

April 22, 2008

The Regular meeting of the Otsego County Board of Commissioners was held at the Elmira Township Hall, 2035 Mt. Jack Road, Elmira, Michigan. The meeting was called to order at 7:00 p.m. by Chairman Glasser. Invocation by Commissioner Beachnau, followed by the Pledge of Allegiance led by Commissioner Olsen.

Roll call:

Present: Backenstose, Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde.

Excused: Bentz.

The Regular meeting minutes of April 8, 2008 with attachments were approved as corrected. The minutes were corrected to read, invocation by Commissioner Bates.

Administrator's Report:

John Burt reported updating the County website, bids are due May 16th; Sheriff Storage at the DNR property is leaking.

Bill Kerr presented the Board the Equalization report.

Motion by Commissioner Bates, to approve the 2008 Equalization report as presented. Ayes: Unanimous. Motion carried. (see attached)

Rachel Frisch reported on the quarterly financial report.

Correspondence:

Chairman Glasser received an oil and gas lease from the State of Michigan; Objection to injection well; Monthly report from the DEQ regarding air quality permits.

Rudi Edel, Honorable Patricia A. Morse, Honorable Janet M. Allen and Honorable Michael K. Cooper presented to the Board the Courts yearly report.

New Business:

Motion by Commissioner Johnson, to approve Warrant B2008-16 in the amount of \$1,557,055.97 as presented. A motion to amend above motion by Commissioner Johnson to also approve the prepaids in the amount of \$54,975.75. Vote on amendment: Unanimous, Vote on amended motion: Unanimous.

Motion by Commissioner Liss, to approve Warrant B2008-17 in the amount of \$57,106.41 with prepaids in the amount of \$47,875.65 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to approve the purchase of the BS&A Financial software and the associated 2008 information system budget amendment (fund 402) as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Beachnau, to approve the Fraud Policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Backenstose, to approve the 2009 Budget Calendar as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Hyde, to loan \$30,000 from the Property Tax Revolving Fund (fund 516) to the Homestead Audit Fund (fund 616) at a 4% interest rate. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to approve the Bloodborne Pathogen Exposure Control Plan Policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Johnson, to include the Elected Officials on the salary progression schedule for the upcoming term beginning in 2009. County Clerk/ROD and Treasurer class 10, Sheriff class 13, and Prosecutor class 16. Ayes: Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde. Nays: Backenstose. Excused: Bentz. Motion carried. (see attached)

Public Comment:

Scott Woody report on the Airport; June 21st is the Air Fair.

Board Remarks:

Commissioner Liss: Thanked Elmira for hosting the meeting.

Commissioner Johnson: Parks and Recreation meeting.
Justice and Public safety meeting.

Meeting adjourned at 8:30 p.m at the call of the Chair.

Kenneth R. Glasser Chairman

Susan I. DeFeyter, County Clerk

**TO: THE HONORABLE MEMBERS OF THE BOARD OF
COMMISSIONERS, COUNTY OF OTSEGO, MICHIGAN**

I, WILLIAM KERR, CERTIFY THAT I HAVE EXAMINED THE
REPORTS AS PREPARED BY YOUR EQUALIZATION
DEPARTMENT FROM THE ASSESSMENT ROLLS OF THE
VARIOUS TOWNSHIPS AND CITY WITHIN OTSEGO COUNTY AND
FIND THE ROLLS RELATIVELY EQUAL AS ASSESSED.

IT IS MY RECOMMENDATION TO THE BOARD OF
COMMISSIONERS OF THE COUNTY OF OTSEGO, THAT THEY
EQUALIZE THE VALUATIONS OF TAXABLE PROPERTY, BY CLASS
IN OTSEGO COUNTY, FOR THE YEAR 2008 IN COMPLIANCE WITH
SECTIONS 209.5 AND 211.34 MCL OF 1948 AS AMENDED, AND IN
ACCORDANCE WITH THE ATTACHED SCHEDULES.

KENNETH GLASSER, CHAIRMAN
OTSEGO COUNTY BOARD OF COMMISSIONERS

Prepared by: OTSEGO COUNTY EQUALIZATION DEPARTMENT

WILLIAM KERR, DIRECTOR

APPROVED APRIL 22, 2008

MEMO

APRIL 22, 2008

TO: OTSEGO COUNTY BOARD OF COMMISSIONERS

FROM: WILLIAM KERR, DIRECTOR
EQUALIZATION DEPARTMENT

SUBJECT: THE EQUALIZATION REPORT

2007 County Equalized Value	1,644,410,800
2008 County Equalized Value	1,650,508,050

This represents a: \$6,097,250 (0.37 %) increase in County Equalized Value.
In 2007 the increase in County Equalized Value was 3.33%.

You must read this report with the following in mind:

The County Equalization Report shows how each municipality is equalized. These figures are an assemblage of information that starts in April and ends in October with the final value. This information is comprised of sales and appraisals studies. The true cash value is compared against the Assessors value for each municipality. This data is listed, checked, valued and recorded by my appraisal staff.

I review, analyze, correct, if necessary, and submit this information to you.

Upon your approval, this report is submitted to the State Tax Commission. Upon their approval the County Equalized Value becomes the State Equalized Value for the County. This value can be adjusted, on an individual property, by the July or December Local Boards of Review, the State Tax Commission or the State Tax Tribunal

The report you are reading is the County Equalized Value. **THIS VALUE IS NOT USED IN THE PREPARATION OF THE TAX BILL.**

1. The value used in the preparation of the Tax Bill is the Taxable Value of your property. The Taxable Value divided by 1000 and multiplied by the Millage rate equals your Tax.
2. The Taxable Value is determined in May of each year. This value is the lesser of the State Equalized Value or the Capped Value. The Capped Value is determined by State Law as the lesser of the Consumer Price Index (2.3 %) or 5%.

OTSEGO COUNTY

UNIT TOTALS

04/03/2008

2008 ASSESSED - BOARD OF REVIEW			
UNIT	REAL	PERSONAL	TOTAL
BAGLEY	291,128,300	20,031,900	311,160,200
CHARLTON	144,523,600	30,805,200	175,328,800
CHESTER	97,282,350	36,660,350	133,942,700
CORWITH	87,210,000	11,916,800	99,126,800
DOVER	61,253,800	8,221,200	69,475,000
ELMIRA	90,037,050	8,122,600	98,159,650
HAYES	137,537,300	19,575,200	157,112,500
LIVINGSTON	143,210,450	23,824,400	167,034,850
OTSEGO LAKE	198,059,900	8,980,400	207,040,300
CITY OF GAYLORD	207,481,700	24,645,550	232,127,250
COUNTY TOTAL	1,457,724,450	192,783,600	1,650,508,050

2008 COUNTY EQUALIZED VALUE			
UNIT	REAL	PERSONAL	TOTAL
BAGLEY	291,128,300	20,031,900	311,160,200
CHARLTON	144,523,600	30,805,200	175,328,800
CHESTER	97,282,350	36,660,350	133,942,700
CORWITH	87,210,000	11,916,800	99,126,800
DOVER	61,253,800	8,221,200	69,475,000
ELMIRA	90,037,050	8,122,600	98,159,650
HAYES	137,537,300	19,575,200	157,112,500
LIVINGSTON	143,210,450	23,824,400	167,034,850
OTSEGO LAKE	198,059,900	8,980,400	207,040,300
CITY OF GAYLORD	207,481,700	24,645,550	232,127,250
COUNTY TOTAL	1,457,724,450	192,783,600	1,650,508,050

OTSEGO COUNTY

**DETERMINATION OF VARIANCE BETWEEN RECOMMENDED COUNTY
EQUALIZED VALUES AND LAST YEAR'S STATE EQUALIZED VALUES**

	2007	2008	VARIANCE	PERCENT OF COUNTY TOTAL 2007	04/03/2008 PERCENT OF COUNTY TOTAL 2008
REAL PROPERTY	1,466,325,050	1,457,724,450	-0.59%	89.17%	88.32%
PERSONAL PROPERTY	178,085,750	192,783,600	8.25%	10.83%	11.68%
COUNTY TOTAL	1,644,410,800	1,650,508,050	0.37%	100.00%	100.00%
AGRICULTURAL	66,581,793	67,296,453	1.07%	4.05%	4.08%
COMMERCIAL	257,912,994	241,547,300	-6.35%	15.68%	14.63%
INDUSTRIAL	48,092,332	46,832,700	-2.62%	2.92%	2.84%
RESIDENTIAL	1,093,737,931	1,102,047,997	0.76%	66.51%	66.77%
TIMBER CUTOVER	0	0	0.00%	0.00%	0.00%
DEVELOPMENTAL	0	0	0.00%	0.00%	0.00%
PERSONAL	178,085,750	192,783,600	8.25%	10.83%	11.68%

OTSEGO COUNTY

EQUALIZED VALUE CHANGE 2007 TO 2008

04/03/2008

UNIT	2007 S.E.V.	INCREASE(DECREASE)	2008 C.E.V.
BAGLEY	320,872,976	-9,712,776	311,160,200
CHARLTON	167,474,150	7,854,650	175,328,800
CHESTER	127,066,600	6,876,100	133,942,700
CORWITH	97,821,800	1,305,000	99,126,800
DOVER	67,584,400	1,890,600	69,475,000
ELMIRA	91,166,074	6,993,576	98,159,650
HAYES	153,661,600	3,450,900	157,112,500
LIVINGSTON	161,863,900	5,170,950	167,034,850
OTSEGO LAKE	216,821,750	-9,781,450	207,040,300
CITY OF GAYLORD	240,077,550	-7,950,300	232,127,250
COUNTY TOTAL	1,644,410,800	6,097,250	1,650,508,050

OTSEGO COUNTY SEVEN YEAR EQUALIZATION COMPARISON

04/03/2008

UNIT	2002	2003	2004	2005	2006	2007	2008
BAGLEY	254,440,850	271,090,074	290,716,600	295,978,500	311,626,450	320,872,976	311,160,200
CHARLTON	126,824,450	141,021,350	149,925,350	163,352,000	163,246,425	167,474,150	175,328,800
CHESTER	99,369,400	106,004,150	114,669,000	121,687,600	124,929,600	127,066,600	133,942,700
CORWITH	70,325,350	80,227,731	89,903,800	94,904,850	89,506,700	97,821,800	99,126,800
DOVER	43,530,150	49,574,950	56,059,200	63,226,950	66,786,100	67,584,400	69,475,000
ELMIRA	66,923,850	71,993,463	78,733,843	84,497,054	87,057,072	91,166,074	98,159,650
HAYES	110,006,650	121,784,900	129,873,350	139,938,150	145,996,850	153,661,600	157,112,500
LIVINGSTON	120,576,450	141,751,950	145,988,250	153,608,655	161,866,250	161,863,900	167,034,850
OTSEGO LAKE	153,015,050	166,171,850	181,280,850	198,317,700	206,816,550	216,821,750	207,040,300
CITY OF GAYLORD	192,625,150	199,671,750	224,035,239	228,124,017	233,522,400	240,077,550	232,127,250
COUNTY TOTAL	\$1,237,637,350	\$1,349,292,168	\$1,461,185,482	\$1,543,635,476	\$1,591,354,397	\$1,644,410,800	\$1,650,508,050

OTSEGO COUNTY

EQUALIZED VALUE CHANGE BY YEAR

04/10/2008

YEAR	STATE EQUALIZED VALUE	PERCENT OF CHANGE
1975	133,826,575	0.00%
1976	146,765,753	9.67%
1977	164,001,372	11.74%
1978	207,947,587	26.80%
1979	227,939,047	9.61%
1980	253,973,699	11.42%
1981	284,896,102	12.18%
1982	307,215,311	7.83%
1983	334,509,410	8.88%
1984	347,660,350	3.93%
1985	357,992,291	2.97%
1986	366,464,855	2.37%
1987	373,224,669	1.84%
1988	382,377,000	2.45%
1989	402,486,952	5.26%
1990	433,702,451	7.76%
1991	477,198,053	10.03%
1992	509,887,587	6.85%
1993	574,469,340	12.67%
1994	606,726,105	5.62%
1995	654,404,671	7.86%
1996	724,299,869	10.68%
1997	780,693,610	7.79%
1998	860,368,916	10.21%
1999	933,851,735	8.54%
2000	1,027,910,635	10.07%
2001	1,123,214,214	9.27%
2002	1,237,637,350	10.19%
2003	1,349,292,168	9.02%
2004	1,461,185,482	8.29%
2005	1,543,635,476	5.64%
2006	1,591,354,397	3.09%
2007	1,644,410,800	3.33%
2008	1,650,508,050	0.37%

OTSEGO COUNTY

RECOMMENDED EQUALIZED VALUE BY CLASS AGRICULTURAL

04/10/2008

UNIT	2008 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	2,715,100	49.07%	1.0000	2,715,100	5,532,567
CHARLTON	17,803,000	49.13%	1.0000	17,803,000	36,238,057
CHESTER	8,586,100	49.76%	1.0000	8,586,100	17,254,688
CORWITH	2,273,200	49.46%	1.0000	2,273,200	4,596,309
DOVER	8,727,200	49.48%	1.0000	8,727,200	17,638,894
ELMIRA	6,533,953	49.43%	1.0000	6,533,953	13,219,522
HAYES	5,991,100	49.60%	1.0000	5,991,100	12,077,637
LIVINGSTON	14,577,000	49.88%	1.0000	14,577,000	29,224,768
OTSEGO LAKE	89,800	50.00%	1.0000	89,800	181,200
CITY OF GAYLORD	0	0	1.0000	0	0
COUNTY TOTAL	67,296,453	49.50%		67,296,453	135,963,641

OTSEGO COUNTY

RECOMMENDED EQUALIZED VALUE BY CLASS COMMERCIAL

04/03/2008

UNIT	2008 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	31,081,700	49.11%	1.0000	31,081,700	63,290,078
CHARLTON	1,736,900	49.22%	1.0000	1,736,900	3,528,604
CHESTER	1,294,400	49.92%	1.0000	1,294,400	2,592,798
CORWITH	5,137,000	49.01%	1.0000	5,137,000	10,480,693
DOVER	11,792,400	49.96%	1.0000	11,792,400	23,602,201
ELMIRA	3,957,200	49.97%	1.0000	3,957,200	7,918,445
HAYES	3,342,000	49.86%	1.0000	3,342,000	6,703,268
LIVINGSTON	38,051,100	49.20%	1.0000	38,051,100	77,337,833
OTSEGO LAKE	8,334,300	49.57%	1.0000	8,334,300	16,814,434
CITY OF GAYLORD	136,820,300	49.63%	1.0000	136,820,300	275,697,214
COUNTY TOTAL	241,547,300	49.50%		241,547,300	487,965,569

OTSEGO COUNTY

RECOMMENDED EQUALIZED VALUE BY CLASS INDUSTRIAL

04/03/2008

UNIT	2008 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	17,433,300	49.68%	1.0000	17,433,300	35,091,545
CHARLTON	3,154,500	49.60%	1.0000	3,154,500	6,360,264
CHESTER	1,670,000	49.22%	1.0000	1,670,000	3,393,160
CORWITH	2,497,800	49.58%	1.0000	2,497,800	5,038,064
DOVER	162,100	49.52%	1.0000	162,100	327,342
ELMIRA	0	0.00%	1.0000	0	0
HAYES	1,540,400	49.87%	1.0000	1,540,400	3,089,031
LIVINGSTON	600,000	50.00%	1.0000	600,000	1,200,000
OTSEGO LAKE	0	0.00%	1.0000	0	0
CITY OF GAYLORD	19,774,600	49.41%	1.0000	19,774,600	40,024,343
COUNTY TOTAL	46,832,700	49.55%		46,832,700	94,523,751

**OTSEGO COUNTY
RECOMMENDED EQUALIZED VALUE BY CLASS
RESIDENTIAL**

04/03/2008

UNIT	2008 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	239,898,200	49.89%	1.0000	239,898,200	480,848,394
CHARLTON	121,829,200	49.44%	1.0000	121,829,200	246,419,129
CHESTER	85,731,850	49.21%	1.0000	85,731,850	174,207,982
CORWITH	77,302,000	49.34%	1.0000	77,302,000	156,687,541
DOVER	40,572,100	49.01%	1.0000	40,572,100	82,775,891
ELMIRA	79,545,897	49.31%	1.0000	79,545,897	161,305,152
HAYES	126,663,800	49.83%	1.0000	126,663,800	254,196,048
LIVINGSTON	89,982,350	49.14%	1.0000	89,982,350	183,115,804
OTSEGO LAKE	189,635,800	49.75%	1.0000	189,635,800	381,190,330
CITY OF GAYLORD	50,886,800	49.72%	1.0000	50,886,800	102,348,180
COUNTY TOTAL	1,102,047,997	49.57%		1,102,047,997	2,223,094,450

OTSEGO COUNTY
RECOMMENDED EQUALIZED VALUE BY CLASS
DEVELOPMENTAL

04/03/2008

UNIT	2008 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	0	0.00%	1.0000	0	0
CHARLTON	0	0.00%	1.0000	0	0
CHESTER	0	0.00%	1.0000	0	0
CORWITH	0	0.00%	1.0000	0	0
DOVER	0	0.00%	1.0000	0	0
ELMIRA	0	0.00%	1.0000	0	0
HAYES	0	0.00%	1.0000	0	0
LIVINGSTON	0	0.00%	1.0000	0	0
OTSEGO LAKE	0	0.00%	1.0000	0	0
CITY OF GAYLORD	0	0.00%	1.0000	0	0
COUNTY TOTAL	0	0.00%		0	0

OTSEGO COUNTY
RECOMMENDED EQUALIZED VALUE BY CLASS
PERSONAL PROPERTY

04/03/2008

UNIT	2008 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	20,031,900	50.00%	1.0000	20,031,900	40,063,800
CHARLTON	30,805,200	50.00%	1.0000	30,805,200	61,610,400
CHESTER	36,660,350	50.00%	1.0000	36,660,350	73,320,700
CORWITH	11,916,800	50.00%	1.0000	11,916,800	23,833,600
DOVER	8,221,200	50.00%	1.0000	8,221,200	16,442,400
ELMIRA	8,122,600	50.00%	1.0000	8,122,600	16,245,200
HAYES	19,575,200	50.00%	1.0000	19,575,200	39,150,400
LIVINGSTON	23,824,400	50.00%	1.0000	23,824,400	47,648,800
OTSEGO LAKE	8,980,400	50.00%	1.0000	8,980,400	17,960,800
CITY OF GAYLORD	24,645,550	50.00%	1.0000	24,645,550	49,291,100
COUNTY TOTAL	192,783,600	50.00%		192,783,600	385,567,200



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Information System

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

REVENUE

Account Number	Decrease	Increase
4020030 - 400001 - From Fund	\$	\$ 130,000
- - Balance	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
402E901 - 970450 - Software Purchase	\$ 130,000	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 130,000	\$ 130,000

Rachel Frisch
Department Head Signature

4-16-08
Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OTSEGO COUNTY FRAUD POLICY

BACKGROUND

The Otsego County Fraud Policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against Otsego County. It is the intent of Otsego County to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

SCOPE OF POLICY

The policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies, doing business with employees of such agencies, and/or any other parties with a business relationship with Otsego County.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to Otsego County.

POLICY

Otsego County is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the Otsego County Management Team (which includes all department heads, managers, and elected officials of Otsego County) will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the County Administrator, who coordinates all investigations, both internal and external.

ACTIONS CONSTITUTING FRAUD

The terms defalcations, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to Otsego County
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of Otsego County activities
- Disclosing confidential and proprietary information to outside parties
- Disclosing to other persons securities activities engaged in or contemplated by Otsego County
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to Otsego County (exception: gifts less than \$100 in value)

- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment, and/or
- Any similar or related inappropriate conduct

OTHER INAPPROPRIATE CONDUCT

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and Otsego County Administration.

If there is any question as to whether an action constitutes fraud, contact the Otsego County Administrator for guidance.

INVESTIGATION RESPONSIBILITIES

The Otsego County Administrator has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Otsego County Administrator will issue reports to appropriate personnel and if appropriate to the Board of Commissioners. In the event that the suspected fraudulent act was committed by an employee of an elected official, the investigative responsibility will be shared between the County Administrator and the elected official as co-employers.

Decisions to prosecute or refer the examination to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel, the Otsego County Administrator, any affected elected official, and the Board of Commissioners if deemed appropriate, as will final decisions on the disposition of the case.

CONFIDENTIALITY

The department head/manager/elected official and the Otsego County Administrator will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will report the behavior immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Otsego County Administrator. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation", "the crime", "the fraud", "the forgery", "the misappropriation", or any other specific reference.

REPORTING PROCEDURES

The reporting individual should be informed of the following:

- The reporting individual has the option of first reporting the behavior/incident to the department head/manager/elected official. The behavior/incident **must** then be reported to the Otsego County Administrator within 24 hours of becoming aware of the suspected fraud (the matter cannot be dismissed by the department head/manager/elected official).

- In the event that the suspected fraud involves another local unit of government, the County Administrator will report the suspected fraud to the State Department of Treasury.
- If it is not deemed appropriate to discuss the matter with the department head/manager/elected official first, the Otsego County Administrator must be contacted directly.
- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Otsego County Administrator.

TERMINATION

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by Otsego County Administration and, if necessary, by outside counsel, before any such action is taken. The decision to terminate an employee is made by either the department head/manager/elected official or by the Otsego County Administrator.

ADMINISTRATION

The Otsego County Administrator and the Otsego County Board of Commissioners are responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

If the Otsego County Administrator is the person suspected of the inappropriate behavior, the Chairman of the Board of Commissioners shall assume the responsibilities of the Otsego County Administrator in relation to this policy as stated above, during all phases of the process.

APPROVAL

Otsego County Administrator

Date

Chairman, Otsego County Board of Commissioners

Date



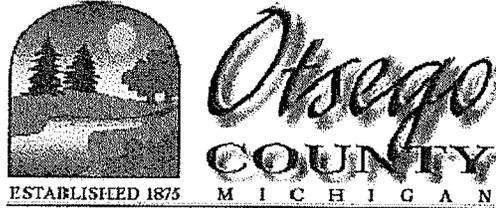
Otsego
COUNTY
M I C H I G A N

FISCAL YEAR 2009 BUDGET CALENDAR

2008

- April 22 Board approve calendar
- July 14 Finance Director prepares budget packets for distribution to departments. Management Team members also asked to complete narratives, strategic plans and equipment request lists using designated format.
- August 8 Departments submit completed budget requests, narratives, strategic plans, and equipment lists to the Finance Director.
- August 13 - August 15 Administration staff conduct initial review of department budgets with department heads and elected officials as necessary.
- August 22 Departmental budgets submitted to Board of Commissioners.
- August 29 Component Units Budgets Due to Finance Director
(Parks, Library, U Ctr, EMS, Road Cmsn, Cmsn on Aging, Bus, Sportsplex, M-TEC)
- September 2 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- September 9 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- September 16 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- September 23 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- September 30 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- October 7 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- October 14 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- October 21 Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212
- November 8&12 Public Hearing notices published in Gaylord Herald Times
- November 25 Board holds Truth-in-Taxation hearing and Public Hearing on the Budget. Adopts General Appropriations Act resolution.

All Budget Work Sessions will be conducted in Room 212 of the downtown Courthouse, 225 West Main, Gaylord, MI 49735. In compliance with the Americans with Disabilities Act, persons requiring assistance to fully participate in the meeting should contact the County Administrator's office 12 hours prior to the meeting.



BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

PURPOSE:

In accordance with the MIOSHA (Michigan Occupational Safety and Health Administration) Rule 325.70000, Otsego County has developed a bloodborne pathogen hazard control plan. The purpose of this plan is to protect affected employees from exposure to blood and potentially infectious materials. Potentially infectious materials include:

- semen
- vaginal secretions
- amniotic fluid
- cerebrospinal fluid
- peritoneal fluid
- pleural fluid
- pericardial fluid
- synovial fluid
- saliva in dental procedures
- any body fluid visibly contaminated with blood
- all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

PLAN ADMINISTRATOR:

Otsego County's exposure control plan will be administered by the Human Resources Director. The Human Resources Director shall review and update the plan once a year.

EXPOSURE DETERMINATION:

All employees shall be categorized according to their anticipated tasks in order to determine whether there is actual or reasonably anticipated exposure to blood or other potentially infectious materials. This exposure determination shall be made without regard to the use of personal protective equipment. (Employees are considered exposed even if they use personal protective equipment.)

Category A includes occupations which require procedures or other occupation-related tasks that involve exposure or reasonably anticipated exposure to blood or other potentially infectious materials, or that involve a likelihood for spills or splashes of blood or other potentially infectious materials. This includes procedures or tasks conducted in nonroutine situations as a condition of employment.

The following employees at Otsego County are included in category A:

- Correction Officers
- Sheriff's Deputies
- Animal Control Officers

Category B consists of occupations that do not require tasks that involve exposure to blood or other infectious materials on a routine or nonroutine basis as a condition of employment. Employees in occupations in this category do not perform or assist in emergency medical care or first aid and are not reasonably anticipated to be exposed in any other way.

All Otsego County employees not employed as Corrections Officers, Sheriff's Deputies or Animal Control Officers are category B employees.

METHODS OF COMPLIANCE:

A. UNIVERSAL PRECAUTIONS

Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. If differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

All Correction Officers, Sheriff's Deputies, and Animal Control Officers shall wear the appropriate personal protective equipment required for the situation.

B. ENGINEERING CONTROLS

Engineering controls shall be used in combination with work practice controls to minimize or eliminate employee exposures to blood or other potentially infectious materials. Where exposure remains after use of engineering and work practice controls, personal protective equipment shall be used. The following engineering controls will be used:

1. List engineering controls with maintenance schedule to ensure their effectiveness:

- a. examples*
- b. sharp containers*
- c. self retracting needles*
- d. disposable mouthpieces*

C. WORK PRACTICES

1. Handwashing is the most important control to prevent the spread of infectious diseases. An employee shall wash his or her hands immediately after removing gloves or other protective clothing, as soon as possible after hand contact with blood or other potentially infectious materials.

- a. If hand washing facilities are available, then:
 1. Avoid touching the sink.
 2. Use a paper towel to turn the knob of the water faucet.
 3. Wet your hands and wrists.
 4. Work soap into a lather.
 5. Vigorously rub together all surfaces of lathered hands for 10-15 seconds. Wash around and under rings and under fingernails.
 6. Rinse hands thoroughly under a stream of water. Point fingers down so water and contamination do not drip toward the elbows.
 7. Dry hands completely with a clean dry paper towel.
 8. Use a paper towel to turn off the faucet.
 - b. If hand washing facilities are not available, a waterless antiseptic hand cleanser or towelette should be used as a temporary measure. The employee should wash the hands with soap and running water as soon as possible.
2. Employees should wash any other skin with soap and water, or antiseptic towelette followed by soap and water, following any contact with blood or other potentially infectious materials.
 3. Employees should flush eyes, nose, mouth with water immediately or as soon as feasible after contamination.

D. PERSONAL PROTECTIVE EQUIPMENT

Employees will be provided and required to use the appropriate personal protective equipment. The personal protective equipment will be provided at no cost to the employee. Personal protective equipment will only be considered appropriate if it does not permit blood or any other potentially infectious material to pass through to or reach an employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucus membranes under normal conditions of use and for the duration of the time that the protective equipment will be used.

1. The following personal protective equipment is provided for the employees:

List personal protective equipment available at company.

- *examples*
- disposable gloves
- disposable gowns
- fluid-proof aprons
- head and foot coverings
- face shields or mask and eye protection

- disposable mouthpieces
 - resuscitation bags
 - disposable pocket masks
 - other ventilation devices.
- a. Gloves shall be worn whenever administering first aid or when entering a home where there is a risk of exposure to infectious materials.
 - b. Where splashes can be reasonably anticipated, face shields or protective eyewear and masks shall be worn.
 - c. If conditions of exposure include the likelihood that clothing will become soaked with blood or other potentially infectious material, protective outer garments, such as gowns shall be worn.
 - d. Disposable mouthpieces, resuscitation bags or pocket masks shall be used to administer mouth-to-mouth resuscitation.
2. Personal protective equipment will be kept in the Sheriff's Department/Patrol Cars/Jail and Animal Control Department/Animal Control Department Vehicles.
 3. Personal protective equipment will be inventoried, inspected and replaced as required to maintain its effectiveness by the Undersheriff, Jail Administrator and Animal Control Director.

E. HOUSEKEEPING

If a blood spill occurs, it must be disinfected with either a 1:10 or 1:100 solution of bleach to water prepared at the time of the incident. The bleach is available in the hall coat closet next to the fax machine for the Sheriff's Department.

F. WASTE DISPOSAL

1. All materials with the exception of sharps possibly contaminated with blood or other potentially infectious material shall be disposed of in closable, leakproof containers or bags. The containers or bags shall be red in color or coded with the biohazard label. The containers or bags are available in the Corrections Control Room.
2. Contaminated sharps shall be disposed of in closable, leakproof, puncture resistant, disposable containers that are red in color or with a biohazard label. The containers or bags are available in the Corrections Control Room.
3. The on duty Corrections Officer will contact OMH that contaminated medical related waste is in route to the hospital to be properly disposed of.

G. LAUNDRY

1. Laundry that is or may be soiled with blood or potentially infectious material, or that may contain contaminated sharps shall be treated as if it were contaminated and shall be handled as little as possible with minimum agitation.
2. Contaminated laundry shall be bagged at the location where it is used.
3. Contaminated laundry shall be placed and transported in bags or containers red in color or labeled with a biohazard label. If the laundry is wet and presents the likelihood for soaking through or leaking from the bag, it shall be placed and transported in leakproof bags.
4. An on duty Sheriff's Deputy will transport the contaminated laundry from the Sheriff's Department/Jail and an Animal Control Officer will transport the contaminated laundry from Animal Control to OMH for disposal.

VACCINATIONS

1. All employees identified as having exposure to blood or other potentially infectious material will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within in ten working days of the employee's initial assignment to work involving the potential of occupational exposure to blood or potentially infectious materials unless the employee has previously had the vaccine or who has sufficient immunity determined by antibody testing.
2. All medical evaluations and procedures will be conducted by Otsego Memorial Hospital, OMH Walk-In Clinic or NW Michigan Health Agency.
3. If an employee initially declines the vaccination, but decides at a later date to accept the hepatitis B vaccine, the vaccine will be provided to the employee as long as the employee is still covered under the rule.
4. Any employee who declines to accept the hepatitis B vaccination shall sign a waiver statement.

POST-EXPOSURE FOLLOW-UP

1. The post-exposure document shall be completed following an occupational exposure incident to blood or other potentially infectious material.
2. The exposed employee shall undergo a medical evaluation at OMH Walk-in Clinic or Otsego Memorial Hospital.

3. The source individual's blood shall be tested at Otsego Memorial Hospital as soon as feasible and after consent to determine HBV and HIV infectivity, unless source individual is already known to be infected with HBV or HIV.
4. Results of the source individual's testing shall be made available to the exposed employee. Exposed employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious state of the source individual.
5. The exposed employee's blood shall be tested as soon as feasible after consent.
6. If the exposed employee consents to baseline blood collection, but not to HIV testing at that time, the blood sample shall be preserved at OMH Walk-In Clinic or Otsego Memorial Hospital for not less than 90 days. If within the 90 days the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
7. The exposed employee shall be provided post-exposure prophylaxis by the OMH Walk-In Clinic or Otsego Memorial Hospital.
8. The exposed employee shall be given appropriate counseling on risk reduction, risks and benefits of HIV testing, precautions to be taken following the exposure incident, information on potential illnesses to be alert for and to report any related experiences to appropriate personnel.
9. A copy of the exposed employee's post-exposure follow-up document and the MIOSHA standard will be provided to the OMH Walk-In Clinic or Otsego Memorial Hospital.
10. The health care provider shall provide the employer with a written opinion. A copy of the written opinion shall be given to the exposed employee within 15 days after the evaluation.

TRAINING

Training will be provided to category A employees at no cost to employees.

1. Employees shall receive training at the time of initial assignment and annually thereafter.
2. Employees shall receive additional training when changes in procedures affect an employee's occupational exposure.
3. The training program contains the following elements:
 - access to and an explanation of the MIOSHA rule.
 - general explanation of epidemiology and symptoms of bloodborne pathogens.
 - explanation of modes of transmission of bloodborne pathogens.
 - explanation of the Otsego County exposure control plan.
 - explanation of appropriate methods for recognizing tasks or activities that may involve

- exposure to blood and other potentially infectious material.
 - explanation of engineering controls, work practices and personal protective equipment to prevent or reduce exposures.
 - information on personal protective equipment
 - types
 - proper use
 - limitations
 - location
 - removal
 - handling
 - decontamination
 - disposal
 - selection
 - information on hepatitis B vaccine and post-exposure prophylaxis, including:
 - availability, efficacy, safety
 - benefits of vaccination
 - method of administration
 - vaccination free of charge
 - actions to take in an emergency involving blood or other potentially infectious material.
 - explanation of procedures if an exposure incident occurs.
 - explanation of signs and labels.
 - supervised practice with personal protective equipment and other equipment designed to reduce exposure.
4. The training shall be conducted by a knowledgeable person (Human Resources Director or outside consultant). Employees shall be given the opportunity to discuss information with the trainer.
 5. Otsego County shall maintain written documentation of training.
 6. Training records shall be kept for three years.
 7. Employee training records shall be provided upon request for examination or copying to employees, employee representatives and MIOSHA.

RECORDKEEPING

Medical records shall be maintained and kept confidential for all category A employees.

1. The Otsego County Human Resources Director will maintain medical records in the Human Resources Vault.

2. Medical records include:

- name and social security number
- employee's hepatitis B vaccination status
- medical history, physical examinations, medical testing, follow-up procedures as they relate to employee's ability to wear personal protective equipment, receive vaccination, and post-exposure evaluation.
- company copy of physician's written opinion following a post-exposure incident

3. Employee medical records shall be maintained for the duration of employment plus thirty years.

4. Employee medical records shall be provided upon request for examination or copying to the subject employee, to anyone who has written consent of the subject employee and to MIOSHA.

Pay Grade	Job Title	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5
Pay Grade 9	Building Official	18.20	19.01	19.88	20.78	21.72	22.71
	Parks & Recreation Director	37,840.92	39,554.81	41,346.86	43,220.22	45,178.04	47,224.59
	Buildings & Grounds Director						
	Jail Administrator						
Pay Grade 10	Asst. Prosecuting Attorney	40,480.93	42,315.22	44,231.87	46,235.11	48,330.23	50,519.33
	Airport Manager						
	Undersheriff						
	County Treasurer						
	County Clerk/Reg. of Deeds						
Pay Grade 11	Transportation Manager	44,881.32	46,914.12	49,039.87	51,260.64	53,582.80	56,010.56
	Emergency Mgt Director						
Pay Grade 12	Equalization Director	49,720.99	51,973.45	54,328.34	56,788.84	59,362.32	62,050.91
	Director of Land Use Services						
	Human Resources Director						
	Finance Director						
Pay Grade 13	Chief Asst. Prosecuting Atty.	53,241.72	55,653.63	58,174.31	60,810.11	63,564.17	66,443.90
	Sheriff						
Pay Grade 14	Vacant	58,962.10	61,632.74	64,424.81	67,342.56	70,393.36	73,582.49
Pay Grade 15	Vacant	65,121.78	68,072.26	71,155.79	74,378.73	77,748.44	81,270.22
Pay Grade 16	County Administrator	71,634.17	74,879.27	78,271.17	81,817.23	85,522.76	89,397.25
	Prosecuting Attorney						