



# BOARD OF COMMISSIONERS

1 S. Main St., 9<sup>th</sup> Floor  
Mount Clemens, Michigan 48043  
586.469.5125 ~ Fax: 586.469.5993  
www.macombBOC.com

## BOARD OF COMMISSIONERS

### REGULAR SESSION

THURSDAY, MARCH 12, 2015

### FINAL AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Correspondence from Executive (**none**)
7. Appointments:

#### Board Appointment

- a) **COMMUNITY MENTAL HEALTH BOARD**  
4 vacancies – 3 year terms; 4-1-15 to 3-31-18

(5 applications are attached) (page 1)

(attached)

#### Executive Appointment

- b) **ETHICS BOARD**  
1 vacancy – 5 year term; 2-1-15 to 1-31-20

(1 application is attached) (page 30)

(attached)

## MACOMB COUNTY BOARD OF COMMISSIONERS

David J. Flynn – Board Chair  
District 4

Kathy Tocco – Vice Chair  
District 11

Steve Marino – Sergeant-At-Arms  
District 10

Andrey Duzyj – District 1

Marvin Sauger – District 2

Veronica Klinefelt – District 3

Robert Mijac - District 5

James Carabelli – District 6

Don Brown – District 7

Kathy Vosburg – District 8

Fred Miller – District 9

Bob Smith – District 12

Joe Sabatini – District 13

Board Appointment

c) **INTERMEDIATE TRUST BOARD**

1 vacancy – 2 year term; “Upon Acceptance of Trust” for Two Years

**(attached)**

**(2 applications are attached) (page 35)**

8. **COMMITTEE REPORTS:**

a) Government Operations, March 10 (page 44)

**(attached)**

b) Justice and Public Safety, March 11 (no report)

c) Finance, March 12 (page 46)

**(attached)**

9. **RESOLUTIONS:**

a) Resolution Supporting the County’s Pursuit of the MacArthur Foundation’s Safety and Justice Challenge Grant and Committing to Support the Planning Process to Establish a New Jail Management Strategy (offered by Vosburg; recommended by Justice and Public Safety Committee on 3-11-15; previously provided at committee meeting)

10. Approve Amended 2015-16 Board Rules (page 53)

**(attached)**

11. New Business

12. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)

13. Roll Call

14. Adjournment

MARCH 2015 – Summary of Boards & Commissions Appointments

**Community Mental Health Board**

To fill four positions with terms expiring 03-31-2015; three year terms from 04-01-15 to 03-31-18; to be appointed by **Board Vote**:

Origin: PA 258 (1974 as amended)

All members of the Board must be 18 years of age or older and a resident of Macomb County. At least 4 members must be primary consumers or family members; and at least 2 Board members must be primary consumers. Not more than 4 members may be County Commissioners and not more than 1/2 of the Board may be state, county or local public officials and having a residence in Macomb County. A member cannot be employed by the Community Mental Health Program (CMHP), be a party to a contract, or administer or benefit financially from a contract with CMHP; or may a member serve in a policy making position with an agency under contract with CMHP.

Applications received:

- 1. Brown, Marilyn (reappointment)
- 2. Flynn, Joan (reappointment)
- 3. Hull, Richard T. (appointment)
- 4. Negovan, Brian (reappointment)
- 5. ~~Perna, James M. (appointment)~~ \*WITHDRAWN ON 3-10-15
- 6. Tocco, Kathy (reappointment)

# News

## Macomb County Board of Commissioners



FOR IMMEDIATE RELEASE  
Feb. 19, 2015

Media contact: Courtney Flynn  
[courtney.flynn@macombgov.org](mailto:courtney.flynn@macombgov.org) (586) 469-5713

### **BOC Seeks Applicants for Community Mental Health Board**

MOUNT CLEMENS, Mich. — The Macomb County Board of Commissioners is seeking four applicants to serve on the Macomb County Community Mental Health Board (CMH) for a three year term, expiring on March 31, 2018.

The four current terms expire on March 31, 2015.

Those interested in applying should have an awareness of the need for the provision of mental health services in Macomb County, knowledge of the evolving Affordable Health Care Act and basic understanding of Medicaid regulations in the State of Michigan as well as the Mental Health Code in the area of provision of services.

The CMH Board oversees Macomb County's Community Mental Health Services Agency. In broad terms, the Community Mental Health Services Board is charged with providing a comprehensive array of mental health services appropriate to needs of the primary consumers located within its service area, regardless of the ability to pay for the service. By statute, the members are representative of providers of mental health services, recipients or consumers of mental health services, agencies and occupations having a working involvement with mental health services and the general public.

Applicants seeking a position on the CMH Board must be 18 years of age or older and a resident of Macomb County and cannot be employed by the Community Mental Health Program (CMHP), nor be a party to a contract, or administer or benefit financially from a contract with CMHP. In addition, applicants may not serve in a policy making position with an agency under contract with CMHP.

Applications for the position can be found by visiting [MacombBoC.com](http://MacombBoC.com) and clicking "Appointments to Boards & Commissions" in the far left column.

Interested individuals should submit original, signed applications (must be notarized) to the Board Office no later than 5 p.m., Tuesday, March 3, 2015. Applicants should also expect to attend the Government Operations Committee meeting to be held at 9 a.m. on March 10 for a public interview. An appointment is expected to occur by the end of March.

For more information, call the Board of Commissioners office at 586.469.5125.

# # #



Application forms and submission materials should be sent to:

Macomb County Board of Commissioners  
 1 S. Main Street, 9<sup>th</sup> Floor  
 Mt. Clemens, MI 48043

586.469.5125  
[www.macombBOC.com](http://www.macombBOC.com)

<p><b>Name of Board/Commission</b></p>	<p>Community Mental Health Services</p>
<p><b>Origin</b></p>	<p>PA 258 (1974 as amended)</p>
<p><b>Appointment Authority</b></p>	<p>Board Vote</p>
<p><b>Function</b></p>	<p>In broad terms, the Community Mental Health Services Board is charged with providing a comprehensive array of mental health services appropriate to needs of the primary consumers located within its service area, regardless of the ability to pay for the service. By statute, the members are representative of providers of mental health services, recipients or consumers of mental health services, agencies and occupations having a working involvement with mental health services and the general public.</p>
<p><b>Membership Composition</b>                  * All members of the Board must be 18 years of age or older and a resident of Macomb County. At least 4 members must be primary consumers or family members; and at least 2 Board members must be primary consumers. Not more than 4 members may be County Commissioners and not more than 1/2 of the Board may be state, county or local public officials and having a residence in Macomb County. A member cannot be employed by the Community Mental Health Program (CMHP), be a party to a contract, or administer or benefit financially from a contract with CMHP; or may a member serve in a policy making position with an agency under contract with CMHP.</p>	<p>12 members.</p>
<p><b>Term</b></p>	<p>3 years</p>

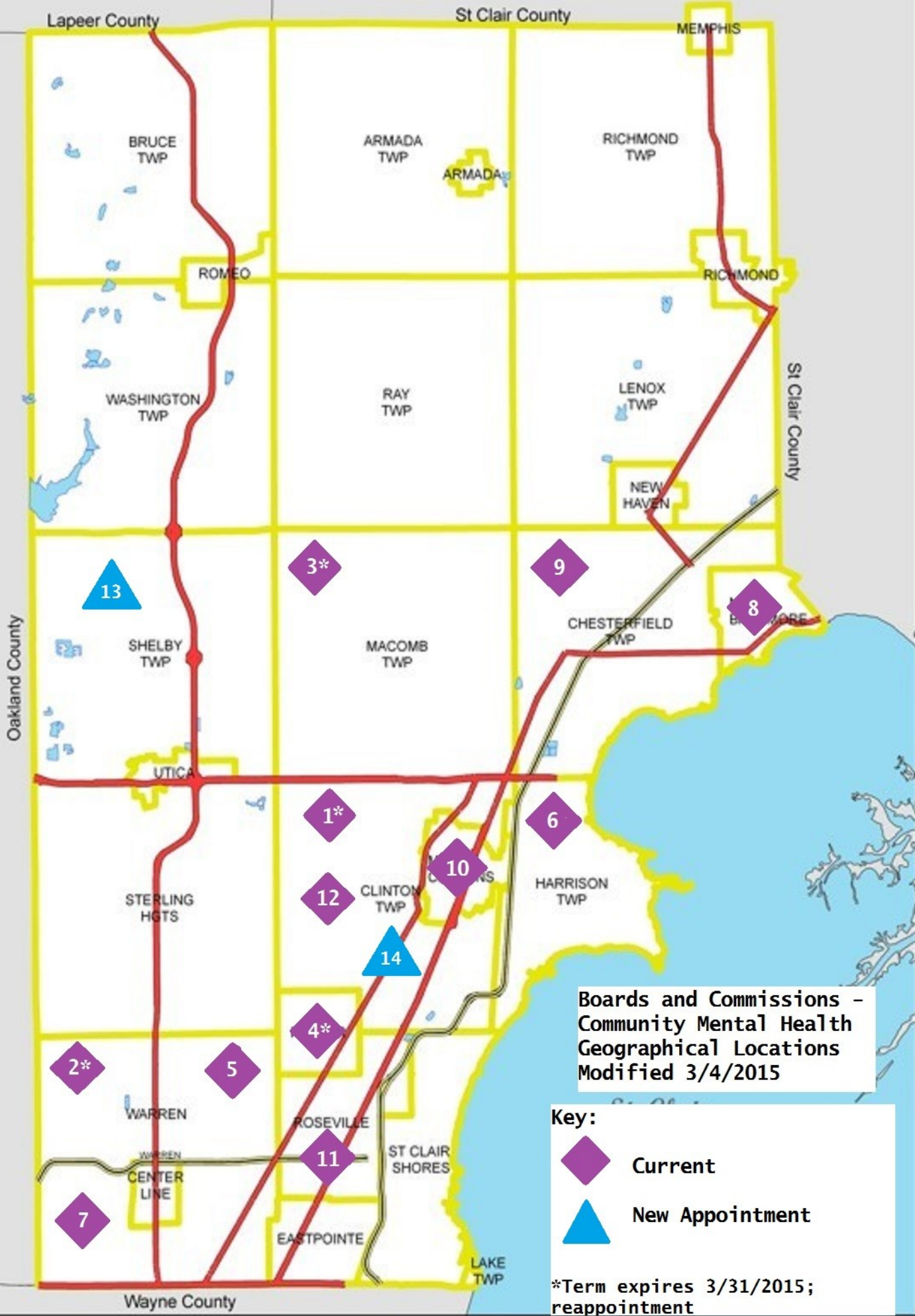


Application forms and submission materials should be sent to:  
 Macomb County Board of Commissioners – Bds/Comms Appts  
 1 S. Main Street, 9<sup>th</sup> Floor  
 Mt. Clemens, MI 48043  
 586.469.5125 [www.macombBOC.com](http://www.macombBOC.com)

Four vacancies are created by terms expiring on 03-31-15. Applications are due by **5pm on Tuesday March 3, 2015**. Public interviews to be held on **Tuesday March 10, at 9am** at the **Government Operations Committee meeting**.

Applicants are encouraged to attend this meeting. Appointment will be made at a March Full Board meeting.

<b>Name of Board/Commission</b>	Community Mental Health Services
<b>Origin</b>	PA 258 (1974 as amended)
<b>Appointment Authority</b>	Board Vote
<b>Function</b>	In broad terms, the Community Mental Health Services Board is charged with providing a comprehensive array of mental health services appropriate to needs of the primary consumers located within its service area, regardless of the ability to pay for the service. By statute, the members are representative of providers of mental health services, recipients or consumers of mental health services, agencies and occupations having a working involvement with mental health services and the general public.
<b>Membership Composition</b> <small>* All members of the Board must be 18 years of age or older and a resident of Macomb County. At least 4 members must be primary consumers or family members; and at least 2 Board members must be primary consumers. Not more than 4 members may be County Commissioners and not more than 1/2 of the Board may be state, county or local public officials and having a residence in Macomb County. A member cannot be employed by the Community Mental Health Program (CMHP), be a party to a contract, or administer or benefit financially from a contract with CMHP; or may a member serve in a policy making position with an agency under contract with CMHP.</small>	12 members.
<b>Term</b>	3 years



**Boards and Commissions -  
Community Mental Health  
Geographical Locations  
Modified 3/4/2015**

**Key:**

- Current
- New Appointment

\*Term expires 3/31/2015;  
reappointment

No.	Name	Term Exp.	Address	City/Zip	Status
1	Marilyn Brown	03/31/15	21890 Highview	Clinton Twp. 48036	Current/Reappoint.
2	Joan Flynn	03/31/15	13810 Trafalga	Warren 48088-3790	Current/Reappoint.
3	Brian Negovan	03/31/15	48240 Sherringham	Macomb Twp. 48044	Current/Reappoint.
4	Kathy Tocco	03/31/15	31669 Kendall Ave.	Fraser 48023	Current/Reappoint.
5	Patricia Bill	03/31/16	29488 Red Oak Drive	Warren 48092	Current
6	Linda Busch	03/31/16	38540 L'Anse Creuse	Harrison Twp. 48045	Current
7	Louis Burdi	03/31/16	4901 N. Grand Oak Drive	Warren 48092	Current
8	Rose Mrosewke	03/31/16	48100 Mallard	New Baltimore 48047	Current
9	Kathy Vosburg	03/31/17	47395 Sugarbush	Chesterfield 48047	Current
10	Liz Sierawski	03/31/17	89 Riverside Drive	Mt. Clemens 48043	Current
11	Nick Ciaramitaro	03/31/17	19473 Candlelight	Roseville 48066	Current
12	Ken DeBeaussaert	03/31/17	39856 Brylor Court	Clinton Twp. 48038	Current
13	Richard T. Hull		14846 Village Court	Shelby Twp 48315	New Appoint.
14	<del>James A. Perna</del>		38180 Saddle Lane	Clinton Twp. 48036	New Appoint.

\*WITHDRAWN ON 3-10-15



Application for Appointment or Re-Appointment to  
Macomb County Board/Commission

STATE OF MICHIGAN)  
  )ss  
COUNTY OF MACOMB)

Name of Board/Commission to which appointment is being made:

COMMUNITY MENTAL HEALTH BOARD

Term:  years; from  (date/year) to  (date/year)

1. Applicant Information

Name:

Residence Address:

City, Zip Code:

County of Residence:

Mailing Address (if different than above):

Preferred Phone:

Email:

Best method of contact:

2. I am at least 18 years of age:  Yes  No

3. I am currently registered to vote:  Yes  No

4. Citizenship:

5. Employer:

Employer Address:

Nature of your work:

Position:

6. Educational level, degree(s) received, other relevant certification or endorsements:

BS Wayne State University

7. I presently hold the following appointments and elected positions:

Title/Board-Commission: Member, Macomb County CMH Board of Directors

Appointment/Election Date: 3/99 to Present

Title/Board-Commission:

Appointment/Election Date:

Title/Board-Commission:

Appointment/Election Date:

8. Previously-held appointments and/or elected positions:

Title/Board-Commission: Chairperson, Macomb County CMH Citizens Advisory Council

Dates Served: June, 1996 - May 2008

Title/Board-Commission: Mt. Clemes Community Schools Rep. PAC

Dates Served: 1978 - 1990

Title/Board-Commission:

Dates Served:

9. Have you been convicted of a felony?  Yes  No

If yes, list each – provide date, nature of offense or violation, name and location of court, penalty imposed (if any) or the disposition of the case. A conviction will not automatically bar you from appointment.

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc., with Macomb County? \*  
If so, please explain. \*Please reference the Macomb County Ethics Policy at www.macombBOC.com.

NO

11. List any family members who are, or have been, employed by Macomb County or who have been elected to County offices.

N/A

12. Is this an application for re-appointment?  Yes  No

If yes, how many years have you served on this board/commission? 15 years

Please indicate your attendance record for term(s) served:

Number of meetings attended 111 Number of meetings held 113

Comments/Clarification (if necessary)

Does not include participation in State Association conferences, trainings, Mental Health Forums, etc.

13. Briefly indicate your qualifications for appointment to this specific board and the reason you believe your appointment will benefit Macomb County:

Having served as a member of the Community Health Board for 15 years, I understand the challenges facing our consumers, our County, and our State.  
  
I have two adult children; one with chronic mental illness and one who is developmentally disabled. I have worked with the "system" and have a great deal of experience with Social Security, Medicare, Medicaid, Section 8 Housing, Department of Human Services, inpatient hospitalization for the mentally ill, and outpatient services for the mentally ill.  
  
I am currently a member of the National Alliance for the Mentally Ill (NAMI) and ARC Services.  
  
Thank you for considering me for reappointment.

14. Statement of Application to Board/Commission

I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking:

Signature: *Marilyn Brown*  
Printed Name: MARILYN BROWN

Date: *March 2, 2015*

Subscribed and sworn to before me this *2ND* day of *MARCH* *2015*

*Marianne A. Frak*  
Notary Public  
Macomb County, Michigan

My Commission expires: *11-14-2018*

MARIANNE A. FRAK  
Notary Public, State of Michigan  
County of Macomb  
My Commission Expires Nov. 14, 2018  
Acting in the County of *MACOMB*

Note to Applicants: You may – but it is not required – attach additional information pertaining to this Application for Appointment as long as attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page

Application for Appointment or Re-Appointment to  
Macomb County Board/Commission

STATE OF MICHIGAN)  
  )ss  
COUNTY OF MACOMB)

Name of Board/Commission to which appointment is being made:

COMMUNITY MENTAL HEALTH BOARD

Term:  years; from  (date/year) to  (date/year)

1. Applicant Information

Name:

Residence Address:

City, Zip Code:

County of Residence:

Mailing Address (if different than above):

Preferred Phone:

Email:

Best method of contact:

2. I am at least 18 years of age:  Yes  No

3. I am currently registered to vote:  Yes  No

4. Citizenship:

5. Employer:

Employer Address:

Nature of your work:

Position:

## 6. Educational level, degree(s) received, other relevant certification or endorsements:

High School Graduate  
 Bachelor of General Studies/Concentration in Labor Studies  
 First Aid Certificate

## 7. I presently hold the following appointments and elected positions:

Title/Board-Commission: Mental Health Board - Secretary-Treasurer

Appointment/Election Date: 1996

Title/Board-Commission: Michign Assn. of CMH Boards (MACMHB) - 2nd Vice President

Appointment/Election Date: May,, 2011 (2 year term)

Title/Board-Commission: Michigan Assn. of CMH Boards - 1st Vice President

Appointment/Election Date: May 2013 (2 year term)

## 8. Previously-held appointments and/or elected positions:

Title/Board-Commission: Macomb County Commisiioner

Dates Served: 1994 - 2010

Title/Board-Commission: Warren Crime Commission

Dates Served: 1990 - 2012

Title/Board-Commission: SEMCOG Chair

Dates Served: 2006

9. Have you been convicted of a felony?  Yes  No

If yes, list each – provide date, nature of offense or violation, name and location of court, penalty imposed (if any) or the disposition of the case. A conviction will not automatically bar you from appointment.

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc., with Macomb County? \*  
 If so, please explain. \*Please reference the Macomb County Ethics Policy at [www.macombBOC.com](http://www.macombBOC.com).

NO

11. List any family members who are, or have been, employed by Macomb County or who have been elected to County offices.

Macomb County Commissioner - Ann Klein (Daughter)  
 Macomb County Planning Commission - Ann Klein (Daughter)  
 Macomb County Parks and Recreation - Ann Klein (Daughter)

12. Is this an application for re-appointment?       Yes       No

If yes, how many years have you served on this board/commission? 18 years

Please indicate your attendance record for term(s) served:

Number of meetings attended 103      Number of meetings held 113

Comments/Clarification (if necessary)

Does not include participation in State Association conferences, trainings, forums, etc.

13. Briefly indicate your qualifications for appointment to this specific board and the reason you believe your appointment will benefit Macomb County:

There are many critical government issues and challenges in the CMHS programs. With my background and knowledge, I will be an asset to the members of the Mental Health Board and the consumers we serve. I have coped with mental illness in my immediate family, having a niece and grandson who have special needs. I have been and am a member of many special interest groups: ARC Services of Macomb; ACC Autism Society of America and Macomb-Oakland Regional Center (MORC).  
 Also, I hold the position as 1st Vice President of the Michigan Association of CMH Boards and the position of Secretary of the Metro Region of the Michigan Association of CMH Boards.  
 I have been a dedicated member of the Board for the past 18 years and would like to maintain my position. Thank you!

14. Statement of Application to Board/Commission

I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking:

Signature: *Joan E. Flynn*

Printed Name: JOAN FLYNN

Date: March 2, 2015

Subscribed and sworn to before me this 2nd day of MARCH 2015

*Marianne A. Frak*  
Notary Public

Macomb County, Michigan

My Commission expires: 11-14-2018

MARIANNE A. FRAK  
Notary Public, State of Michigan  
County of Macomb  
My Commission Expires Nov. 14, 2018  
Acting in the County of *MACOMB*

Note to Applicants: You may – but it is not required – attach additional information pertaining to this Application for Appointment as long as attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page



Application for Appointment or Re-Appointment to  
Macomb County Board/Commission

RECEIVED

MAR 03 REC'D

STATE OF MICHIGAN)  
)ss  
COUNTY OF MACOMB)

BOARD OF COMMISSIONERS

Name of Board/Commission to which appointment is being made:

Macomb County Community Mental Health Board

Term: 3 years; from 03/15 (date/year) to 03/18 (date/year)

1. Applicant Information

Name: Richard T. Hull

Residence Address: 14846 Village Ct.

City, Zip Code: Shelby Township 48315

County of Residence: Macomb

Mailing Address (if different than above):

Preferred Phone: (586) 737-0743

Email: richardthull@yahoo.com

Best method of contact: email

2. I am at least 18 years of age:  Yes  No

3. I am currently registered to vote:  Yes  No

4. Citizenship: U.S.A.

5. Employer: Retired

Employer Address:

Nature of your work:

Position:

6. Educational level, degree(s) received, other relevant certification or endorsements:

Bachelor of Arts, University of Detroit  
Post graduate work at St. Lois University and Eastern Michigan University  
Member Mental Health Alliance Michigan

7. I presently hold the following appointments and elected positions:

Title/Board-Commission:   
Appointment/Election Date:   
Title/Board-Commission:   
Appointment/Election Date:   
Title/Board-Commission:   
Appointment/Election Date:

8. Previously-held appointments and/or elected positions:

Title/Board-Commission:   
Dates Served:   
Title/Board-Commission:   
Dates Served:   
Title/Board-Commission:   
Dates Served:

9. Have you been convicted of a felony?  Yes  No

If yes, list each – provide date, nature of offense or violation, name and location of court, penalty imposed (if any) or the disposition of the case. A conviction will not automatically bar you from appointment.

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc., with Macomb County? \*

If so, please explain. \*Please reference the Macomb County Ethics Policy at [www.macombBOC.com](http://www.macombBOC.com).

No.

11. List any family members who are, or have been, employed by Macomb County or who have been elected to County offices.

John Dubois, Nephew, Deputy, Macomb County Sheriff's Department

12. Is this an application for re-appointment?  Yes  No

If yes, how many years have you served on this board/commission?

Please indicate your attendance record for term(s) served:

Number of meetings attended  Number of meetings held

Comments/Clarification (if necessary)

13. Briefly indicate your qualifications for appointment to this specific board and the reason you believe your appointment will benefit Macomb County:

My daughter is a consumer of services from the Michigan public mental health system. I have been her advocate and representative payee for many years. This experience has given me an in-depth understanding of the system from the consumer's perspective. My experiences, the experiences the families of other consumers have shared with me, and the research I have done cause me to seek ways to influence the system at the broader, policy level. Policy level adjustments can benefit all consumers, their families and Macomb County residents.

I have been attending MCCMH Board meetings for the past several months. I find that serving on the Board would provide the opportunity to maintain the current system while identifying and implementing policy level changes.

My background in small business entrepreneurship, government contract performance, health care, and education and training augment my direct experience with Michigan's public health system. These additional proficiencies equip me with unique set of skills. My commitment to improving mental health care in Macomb County gives me significant energy. I will use this combination of skills and energy to be an active, effective MCCMH Board member.

14. Statement of Application to Board/Commission

I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking:

Signature: *Richard T. Hull*

Printed Name:

Date:

Subscribed and sworn to before me this

*Brian S Fairbrother*

Notary Public  
Macomb County, Michigan

My Commission expires:



Note to Applicants: You may – but it is not required – attach additional information pertaining to this Application for Appointment as long as attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page

Richard T. Hull  
14846 Village CT.  
Shelby Township, MI 48315

Macomb County Board of Commissioners  
One S. Main Street  
9<sup>th</sup> Floor  
Mt. Clemens, MI 48043

February 26, 2015

To the Macomb County Board of Commissioners:

The issue of mental health in Macomb County is critically important.

The Macomb County Board of Commissioners' resolution 294 of 2014 identified a number of significant concerns related to mental health care in Macomb County. A series of on-going investigative reports by WXYZ-TV has documented several problems with mental health care, especially in Southeast Michigan. Mental Health America recently published *Parity or Disparity: The State of Mental Health in America 2015*. This study ranked the 50 states and the District of Columbia on the prevalence of mental illness and access to insurance coverage and care for children and adults. In this study, Michigan ranked 41<sup>st</sup> overall out of the 51 entities studied. These activities emphasize that the needs of the mentally ill need to be addressed more effectively.

Governor Snyder plans to issue an Executive Order combining the Michigan Department of Community Health and the Department of Human Services. The new Department of Health and Human Services will use its combined resources to provide treatment to Michigan citizens on a person-centric basis. This change will almost certainly require significant adjustments to the way Macomb County provides services.

In addition, numerous other challenges confront those seeking to support the mentally ill, e.g., parity in public and private health insurance coverage.

The Macomb County Community Mental Health Board (MCCMHB) is the primary agency responsible for dealing with all aspects of public mental health care in Macomb County. I seek appointment to the Board. If appointed, I intend to help the Board provide the services required by the residents of Macomb County, respond to the challenges of a rapidly evolving health care environment, and provide leadership to other organizations, in both performance and innovation.

I possess a set of skills, abilities and traits that prepare me to serve as an active and effective member of the Board. I would welcome an opportunity to discuss the needs of the MCCMHB and my capabilities with you.

Sincerely,



Richard T Hull

Attachments: Application for Appointment/Re-Appointment to Macomb County Board/  
Commission, Resume of Richard T. Hull, Letter of Recommendation from the Reverend  
Lawrence Zurawski

## PROFESSIONAL PROFILE

Richard T. Hull  
 14846 Village Ct.  
 Shelby Township, MI 48315  
 (586) 737-0743  
 richardthull@yahoo.com

## EXPERIENCE

### Success Process Management

*Overview:* Dick was the founder and owner of Success Process Management (SPM). SPM provided client support in the areas of individual and organizational effectiveness, process improvement, training and training management. SPM was successful in both the private and public sector. Dick was responsible for all company leadership and management functions including client relationships, staff relationships and administrative operations.

*Major Clients included:* United States Department of Agriculture; Immigration and Naturalization Service; United States Border Patrol; Federal Law Enforcement Training Center; Ford Motor Company; United Association of Plumbers and Pipefitters; USDA Graduate School; Florist Transworld Delivery; Lansing Board of Power and Light; Cadillac Products

*Key results:* In conjunction with the Federal Law Enforcement Training Center (FLETC), SPM developed a web-based training system to provide high quality training to law enforcement officers whenever and wherever the officer was available to take training. The use of the Web-based training resulted in an annual cost savings/avoidance of more than \$1,500,000 for one state. Other results include a 226% increase in officer training in Charlotte County, FL and a savings/cost avoidance of more than \$295,000 in travel costs.

Technology Delivered Instruction (TDI) within the U.S. Department of Agriculture resulted in a projected annual cost savings/avoidance of more than \$8,500,000.

Rural Internet Training Environment (RITE). RITE was a combined partnership of the Federal Executive Branch, USDA, the State of Oregon, local Oregon communities and private business partners. The RITE pilot project resulted in a projected annual cost savings/avoidance of more than \$2,000,000.

### Applied Learning International

*Overview:* As the Director of Consulting Services for Applied Learning International, Dick led a group of professional consultants. This team helped clients identify and solve performance related business problems. Areas of focus included Human Resources, Information Technology, Systems Applications, Industrial Skills and Training Management.

*Major clients include:* General Motors; Goodyear Tire and Rubber; Chrysler Corporation; Ford Motor Company; Union Pacific Railroad; Cleveland Clinic

*Key Results:* Clients achieved positive results in areas such as Job Competency Models and Job Family Competency Models, training process management and training course implementation.

### Michigan Blue Cross/Blue Shield

*Summary:* During his career with Michigan Blue Cross/Blue Shield, Dick achieved significant, positive results as the manager of a divisional training department, a corporate customer relations department and as an Information Technology Project Manager.

### Wayne State University

### Macomb County Community College

### United Association Union of Plumbers, Pipefitters, Welders and Service Techs

*Summary:* As a member of the adjunct faculty, Dick developed and presented courses in business management, communications, time management and data processing.



## *St. Therese of Lisieux Parish*

48115 Schoenherr Road  
Shelby Township, MI 48315

Office: 586.254.4433  
[www.StThereseParish.ws](http://www.StThereseParish.ws)

Reverend Lawrence Zurawski  
St. Therese of Lisieux Catholic Community  
48115 Schoenherr Rd.  
Shelby Township, MI 48315

Macomb County Board of Commissioners  
One S. Main Street  
9<sup>th</sup> Floor  
Mt. Clemens, MI 48043

February 26, 2015

To the Macomb County Board of Commissioners:

The St. Therese of Lisieux Catholic Community is a worshipping community committed to service. We live this commitment within our own borders and extend our assistance to all of Macomb County and beyond. We encourage each of our members to share their time, talent and treasure however possible.

Richard T. Hull is one of our active members. Dick takes the admonition to share his time, talent and treasure seriously. He contributes financially to the needs of our community. In addition, he shares his time and talent by assisting with funeral liturgies as a way to ease the suffering of the bereaved and to provide spiritual support for the deceased.

Dick is applying for a position on the Macomb County Community Mental Health Board. Based on what I know of the Board's purpose and mission of Dick's background and personality, I believe he would be an excellent member of the Board.

Sincerely,

*Fr. Lawrence Zurawski*

Fr. Lawrence Zurawski  
Pastor

### Application for Appointment or Re-Appointment to Macomb County Board/Commission

STATE OF MICHIGAN)  
  )ss  
COUNTY OF MACOMB)

Name of Board/Commission to which appointment is being made:

COMMUNITY MENTAL HEALTH BOARD

Term:  years; from  (date/year) to  (date/year)

#### 1. Applicant Information

Name:

Residence Address:

City, Zip Code:

County of Residence:

Mailing Address (if different than above):

Preferred Phone:

Email:

Best method of contact:

2. I am at least 18 years of age:    Yes    No

3. I am currently registered to vote:    Yes    No

4. Citizenship:

5. Employer:

Employer Address:

Nature of your work:

Position:



6. Educational level, degree(s) received, other relevant certification or endorsements:

High School Graduate Labor Education Certificates; EAP Classes; BoardWovrks 2

7. I presently hold the following appointments and elected positions:

Title/Board-Commission:	Member, Macomb County Community Mental Health Board
Appointment/Election Date:	April 2012
Title/Board-Commission:	UAW Local 155 Fiancial Secretary
Appointment/Election Date:	June, 2014
Title/Board-Commission:	Macomb County 10th District Democrats - Secretary-Treasurer
Appointment/Election Date:	2/14/15

8. Previously-held appointments and/or elected positions:

Title/Board-Commission:	March of Dimes - Labor Liaison
Dates Served:	October, 2005 - June, 2008
Title/Board-Commission:	UAW Region 1 CAP Council
Dates Served:	November, 2004 - October, 2005
Title/Board-Commission:	
Dates Served:	

9. Have you been convicted of a felony?  Yes  No

If yes, list each – provide date, nature of offense or violation, name and location of court, penalty imposed (if any) or the disposition of the case. A conviction will not automatically bar you from appointment.

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc., with Macomb County? \*

If so, please explain. \*Please reference the Macomb County Ethics Policy at [www.macombBOC.com](http://www.macombBOC.com).

NO

11. List any family members who are, or have been, employed by Macomb County or who have been elected to County offices.

NONE

12. Is this an application for re-appointment?  Yes  No

If yes, how many years have you served on this board/commission? 9 years

Please indicate your attendance record for term(s) served:

Number of meetings attended 94 Number of meetings held 110

Comments/Clarification (if necessary)

Does not include attendance at State Assn. conferences, trainings, Forums, etc.

13. Briefly indicate your qualifications for appointment to this specific board and the reason you believe your appointment will benefit Macomb County:

I believe my experience on the Community Mental Health Service Board over the past 9 years, particularly serving on the Recipient Rights Committee; my position at the UAW, as well as the other committees I serve on, will be beneficial to the citizens of Macomb County. I have been recognized, as follows:

- Recipient of the "Cal Rapson Volunteer Award"
- UAW Region 1 Veterans Council 2009
- Recognized on the "Governor's Honor Roll" - Celebrate Volunteers 2006.

In addition, I work with United Way State Association of Labor Liaisons;

I work with corporations to set up employee assistance programs, i.e., substance abuse, child care, older adult care, etc.

Work with AFL-CIO United Way Community Services School (annual event).

Member of the Policy Committee of the Michigan Association of CMH Boards : 2012-Current

Serve on the Ray West Mem. Ramp Project Board - January, 2000

14. Statement of Application to Board/Commission

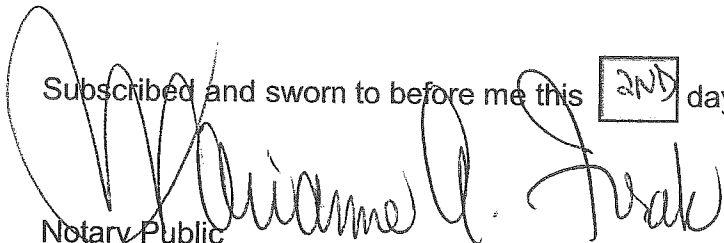
I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking:

Signature: 

Printed Name: BRIAN NEGOVAN

Date: 3-2-15

Subscribed and sworn to before me this 2ND day of MARCH 2015

  
Notary Public  
Macomb County, Michigan

My Commission expires: 11-14-2018

MARIANNE A. FRAK  
Notary Public, State of Michigan  
County of Macomb  
My Commission Expires Nov. 14, 2018  
Acting in the County of MACOMB

Note to Applicants: You may – but it is not required – attach additional information pertaining to this Application for Appointment as long as attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page

## Application for Appointment or Re-Appointment to Macomb County Board/Commission

TO THE MACOMB COUNTY BOARD OF COMMISSIONERS:

STATE OF MICHIGAN)  
                                  )ss  
COUNTY OF MACOMB)

Name of Board/Commission to which appointment is being made:

Community Mental Health Board

Term:  years; from  (date/year) to  (date/year)

### 1. Applicant Information

Name:

Residence Address:

City, Zip Code:

County of Residence:

Mailing Address (if different than above):

Preferred Phone:

Email:

Best method of contact:

2. I am at least 18 years of age:  Yes       No

3. I am currently registered to vote:  Yes       No

4. Citizenship:

5. Employer:

Employer Address:

Nature of your work:

Position:

## 6. Educational level, degree(s) received, other relevant certification or endorsements:

Bachelors Degree - University of Detroit  
Law Degree - Detroit College of Law

## 7. I presently hold the following appointments and elected positions:

Title/Board-Commission: County Commissioner District 11, Vice Chair - Macomb County Board of Comms.

Appointment/Election Date: November 2006

Title/Board-Commission: Community Mental Health Board

Appointment/Election Date: March 2012

Title/Board-Commission:

Appointment/Election Date:

## 8. Previously-held appointments and/or elected positions:

Title/Board-Commission:

Dates Served:

Title/Board-Commission:

Dates Served:

Title/Board-Commission:

Dates Served:

9. Have you been convicted of a felony?  Yes  No

If yes, list each – provide date, nature of offense or violation, name and location of court, penalty imposed (if any) or the disposition of the case. A conviction will not automatically bar you from appointment.

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc., with Macomb County? \*  
If so, please explain. \*Please reference the Macomb County Ethics Policy at [www.macombBOC.com](http://www.macombBOC.com).

None

11. List any family members who are, or have been, employed by Macomb County or who have been elected to County offices.

None

12. Is this an application for re-appointment?  Yes  No

If yes, how many years have you served on this board/commission? 3 years

Please indicate your attendance record for term(s) served:

Number of meetings attended 92 Number of meetings held 110

Comments/Clarification (if necessary)

Note: Above does not include attendance at conferences, forums and special trainings

13. Briefly indicate your qualifications for appointment to this specific board and the reason you You believe your appointment will benefit Macomb County:

If reappointed, I believe my educational background, experience as a practicing attorney and my knowledge of county government and agencies - in combination with personal interest in issues relative to community and mental health - will continue to add value to the Community Mental Health Services Board. I fully understand the time commitment this position requires and will accommodate. Providing a network of accessible, appropriate mental health services and support is a vital ingredient to a successful community. I truly want to be involved in this very important cause.

## 14. Statement of Application to Board/Commission

I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking:

Signature: *Kathy Tocco*

Printed Name: Kathy Tocco

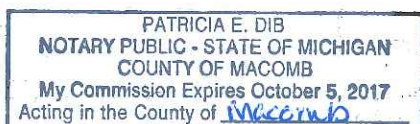
Date: 03-02-15

Subscribed and sworn to before me this 2<sup>nd</sup> day of March, 2015

*Patricia E. Dib*

Notary Public  
Macomb County, Michigan

My Commission expires: 10-05-2017



Note to Applicants: You may – but it is not required – attach additional information pertaining to this Application for Appointment as long as attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page



---

## Macomb County Executive

### Mark A. Hackel

---

Mark F. Deldin  
Deputy County Executive

TO: Dave Flynn, Board Chair

FROM: Mark A. Hackel, County Executive

DATE: January 26, 2015

RE: **ETHICS BOARD APPOINTMENT**

As provided under Macomb County Home Rule Charter, Section 2.4.2, this memorandum serves as notice of the Executive's nomination to the Ethics Board as presented to you for Board approval:

- Dr. Donald Amboyer to serve a five (5) year term to expire January 31, 2020 (see attached application)

Thank you for your attention to this transmittal and I am available to answer any questions or concerns which you or the Board members may have.

MAH/smf

cc: Donald Amboyer



**APPLICATION FOR APPOINTMENT  
MACOMB COUNTY BOARD OR COMMISSION**  
(Please note only legible applications can be considered)

I, Donald J. Amboyer, Ph.D., hereby make application for appointment to \_\_\_\_\_  
Name  
Macomb County Ethics Board for Five (5) from February 1, 2015  
Name of Board or Commission Number of years Exact Dates of Appointment  
to January 31, 2020.

**TO THE MACOMB COUNTY BOARD OF COMMISSIONERS:**

STATE OF MICHIGAN )  
                                  )ss  
COUNTY OF MACOMB)

1. I reside at 54367 Queens Row Shelby Township 48316-1529  
Street City Zip  
Macomb 1985  
County and have since \_\_\_\_\_.

Mailing address if different than above: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: 248.935.7047  
Email: dramboyer@aol.com

2. I am at least 18 years of age: Yes  No

3. I am currently registered to vote: Yes  No

4. Citizen of United States of America  
Country

5. Employer: Retired

Telephone: \_\_\_\_\_  
Criminal Justice / Higher Education

a. Indicate nature of your work: \_\_\_\_\_

b. Title: Jail Administrator / College Dean and Vice Provost

EXECUTIVE  
OFFICE  
JAN 05 2015  
RECEIVED

**6. Educational level and degrees received:** Ph.D., Wayne State University; M.S., Wayne State University; M.C.S., University of Detroit-Mercy; B.S., State University of New York at Buffalo;  
A.A.S., Genesee Community College

**7. I presently hold the following appointments and elected positions:**

Macomb County Health Dept. Appeals Board-Alternate      January 1, 2015

Title      Appointment or Election Date

Title      Appointment or Election Date

Title      Appointment or Election Date

**8. Previously held appointments and/or elected positions:**

Title      Dates Served

Title      Dates Served

Title      Dates Served

**9. Have you even been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.**

No

**10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Macomb County? If so, list the interest (except where required for the appointment).**

No

**11. List any family members who are or have been employed by Macomb County or are or have been elected to County offices.**

Kevin Barnwell, son-in-law, formerly employed by Macomb County.

---

---

---

**12. Is this an application for reappointment? Yes  No**

If yes, how many years have you served on this board? Three

Please indicate your attendance record for the term(s) served 31 / 31  
No. of meetings attended No. of meetings held

Comments/Clarification (only if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Macomb County.**

Have had the privilege to serve the citizens of Macomb County when nominated by the County

Executive Hackel and appointed by Macomb County Board of Commissioners to serve on the Ethics Bo

beginning in 2012. I have tried, in earnest, to be objective, respectful, honest and fair with regard to all

matters brought to the attention of the Ethics Board and resolved such matters in accordance with

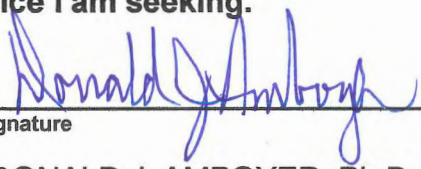
the County Charter, Ethics Ordinance and Rules of Procedure. Developed an online training course

entitled "Fundamental Ethics" and currently implementing to benefit of 2,000 county public servants.

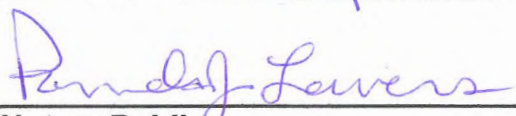
---

---

I hereby apply for appointment to Macomb County Ethics Board and do swear or affirm  
Board or Commission  
that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

  
Signature  
DONALD J. AMBOYER, Ph.D.  
Name (Print or Type)

Subscribed and sworn to before me this 15<sup>th</sup> day of January, 2015.

  
Notary Public  
Macomb County, Michigan

**PAMELA J. LAVERS**  
Notary Public, State of Michigan, County of Macomb  
My Commission Expires: October 10, 2018  
Acting in the County of Macomb

My commission expires: 10/10/18

Note: Applicants may – but it is not required – attach additional information pertaining to this Application for Appointment if attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page

The following is for Board Office use only:

Overseeing Committee: \_\_\_\_\_

Chair Review for Compliance: \_\_\_\_\_  
(Commissioner Sign-off)

### **Macomb County Intermediate Trust Board**

Two positions for two year terms starting "Upon acceptance of trust" for two years.

Intermediate Trustee positions are on the Intermediate Trust Board per the Macomb County Retirees Medical Benefits Trust Agreement.

1. By virtue of office - BOC Chair (or designee): Dave Flynn
2. BOC representative – appointment by **Board Vote**

#### **Applications received (2):**

1. Don Brown
2. Fred Miller

## Application for Appointment or Re-Appointment to Macomb County Board/Commission

STATE OF MICHIGAN)  
   )ss  
 COUNTY OF MACOMB)

Name of Board/Commission to which appointment is being made:

Macomb County Intermediate Trust Board

Term:  years; from  (date/year) to  (date/year)

### 1. Applicant Information

Name:

Residence Address:

City, Zip Code:

County of Residence:

Mailing Address (if different than above):

Preferred Phone:

Email:

Best method of contact:

2. I am at least 18 years of age:    Yes        No

3. I am currently registered to vote:    Yes        No

4. Citizenship:

5. Employer:

Employer Address:

Nature of your work:

Position:

6. Educational level, degree(s) received, other relevant certification or endorsements:

State of Michigan, Series 6 licensed to sell Mutual Funds and Variable Annuities. 1989 -1999  
State of Michigan, Life and Health Insurance licensed 1989 -1999  
Harvard University, Certificate, Executives in State and Local Government  
Oakland University, B.A. Political Science

7. I presently hold the following appointments and elected positions:

Title/Board-Commission: Macomb County Commissioner, 7th District  
Appointment/Election Date: 11/04/2014 (1992)  
Title/Board-Commission:  
Appointment/Election Date:  
Title/Board-Commission:  
Appointment/Election Date:

8. Previously-held appointments and/or elected positions:

Title/Board-Commission: Macomb County Retirement Commission  
Dates Served: 1995-2002 and 2007-2008  
Title/Board-Commission: Washington Township Trustee  
Dates Served: 1988 - 1990  
Title/Board-Commission:  
Dates Served:

9. Have you been convicted of a felony?  Yes  No

If yes, list each – provide date, nature of offense or violation, name and location of court, penalty imposed (if any) or the disposition of the case. A conviction will not automatically bar you from appointment.

N/A

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc., with Macomb County? \*

If so, please explain. \*Please reference the Macomb County Ethics Policy at [www.macombBOC.com](http://www.macombBOC.com).

None

11. List any family members who are, or have been, employed by Macomb County or who have been elected to County offices.

None

12. Is this an application for re-appointment?  Yes  No

If yes, how many years have you served on this board/commission?

Please indicate your attendance record for term(s) served:

Number of meetings attended  Number of meetings held

Comments/Clarification (if necessary)

None

13. Briefly indicate your qualifications for appointment to this specific board and the reason you believe your appointment will benefit Macomb County:

Given my professional background in the financial markets and health care, along with my previous experience on the Macomb County Retirement Commission, 2 years as Chairman, and my interest in working to insure the Intermediate Trust's performance meets our county's goals to meet our obligations will be an asset.



14. Statement of Application to Board/Commission

I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking:

Signature: *Don Brown*  
Printed Name: Don Brown

Date: March 4, 2015

Subscribed and sworn to before me this *4<sup>th</sup>* day of *March* *2015*

*Patricia E. DIB*

Notary Public  
Macomb County, Michigan

My Commission expires: *10-5-2017*

PATRICIA E. DIB  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF MACOMB  
My Commission Expires *October 5, 2017*  
Acting in the County of *Macomb*

Note to Applicants: You may – but it is not required – attach additional information pertaining to this Application for Appointment as long as attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page

### Application for Appointment or Re-Appointment to Macomb County Board/Commission

STATE OF MICHIGAN)  
  )ss  
COUNTY OF MACOMB)

Name of Board/Commission to which appointment is being made:

Macomb County Intermediate Trust Board

Term: 2 years; from Upon acceptance of trust (date/year) to until otherwise removed /2 yrs (date/year)

1. Applicant Information

Name: Fred Miller

Residence Address: 162 Riverside Dr.

City, Zip Code: Mount Clemens

County of Residence: Macomb

Mailing Address (if different than above):

Preferred Phone: 586-468-4241

Email: commish.fmillergmail.com

Best method of contact: email

2. I am at least 18 years of age:     Yes     No

3. I am currently registered to vote:  Yes     No

4. Citizenship: United States

5. Employer: County of Macomb

Employer Address: One S. Main, 9th Floor

Nature of your work: County Commissioner

Position: County Commissioner

6. Educational level, degree(s) received, other relevant certification or endorsements:

BA - Political Theory & Constitutional Democracy, James Madison College at Michigan State University; some course work towards MA of Teaching at Wayne State University

7. I presently hold the following appointments and elected positions:

Title/Board-Commission: Macomb County Commissioner, District #9

Appointment/Election Date: 11/4/12

Title/Board-Commission:

Appointment/Election Date:

Title/Board-Commission:

Appointment/Election Date:

8. Previously-held appointments and/or elected positions:

Title/Board-Commission: State Representative

Dates Served: 2005-2010

Title/Board-Commission:

Dates Served:

Title/Board-Commission:

Dates Served:

9. Have you been convicted of a felony?  Yes  No

If yes, list each – provide date, nature of offense or violation, name and location of court, penalty imposed (if any) or the disposition of the case. A conviction will not automatically bar you from appointment.

[Empty box for listing convictions]

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc., with Macomb County? \*

If so, please explain. \*Please reference the Macomb County Ethics Policy at [www.macombBOC.com](http://www.macombBOC.com).

No, and I am not eligible to receive retiree health benefits from the County

11. List any family members who are, or have been, employed by Macomb County or who have been elected to County offices.

Kay Nowaczok, mother-in-law, MichiganWorks!

12. Is this an application for re-appointment?  Yes  No

If yes, how many years have you served on this board/commission?

Please indicate your attendance record for term(s) served:

Number of meetings attended  Number of meetings held

Comments/Clarification (if necessary)

13. Briefly indicate your qualifications for appointment to this specific board and the reason you believe your appointment will benefit Macomb County:

14. Statement of Application to Board/Commission

I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking:

Signature: *Frederick Miller*

Printed Name: Frederick Miller

Date: 2/27/15

Subscribed and sworn to before me this 27 day of February 2015

*Patricia E. Dib*

Notary Public  
Macomb County, Michigan

My Commission expires: 10-5-17

PATRICIA E. DIB  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF MACOMB  
My Commission Expires October 5, 2017  
Acting in the County of *Macomb*

Note to Applicants: You may – but it is not required – attach additional information pertaining to this Application for Appointment as long as attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page



## BOARD OF COMMISSIONERS

1 S. Main St., 9<sup>th</sup> Floor  
 Mount Clemens, Michigan 48043  
 586.469.5125 ~ Fax: 586.469.5993  
 www.macombBOC.com

**March 10, 2015**

**TO: BOARD OF COMMISSIONERS**

**FROM: VERONICA KLINEFELT, CHAIR  
 GOVERNMENT OPERATIONS COMMITTEE**

**RE: RECOMMENDATION FROM GOVERNMENT OPERATIONS  
 COMMITTEE MEETING OF MARCH 10, 2015**

At a meeting of the Government Operations Committee, held Tuesday, March 10, 2015, the following recommendation was made and is being forwarded to the March 12, 2015 Full Board meeting for approval:

### **1. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A motion was made by Brown, supported by Vosburg, to recommend that the Board of Commissioners approve an amendment to Section 15.C. of the 2015-16 Board Rules to add a provision to announce the names of “No” votes: Following each vote, it shall be announced that the motion passed or failed, and if not a unanimous vote, the number voting “yes,” the number voting “no,” the Commissioners’ last names of those voting “no,” the number abstaining, and the Commissioners’ last names of those abstaining shall be announced; further, a copy of this Board of Commissioners’ action is directed to be delivered forthwith to the Office of the County Executive. **THE MOTION CARRIED WITH CARABELLI AND SMITH VOTING “NO.”**

**A MOTION TO ADOPT THE COMMITTEE REPORT WAS MADE BY CHAIR KLINEFELT, SUPPORTED BY COMMISSIONER BROWN.**

### **MACOMB COUNTY BOARD OF COMMISSIONERS**

David J. Flynn – Board Chair  
 District 4

Kathy Tocco – Vice Chair  
 District 11

Steve Marino – Sergeant-At-Arms  
 District 10

Andrey Duzyj – District 1

Marvin Sauger – District 2

Veronica Klinefelt – District 3

Robert Mijac - District 5

James Carabelli – District 6

Don Brown – District 7

Kathy Vosburg – District 8

Fred Miller – District 9

Bob Smith – District 12

Joe Sabatini – District 13

**Discussion / Actions on amendments to 2015-16 Board Rules – ROUND 3**

1. **Section 15.C** – Add a provision to announce the names of “No” votes

Current

*Following each vote, it shall be announced that the motion passed or failed, and if not a unanimous vote, the number voting “yes,” the number voting “no,” and the number abstaining shall be announced.*

Proposed

*Following each vote, it shall be announced that the motion passed or failed, and if not a unanimous vote, the number voting “yes,” the number voting “no,” the Commissioners’ last names of those voting “no,” the number abstaining, and the Commissioners’ last names of those abstaining shall be announced.*



# BOARD OF COMMISSIONERS

1 S. Main St., 9<sup>th</sup> Floor  
 Mount Clemens, Michigan 48043  
 586.469.5125 ~ Fax: 586.469.5993  
 www.macombBOC.com

**March 12, 2015**

**TO: BOARD OF COMMISSIONERS**

**FROM: FRED MILLER, CHAIR, FINANCE COMMITTEE**

**RE: RECOMMENDATIONS FROM MEETING OF 3-12-15**

At a meeting of the Finance Committee, held Thursday, March 12, 2015, the following recommendations were made and are being forwarded to the March 12, 2015 Full Board meeting for approval:

## **1. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A motion was made by Duzyj, supported by Marino, to recommend that the Board of Commissioners approve a 2015 budget amendment in the amount of \$59,000,000 to (1) allow for the transfer of an amount not to exceed \$29,000,000 from the unreserved fund balance of the General Fund to the Retiree Health Care Intermediate Trust Fund and (2) allow for the transfer of \$30,000,000 from the Delinquent Tax Revolving Fund to the General Fund and the subsequent transfer of that amount from the General Fund to the Retiree Health Care Intermediate Trust Fund; the budget amendment will increase contributions from other funds revenue by \$30,000,000, increase revenue from the utilization of Fund Balance by \$29,000,000 and increase the Pension/Retiree Health Care expenditure category by \$59,000,000; further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately; further, a copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive. **THE MOTION CARRIED WITH SABATINI VOTING "NO."**

## **2. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A motion was made by Tocco, supported by Vosburg, to recommend that the Board of Commissioners approve the agreement between the Macomb County Employees' Retirement System and the County of Macomb for retirement administration services; further, a copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive. **THE MOTION CARRIED.**

## **MACOMB COUNTY BOARD OF COMMISSIONERS**

David J. Flynn – Board Chair  
 District 4

Kathy Tocco – Vice Chair  
 District 11

Steve Marino – Sergeant-At-Arms  
 District 10

Andrey Duzyj – District 1

Marvin Sauger – District 2

Veronica Klinefelt – District 3

Robert Mijac - District 5

James Carabelli – District 6

Don Brown – District 7

Kathy Vosburg – District 8

Fred Miller – District 9

Bob Smith – District 12

Joe Sabatini – District 13



**3. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A motion was made by Brown, supported by Sabatini, to recommend that the Board of Commissioners concur in the request of the Macomb County Health Department and approve an increase in budgeted revenues and expenses in the Health Grants Budget by \$45,000 to account for new funding from the Michigan Department of Community Health for the Building Healthy Communities Planning Grant; further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately; further, a copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive. **THE MOTION CARRIED.**

**4. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A motion was made by Duzyj, supported by Vosburg, to recommend that the Board of Commissioners concur in the request of the Macomb County Health Department and approve an increase in budgeted revenues and expenses in the WIC Program (218-60116) by \$88,182 and in the Emergency Preparedness Program (218-60160) by \$2,821 to account for an increase in allocation by the Michigan Department of Community Health; further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately; further, a copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive. **THE MOTION CARRIED.**

**5. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A motion was made by Sauger, supported by Duzyj, to recommend that the Board of Commissioners approve an increase to the FY2014-2015 Macomb County Community Services Agency's grant funds in the amount of \$1,005,319; further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately; further, a copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive. **THE MOTION CARRIED.**

**A MOTION TO ADOPT THE COMMITTEE REPORT WAS MADE BY CHAIR MILLER, SUPPORTED BY VICE-CHAIR BROWN.**



# MACOMB COUNTY, MICHIGAN

Resolution Number:	Full Board Meeting Date:

## RESOLUTION

**Resolution to:**

Approve a 2015 budget amendment in the amount of \$59,000,000 to (1) allow for the transfer of an amount not to exceed \$29,000,000 from the unreserved fund balance of the General Fund to the Retiree Health Care Intermediate Trust Fund and (2) allow for the transfer of \$30,000,000 from the Delinquent Tax Revolving Fund to the General Fund and the subsequent transfer of that amount from the General Fund to the Retiree Health Care Intermediate Trust Fund. The budget amendment will increase Contributions from Other Funds revenue by \$30,000,000, increase revenue from the utilization of Fund Balance by \$29,000,000 and increase the Pension/Retiree Health Care expenditure category by \$59,000,000.     \*SEE BELOW

**Introduced By:**

Fred Miller, Chair, Finance Committee

**Additional Background Information (If Needed):**

The County is currently undertaking an initiative to fund its unfunded retiree health care liability through the issuance of bonds as well as pre-funding future normal costs related to its defined benefit retiree health care plan through a combination of cash contributions from the General Fund and the Delinquent Tax Revolving Fund. The County's bond counsel on this issue, John Axe, has advised that the monies from the Delinquent Tax Revolving Fund cannot flow directly from it to the Intermediate Trust and must flow first to the General Fund and then from the General Fund to the Intermediate Trust. The amounts indicated above have been previously presented and discussed with the Board of Commissioners, most recently in December 2014 and February 2015. The financing initiative was finalized by the Board of Commissioners in February 2015 when it approved the creation of the Intermediate Trust.

\*Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately.

\*(This language was added by Finance Committee Chair Miller.)

Committee	Meeting Date
Finance	3-12-15
Full Board	3-12-15



# MACOMB COUNTY, MICHIGAN

<b>Resolution Number:</b>	<b>Full Board Meeting Date:</b>

## RESOLUTION

**Resolution to:**

Approve agreement for Retirement Administration Services

**Introduced By:**

Commissioner Fred Miller, Chair, Finance Committee

**Additional Background Information (If Needed):**

Agreement between the Macomb County Employees' Retirement System and the County of Macomb to provide administrative services to the Retirement System and its Retirement Commission.

Committee	Meeting Date
Finance	03/12/2015
Full Board	3-12-15



# MACOMB COUNTY, MICHIGAN

<b>Resolution Number:</b>	<b>Full Board Meeting Date:</b>

## RESOLUTION

**Resolution to:**

Please approve a request by the Macomb County Health Department to increase budgeted revenues and expenses in the Health Grants Budget by \$45,000 to account for new funding from the Michigan Department of Community Health for the Building Healthy Communities Planning Grant.

\*Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately.

\*(This language was added by Health and Human Services Committee Chair Duzyj.)

**Introduced By:**

Andrey Duzyj, Chair, Health and Human Services Committee

**Additional Background Information (If Needed):**

The Michigan Department of Community Health has awarded the Health Department a \$45,000 Building Healthy Communities Planning Grant to work with community stakeholders to create a strategic action plan to address and enhance healthy food access and physical activity opportunities in the County. The Department's Healthy Communities Program will build upon the existing work of the Healthy Kids Healthy Futures Coalition to strengthen and expand community membership; complete community health and nutrition assessments; and create a strategic action plan for future implementation.

\*WAIVED TO FINANCE BY HHS COMMITTEE CHAIR

Committee	Meeting Date
Finance*	3-12-15
Full Board	3-12-15



## MACOMB COUNTY, MICHIGAN

**Resolution Number:**

**Full Board Meeting Date:**

### RESOLUTION

**Resolution to:**

Please approve a request by the Macomb County Health Department to increase budgeted revenues and expenses in the WIC Program (218-60116) by \$88,182 and in the Emergency Preparedness Program (218-60160) by \$2,821 to account for an increase in allocation by the Michigan Department of Community Health.

\*Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately.

\*(This language was added by Health and Human Services Committee Chair Duzyj.)

**Introduced By:**

Andrey Duzyj, Chair, Health and Human Services Committee

**Additional Background Information (If Needed):**

The Michigan Department of Community Health approved an increase in the Health Department's Women, Infants and Children (WIC) Supplemental Nutrition Program caseload by 621 participants resulting in a budget allocation increase of \$88,182. In addition, the State increased the Public Health Emergency Preparedness Program budget by \$2,821. Therefore, the Health Department is requesting that budgeted revenues and expenses for these programs are increased accordingly. A spreadsheet showing the Fund 218 categories into which the increased funds will be allocated is attached.

\*WAIVED TO FINANCE BY HHS COMMITTEE CHAIR

**Committee**

**Meeting Date**

Finance\*

3-12-15

Full Board

3-12-15



# MACOMB COUNTY, MICHIGAN

<b>Resolution Number:</b>	<b>Full Board Meeting Date:</b>

## RESOLUTION

**Resolution to:**

Approve an increase to the FY2014-2015 MCCSA grant funds in the amount of \$1,005,319.

\*Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately.

\*(This language was added by Health and Human Services Committee Chair Duzyj.)

**Introduced By:**

Andrey Duzyj, Chair, Health and Human Services Committee

**Additional Background Information (If Needed):**

MCCSA received additional grant funds from the Department of Human Services, the Department of Education, the Department of Housing and Urban Development, and the Area Agency on Aging 1-B. As a result, the budget for the following programs is increasing:

Weatherization, Michigan Energy Assistance Program (MEAP), Low Income Housing Energy Assistance Program (LIHEAP), The Emergency Food and Assistance Program (TEFAP), Chore Services, Emergency Solutions Grant (ESG), Meals on Wheels, Home Injury Control, and Evidence Based Disease Prevention.

\*WAIVED TO FINANCE BY HHS COMMITTEE CHAIR

Committee	Meeting Date
Finance*	3-12-15
Full Board	3-12-15

**MACOMB COUNTY BOARD OF COMMISSIONERS**  
**2015-16 RULES OF PROCEDURE**

The Board of Commissioners and its meetings shall be governed by the following Rules of Procedure:

**Rule 1. Definitions.**

A. The following definitions shall apply to terms used in these rules.

1. "Appeal to the Board." If a Commissioner believes her/his point of order or privilege has been ruled on unfairly by the chair, she or he may challenge the Chairperson and appeal to the Board. The Chairperson then asks for a motion to uphold the Chairperson, and the vote is taken. The vote decides whether the action decided upon by the Chairperson is valid, or whether the Commissioner is correct.
2. "Board" means the Macomb County Board of Commissioners.
3. "Charter" means the Home Rule Charter of Macomb County, Michigan.
4. "Clerk" means the Macomb County Clerk or his/her designee.
5. "Commissioner" means a Commissioner of the Board.
6. "County" means Macomb County, Michigan.
7. "County Executive" means the person holding the office of Macomb County Executive.
8. "Full Board" means all of the Commissioners elected and serving.
9. "Open Meetings Act" means 1976 PA 267, as amended, MCL 15.261 – 275.
10. "Procedural Motion" means a motion that relates to how the meeting is conducted.
11. "Proclamation" means a resolution approved by the Board recognizing or acknowledging an individual, group or event.
12. "Quorum" means a majority of the Commissioners serving on the Board.
13. "Rules" means these rules of procedures of the Board.
14. "Substantive Motion" means a motion that relates to the purpose of the meeting and that brings business before the Board.
15. "Tribute" means a written form of recognition or acknowledgement honoring a group or individual.

B. Other terms shall have the definitions, if any, provided in the Charter or in statutes related to counties.

**Rule 2. Organizational Meeting and Election of Officers.**

A. At its first meeting of each odd-numbered year, the Board shall be called to order by the Clerk and a roll call taken.

1. If a Quorum is present, the first order of business shall be the election of a Chairperson. The Chairperson shall preside over all subsequent actions of the Board.
2. The next order of business shall be the election of the Vice-Chairperson and a Sergeant-at-Arms.
3. The next order of business shall be the adoption a meeting schedule showing the dates, times and places of the Board's regular monthly meetings.
4. The next order of business shall be for the Board to adopt rules of procedure under which the Board shall operate.

5. The next order of business shall be for the Chairperson to submit committee assignments, listing the members of each committee and the chairperson and vice-chairperson of each committee, for approval by a majority vote of Commissioners.

B. At the first meeting in January of each even-numbered year, the first order of business shall be the election of a Vice-Chairperson and a Sergeant-at-Arms.

C. The elections shall be made by a majority vote of the Commissioners serving.

**Rule 3. Terms of Office; Vacancies.**

The Chairperson shall be elected to a two-year term and the Vice-Chairperson and the Sergeant-at-Arms shall be elected to a one-year term or until a successor, respectively, is elected. In the event of a vacancy in the office of Chairperson, Vice-Chairperson or Sergeant-at-Arms, the vacancy shall be filled at the next regular meeting of the Full Board by a majority vote of the Commissioners serving.

**Rule 4. Removal of an Officer.**

An officer may be removed from office upon the filing with the Chairperson of a petition signed by at least 7 Commissioners that states the reasons for removal and upon a 2/3 vote of Commissioners serving. The officer who is the subject of the petition shall be given a copy of the petition at least 7 days in advance of the meeting at which the proposed removal is on the meeting agenda. The Chairperson shall add the petition to the agenda for the next Full Board meeting, provided the 7 day notice can be given to the officer who is the subject of the petition.

**Rule 5. Duties of Officers.**

A. The Chairperson (or Vice-Chairperson in the absence of the Chairperson) shall:

1. Preside at all meetings of the Full Board. In the absence of both the Chairperson and Vice-Chairperson, the Commissioners present shall elect a Chairperson pro-tempore who will serve only for that meeting or for that part of the meeting in which the Chairperson and Vice-Chairperson are absent.

2. Introduce and present each agenda item, or introduce it and then designate the Clerk or Board staff member who will present the agenda item.

3. Enforce the Rules and conducting meetings in a manner that preserves order and decorum. Commissioners and others in attendance shall comply with the direction of the Chairperson.

4. Annually prepare, propose and present a budget for the Board to the Finance Committee.

5. Administer day-to-day activities of the Commission, including administering the budget for the Board.

B. At any time, the Chairperson may submit the appointment of new members to, or the removal of members from, a committee, subject to the approval of the Board. All vacancies in membership, chairperson or vice-chairperson of committees shall be filled by appointment by the Chairperson, subject to the approval by a majority vote of Commissioners serving.

C. The Sergeant-at-Arms shall attend the Full Board meetings to maintain order and decorum under the direction of the Chairperson and is responsible to ensure compliance with the requirements of a closed session.



**Rule 6. Duties of Commissioners.**

Each Commissioner shall be present at all Full Board and assigned committee meetings and shall vote on each question put, unless he/she has a direct personal or pecuniary interest in the question or unless otherwise legally or ethically required to abstain. If a Commissioner has such an interest or is otherwise legally or ethically required to abstain, the Commissioner shall disclose the interest or other reasons for abstention at the meeting. Each abstention shall be duly recorded in the minutes of the meeting. In the rare event that a Commissioner believes he/she has the right or obligation to abstain from voting, the Commissioner shall consult with the Chairperson and, if necessary, independent counsel.

**Rule 7. Speaking.**

A. When a Commissioner desires to speak on any matter or issue before the Board, he/she shall first seek recognition to speak from the Chairperson. The Chairperson may speak to points of order and shall decide questions of order subject to an Appeal to the Board. When two or more Commissioners request to make a motion and/or address the Board at the same time, the Chairperson shall call on the Commissioner who the Chairperson believes was first to speak.

B. When a Commissioner is about to speak in debate or present any matter to the Board, he/she shall respectfully address himself/herself to the Chairperson. He/she shall confine himself/herself to the question under debate and avoid debate or argument that calls into question the personality, integrity, or motives of another Commissioner.

C. Free, open and orderly debate on issues confronting the Board as a legislative body may demand that a Commissioner be privileged to speak on a matter more than once. However, a Commissioner shall not be privileged to speak or hold the floor on a matter for more than 10 minutes or more than once (on the same question) until all other Commissioners present are first given the opportunity to be heard.

**Rule 8. Motions.**

A. The Board shall take action by way of motions. No motion may be acted upon until it has been duly supported or seconded by a Commissioner.

1. A Substantive Motion shall be reduced to writing, unless waived by the Chairperson.
2. A Procedural Motion shall be reduced to writing if requested by the Chairperson.
3. The Chairperson shall restate a motion or, if in writing, the motion shall be read aloud by the Clerk before being debated.

B. Any Commissioner who wishes to make a motion or second a motion must first secure recognition by the Chairperson.

C. Except where permission is otherwise granted by the Chairperson, discussion of a motion before the Board or other pending business shall be limited to Commissioners.

D. Unless the agenda provides that it is just an item on which no action is to be taken, a motion must be before the Board in order to discuss an agenda item that has been presented by the Chairperson for consideration.

E. No motion shall be adopted by the Board until stated by the Chairperson.

F. Any motion may be withdrawn by the sponsor at any time before decision or amendment by the Board.

G. The following motions will be in order:

1. To take action on a resolution or ordinance.
2. To call the question. A motion to call the question shall require the affirmative vote of a two-third majority of Commissioners serving.

3. To amend or modify a motion made to take action, but such amending motion will be disposed of before any other motion to amend or modify the original motion will be in order. Once approved by a majority vote of Commissioners serving, a motion to amend or modify a motion shall be combined with the original motion.
  4. To postpone action to another specified meeting or until occurrence of a condition or event.
  5. To refer or re-refer a matter to a Board committee.
  6. To postpone indefinitely. A motion to postpone indefinitely the further consideration of any motion or other matter shall require the affirmative vote of a majority of Commissioners serving and the vote upon such a motion shall not be reconsidered.
  7. To reconsider a vote (including a vote resulting in a tie) or other action that has been taken by the Board, but only if no action has been taken in reliance upon such vote or action.
    - a. Any Commissioner on the prevailing side on a vote or action may move for reconsideration of such vote or action at the same meeting the vote or action was made or at the next regular meeting of the Board, but at no other subsequent meeting.
    - b. No vote or other action shall be reconsidered more than once. A motion to reconsider shall require the affirmative vote of a majority of Commissioners serving.
    - c. When a motion to reconsider fails, it cannot be renewed.
    - d. This does not preclude the Board from again dealing with an issue, policy, decision or other action based upon significant new information unavailable to the Board when the decision or other action was initially taken.
  8. To go into closed session as permitted by and in accordance with the Open Meetings Act.
  9. To call a recess at the discretion of the Chairperson.
  10. To adjourn.
- H. With the exceptions of a (i) motion to table, (ii) motion to postpone, (iii) motion to adjourn, or (iv) to call the question, each of the motions listed above may be subject to discussion or debate by the Board.

**Rule 9. Ordinances and Resolutions.**

The Board shall act by ordinance if required by Charter or law, otherwise by resolution. All acts of the Board imposing a penalty shall be by ordinance. All resolutions and ordinances, and any amendments thereto if requested by the Chairperson, shall be reduced to writing prior to consideration by the Board.

**Rule 10. Proclamations and Tributes.**

- A. Any Commissioner may sponsor a Proclamation and present such Proclamation for approval by the Board. Each Commissioner may add his or her name as a co-sponsor only with the permission of the sponsor.
- B. Any Commissioner may prepare and present a Tribute to honor a particular individual or group. A Tribute does not require approval of the Board.

**Rule 11. Amendment/Suspension of Rules.**

- A. The Board may amend the Rules following recommendation from the Government Operations Committee and by a 2/3 vote of the Commissioners serving.

B. The Board may suspend the operation of the Rules temporarily by a vote of 2/3 of the Commissioners present, but such amendment or suspension shall not relieve the Board from complying with applicable law.

**Rule 12. Meeting Notices.**

A. Each Commissioner shall receive a notice of all meetings electronically unless otherwise designated in writing to the Chairperson.

B. The Chairperson shall prepare a proposed regular meeting agenda and provide notice of meetings, including the proposed agenda, which shall be delivered to Commissioners at least 5 calendar days prior to the regular meeting. The Chairperson shall have the discretion to add items to a meeting agenda at any time prior to the meeting. The notices shall specify the date and time of the meeting. Each Commissioner may waive the foregoing notice requirements.

C. The time required for notice of all meetings shall comply with the Open Meetings Act.

D. Notice of regular and special meetings shall be made available to the public by posting on the Board's website and as otherwise is necessary to comply with the Open Meetings Act.

**Rule 13. Regular Meetings.**

A. Regular meetings of the Board shall be held monthly on days as designated by the Board, as recommended by the Chairperson.

B. A notice of the regular meeting schedule, stating the dates, times, and places of the Board's regular meetings, shall be posted within 10 days after the first meeting of the Board in each calendar year.

**Rule 14. Special Meetings.**

A. The Chairperson may call a special meeting. A special meeting of the Board may also be held when requested by at least one-third of Commissioners serving. The request shall be in writing, shall be addressed to the Clerk and shall specify the time, date, place and purpose of the meeting. Upon the call of the Chairperson or upon receipt of a request, the Clerk shall immediately give notice in the manner selected by each Commissioner.

B. Dates and times of special meetings must be posted at least 18 hours before the meeting. The notice must be posted in a prominent and conspicuous place at both the Board's principal office and on a portion of the Board's website. The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for special meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those special meetings.

**Rule 15. Voting.**

A. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands, voice vote, or a roll call vote so that the vote of each Commissioner is recorded. No motion shall be valid unless approved at a meeting of the Board and a proper record is made of the vote.

B. In accordance with the Open Meetings Act, each Commissioner's vote must be made in a public session in order to be counted. No votes of any kind, or polling to attempt to determine potential votes, will be allowed outside of public sessions or in closed sessions of the Board.

C. Following each vote, it shall be announced that the motion passed or failed, and if not a unanimous vote, the number voting "yes," the number voting "no," the Commissioners' last names of those voting "no," the number abstaining, and the Commissioners' last names of those abstaining shall be announced.

D. Abstentions are not counted as votes for or against a motion. Therefore, in situations in which a specified number of affirmative votes is required by law or these Rules, and abstentions have been noted, the motion shall fail if the specified number of affirmative votes have not been cast. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

E. The Clerk shall call roll by Commissioners' last names only, as follows:

1. Attendance shall be called in alphabetical order according to Commissioner last names.
2. The calling of a roll on a motion shall begin with the Commissioner who made the motion. The Commissioner who seconded the motion shall be called to vote second on the motion. The Clerk shall proceed to call the roll in alphabetical order according to Commissioner last names, except the Vice-Chairperson shall be called to vote second-to-last and the Chairperson shall be called to vote last, unless the Vice-Chairperson made or seconded the motion. At the next meeting of the Board, the Clerk shall begin the alphabetical list with the second Commissioner on the alphabetical listing. Other Commissioners shall be called to vote according to the regular sequence on the alphabetical listing, except that the Commissioner who was called to vote first at the last meeting shall be called to vote immediately prior to the Vice-Chairperson at the next meeting.

F. Any Commissioner may request that his/her vote be changed if such request is made prior to announcement of whether the vote passed or failed.

G. After the first vote is given, no Commissioner shall be entitled to speak on the question, nor shall any motion be in order until such roll call is completed and the result declared.

#### **Rule 16. Order of Business.**

A. The Order of Business of the Board at regular meetings shall be as follows:

1. Call to order.
2. Pledge of allegiance.
3. Attendance roll call.
4. Invocation.
5. Approval of agenda.
6. Reading, correction and approval of minutes.
7. Public participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda).
8. Correspondence from Office of County Executive.
9. Reports from committees.
10. Proclamations.
11. New business.
12. Public participation (five minutes maximum per speaker or longer at the discretion of the Chairperson).
13. Closed session.
14. Any action required after a closed session.
15. Adjournment.

B. By motion, the Board may approve an agenda in a different order when doing so is deemed by the Board to be necessary or appropriate to ensure the orderly flow of the meeting, in the interests to those attending the meeting, to accommodate those present to address particular issues, to accommodate the request of a Commissioner who needs to leave to attend to other business, or for other reasons stated.

C. Except when a different time is needed and provided for by motion as explained in the preceding paragraph, closed sessions should normally occur at the end of the meeting and, prior to entering into a closed session the Chairperson should state whether or not action is anticipated after the closed session.

**Rule 17. Committees and Subcommittees.**

A. The Board shall have the following standing committees, all of which shall be committees of the whole:

1. Government Operations.
2. Health & Human Services.
3. Justice & Public Safety.
4. Infrastructure/Economic Development.
5. Finance.
6. Audit (which shall meet on the request of the Board Chairperson or the Audit Committee Chairperson).

B. These Rules are the rules of procedure for all committees and subcommittees as applicable.

1. An item may be waived directly to the Board for review, evaluation and/or determination at the discretion of a committee chairperson.
2. An item that has not been referred for consideration from a committee meeting may be added to an agenda for consideration at a Full Board meeting upon a 2/3 vote of Commissioners serving.
3. An item may be added to a committee agenda at the time the committee is considering adopting the agenda upon a majority vote of members of the committee if the item is submitted in writing to all members of the committee before or at the time the motion to add the item to the agenda is made.

C. The committee chairperson may appoint a subcommittee.

1. Each subcommittee of a committee is a part of that committee and subject to the authority and direction of that committee.
2. Subcommittees shall not hold any meeting except upon authority of the standing committee chairperson.
3. The Board Chairperson may be appointed to a subcommittee. If the Board Chairperson is not appointed to a subcommittee, the Board Chairperson shall be a non-voting *ex officio* member of that subcommittee.

D. Each committee and subcommittee shall keep minutes of all committee and subcommittee committee actions and shall report, respectively, such actions to the Full Board or to the standing committee.

E. The chairpersons of two or more committees may arrange for a joint meeting of their committees when, in their judgment, special circumstances would warrant such a joint meeting or the conducting of business of the Board will be better served.

F. Committee chairpersons shall meet with the Board's staff at least 6 business days prior to a scheduled committee meeting to review the proposed agenda and any needed supporting materials. This does not prevent later changes to the agenda, but it intended to provide sufficient time to assemble agenda packets and transmit them to committee members and others on a timely basis.

**Rule 18. Duties of the Clerk.**

A. The Clerk shall be the clerk to the Full Board. The Clerk shall perform all duties ordinarily pertaining to such office including, but not limited to, the following:

1. Recording all the proceedings of the Board in a book provided for that purpose.
2. Making regular entries of all Board resolutions and decisions upon all questions.
3. Recording the vote of each Commissioner on any ordinance, resolution, and appointment or election of an office submitted to the Board.
4. Performing such other and further duties as the Board may, from time to time, require by resolution.

B. The Clerk, or his/her duly appointed deputy, shall be present and take minutes at all meetings of the Full Board. In the Clerk's absence, the Chairperson, with the approval of the majority of Commissioners present and voting, shall appoint a clerk for that meeting until the Clerk arrives.

**Rule 19. Minutes.**

A. The Clerk shall prepare minutes, including those minutes taken in closed session, as required by the Open Meetings Act and these Rules. A copy of the proposed minutes of each Board meeting shall be prepared and distributed by the Clerk to each Commissioner prior to the next scheduled meeting of the Board or Committee.

B. The Clerk shall keep all adopted resolutions and ordinances arranged in the order of their adoption.

**Rule 20. Workgroups.**

A. The Chairperson may propose to the Board the appointment of informal *ad hoc* workgroups for purposes of advising the Board on policy issues. The proposal shall specify the purpose of the workgroup.

B. The Chairperson may appoint members of the workgroup, subject to the approval by a majority vote of Commissioners serving. Workgroup members may include Commissioners, County employees or others who are familiar with the applicable subject matter.

C. The workgroup shall report to the Board regarding any recommendations of the workgroup.

D. Meetings of workgroups shall comply with applicable requirements of the Open Meetings Act.

**Rule 21. Public Participation.**

A. Public attendance at a meeting shall be allowed as provided in the Open Meetings Act.

B. Comments by members of the audience shall be limited to the public participation times set aside on the agenda or any public hearing. Discussion will otherwise be limited to Commissioners and those upon with which the Chairperson may direct questions or other interaction with respect to an agenda item.

C. The Chairperson shall have the discretion to curtail public comments that are repetitive and may limit public comments if they are so prolonged as to unduly interfere with the ability of the Board to address other items on the meeting's agenda.

**Rule 22. Board Appointments.**

A complete, notarized application (provided by the Board Office or obtained from the Board Office website), including qualifications and biographical data, for an appointment to a committee, board or commission that the Board shall have the authority to make shall be submitted to the Board Office at least one day before the meeting in which the Full Board or a committee is scheduled to consider the appointment.

**Rule 23. Notices and Correspondence from County Executive.**

Any notices or correspondence required by the Charter to be given to the Board by the County Executive shall be addressed to the Chairperson and deemed received when delivered to the Chairperson and date-stamped by Board staff. The date of the stamp shall be the official date of receipt. The Chairperson shall refer the notices or correspondence to the appropriate committee chairperson or the Full Board, at the Chairperson's discretion.

**Rule 24. Charter Timelines.**

The Board shall follow all time limits imposed by the Charter as summarized on the attached table.

**Rule 25. Expiration.**

The Rules shall be in effect until replaced by the Board in the current session or succeeding session.

**CHARTER SECTIONS IMPOSING TIME LIMITS FOR THE  
 BOARD OF COMMISSIONERS**

<u>Category</u>	<u>Time Limit</u>	<u>Charter §</u>	<u>Charter Text</u>
Organization Plan	50 Days; 75 Days	3.6.4	"The Commission shall hold a public hearing on the Executive's proposed Organization Plan or any proposed amendment within 50 days of its submission and must either approve, with or without amendment, or reject the proposed Organization Plan or any amendment within 75 days after its submission."
Executive Appointments	75 Days	3.8 (b)	Commission must "approve or reject a proposed appointment" of the Executive that requires Commission approval "within 75 days after its submission;" otherwise, "the appointment becomes effective."
Override Veto	30 Days	4.4 (f)	"[T]he Commission may: * * * (f) Override a veto by Executive within 30 days by at least a 2/3 vote of the Commissioners serving."
Vacancy of Commissioner	30 Days	4.8	If a vacancy occurs in the office of a County Commissioner due to death, resignation, removal of residency from the district, or removal from office, the Board of Commissioners is required to appoint "a registered and qualified elector of the district" "within 30 days by a Majority of the Commissioners."
Budget	Prior to beginning of each fiscal year (October 1)	8.7	"Before the beginning of each fiscal year . . . , the Commission shall adopt a balanced line item operating budget and an appropriations ordinance in accordance with law."  (Since consolidating September FY end and December FY end funds to a single budget adoption process, the Commission must do so based on timelines for September FY end funds.)
Budget Amendment	45 Days	8.11.1 & 8.11.2	If the Executive certifies to the Commission a reduction in estimated revenue or certifies to the Commission that expenditures have exceeded appropriated levels and submits a proposed appropriation reduction or a proposed appropriation amendment, and "the Commission fails to amend the appropriation ordinance within 45 days after certification of the reduced revenue" or "the excess expenditures," the requested appropriation amendment "submitted by the Executive becomes effective."