is required at the Airport. All expense card policies will be followed.

Thank you,  
Ryan Bergman  
Administrator

**EMPLOYMENT AGREEMENT**

**BETWEEN**

**Ryan Bergman**

**AND**

**THE COUNTY OF DELTA**

THIS AGREEMENT, made and entered into this 19<sup>th</sup> of July, 2016 by and between the COUNTY OF DELTA, State of Michigan, a municipal corporation, hereinafter referred to as "EMPLOYER", as party of the first part, and Ryan Bergman hereinafter referred to as "EMPLOYEE", as party of the second part, both of whom understand as follows:

**WITNESSETH**

WHEREAS, the EMPLOYER, desires to secure the services of said Ryan Bergman as County Administrator for the County of Delta; and

WHEREAS, it is the desire of the Delta County Board of Commissioners, hereinafter called "BOARD", to provide certain benefits, establish conditions of employment and to set working conditions of said EMPLOYEE; and

WHEREAS, it is the desire of the EMPLOYER to (1) assure the EMPLOYEE'S morale and peace of mind with respect to future security, (2) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the EMPLOYEE, and

WHEREAS, the EMPLOYEE desires to accept employment as the County Administrator for said County of Delta.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

**SECTION 1 - DUTIES**

A. The Employer hereby agrees to employ said Ryan Bergman as County Administrator to perform the functions and duties as specified in the attached Job Description, and to perform other legally permissible and proper duties and functions as the Delta County Board of Commissioners may, from time to time, assign.

**SECTION 2 - TERMS**

A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of the

BOARD to terminate the services of the Employee at any time, subject to the provisions set forth in Section 3, Paragraph A of this Agreement.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of the Employee to resign at any time from their position with the Employer, subject only to the provision set forth in Section 3, Paragraph B of this Agreement.

C. This Agreement shall be in force for a period commencing on May 18, 2016 and terminating on May 17, 2019. The BOARD shall provide not less than ninety (90) days notice that the contract will not be renewed. The Administrator shall notify the Board 120 days prior to the terminating date of this contract.

### **SECTION 3 - TERMINATION & SEVERANCE PAY**

A. The BOARD may, at its discretion, terminate said Employee from the duties as County Administrator. Such action shall require a majority vote of at least three (3) Commissioners of a five (5) member BOARD, and become effective the date said BOARD specifies. In the event the Employee is terminated by the BOARD, prior to the end of the contract, and during such time that the Employee is capable of performing his/her duties under this Agreement, then in that event the Employer agrees to offer continued health insurance benefits for three (3) months and pay six (6) months salary to the Employee.

In the event that the contract is not renewed by the BOARD, and during such time that the Employee is capable of performing his duties under this Agreement, then in that event the Employer agrees to offer continued health insurance benefits for three (3) months and pay six (6) months salary to the Employee. In the event the Employee is terminated because of his conviction of a felony or any illegal act involving personal gain to self, that in the event, the Employer shall have no obligation to pay the severance sum designated in his paragraph.

B. In the event said Employee voluntarily resigns his/her position with the Employer before the expiration of this Agreement, the Employer shall have no obligation to pay the severance sum designated in Paragraph A above. The Employee agrees to give the Employer thirty (30) days notice in advance should the employee voluntarily terminate their employment, unless both parties agree otherwise.

C. After such termination, all rights, duties, or obligations of both parties shall cease, and during such period the Employee shall not be required to perform any duties for the County of Delta, unless mutually agreed upon by both parties.

### **SECTION 4 - SALARY**

A. In consideration for these services as County Administrator, the Employer agrees to pay the Employee bi-weekly based on the following schedule:

May 18, 2016 through May 17, 2017: \$81,500

May 18, 2017 through May 17, 2018: \$84,500

May 18, 2018 through May 17, 2019: \$87,500

B. In no event will the Employee receive longevity pay or a one-time pay bonus during the period of the Agreement.

C. Any future general wage increases uniformly awarded to non-union employees will be applied to the Employee's salaries.

## **SECTION 5 - BENEFITS**

### **PAID SICK LEAVE**

Sick leave accumulation will be as follows: The employee shall accumulate 1 day per month not to exceed 12 days per year up to a 75 day maximum accumulation which shall be used for non occupational disabilities. On October 1 each year, the employee will be given two sick leave days along with the 1 day per month sick leave accumulation not to exceed 12 days per year. The two additional sick leave days may be used as Personal Leave at the discretion of the employee.

Accumulated sick hours in excess of the 75 day cap will be paid into a Valic special pay plan in the name of the individual on or before September 30<sup>th</sup> each year. Each September 30<sup>th</sup> the accumulated sick leave hours in excess of the 75 day cap will be paid into the Valic Special Pay plan.

Upon termination/retirement (prior to the annual September 30<sup>th</sup> date) 50% of the 75 day cap would be paid into the Valic special pay plan along with any accumulated sick leave hours.

Sick leave will be deemed to be continued employment for the purpose of computing all benefits and will be construed as days worked specifically. Funds not accepted by Valic due to regulations will be paid to the employee in a lump sum as per past compensation practice.

Sick leave may be utilized under the same guidelines as established for other non-bargaining unit employees.

The Employer may require written medical verification of illness or injury in relation to the use of sick leave when absence exceeds three (3) consecutive days or in instance of chronic absenteeism. Falsification of such evidence shall be cause for dismissal.

In the case of obvious sick leave abuse, the BOARD may interview the employee in such regard. If the employee's explanation is not satisfactory, the BOARD may order the employee to go for a medical examination and certification to a doctor of the BOARD's choice at the BOARD's expense during working hours.

### **FUNERAL LEAVE**

The employee shall be allowed five (5) working days with pay as funeral leave not to be deducted from sick leave for a death in the immediate family. Immediate family is to be defined as follows:

mother, father, step-parents, brother, sister, step-brother, step-sister, wife or husband, son or daughter, step-children, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents and grandchildren or any member of the employee's household. Any employee selected to be a pallbearer for a deceased employee will be allowed one funeral leave day with pay to be deducted from sick leave.

## HOLIDAY PROVISIONS

(a) Paid Holidays are designated as follows:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day
Veteran's Day	New Year's Eve Day

(b) Floating Holidays. The employee is also eligible for two (2) Floating Holidays.

(c) Should a holiday fall on Sunday, Monday shall be considered the holiday.

(d) Should a holiday fall on Saturday, Friday shall be considered as the holiday.

(e) Whenever consecutive holidays occur on a weekend or any part of the weekend, Friday and Monday shall be considered the official holidays.

(f) The employee shall receive holiday pay at his/her regular hourly rate.

(g) Should the employee be required to work on a holiday, the employee will be eligible to receive another day off in its place. This day will be mutually agreeable to the Employer and employee.

## PERSONAL LEAVE DAYS

(a) Personal leave time is provided to care for personal activities. The Employer will make available a total of three (3) days to be used for personal leave in each anniversary year. Two days, if used, count as Personal Days deducted from sick time.

(b) Personal leave days shall be used at the employee's discretion, and except for stated emergencies, only upon reasonable notice to and with the agreement of the EMPLOYER. Requests for personal leave shall not be unreasonably withheld.

## VACATION ELIGIBILITY

The employee will receive: fifteen (15) vacation days in year one (1); fifteen (15) vacation days in year two; and fifteen (15) days in year three (3) of the Agreement.

## VACATION PERIOD

(a) Vacations will be granted at such times during the year suitable to the employee and the Employer.

(b) When a holiday is observed by the Employer during a scheduled vacation, the vacation will be extended one (1) day continuous with the vacation.

(c) A vacation may not be waived by an employee and extra pay received for work during that period.

(d) If an employee becomes ill and is under the care of a duly licensed physician during his/her vacation, his/her vacation shall be rescheduled and such time off shall be charged to either sick leave or time off without pay. In the event his/her incapacity continues through the year, he/she will be awarded payment in lieu of vacation period.

(e) It shall be the responsibility of the employee to submit requests for vacation time far enough in advance so that they may be approved by the County Chairperson without disruption of the department work schedule. Failure to do so may result in loss of vacation time.

(f) Paid annual leave will be considered days worked for computation of benefits.

## PAY ADVANCE

(a) If a regular payday falls during an employee's vacation, he/she will receive, if requested, that check in advance before going on vacation.

(b) If an employee is laid off or retires, or severs his/her employment, he/she will receive any unused vacation credit including that accrued in the current calendar year.

(c) Rate during vacation: The employee will be paid his/her current rate based on his/her regular scheduled pay while on vacation and will receive credit for any benefits provided for in this Agreement.

## HOSPITALIZATION AND MEDICAL COVERAGE

(a) The Employer agrees to pay the premium for hospitalization, medical and dental coverage for the employee and his/her family.

(b) The Employer agrees to pay the premium for hospitalization, medical, and dental coverage for the employee for his/her family during an employee's absence as the result of any injury or illness to the extent that said employee is either drawing sick leave benefits or vacation benefits and, in the event that said employee is drawing for a period not to exceed six (6) months.

(c) The Employee will be given the opportunity during open enrollment to choose between the Health Plan Options which are the current coverage plans as of the date of this Agreement

(d) Beginning with 2017 Healthcare Enrollment, at the Employee's discretion, in January of each year the Employer agrees to deposit \$3,500 either into a Retiree Health Savings Program, or \$3,000 as taxable income to the Employee (not to be included in MERS calculations)

#### PAYMENT IN LIEU OF HEALTH INSURANCE

New full-time and present full-time employees who have insurance coverage must provide proof of insurance coverage if they wish to receive payment in lieu of health insurance. The current monthly amount is \$575.00.

#### LIFE INSURANCE COVERAGE

The Employer agrees to pay the full premium of a term insurance plan for the employee; face value of \$20,000 while employed.

#### COMPUTATION OF BENEFITS

All hours paid to an employee shall be considered as hours worked for the purpose of computing any of the benefits under this Agreement.

#### UNEMPLOYMENT COMPENSATION

The Employer agrees to furnish unemployment compensation to the employee laid off in accordance with permissible legislation.

#### WORKER'S COMPENSATION (On-the-Job Injury)

(a) The employee will be covered by the applicable worker's compensation laws and the Employer further agrees that the employee upon being eligible for worker's compensation may use sick leave time sufficient to make up any difference between the amount which he/she would receive pursuant to the worker's compensation laws and his/her regular weekly income.

(b) Whenever the employee applies for worker's compensation, said employee may use sick leave until worker's compensation has been verified or until all accumulated sick leave has been used. In the event the employee decides to use sick leave during this period and worker's compensation is granted, all sick leave used will be paid back to the Employer by the employee not accruing any sick leave until all days for which worker's compensation has been paid are deducted. However, the employee may not use more sick days that he/she has accumulated.

#### RETIREMENT

The Employer agrees to provide at the Employer's expense, a MERS retirement benefit plan with an

Employer contribution of 10% of salary with up to a 5% match of employee contribution.

In addition, the Employer agrees to annually contribute six (6) percent of salary to a 457 or other similar tax advantaged retirement plan. Any funds contributed by the Employee will not be matched by the Employer.

#### MILEAGE ALLOWANCE

The Employee will be paid a lump sum of \$2,500 annually for work related travel and expenses within Delta County. This allowance will be taxed as income. The employee will not request or receive any additional reimbursement for gasoline, depreciation, meals, or other expenses during inter-county travel. Additionally, the Employee, will only be eligible for half of the IRS mileage rate on all work related travel outside of Delta County.

#### HOURS OF WORK

The County Administrator position is a seven hour per day, five days per week position. It is recognized that the employee must devote a great deal of time outside the normal office hours of the Employer, and to that end the employee will be allowed the flexibility to schedule their shifts and take sixty (60) hours per year as "flex" time. There is no carryover of "flex" time. Flex time to be reviewed annually with the full County Board.

#### DUES AND SUBSCRIPTIONS

The Employer agrees to budget and to pay for the professional dues and subscriptions of the employee necessary for his/her continuation and full participation in national, regional, state and local associations and organizations necessary for his/her continued professional growth and advancement for the good of the Employer as mutually agreed upon by the Employer and employee.

#### PROFESSIONAL DEVELOPMENT

The Employer hereby agrees to budget for and to pay the travel and expenses under current County Board guidelines to the employee for professional and official travel, meetings and conference/seminars adequate to continue the professional development of the employee and to adequately pursue necessary official and other functions for the Employer, and such other state or local government groups and committees thereof which the employee may serve as a member or attend as mutually agreed upon by the Employer and employee. Attendance at such approved meetings and accomplishments of approved professional duties shall be considered compensated service time and shall not be considered vacation time.

#### COMMUNICATIONS DEVICES

To increase accessibility during and outside of work hours, the BOARD agrees to purchase and pay all maintenance and data costs associated with one (1) Smart Phone and one (1) Tablet Computer for use by the Employee. Both devices will be primarily for work use, but for convenience may also be used for

personal use. All County procurement regulations will apply to both purchases.

### **SECTION 6 - INDEMNIFICATION**

The Employer shall defend, save harmless and indemnify the employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise arising out of any alleged act or omission occurring in the performance of the employee's duties or responsibilities as County Administrator. The Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. Legal defense other than that authorized by the County's liability carrier shall be authorized by Board action.

### **SECTION 7 - PERFORMANCE EVALUATION**

The BOARD shall review and evaluate the performance of the employee. This evaluation option, if exercised, should occur not more than thirty (30) days before the anniversary date and no more than thirty (30) days after the anniversary date. Further, said review and evaluation session by the BOARD will be done in closed sessions with only BOARD member in attendance unless otherwise specified by the Employee. Minutes of the review and evaluation session will be prepared by the designated BOARD member and placed in the Employee's personnel file.

### **SECTION 8 - OTHER TERMS & CONDITIONS OF EMPLOYMENT**

A. The Delta County Board of Commissioners, in agreement with the employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, or the employee may request such salary realignment, relating to the performance of the employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the Agreement or attached job description.

B. The Employer agrees to provide to the employee comparable non salary benefits that are not specifically outlined in this Employment Agreement if the Employer provides them to other Non Bargaining Unit County employees.

C. Any time the Employee is representing the County, the Employee's conduct will be of the highest professional level.

### **SECTION 9 - NOTICES**

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

1. EMPLOYER: Name and address of Chairman of the Board
2. EMPLOYEE: Name and address of the employee

Alternatively, notice required pursuant to this Agreement may be served personally from the first

party to the second party, or the second party to the first party.

**SECTION 10 - GENERAL PROVISIONS**

A. This Agreement constitutes the entire Agreement between the parties and contains all the Agreements between them with respect to the subject matter thereof. It also supersedes any and all other Agreements or Contracts, either oral or written between the parties with respect to the subject matter thereof.

B. If any provisions, or any portion thereof contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall not be affected and shall remain in full effect. This contract may be amended in writing by the mutual consent of both parties hereto at any time.

C: This employee is an at-will employee.

D: Signed original contract will be filed in the County Clerk's Office and will be deemed the original contract if any contract terms or questions arise.

IN WITNESS WHEREOF, the County of Delta has caused this Agreement to be signed and executed in its behalf by its Chairman of the Board of Commissioners, and duly attested to by its County Clerk, and the employee has signed and executed said Agreement as written.

\_\_\_\_\_  
Ryan Bergman

\_\_\_\_\_  
Mary Harrington, Chairperson  
Delta County Board of  
Commissioners

Attested:

\_\_\_\_\_  
Nancy Kolich  
Delta County Clerk