

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Human Services Committee

AGENDA

via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

October 5, 2021 - 3:00 p.m.

Marcia Hovey-Wright, Chair
Zach Lahring, Vice-Chair

Connect to Zoom from your computer tablet or smartphone at:

<https://us06web.zoom.us/j/82740836102?pwd=Q1V0TEkwV2dkQ21VZ1R2b2VPUmxvdz09>

Phone: (312) 626-6799

Meeting ID: 827 4083 6102

Passcode: 758183

Cell phones may mute & unmute by dialing *6
Raise and lower hand to speak by dialing *9

To raise your digital hand from your PC or
MAC, at the bottom of the window on the right
side of the screen, click the button labeled
"Raise Hand"

View the meeting on Facebook at:

<https://www.facebook.com/MuskegonCountyMI>

1. Call to Order
2. Roll Call (w/location)
3. Approval of Minutes of September 7, 2021
4. Public Comment (on an agenda item)
5. Items for Consideration

HS21/10 – 25

To accept the "Agreement for Extension Services" submitted by Michigan State University (MSU) Extension for FY22 programs and services, with no change in general fund allocation; and authorize the Board Chair to sign.

HS21/10 – 26

To approve additional funding for FY21 in the amount of \$5,292.36 for Orchard View Community Education for Senior Activities; and to authorize the designated Senior Millage Grants Administrator, Senior Resources to proceed with the administration of the programs.

6. Unfinished Business
7. New Business
8. Public Comment
9. Final Board Comment
10. Adjourn (call of the Chair)

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the Commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of the majority of the Commission.

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

MUSKEGON COUNTY BOARD OF COMMISSIONERS
Human Services Committee

via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

September 7, 2021 – 3:00 p.m.

Marcia Hovey-Wright, Chair
Zach Lahring, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Hovey-Wright at 4:01 p.m.

ROLL CALL

Present: Doug Brown, Susie Hughes, Zach Lahring, Charles Nash, Bob Scolnik,
Rillastine Wilkins, Marcia Hovey-Wright

Excused Kim Cyr, Malinda Pego

Also Present: Mark Eisenbarth, County Administrator; Kathy Tharp, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Hughes, supported by Commissioner Brown, to approve the minutes of the August 3, 2021 meeting as written. (Voice Vote) **Motion Carried.**

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION

HS21/09 - 22 It was moved by Commissioner Nash, supported by Commissioner Hughes, to authorize Public Health to request bids for drinking water laboratory analysis for the period of October 2021 through September 2022 with the option for two one-year renewals, with no change in general fund appropriation.

Roll Call:

Yes: Susie Hughes, Zach Lahring, Charles Nash, Bob Scolnik, Rillastine Wilkins, Doug Brown,
Marcia Hovey-Wright

No: None

Motion carried.

HS21/09 - 23 It was moved by Commissioner Nash, supported by Commissioner Wilkins, to approve entering into a contract agreement with Senior Resources for Senior Millage Grants Administration Services effective October 1, 2021 through September 30, 2023.

Roll Call:

Yes: Zach Lahring, Charles Nash, Bob Scolnik, Rillastine Wilkins, Doug Brown, Marcia Hovey-Wright

No: Susie Hughes

Motion carried.

HS21/09 - 24 It was moved by Commissioner Nash, supported by Commissioner Wilkins, to approve the Resolution to declare September 2021 as National Recovery Month in Muskegon County; and that a copy of this Resolution be sent to Governor Whitmer, Senator Jon

Bumstead, Representative Terry Sabo, Representative Greg VanWoerkom, the Michigan Senate, the Michigan House of Representatives, Michigan Association of Counties and to the Clerk of each County in the State of Michigan.

Roll Call:

Yes: Charles Nash, Bob Scolnik, Rillastine Wilkins, Marcia Hovey-Wright

No: Doug Brown, Susie Hughes, Zach Lahring

Motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

FINAL BOARD COMMENT

None

ADJOURNMENT

There being no further business to come before the Human Services Committee, the meeting adjourned at 5:46 p.m.

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 2021-10-05

Requesting Department: Public Health

Full Board Date: 2021-10-12

Budget: Budgeted

Agenda Number: HS21/10 - 25

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to accept the "Agreement for Extension Services" submitted by Michigan State University (MSU) Extension for FY22 programs and services, with no change in general fund allocation; and authorize the Board Chair to sign.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Public Health is requesting authorization to accept the proposed "Agreement for Extension Services" submitted by Michigan State University (MSU) Extension in the amount of \$151,565 to help fund services and programs provided to Muskegon County residents. The continuation of this partnership will bring vast educational knowledge and MSU resources directly to individuals, agencies and businesses in our community. MSU Extension will provide educational programs and technical assistance in the following subject matter areas: Agriculture and Agribusiness, Children and Youth Development (including 4-H), Health and Nutrition, and Community, Food and Environment. The financial component of the agreement includes 1.0 FTE 4-H program coordinator and 0.8 FTE clerical support staff employed by Michigan State University.

Kristen Wade, HR Director Analysis Required? No	Finance Manager: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into on _____ by and between Muskegon County, Michigan (“County”), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY (“MSU”) on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (MSUE”).

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

Further, as an organization committed to the principles of diversity, equity and inclusion, we will work collaboratively with our community partners to ensure participation from the broad human diversity of each community (including race, color, religion, national origin, age, sex, disability, height, weight, marital status, gender, gender identity (gender expression), political beliefs, sexual orientation, family status, veteran status or any other factor prohibited by applicable law) and work to make our programs accessible and inclusive of the multiple realities and forms of knowledge that will support equitable outcomes for all throughout Michigan’s 83 counties;

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 1.0 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone and telephone service sufficient to meet the needs of Personnel utilizing MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs to Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible.
3. Clerical support for staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

.8 FTE MSUE employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at **0 FTE**
5. Funding for additional 4-H program capacity at **0 FTE**
6. Funding for additional paraprofessional(s) at **0 FTE**
7. Total Annual Assessment in the amount of **\$151,565**

Payments due and payable under the terms of this agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, Michigan 48824

C. Staffing and Financial Summary:

A. Base Assessment (includes 1.0 FTE 4-H Program Coordination) \$98,226

ADDITIONAL PERSONNEL

B. .8 FTE Clerical Support Staff to be employed by MSU \$53,339

C. 0 FTE Educator (Program Area:) \$0

D. 0 FTE Additional 4-H Program Coordination \$0

E. 0 FTE Additional paraprofessional staff \$0

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2022: \$151,565

I. Term and Termination

The obligations of the parties under this Agreement will commence on October 1, 2021, the first day of the County budget year 2022 and shall terminate on the last day of such County budget year 2022. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Muskegon County Administrator, 990 Terrace Street, Muskegon, Michigan 49442, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.

2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

MUSKEGON COUNTY

By: _____

Print name: _____

Its: _____

(title)

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever-changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media platforms. We view communication with our constituents through Facebook, Twitter, Instagram, YouTube, and other emerging social media to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange35.8.0.0 - 35.9.255.255 CIDR35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

Office 365 – Details on what to open are at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide>
search.msu.edu
35.9.160.36 (1935,443) authentication)
45.60.149.216
35.9.247.31 (zoom.msu.edu)
d2l.msu.edu (80 and 443) (D2L – Desire to Learn @ Brightspace.com)
108.161.147.0/24, 199.231.78.0/24, 64.62.142.12/32, 209.206.48.0/20 (external) Meraki Cloud communication
199.231.78.148/32, 64.156.192.245/32 (external) Meraki VPN registry

The following applications are necessary on all computers – MS Office (preferably O365, MSUE provides MS licensing), Adobe Acrobat, Zoom, SAP client, VPN client, Antivirus. (Most recent version of Chrome, Firefox, or Edge)

Other notable web server/sites IP addresses:

canr.msu.edu – 52.5.24.1
msue.anr.msu.edu – 52.5.24.1
events.anr.msu.edu/web3.anr.msu.edu – 45.60.11.113
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
master Gardener (External) – 128.120.155.54
extension.org (External) – 54.69.217.186 msu.zoom.us (External)

Questions may be directed to anr.support@msu.edu where they will be routed to the best person to assist you.

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 2021-10-05

Requesting Department: Public Health

Full Board Date: 2021-10-12

Budget: Budgeted

Agenda Number: HS21/10 - 26

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve additional funding for FY21 in the amount of \$5,292.36 for Orchard View Community Education for Senior Activities; and to authorize the designated Senior Millage Grants Administrator, Senior Resources to proceed with the administration of the programs.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

At its regular meeting on August 17, 2021, the Senior Activities Committee (SAC) reviewed and moved to recommend additional funding for FY21 in the amount of \$5,292.36 for Orchard View Community Education for Senior Activities.

Kristen Wade, HR Director Analysis Required? No	Finance Manager: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 

August 9, 2021

Dear Mrs. Betten,

We are writing in regards to the allocation of funding for the Muskegon County Senior Millage. Since our agency returned to work in July 2020, we have been extremely busy with activities and meals for our Senior population.

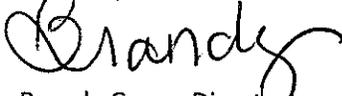
We found it a necessity to rethink the structure of Seniors being together enjoying activities and created Grab and Go options. These options included bingo from home, crafts and snacks. We found very quickly that our Seniors longed to be engaged and truly feel these options kept them going while waiting to be together again.

Since the new funding cycle in October 2020, we have distributed more than 2,500 Grab and Go options for Seniors, provided outdoor dinner/dances, in person Bingo, Euchre, Wood Carving and other activities. Because other agencies have not opened since the pandemic, we have found that many more Seniors are reaching out to us to meet their needs.

We are seeking additional 2020-2021 funding to allow us to provide these same services in September, as we have expended over 85% of our allotted units at this time. We anticipate needing 25 additional units @ \$213.33 per unit, for a total of \$5,292.36.

We appreciate your continued partnership with Orchard View Community Education and look forward to hearing from you.

Sincerely,



Brandy Carey, Director
Orchard View Community Education



Jenni Bowen, Senior Director
Orchard View Community Education