



AGENDA
Administrative Affairs Committee
Van Buren County

1. Call to Order

- A. Zoom Meeting Information

2. Additions/Deletions

3. Approval of Agenda

4. Approval of Minutes

- A. Minutes - February 09, 2021

5. Agenda Items

- B. 911 Support Resolution
- C. South Haven Area Recreation Authority - Grant Application Support Resolution
- D. Planning Commission Reappointments
- E. Mental Health Authority Reappointments
- F. Mental Health Authority Appointment
- G. Southwest Michigan Behavioral Health - Intergovernmental Contract Amendment
- H. Palisades Community Advisory Panel (CAP)
- I. Diversity, Equity and Inclusion

6. Adjournment

Van Buren County will provide necessary and 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 at any meeting/hearing upon ten (10) days notice to the Van Buren County Board of Commissioners' Office. Individuals with disabilities requiring auxiliary aids or services should contact Van Buren County by writing, Anna Cerven, 219 Paw Paw Street, Ste. 201, Paw Paw, MI 49079, or by calling the Board of Commissioners' Office at (269) 657-8200, option 8 ext. 1271.



County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO:

FROM:

DATE: March 9, 2021

RE:

ATTACHMENTS:

Description

📎 **Zoom Invite**



VAN BUREN COUNTY BOARD OF COMMISSIONERS

219 EAST PAW PAW STREET, STE.201, PAW PAW, MICHIGAN 49079-1492
(269) 657-8253 FAX (269) 657-8252

*Richard Godfrey, Chairman
Mike Chappell, Vice-Chair*

*Gail Patterson-Gladney
Kurt Doroh
Randall Peat
Donald Hanson
Paul Schincariol*

NOTICE:

Due to COVID-19, Tuesday, March 09, 2021 at 2:00 pm, the Administrative Affairs Committee meeting will be conducted remotely through Zoom.

For Public Attendance, please see the call – in instructions below:

Hi there,

You are invited to a Zoom webinar.

When: Mar 09, 2021 02:00 PM Eastern Time (US and Canada)

Topic: Administrative Affairs Committee

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86214729783>

Or iPhone one-tap :

US: +13017158592,,86214729783# or +13126266799,,86214729783#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1
346 248 7799 or +1 669 900 6833

Webinar ID: 862 1472 9783

POSTED: 03/05/2021

Board Meetings: Held in B.O.C. Room, 2nd Floor of the Administration and Land Services Building, unless otherwise posted.

If you desire to meet with a Commissioner or be placed on the agenda for a Committee/Board Meeting, please call 657-8253.

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AN EQUAL OPPORTUNITY EMPLOYER M/F HANDICAPPED



County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO:

FROM:

DATE: March 9, 2021

RE:

ATTACHMENTS:

Description

☐ **Minutes**



AGENDA

Committee of the Whole Meeting of the County Board of Commissioners

Van Buren County

1. Call to Order

Committee members present: Commissioner Patterson-Gladney, Commissioner Peat from his home office in Paw Paw) and Commissioner Schincariol (from his home office in Lawton)

Others in attendance: Administrator Faul, Anna Cerven, Lt. Bob Kirk, Commissioner Hanson, Commissioner Doroh, Commissioner Godfrey, and Charles Norton.

A. Zoom Meeting Information

2. Additions/Deletions

3. Approval of Agenda

Motion to approve agenda by Commissioner Peat; Supported by Commissioner Schincariol; Motion: Carried

4. Approval of Minutes

A. Minutes - January 12, 2021

Typo on page 1 noted.

Motion to approve with typo corrected by Commissioner Peat; Supported by Commissioner Schincariol; Motion: Carried

5. Agenda Items

B. Engagement, Inclusion and Belonging Discussion

A continued discussion on diversity ensued.

Administrator Faul spoke with Erin Wright at Kinexus about how they are addressing this topic's questions and training. She recommended a process that begins with leadership who receives the training first, sets a policy and filters that training to staff.

Discussion ensued.

Seeking out speakers to come in and educate the Commissioners; Seeing what other counties are doing.

C. Palisades Community Advisory Panel (CAP)

Discussion ensued about forming a Community Advisory Panel in preparation for the closure of Palisades Power Plant.

Attached is a draft of potential members and what organization they would represent.

Commissioner Peat suggested to not deny anyone a seat who wants to be apart of this panel.

Further discussion will be taken at the 3-9-2021 Administrative Affairs Committee.

D. .gov Email Rollout

IT Director Norton spoke on the process of changing our County emails from vbco.org to vanburencountymi.gov to be the same as our new website once it goes live.

Discussion ensued.

E. Medical Examiner - WMU Med Contract Renewal

A renewal of a contract we started in 2017. The Sheriff has been very pleased with this contract and would like another four-year contract.

Discussion ensued.

Recommended to CoW 2-23-2021/BoC 3-9-2021

Motion by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried

6. Adjournment

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County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO: Administrative Affairs Committee
FROM: Tim McGee
DATE: March 9, 2021
RE: 911 Support Resolution

REQUEST:

The request is to pass a resolution to support a broader use and interpretation of the phrase "directly related to the 911 process" should be adopted to include the entire 911 dispatching communication process.

BACKGROUND:

The Federal Communications Commission (FCC) approved a Notice of Proposed Rulemaking (NPRM) on February 17, 2021 in regard to 911 fee (surcharge) diversion. On December 27, 2020, new federal legislation (the Don't Break Up the T-Band Act of 2020) was signed into law that requires the FCC to take action to help address the diversion of 911 fees by states and other jurisdictions for purposes unrelated to 911.

While my colleagues and I agree with the intent of the proposed rules, language in the NRPM brings concerns to many 911 centers in Michigan. Michigan has a strong reputation for NOT diverting fees by maintaining an 'allowable/disallowable' list, coupled with periodic compliance reviews of counties by the state 911 office. However, there is a conflict between what the FCC defines as allowable use of 911 fees and the definitions used by agencies in the state of Michigan. The NPRM appears to only identify costs in the PSAP (911 center) as allowable. In contrast, the State of Michigan looks at the '911 ecosystem' to include radio systems, in car computers, and location services for first responders that are directly dispatched by the 911 center. These systems are critical in allowing information sharing between 911 and first responders.

Failure by the FCC to include definitions of allowable expenses which are similar to those identified by the State of Michigan would result in Van Buren County, along with many other counties in Michigan, being identified as diverting 911 fees. The current investment in our Fire/EMS VHF radio system upgrade project, including the tower infrastructure is being funded utilizing a voter approved 911 surcharge. Under the State rules this is considered allowable, but the FCC NPRM language would only identify radios located within the actual 911 center as being an allowable expense.

Due to the potential impact this could have on Van Buren County, I recommend that we pass the attached resolution to be provided with numerous Michigan 911 and Public Safety entities to the FCC on this NPRM. The Michigan Communications Directors Association and the National Association of State 911 Administrators are fully supportive of providing comments to

the FCC in support of our position. There is a short turnaround time for this action. As previously mentioned, the FCC approved the NPRM on February 17th and will subsequently send it to the Federal Register for publication which can take a couple of days to a couple weeks. Once it hits the Federal Register there is 20 days for comments, followed by 10 days for reply comments

RECOMMENDATION:

The recommendation is to approve a resolution to support a broader use and interpretation of the phrase "directly related to the 911 process" should be adopted to include the entire 911 dispatching communication process at the March 9, 2021 Board of Commissioners meeting.

ATTACHMENTS:

Description

▣ **Resolution**

VAN BUREN COUNTY BOARD OF COMMISSIONERS

x RESOLUTION ☐ MOTION ☐ REPORT OF **ADMINISTRATIVE AFFAIRS COMMITTEE**

HONORABLE BOARD OF COMMISSIONERS:

WHEREAS, The Federal Communications Commission (“FCC”) is accepting comments in its plan to eliminate the diversion of 911 fees for items it deems not directly related to the 911 process; and

WHEREAS, Michigan Public Act 32 of 1986 provides for each local 911 district to utilize 911 fees within certain limitations that are determined by the State and regularly audited for compliance with the limitations; and

WHEREAS, under Michigan law, allowable uses include radio systems, paging systems, pagers, automatic vehicle location (AVL) systems, and mobile data computers (MDCs); and

WHEREAS, FCC proposed rules impinge upon Michigan’s ability to determine the definition of allowable costs for 911 fees; and

WHEREAS, FCC proposed rules would eliminate the utilization of funds for radio infrastructure, mobile radios, portable radios, pagers, AVL systems and MDCs, critical to dispatching the 911 response; and

WHEREAS, the Van Buren County Board of Commissioners believe a broader use and interpretation of the phrase “directly related to the 911 process” should be adopted to include the entire 911 dispatching communication process; and

WHEREAS, the Van Buren County Board of Commissioners believe that local decision making and local control regarding the utilization of 911 fees is paramount.

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners supports a broader use and interpretation of the phrase “directly related to the 911 process” and support local decision making and local control regarding the utilization of 911 fees.

Signed: _____

Date: March 09, 2021

FOR CLERK'S USE ONLY

MOTION BY:

CARRIED ☐

SECONDED BY:

NOT CARRIED ☐



County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO: Administrative Affairs Committee

FROM: John Faul

DATE: March 9, 2021

RE: South Haven Area Recreation Authority - Grant Application Support Resolution

REQUEST:

The request is to approve a support Resolution for the South Haven Area Recreation Authority's (SHARA) grant application to the Michigan Department of Natural Resources Trust Fund for funds to develop the Phoenix Street Black River Kayak launch site.

BACKGROUND:

Prior to April 1, 2021, SHARA will be submitting a grant application to the Michigan Department of Natural Resources Trust Fund for funds to develop the Phoenix Street Black River Kayak launch site.

The proposed site was identified as a County recreational priority in the adopted 2021 - 2026 Van Buren County Recreational Plan because it is an important recreational asset and access point for the Black River Water Trail.

SHARA is asking the County to pass a resolution of support for the grant application along with the City of South Haven, South Haven Township and Geneva Township.

FINANCIAL IMPACT:

There is a positive economic development impact on the County with no financial commitment.

RECOMMENDATION:

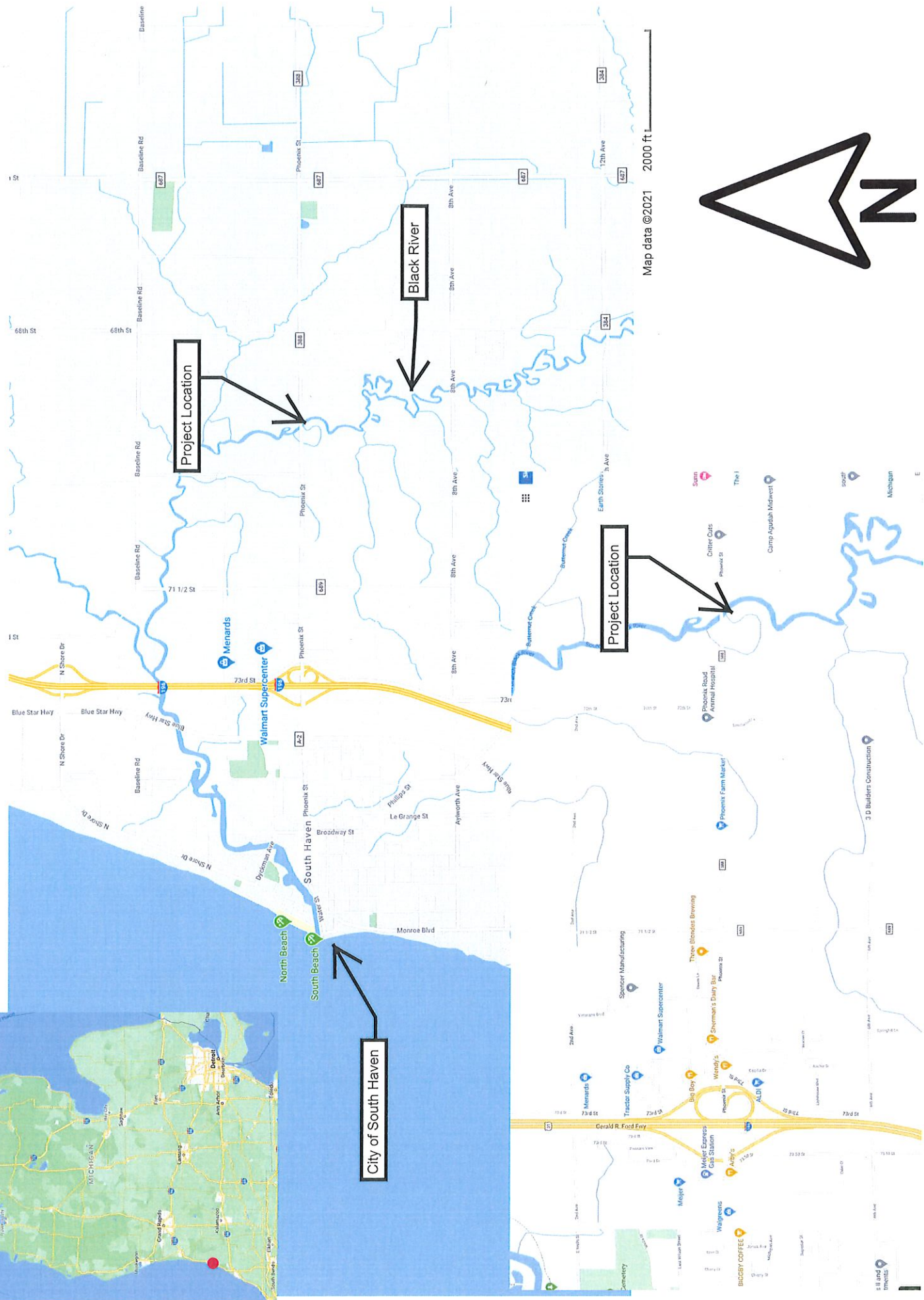
The recommendation is to approve a support Resolution for the South Haven Area Recreation Authority's (SHARA) grant application to the Michigan Department of Natural Resources Trust Fund for funds to develop the Phoenix Street Black River Kayak launch site at the March 23, 2021 Board of Commissioners meeting.

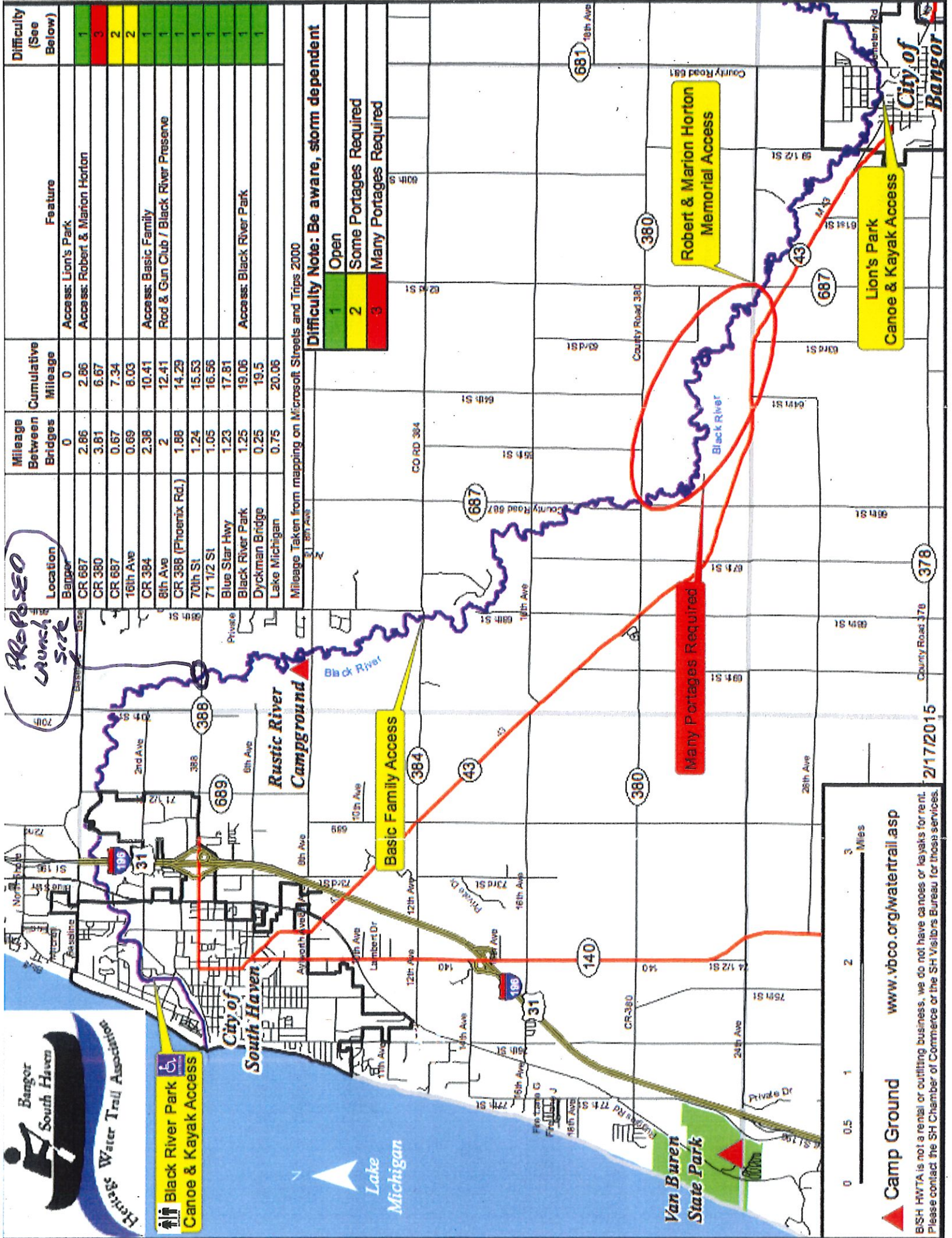
ATTACHMENTS:

Description

- ▣ **SHARA_KayakLaunchInfo**
- ▣ **SHARA_KayakLaunchSupportResolution_DRAFT**

A map of Michigan showing major cities and highways. A red dot is placed on the southern coast of the Lower Peninsula, near Grand Rapids. Other cities labeled include Detroit, Ann Arbor, Lansing, Kalamazoo, and Grand Rapids. Major highways like I-94, I-196, and I-26 are shown. The map also includes the names of the Upper and Lower Peninsulas and the Great Lakes.





Difficulty (See Below)	Feature	Cumulative Mileage	Mileage Between Bridges	Location
1	Access: Lion's Park	0	0	Bangor
1	Access: Robert & Marion Horton	2.86	2.86	CR 687
3		6.67	3.81	CR 380
2		7.34	0.67	CR 687
2		8.03	0.69	16th Ave
1	Access: Basic Family	10.41	2.38	CR 384
1	Rod & Gun Club / Black River Preserve	12.41	2	8th Ave
1		14.29	1.88	CR 388 (Phoenix Rd.)
1		15.53	1.24	70th St
1		16.56	1.05	71 1/2 St
1		17.81	1.23	Blue Star Hwy
1	Access: Black River Park	19.06	1.25	Black River Park
1		19.5	0.25	Dyckman Bridge
1		20.06	0.75	Lake Michigan

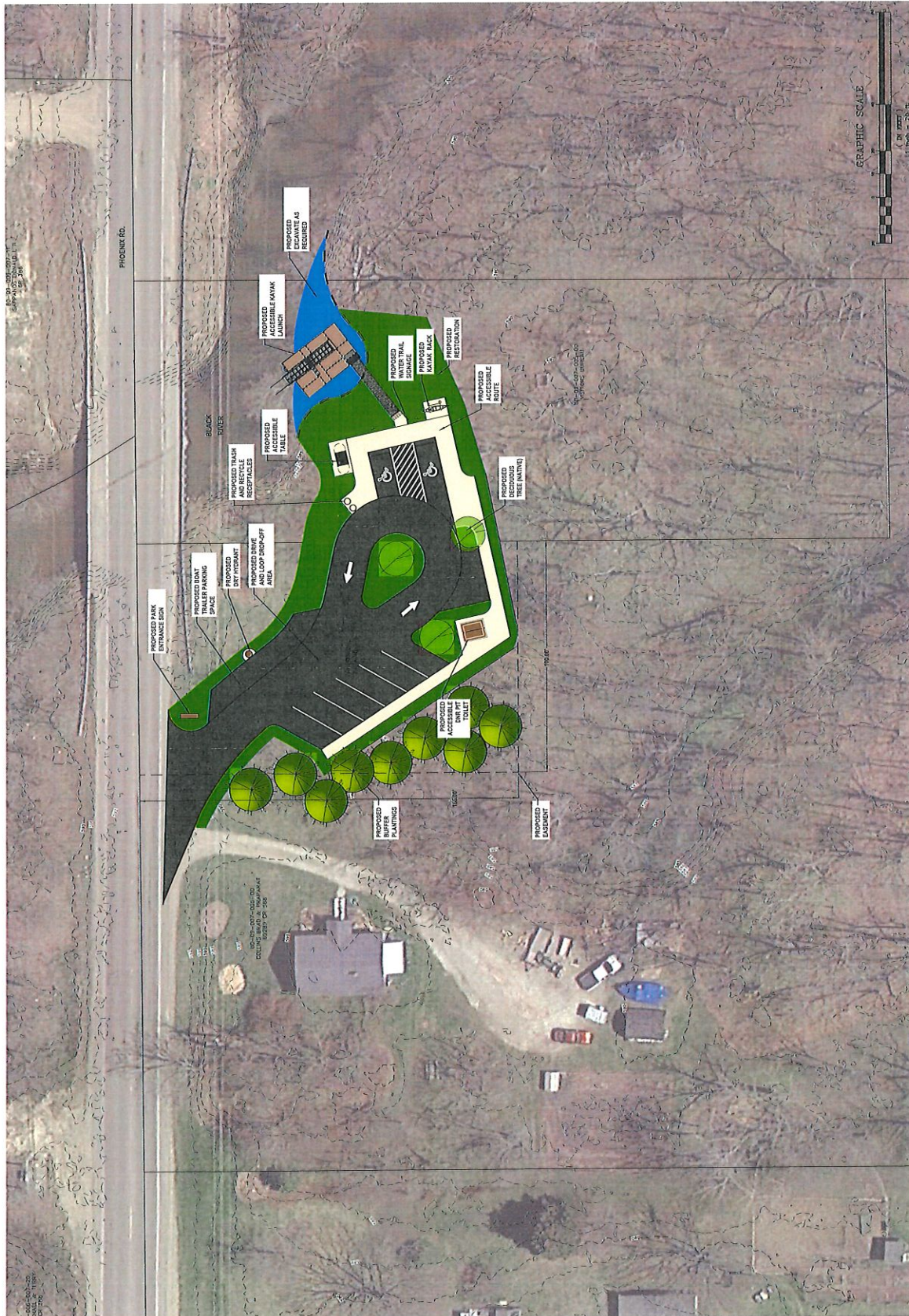
Mileage Taken from mapping on Microsoft Streets and Trips 2000

Difficulty Note: Be aware, storm dependent

1 Open

2 Some Portages Required

3 Many Portages Required



Bangor/South Haven Heritage Water Trail

Objective: Develop accessible multi-point watercraft launch network along trail.

Access points/distance to Black River Park:

12th Avenue/CR 384	8.65 mi (8)	4-5 hr
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Existing launch, handicap parking space,
off-road parking 68th St. Not option for
livery service

8th Avenue/Black River Preserve	6.65 mi (6)	3-4 hr
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Would require gravel drive/turnaround,
Kayak storage and launch
Bridge installation nearly complete

Phoenix Rd./CR 388	4.77 mi (4)	2-3 hr
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Land purchased with river access.
Investigating adjacent land for
drive/turnaround, launch and storage

71 ½ Street	2.50 mi (2)	1+ hr
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Potential land use for parking/drop-
off being investigated

Plans/considerations:

Wetlands implications to designs
Launch site designs and criteria, accessibility
Signage and emergency assistance plan
Funding sources determined/grant applications submitted

On-going considerations:

Marketing plan development
Maintenance plan and funding

VAN BUREN COUNTY, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION DEMONSTRATING SUPPORT FOR THE SOUTH HAVEN AREA RECREATION
AUTHORITY GRANT APPLICATION FOR THE PHOENIX STREET BLACK RIVER KAYAK LAUNCH SITE

Minutes of a regular meeting of the Van Buren County Board of Commissioners, Van Buren
County, Michigan, held in the _____

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Member _____ and supported
by Member _____.

WHEREAS, The City of South Haven, Van Buren County, Michigan was designated a Pure
Michigan Trail Town by the State of Michigan Department of Natural Resources in 2019, and

WHEREAS, South Haven and Van Buren County, Michigan offers a large variety of land and
water based recreational opportunities and trails; and

WHEREAS, the City of South Haven, Van Buren and Allegan Counties, the Department of Natural
Resources, along with many other public and private trail organizations and nonprofits, have
invested extensively in the development, maintenance, and promotion of these recreational
trails, and

WHEREAS, the City of South Haven, with the cooperation of both public agencies and private,
has established a number of easily accessible access points to the existing trail systems with
parking, bathrooms and other supporting infrastructure improvements, and

WHEREAS, the proposed Phoenix Street Black River Kayak launch site will be an important
recreational asset and water trail access point for the County, and

WHEREAS, the proposed Phoenix Street Black River Kayak launch project was identified as a
County recreational priority in the adopted 2021 – 2026 Van Buren County Recreation Plan;

THEREFORE, BE IT RESOLVED, the County of Van Buren does hereby support the South Haven
Area Recreation Authority application to the Michigan Department of Natural Resources Trust
Fund Grant for the development of the Phoenix Street Black River Kayak launch site.

Resolution _____

1

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the Van Buren
County Board of Commissioners

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION



County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO: Administrative Affairs Committee
FROM: John Faul
DATE: March 9, 2021
RE: Planning Commission Reappointments

REQUEST:

The request is to reappoint Pam Stermer and Tony Hemenway to the Planning Commission board for 3 year terms to expire April 01, 2024.

BACKGROUND:

Pam Stermer and Tony Hemenway are currently serving on the Planning Commission board.

FINANCIAL IMPACT:

There is no financial impact

RECOMMENDATION:

The recommendation is to approve the reappointments of Pam Stermer and Tony Hemenway to the Planning Commission for three-year terms to expire April 1, 2024 at the March 23, 2021 Board of Commissioners meeting

ATTACHMENTS:

Description

- ▣ **Application - Hemenway**
- ▣ **Application - Stermer**

NOTICE TO INTERESTED AND CONCERNED CITIZENS

The Van Buren County Board of Commissioners is presently accepting applications for voluntary appointment as needed to the following Van Buren County local and regional committees: **(Place an “X” on the line next to each committee that you are interested in appointment)**

	MEMBERS	MEETINGS	LOCATION
☐ 911 Advisory Board	19	Quarterly	Paw Paw
☐ Area Agency on Aging	9	Monthly	St. Joseph
☐ Building Authority	4	As Needed	Paw Paw
☐ Brownfield Redevelopment Authority	5-9	Monthly	Paw Paw
☐ Community Corrections Advisory Board			Paw Paw
☐ Concealed Weapons	3	Monthly	Paw Paw
☐ Courthouse Restoration Committee	15	As Needed	Paw Paw
☐ District Library Board	8	Monthly	Decatur
☐ Economic Development Corporation	9	As Needed	Paw Paw
☐ District Board of Health	7	Monthly	Hartford
☐ Department of Human Services Board	3	Monthly	Hartford
☐ Friend of the Court Advisory Board	9	Min. 6/yr	Paw Paw
☐ Jury Board (Party Affiliation_____)	3	As Needed	Paw Paw
☐ Land Preservation Board	10	Quarterly	Paw Paw
☐ Local Emergency Planning Commission	9	Monthly	Paw Paw
☐ Mental Health Authority Board	6	Min. 6/yr.	Paw Paw
☐ Planning Commission	9	Monthly	Paw Paw
☐ Public Transit Local Advisory Council	7	As Needed	Bangor
☐ Remonumentation Committee	9	As Needed	Paw Paw
☐ Solid Waste Committee	14	As Needed	Paw Paw
☐ Road Commission	3	2/Monthly	Lawrence
☐ Southwest Michigan Planning Commission	39	8/Yearly	Dowagiac
☐ Van Buren County Transit Board	5	Monthly	Bangor
☐ Workforce Development Board/Michigan Works!	31	Monthly	Benton Harbor

If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions please contact the Van Buren County Administration Office at (269) 657-8253. **Return completed application to: Board of Commissioners, Attn: Board Applications, 219 E. Paw Paw St., Suite 201, Paw Paw, MI 49079.**

(Continued from Reverse Side)

APPOINTMENT APPLICATION

NAME _____

ADDRESS _____

COUNTY RESIDENCE _____

PHONE _____ (H) _____ (W) _____ (C)

DATE OF APPLICATION _____ EMAIL _____

ADDITIONAL INFORMATION

PRESENT OCCUPATION:

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:

GOVERNMENTAL SERVICES EXPERIENCE:

EDUCATIONAL BACKGROUND:

BENEFICIAL EXPERIENCE:

OTHER:

Note: this application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.

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☐ Community Corrections Advisory Board			Paw Paw
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(Continued from Reverse Side)

APPOINTMENT APPLICATION

NAME _____

ADDRESS _____

COUNTY RESIDENCE _____

PHONE _____ (H) _____ (W) _____ (C)

DATE OF APPLICATION _____ EMAIL _____

ADDITIONAL INFORMATION

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County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO: Administrative Affairs Committee
FROM: John Faul
DATE: March 9, 2021
RE: Mental Health Authority Reappointments

REQUEST:

The request is to reappoint Molly Petersen, Catherine Bolton, Mike Mosley, Angela Dickerson and Susan Barnes to the Mental Health Authority Board for another three year term to expire March 31, 2024

BACKGROUND:

Ms. Susan Barnes has served on the VBCMHA Board since 2008 and currently serves as the Chairperson of the Board as well as the Board's representative to the regional entity, Southwest Michigan Behavioral Health (SWMBH) Board.

Ms. Catherine Bolton served on the VBCMHA Board from 2005-2017. Term limits caused her to be off the Board for a year. She was then appointed in 2018.

Ms. Angela Dickerson has served on the VBCMHA Board since 2013 and currently serves as the Vice-Chairperson of the Board as well as the Board's alternate representative to the SWMBH Board.

Mr. Michael Mosley has served on the VBCMHA Board since 2007.

Ms. Molly Petersen has served on the VBCMHA Board since 2018

FINANCIAL IMPACT:

There is no financial impact

RECOMMENDATION:

The recommendation is to approve the reappointments of Molly Petersen, Catherine Bolton, Mike Mosley, Angela Dickerson and Susan Barnes to the Van Buren County Mental Health Authority for another three-year term to expire March 31, 2024 at the March 23, 2021 Board of Commissioners meeting.

ATTACHMENTS:

Description

- ▣ **VBCMHA Cover Letter**
- ▣ **Barnes**

- ▣ **Bolton**
- ▣ **Dickerson**
- ▣ **Petersen**
- ▣ **Mosley**

Memorandum



To: Van Buren Board of Commissioners

From: Debra Hess, CEO

Date: 03/01/2021

Re: Board Reappointments

Attached please find the completed Van Buren County Application for Appointment for five current members of the VBCMHA Board of Directors who are up for re-appointment. All five, Susan Barnes, Catherine Bolton, Angela Dickerson, Michael Mosley, and Molly Peterson are valued members in good standing with the VBCMHA Board. All have excellent attendance and participation in the VBCMHA Board governance meetings and activities.

Ms. Susan Barnes has served on the VBCMHA Board since 2008 and currently serves as the Chairperson of the Board as well as the Board's representative to the regional entity, Southwest Michigan Behavioral Health (SWMBH) Board.

Ms. Catherine Bolton served on the VBCMHA Board from 2005-2017. Term limits caused her to be off the Board for a year. She was then appointed in 2018.

Ms. Angela Dickerson has served on the VBCMHA Board since 2013 and currently serves as the Vice-Chairperson of the Board as well as the Board's alternate representative to the SWMBH Board.

Mr. Michael Mosley has served on the VBCMHA Board since 2007.

Ms. Molly Peterson has served on the VBCMHA Board since 2018.

In addition to endorsement for re appointment by the VBCMHA Board of Directors, all five applicants continue to meet state and federal requirements for appointment to a board responsible for spending federal funding. It is also important for the Board of Commissioners to know that the VBCMHA Board continues to meet the standards required by law for primary and secondary consumers of mental health service for serving on the Board.

Please let me know if you have any questions or if the Commission would like me to attend any meetings where they will be considering these applications.

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☐ Road Commission	3	2/Monthly	Lawrence
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(Continued from Reverse Side)

APPOINTMENT APPLICATION

NAME _____

ADDRESS _____

COUNTY RESIDENCE _____

PHONE _____ (H) _____ (W) _____ (C)

DATE OF APPLICATION _____ EMAIL _____

ADDITIONAL INFORMATION

PRESENT OCCUPATION:

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:

GOVERNMENTAL SERVICES EXPERIENCE:

EDUCATIONAL BACKGROUND:

BENEFICIAL EXPERIENCE:

OTHER:

Note: this application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.

NOTICE TO INTERESTED AND CONCERNED CITIZENS

The Van Buren County Board of Commissioners is presently accepting applications for voluntary appointment as needed to the following Van Buren County local and regional committees: **(Place an “X” on the line next to each committee that you are interested in appointment)**

	MEMBERS	MEETINGS	LOCATION
☐ 911 Advisory Board	19	Quarterly	Paw Paw
☐ Area Agency on Aging	9	Monthly	St. Joseph
☐ Building Authority	4	As Needed	Paw Paw
☐ Brownfield Redevelopment Authority	5-9	Monthly	Paw Paw
☐ Community Corrections Advisory Board			Paw Paw
☐ Concealed Weapons	3	Monthly	Paw Paw
☐ Courthouse Restoration Committee	15	As Needed	Paw Paw
☐ District Library Board	8	Monthly	Decatur
☐ Economic Development Corporation	9	As Needed	Paw Paw
☐ District Board of Health	7	Monthly	Hartford
☐ Department of Human Services Board	3	Monthly	Hartford
☐ Friend of the Court Advisory Board	9	Min. 6/yr	Paw Paw
☐ Jury Board (Party Affiliation_____)	3	As Needed	Paw Paw
☐ Land Preservation Board	10	Quarterly	Paw Paw
☐ Local Emergency Planning Commission	9	Monthly	Paw Paw
☐ Mental Health Authority Board	6	Min. 6/yr.	Paw Paw
☐ Planning Commission	9	Monthly	Paw Paw
☐ Public Transit Local Advisory Council	7	As Needed	Bangor
☐ Remonumentation Committee	9	As Needed	Paw Paw
☐ Solid Waste Committee	14	As Needed	Paw Paw
☐ Road Commission	3	2/Monthly	Lawrence
☐ Southwest Michigan Planning Commission	39	8/Yearly	Dowagiac
☐ Van Buren County Transit Board	5	Monthly	Bangor
☐ Workforce Development Board/Michigan Works!	31	Monthly	Benton Harbor

If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions please contact the Van Buren County Administration Office at (269) 657-8253. **Return completed application to: Board of Commissioners, Attn: Board Applications, 219 E. Paw Paw St., Suite 201, Paw Paw, MI 49079.**

(Continued from Reverse Side)

APPOINTMENT APPLICATION

NAME _____

ADDRESS _____

COUNTY RESIDENCE _____

PHONE _____ (H) _____ (W) _____ (C)

DATE OF APPLICATION _____ EMAIL _____

ADDITIONAL INFORMATION

PRESENT OCCUPATION:

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:

GOVERNMENTAL SERVICES EXPERIENCE:

EDUCATIONAL BACKGROUND:

BENEFICIAL EXPERIENCE:

OTHER:

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☐ Van Buren County Transit Board	5	Monthly	Bangor
☐ Kinexus/Workforce Development/Michigan Works!	31	Monthly	Benton Harbor

If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions please contact the Van Buren County Administration Office at (269) 657-8253. **Return completed application to: Board of Commissioners, Attn: Board Applications, 219 E. Paw Paw St., Suite 201, Paw Paw, MI 49079.**

(Continued from Reverse Side)

APPOINTMENT APPLICATION

NAME: Angela Dickerson

ADDRESS: 39501 CR 388, Bloomingdale, MI 49026

COUNTY RESIDENCE: Van Buren

PHONE 269-521-4473 (H) 269-217-6482 (W) (C)

DATE OF APPLICATION 2/8/21 EMAIL adickerson@intritech.net

ADDITIONAL INFORMATION

PRESENT OCCUPATION:

Great Start Collaborative Parent Liaison

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:

Van Buren Great Start Parent Coalition

Van Buren County Mental Health Authority Board Member since 8/2013

Gobles Public Schools Foundation Board Member

Gobles Public Schools Parent Club

Van Buren County Transit Local Advisory Council

GOVERNMENTAL SERVICES EXPERIENCE:

I worked for Head Start for a total of 5 years. The first 3 years I acted as a Family Advocate to over 120 families per school year. The following 2 years I served as a Home Visitor to 12+ families per school year.

EDUCATIONAL BACKGROUND:

Family Studies, Bachelor of Science

Western Michigan University

BENEFICIAL EXPERIENCE:

As a Parent Liaison and former Co-Director of the Great Start Collaborative I have an opportunity to meet with several organizations and parents with young children several times through out the year. I believe with their input about mental health needs within Van Buren County, it allows me to be an asset to the Van Buren County Mental Health Authority Board.

OTHER:

I have sat on Townline UMC's Vision Council for the over 15 years and have served as chairperson for 12 years.

Note: this application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.

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☐ Economic Development Corporation	9	As Needed	Paw Paw
☐ District Board of Health	7	Monthly	Hartford
☐ Department of Human Services Board	3	Monthly	Hartford
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☐ Land Preservation Board	10	Quarterly	Paw Paw
☐ Local Emergency Planning Commission	9	Monthly	Paw Paw
☒ Mental Health Authority Board	6	Min. 6/yr.	Paw Paw
☐ Planning Commission	9	Monthly	Paw Paw
☐ Public Transit Local Advisory Council	7	As Needed	Bangor
☐ Remonumentation Committee	9	As Needed	Paw Paw
☐ Solid Waste Committee	14	As Needed	Paw Paw
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If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions please contact the Van Buren County Administration Office at (269) 657-8253. **Return completed application to: Board of Commissioners, Attn: Board Applications, 219 E. Paw Paw St., Suite 201, Paw Paw, MI 49079.**

(Continued from Reverse Side)

APPOINTMENT APPLICATION

NAME: Molly Petersen

ADDRESS: 23292 38th Avenue, Mattawan, MI 49071

COUNTY RESIDENCE: Van Buren

PHONE 269.217.6446 (H) 269.441.0994 (W) (C)

DATE OF APPLICATION 2/8/21 EMAIL mollyppetersen@gmail.com

ADDITIONAL INFORMATION

PRESENT OCCUPATION:

Director of Finance and Administration at CentraCare, A Program of All-inclusive Care for the Elderly

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:

For 17 years I worked for Housing Resources, Inc. (HRI) as the Associate Director; currently on the boards of MRC (provides services for persons with developmental disabilities and mental illness;) and Lakeview Foundation. I have served in the past on the board of Guardian, Inc., and Catholic Charities. I currently work for Senior Care Partners P.A.C.E.

GOVERNMENTAL SERVICES EXPERIENCE:

Working for HRI, I oversaw governmental contracts to include Michigan State Housing Development Authority (MSHDA,) Housing and Urban Development (HUD,) Kalamazoo County Community Mental Health and other small City and County grants. Working as the Director of Finance and Administration at Senior Care Partners P.A.C.E. a Program of All-inclusive Care for the Elderly, we received Medicare and Medicaid funding to meet the needs of chronically vulnerably ill seniors.

Member Van Buren Community Mental Health Board since 1/2018

EDUCATIONAL BACKGROUND:

Bachelors in Business, with Finance emphasis from Western Michigan University
Masters in Management, with Marketing emphasis from Aquinas College

BENEFICIAL EXPERIENCE:

My office at HRI was located in the Rickman House, a permanent supportive housing program serving individuals with a mental health disorder. It is there that I became passionate about the people we served and enjoyed working on their behalf to ensure safe and affordable housing was and always will be an option.

OTHER:

Note: this application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.

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If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions please contact the Van Buren County Administration Office at (269) 657-8253. **Return completed application to: Board of Commissioners, Attn: Board Applications, 219 E. Paw Paw St., Suite 201, Paw Paw, MI 49079.**

(Continued from Reverse Side)

APPOINTMENT APPLICATION

NAME _____

ADDRESS _____

COUNTY RESIDENCE _____

PHONE _____ (H) _____ (W) _____ (C)

DATE OF APPLICATION _____ EMAIL _____

ADDITIONAL INFORMATION

PRESENT OCCUPATION:

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:

GOVERNMENTAL SERVICES EXPERIENCE:

EDUCATIONAL BACKGROUND:

BENEFICIAL EXPERIENCE:

OTHER:

Note: this application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.



County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO: Administrative Affairs Committee
FROM: John Faul
DATE: March 9, 2021
RE: Mental Health Authority Appointment

REQUEST:

The request is to appoint Mr. Thomas Palenick to fill the current vacancy on the Van Buren County Mental Health Authority to expire in 2022.

BACKGROUND:

Michigan law requires Community Mental Health Boards to govern actions of the CMH Authority. Michigan law also has several requirements for those appointed including a minimum number of Board members are recipients of mental health services and family members of recipients of mental health services. Federal rules require that Board members overseeing the expenditure of Medicaid funds must not be on an exclusion list. CMH Board members are appointed by the County Board of Commissioners whose action formed the CMH Authority.

VBCMh's Board continues to meet these requirements of law if Mr. Palenick is appointed and Mr. Palenick meets the federal requirements. Board members receive the per diem payment per meeting set by the BOC. VBCMh Board holds 6 regularly scheduled meetings per year.

FINANCIAL IMPACT:

No financial impact

RECOMMENDATION:

The recommendation is to approve the appointment of Mr. Thomas Palenick to the Van Buren County Mental Health Authority for a term to expire March 31, 2022 at the March 23, 2021 Board of Commissioners meeting

ATTACHMENTS:

Description

□ **Application**

NOTICE TO INTERESTED AND CONCERNED CITIZENS

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☐ 911 Advisory Board	19	Quarterly/day	Paw Paw
☐ Area Agency on Aging	9	Monthly/morning	St. Joseph
☐ Building Authority	4	As Needed/day	Paw Paw
☐ Brownfield Redevelopment Authority	5-9	Monthly/afternoon	Paw Paw
☒ Concealed Weapons	3	Monthly/morning	Paw Paw
☐ Courthouse Restoration Committee	15	As Needed/night	Paw Paw
☐ District Library Board	8	Monthly/night	Decatur
☐ Economic Development Corporation	9	As Needed/afternoon	Paw Paw
☐ District Board of Health	7	Monthly/afternoon	Hartford
☐ Department of Human Services Board	3	Monthly/morning	Hartford
☐ Friend of the Court Advisory Board	9	Min. 6/yr.	Paw Paw
☐ Land Preservation Board	10	Monthly/night	Paw Paw
☐ Local Emergency Planning Commission	9	Monthly/morning	Paw Paw
☒ Mental Health Board	12	As scheduled/night	Paw Paw
☐ Planning Commission	9	Monthly/night	Paw Paw
☐ Public Transit Local Advisory Council	7	As Needed/afternoon	Bangor
☐ Remonumentation Committee	9	As Needed/night	Paw Paw
☐ Road Commission	3	2/Monthly/night	Lawrence
☐ Solid Waste Committee	14	As Needed/night	Paw Paw
☐ Southwestern Michigan Commission	39	8/Yearly/morning	Dowagiac
☐ Van Buren County Transit Board	5	Monthly/afternoon	Bangor
☐ Workforce Dev. Board/Michigan Works!	31	Monthly/morning	Benton Har

If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions please contact the Van Buren County Administration Office at (269) 657-8200 extension 1271. **Return completed application to: Board of Commissioners, Attn: Board Applications, 219 E. Paw Paw St., Suite 303, Paw Paw, MI 49079.**

APPOINTMENT APPLICATION

NAME Thomas J. Palenik

ADDRESS 61200 COUNTY ROAD 665 PAW PAW 49079

(Continued on Reverse Side)

COUNTY RESIDENCE Van Buren

PHONE 269-655-2111 (H) 269-998-8046 (X)

DATE OF APPLICATION 9-15-20

ADDITIONAL INFORMATION

PRESENT OCCUPATION: Retired

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:

PAW PAW TOWNSHIP PLANNING COMMISSION (Vice Chair) Past Member Zoning Board of Appeals
PAW PAW VILLAGE PLANNING COMMISSION
PAW PAW TOWNSHIP BOARD OF REVIEW (Chair)
VAN BUREN Co. Jury Board

GOVERNMENTAL SERVICES EXPERIENCE:

38 years in Police Work - Retired Det. Lt. Which Included 2 years MSB
Duck Team - 11 years on SWAT Team

EDUCATIONAL BACKGROUND:

Asst. KVCL, Bachelor Degree WMU

BENEFICIAL EXPERIENCE:

Taught in Criminal Justice Program KVCL and WMU 9-years
Currenty Do Liquor Enforcement/Checks for Paw Paw Township

OTHER:

Has Attended A Number of Different Trainings Which Involved Dealing
With Persons Having Mental Problems, Have Dealt With A Number of
Subjects Who Had Mental Concerns over The Years

Note: this application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.



County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO: Administrative Affairs Committee

FROM: John Faul

DATE: March 9, 2021

**RE: Southwest Michigan Behavioral Health - Intergovernmental Contract
Amendment**

REQUEST:

The request is to approve an amendment to the Intergovernmental Contract with Southwest Michigan Behavioral Health (SWMBH).

BACKGROUND:

SWMBH is a community mental health regional entity engaged to coordinate the provision of substance abuse disorder services through an intergovernmental contract (Barry, Berrien, Branch, Cass, Calhoun, Kalamazoo, St. Joseph and Van Buren Counties) and funded through the pass through of PA 2 Funds. The contract was just renewed for the term of January 1, 2021 through December 31, 2023.

The Amendment adds clauses that clarify Article V LIABILITY, to include Section 5.2 Indemnification and Hold Harmless and Article VI MISCELLANEOUS, to include Section 6.14 Nondiscrimination.

FINANCIAL IMPACT:

The is no financial impact as a result of the amendment.

RECOMMENDATION:

The recommendation is to discuss a proposed amendment to the Intergovernmental Contract with Southwest Michigan Behavioral Health at the March 23, 2021 Committee of the Whole meeting, approve at the April 13, 2021 Board of Commissioners meeting authorizing the Board Chair to sign the appropriate documents on its behalf.

ATTACHMENTS:

Description

- ▣ **SWMBH Contract Amendment**



Southwest Michigan
BEHAVIORAL HEALTH

January 25, 2021

5250 Lovers Lane, Suite 200
Portage, MI 49002
Phone: (800) 676-0423
Fax: (269) 883-6670
www.swmbh.org

Van Buren County Board of Commissioners
219 E. Paw Paw St. Suite 303
Paw Paw, MI 49079

RE: Southwest Michigan Behavioral Health (SWMBH) Intergovernmental Contract

Dear Richard Godfrey,

By now you should have received the fully executed Intergovernmental Contract extension document.

This communication serves to introduce an Amendment to the Contract as proposed by Kalamazoo county which has formally adopted this Amendment. Kalamazoo county provides as basis for the proposed Amendment "Consistent with the language that your organization includes in various contracts such as grant agreements, the County requires nondiscrimination language to be included in each of our contracts." Southwest Michigan Behavioral Health is supportive of the Amendment. As you know, the Contract and Amendments requires approval and signatures from all nine agencies. The proposed Amendment is attached.

If and when you consider and act upon this proposed Amendment please send formal action documents to Michelle Jacobs at SWMBH michelle.jacobs@swmbh.org.

Please let me know if you have questions.

Sincerely,

Bradley Casemore, MHSA, LMSW, FACHE
Chief Executive Officer

Cc: John Faul, Van Buren County Administrator



13

FIRST AMENDMENT TO INTERGOVERNMENTAL CONTRACT

This First Amendment to the Intergovernmental Contract dated _____, 2021, by and between **SOUTHWEST MICHIGAN BEHAVIORAL HEALTH REGIONAL ENTITY ("SWMBH")**, and **KALAMAZOO COUNTY, ST. JOSEPH COUNTY, BARRY COUNTY, BERRIEN COUNTY, BRANCH COUNTY, CASS COUNTY, CALHOUN COUNTY, and VAN BUREN COUNTY** (individually referred to as "County," and collectively referred to as "Counties") hereby agree to amend the Intergovernmental Contract ("Intergovernmental Contract") dated October __, 2020.

RECITALS

WHEREAS, SWMBH and the Counties entered into the Intergovernmental Contact effective October __, 2020 ("the "Parties")

WHEREAS, the Parties desire to amend the Intergovernmental Contact, as provided below.

NOW, THEREFORE, in consideration of the above and in consideration of the mutual covenants and conditions hereinafter contained, SWMBH and the Counties agree to amend the Intergovernmental Contact as follows:

1. ARTICLE V LIABILITY, Section 5.2 Indemnification and Hold Harmless, shall be added to the above-stated Intergovernmental Contact to read as follows:

"Section 5.2 Indemnification and Hold Harmless. To the extent permitted by law and without waiving governmental immunity, the Parties shall, at their own expense, protect, defend, indemnify, and hold harmless the other Parties and their elected and appointed officers, employees, servants, and agents from all claims, damages, costs, and expenses, arising from personal and/or bodily injuries or property damage that any of them may incur as a result of any acts, omissions, or negligence by the Parties, and/or its officers, employees, servants, or agents that may arise out of this Intergovernmental Contract."

2. ARTICLE VI MISCELLANEOUS, Section 6.14 Nondiscrimination shall be added to the above-stated Intergovernmental Contact to read as follows:

"Section 6.14 Nondiscrimination. The Parties agree, as required by law, that they shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, height, weight, marital

status, or political affiliation that is unrelated to the individual's ability to perform the duties of a particular job or position. The Parties agree to follow all applicable Federal, State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach. In the event a party is found not to be in compliance with this section, the non-breaching party may terminate this Contract effective as of the date of delivery of written notification to the breaching party."

3. All other terms and conditions contained in the above-stated Intergovernmental Contact shall remain in full force and effect except as modified herein. This Amendment shall become effective on the date in which it is fully signed by the authorized representatives of all Parties.

4. The people signing this Amendment on behalf of the Parties to the Intergovernmental Contact certify by their signatures that they are duly authorized to sign this Amendment.

[Signature page to follow]

IN WITNESS WHEREOF, the authorized representative of the Parties hereto has fully executed this First Amendment to the Intergovernmental Contact on the day and year first written above.

SOUTHWEST MICHIGAN BEHAVIORAL HEALTH REGIONAL ENTITY

By: _____ Date: _____

Its: _____

THE COUNTIES:

BARRY COUNTY

By: _____ Date: _____

Its: _____

BERRIEN COUNTY

By: _____ Date: _____

Its: _____

BRANCH COUNTY

By: _____ Date: _____

Its: _____

CASS COUNTY

By: _____ Date: _____

Its: _____

CALHOUN COUNTY

By: _____ Date: _____

Its: _____

KALAMAZOO COUNTY

By: _____

Date: _____

Its: _____

ST. JOSEPH COUNTY

By: _____

Date: _____

Its: _____

VAN BUREN COUNTY

By: _____

Date: _____

Its: _____



County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO: Administrative Affairs Committee
FROM: John Faul
DATE: March 9, 2021
RE: Palisades Community Advisory Panel (CAP)

REQUEST:

The request is to continue the discussion and receive feedback for a County based Community Advisory Panel in preparation for the closure of Palisades Power Plant, the transfer of ownership from Entergy to Holtec, and the resultant Nuclear Regulatory Commission (NRC) decommissioning process.

BACKGROUND:

The decommissioning of Palisades will begin following the plant's closure and reactor defueling in 2022 under continued regulation of the U.S. Nuclear Regulatory Commission (NRC). Under federal law, Palisades must be decommissioned by safely removing the unit from service and reducing residual radioactivity to a level that permits release of the property for unrestricted reuse. Per the NRC, the federal government has strict rules governing nuclear power plant decommissioning, involving cleanup of radioactively contaminated plant systems and structures, and removal of the plant's spent fuel. These federal requirements protect workers and the public during the entire decommissioning process and once completed. By federal law, the decommissioning of a nuclear plant must be completed within 60 years of permanently ceasing operations.

The permanent plant shutdown, reactor defueling, decommissioning, site remediation, spent fuel management and removal, and potential site reuse, among other issues at the Palisades Power Plant, are issues of public interest. In response, it is recommended that the Board of Commissioners form a Palisades Community Advisory Panel (CAP) to provide for open communication, public involvement, and education issues related to the Palisades Power Plant shutdown and decommissioning.

At the December 8, 2020 Committee of the Whole meeting, the Board approved the formation of the CAP and instructed staff to work on the details of the Bylaws and membership, and report back to the Administrative Affairs Committee for further discussion and direction. Membership is to reflect diverse interests, backgrounds and areas of professional expertise including State, Tribal and Local Units of Government; Public Health; Education; the Environment; Emergency Preparedness; Labor; Business; the General Public; and Plant Owners.

Attached is an NRC report on CAP best practices. Highlights are:
Early formation of a CAP

Development of a Charter to formalize purpose, structure and operations
Consideration of local preferences for citizen engagement
Diversity in membership
Meeting frequency and agenda
Funding sources
Access to technical expertise

Attached is a draft Charter that outlines potential membership with consideration of past Board comments, which needs Board discussion.

FINANCIAL IMPACT:

Potential costs for meeting expenses.

RECOMMENDATION:

The recommendation is to review the draft Charter, including the membership list, and the NRC best practices report for further discussion and direction with the goal of the full Board formally establishing the CAP as soon as practicable.

ATTACHMENTS:

Description

- ▣ **Palisades NRC CAP Best Practices**
- ▣ **Palisade CAP Charter Draft 3/9/21**

BEST PRACTICES FOR ESTABLISHMENT AND OPERATION OF LOCAL COMMUNITY ADVISORY BOARDS ASSOCIATED WITH DECOMMISSIONING ACTIVITIES AT NUCLEAR POWER PLANTS

**A Report for the Senate Committee on Environment and Public Works
and the House Committee on Energy and Commerce**



By the U. S. Nuclear Regulatory Commission

Enclosure

INTRODUCTION

The U.S. Nuclear Regulatory Commission (NRC) provides this report as required by the Nuclear Energy Innovation and Modernization Act (NEIMA or Act). Specifically, Section 108 of NEIMA requires the NRC to “submit to Congress, and make publicly available, a report identifying best practices with respect to the establishment and operation of a local community advisory board to foster communication and information exchange between a licensee planning for and involved in decommissioning activities and members of the community that decommissioning activities may affect.” While existing organizations have a variety of names, such as community engagement panel, community advisory panel, and citizens advisory board, this report will refer to them collectively as community advisory boards (CABs). The report includes lessons learned from CABs, associated with decommissioning nuclear power reactors, that were established before the date of enactment of the Act.

BACKGROUND

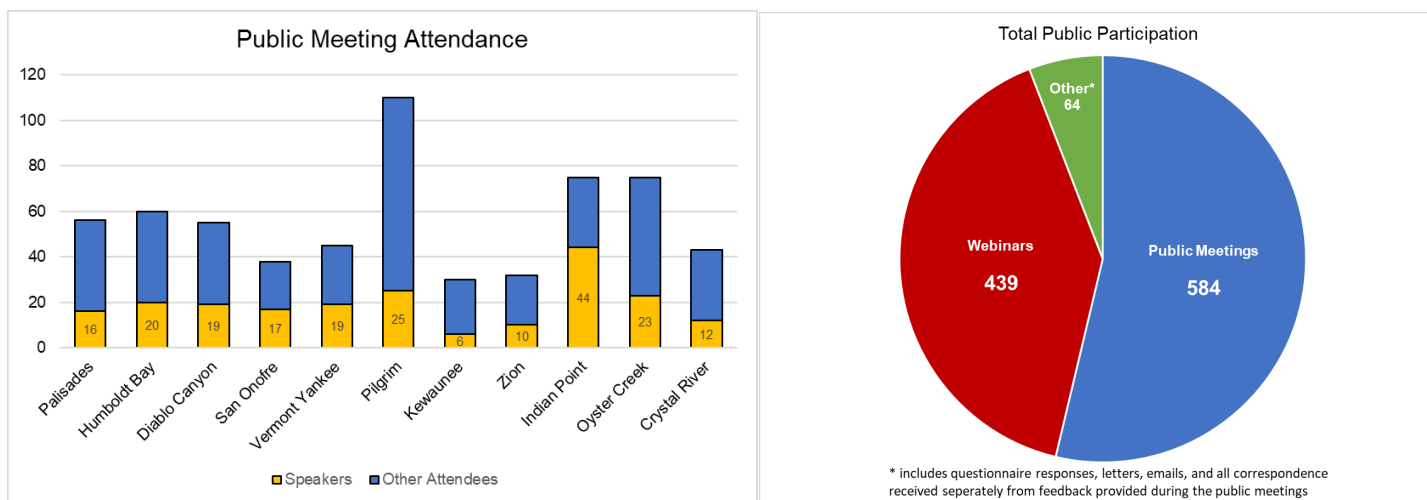
Decommissioning is the safe removal of a nuclear facility from service and the reduction of residual radioactivity to a level that permits release of the property and termination of the NRC license. Regulations establish site release criteria and provide for the release of property for unrestricted or, under certain conditions, restricted use. The NRC also requires licensees of nuclear power reactors to maintain financial assurance that sufficient funds will be available to complete radiological decommissioning of sites. While the period of active decommissioning of a nuclear power reactor when demolition and decontamination are underway (called DECON) takes an average of 10 years, the NRC’s regulations provide up to 60 years for a licensee to complete decommissioning. This may include extended periods of inactivity and long-term storage (called SAFSTOR), during which radioactivity on site decreases substantially, making subsequent decontamination and demolition easier. The NRC has overseen decommissioning of 10 nuclear power reactors and is currently overseeing decommissioning activities at 23 facilities across the country. Licensees for five of the 95 currently-operating nuclear power reactors have notified the agency of their intent to begin decommissioning within the next 5 years.

PROCESS

As part of developing this report, the NRC held 11 public meetings to obtain insights from host States, communities within emergency planning zones of nuclear power reactors (a 10-mile radius), and existing local CABs. As required by NEIMA, these meetings were conducted as “category 3” meetings, during which the public is invited to provide comments and ask questions of the NRC staff and other attendees throughout the event. A *Federal Register* (FR) notice was issued on March 18, 2019 ([84 FR 9841](#)), seeking stakeholder input on the selection of public meeting locations. Based on the input received, the NRC staff held meetings near the following nuclear power plants between August and October of 2019: Palisades (Michigan), Humboldt Bay (California), Diablo Canyon (California), San Onofre (California), Vermont Yankee (Vermont), Pilgrim (Massachusetts), Kewaunee (Wisconsin), Zion (Illinois), Indian Point (New York), Oyster Creek (New Jersey), and Crystal River (Florida). In addition, the NRC staff conducted webinars on August 8, 2019, and November 19, 2019, that provided opportunities for interested members of the public who may have been unable to attend the public meetings in person to offer comments on CAB best practices, including lessons learned. All these public meetings, including the webinars, were announced in the FR and publicized by media outlets.

Prior to these meetings, the NRC staff coordinated with State and local governments, existing CABs, and licensees to ensure that outreach efforts encouraging attendance at the meetings were effective for reaching affected stakeholders. The NRC staff used a variety of media to notify the public of these meetings, including press releases and social media posts. In addition, the NRC staff provided individual responses to all parties that requested a meeting in their area, to inform them of the selection of meeting locations and the general timeframe for participating in the public meetings and nationwide webinars. The meetings and webinars were well attended. A summary of attendance, as well as the correspondence received outside of the meetings, is shown in Figure 1. Attachment 1, “Public Meeting Summaries,” contains a table of the public meeting locations, summaries, presentations, and transcripts.

Figure 1: Public Participation in Meetings on CABs



The NRC staff also used a questionnaire on the creation and operation of CABs, which was published on September 27, 2019 ([84 FR 51189](#)). In addition to providing comments during the public meetings, interested members of the public could provide comments electronically via e-mail to the NRC’s NEIMA Section 108 working group, through online questionnaire responses, and by submitting comments through Regulations.gov under Docket ID [NRC-2019-0073](#). The NRC staff also developed a public [website](#) to keep stakeholders informed of the activities related to this effort.

The NRC staff received numerous letters, e-mails, questionnaire responses, and other docketed comments on the topics outlined in Section 108 of NEIMA. These were considered in the best practices and lessons learned described in this report. The NRC received 1,235 oral and written comments from 216 commenters through these outreach efforts. The majority of these comments are in the meeting transcripts and summaries listed in Attachment 1. Attachment 2 provides a summary reference for the remaining comments received from current and former decommissioning power reactors with CABs, and also provides a reference to information received from stakeholders for individual nuclear power reactor sites. Collectively, these comments were used to identify overarching themes across the CABs, as well as several unique considerations for establishing a CAB under different circumstances. This report summarizes those overarching themes.

DISCUSSION

The NRC identified several overarching themes that were common to most of the CABs or affected communities. Specifically, the themes involved: (1) early formation considerations; (2) charter development; (3) local preferences for engagement; (4) membership composition; (5) licensee participation; (6) meeting frequency; (7) public engagement; (8) funding; (9) CAB training and use of experts; (10) topics to be brought before the CAB; and (11) sites with multiple advisory boards. The first eight themes were common to the feedback received from all existing CABs and affected communities, while the next two were shared by several of the CABs, and the final theme was discussed at several meetings and is unique to one site.

Early Formation Considerations

Members from all CABs stated that early formation is a prime consideration once a licensee has notified the NRC of its intent to permanently shut down a nuclear reactor. Due to the complex issues involved in decommissioning, and the time needed for the CAB members and public to become informed of the various issues involved in the process, CAB formation prior to the shutdown of the reactor is likely to improve its overall effectiveness in working with the community and the licensee. Commenters also stated that other advantages of forming a CAB prior to the reactor's shutdown include more time to develop a charter, consider membership, develop a selection process for CAB members, provide training or other background information, and identify and address community needs during decommissioning.

Charter Development

All current CABs have a charter or similar guiding document to formalize the purpose, organizational structure, and general operations. These charter documents vary widely between the CABs. State-sponsored CABs are typically established by statute. Other CABs may be established based on a simple outreach procedure created by the licensee or members of the public to outline the general role and functions of the CAB. In all cases the guiding documents establish the procedures by which the CAB operates, how it conducts meetings, and how it interacts with the community, local and State governments, the licensee, and other stakeholders.

Based on the NRC staff's review of the charters for all current CABs and comments received during the interactions initiated by Section 108 of NEIMA, the staff identified the following issues that are typically addressed in a CAB charter or guiding document:

- the purpose of the CAB
- the selection of CAB members
- the operation of the CAB, such as logistics, budget, communications, and record requirements
- the procedures for meetings
- the procedures for voting
- requirements for licensee, community, and other stakeholder interactions or engagement.

In most circumstances, the charter document defines the authority of the CAB and may include how the CAB's input could be used to inform the decisionmaking processes of stakeholders for various decommissioning activities. For example, State-sponsored CABs may have statutory authority over certain decommissioning decisions under the State's authority. Other types of

CABs may coordinate with the licensee to create a charter that describes when the CAB's input will inform decommissioning decisions made by the licensee. The purview of the CAB will in part be driven by its purpose, which can vary among CABs. A CAB can be an advisory panel for the community, the licensee, or a State or local government. It can be dedicated to improving community engagement and outreach. It also can be tasked to provide specific reports to State or local officials.

The charter or other guiding document establishes the structure of the CAB and often addresses the independence of the CAB from other stakeholders involved in the decommissioning process. Many CAB members stressed the importance of the CAB's independence in order to fully understand and objectively explore the decommissioning process.

Another important consideration in the development of a charter or other guiding document is the life cycle of the CAB as the site goes through the decommissioning process, including when funding will end and how a CAB's operations will evolve based on site conditions and community needs. Greater consideration of the CAB's life cycle in a charter can allow a CAB to be more responsive in adapting to changing needs, such as post-decommissioning activities while spent nuclear fuel remains on the former reactor site. Among these life cycle considerations is the structure of the board and the length of membership terms to maintain institutional knowledge throughout its existence.

CAB members at several locations stressed the importance of having a mechanism to periodically review and revise the CAB charter. However, a CAB established by statute may face greater challenges in revising its structure or operations as legislative changes may be necessary for such revisions.

Local Preferences for Engagement

A majority of commenters stated that communities should have significant input into a CAB's establishment and operation and that the CAB should reflect the concerns and level of engagement of each community. This interest in strong community input was a consistent theme in each public meeting, the two webinars, and the comments submitted by other stakeholders via electronic means and questionnaire responses. For example, the majority of commenters noted that there are differences in CAB focus, attendance levels, and discussion topics that depend on unique, region-specific considerations. At some locations, communities prefer alternative outreach methods, including newsletters and open houses, annual reports, and websites. At other locations, communities prefer a more formal approach to establishing a CAB, including regularly scheduled meetings, a documented structure, and membership requirements.

Membership Composition

The majority of commenters stated that CABs should reflect the community surrounding the nuclear facility and include adequate consideration of demographics and a variety of technical expertise. For example, commenters stated CABs should consider including members from nearby communities and tribal lands that may be affected by shutdown of the nuclear power reactor. Opinions varied on the utility of having local elected officials on CABs. Thoughts also varied on the role and appropriate level of engagement of State and Federal elected officials.

Licensee Participation

Opinions regarding licensee membership and participation in the CAB were mixed. Commenters favoring licensee participation stated that it would provide: more open dialogue on the decommissioning process, more knowledge of ongoing and planned activities, more technical expertise on decommissioning, and greater understanding of unique site characteristics. Others added that licensees often contribute funding for CAB activities, provide logistical and technical support for meetings, and provide funding for CAB communication with the community, such as by establishing a website or printing a newsletter.

Commenters not favoring licensee participation described problems with sponsorship, voting rights, and influence on the CAB member selection process. In general, the issue of licensee participation centered on the potential conflict between the licensee's interest in decommissioning and the community's interests. Some commenters stated that the licensee's influence over the CAB is potentially magnified if the CAB relies on licensee funds, resources, or expertise.

Most commenters agreed that licensee participation such as providing site tours, conducting open houses, providing technical expertise, and communicating ongoing and planned activities is important to a fully-functioning CAB.

Meeting Frequency

The frequency of CAB meetings varies based on site decommissioning status, ongoing decommissioning activities, level of public interest, local preferences, and availability of CAB members. Many CAB members stated that more meetings were required early in the planning phase of decommissioning and throughout the initial decommissioning phases. Participants expressed this opinion consistently at all the public meetings and other related interactions.

Public Engagement

In addition to allowing public comment at meetings, several CABs described other opportunities for public engagement and additional means to facilitate dialogue between the licensee and the public through websites, newsletters, and other communication tools. For example, at least three CABs livestream their meetings to make them more accessible to the public. Some CABs also publish annual reports. CABs may consider appropriate ways to provide opportunities for public engagement and communication based on the preferences of local community members, including tribes in the area.

CABs can consider inviting entities such as the NRC, State officials, local government officials, and tribal governments to provide presentations and engage in discussions on issues of interest to the local community and the CAB. The NRC has supported several meetings held by CABs to share information related to the decommissioning regulation and oversight process.

Funding

The majority of CAB members expressed a need to have dedicated funds assigned specifically to support CAB operations and activities. Many commenters stated that there are key expenses, including administrative costs, travel, expert consultations, website maintenance, annual reports, and other communication methods, that should not be subject to discretionary funding or control by an outside entity. Although logistical and administrative funding was

consistently deemed critical, opinions varied on what specific activities should be covered by the CAB funds and whether CAB members should be compensated for their participation.

While the need for dedicated funding was expressed consistently at all meetings, opinions differed on funding sources. Some participants felt that licensees should provide funding. Others preferred State or community funding. Some preferred funding be provided by the NRC or other Federal entity. Finally, some thought that funding should be shared among all of these sources.

CAB Use of Experts and Training

Almost all CAB members stated that access to technical experts and specialized training was vital to an effective CAB. Many commenters also stated that a CAB should be able to select and retain its own technical experts on certain topics. This independence provides better support to the community on important site-specific decommissioning issues. While the need for experts and training was a recurring theme, opinions differed on who should fund, provide, and manage this training. Some felt that the licensee or NRC should provide access to such training or provide specific funds for the use of experts, perhaps separate from funding the CAB itself. Several commenters noted that the NRC staff often participates in CAB meetings to present on regulatory or oversight process topics related to decommissioning, and described this as a best practice. Access to technical experts and/or specialized training to assist the CAB membership can be clearly defined in the charter.

Topics to be Brought Before the CAB

The following is a list of the topics that existing CABs routinely discuss: decontamination and dismantlement; NRC regulatory filings (such as the PSDAR and other licensing actions related to decommissioning); NRC inspections; spent nuclear fuel; radiation monitoring; storage and disposal of spent nuclear fuel; dry cask storage issues; spent fuel transportation; geologic disposal; transfer of spent fuel to on-site dry cask storage; emergency planning; security; economic impacts of decommissioning; effluents and discharges; environmental impacts; and seismic hazards.

Sites with Multiple Advisory Boards

Commenters at several meetings asked about the potential for multiple CABs to serve different purposes in relation to the same decommissioning nuclear power reactor. As discussed in the Charter Development and Membership Composition sections above, there was strong agreement from commenters that CABs should reflect the community surrounding the nuclear facility and include adequate consideration of demographics and a variety of technical backgrounds. However, there were a variety of opinions on how a CAB should be composed, as well as the general role and functions of a CAB. Given the wide range of issues that could be brought before a CAB, and the varying local preferences for engagement, a community may consider whether multiple advisory boards with clearly defined roles, functions, and membership may offer advantages.

CONCLUSION

Based on the feedback through the eleven public meetings, webinars, questionnaire feedback, and current experience with CABs at decommissioning nuclear power reactors, the NRC staff encourages the formation of CABs to foster communication and information exchange between

the licensee and the members of the community. To aid in the formation of CABs, some of the best practices, including lessons learned, gathered as part of the NRC's efforts in response to the requirements in Section 108 of NEIMA are:

- Early formation of CABs in the decommissioning process;
- Development of a charter or guiding document to formalize their purpose, organizational structure, and general operations;
- Consideration of local preferences for engagement and CAB meetings should be open to the public whenever possible;
- Diversity in CAB membership;
- CAB meeting frequency and topics for discussion based on the site status, ongoing activities, and level of stakeholder interest;
- Specifically assigned funding sources to support operations and activities; and
- Access to technical experts or specific training to better inform their discussions with the communities they serve.

ATTACHMENTS

Attachment 1: Public Meeting Summaries

Attachment 2: Current and Former Decommissioning Nuclear Power Reactor Sites with and without Community Advisory Boards

Attachment 1: Public Meeting Summaries

Meeting Date (2019)	Site	Meeting Venue	Meeting Summary	Presentation	Transcript
August 21	Palisades	Mendel Center at Lake College (Benton Harbor, MI)	ML19296D063	ML19231A285	ML19296D062
August 26	Humboldt Bay	Wharfinger Building (Eureka, CA)	ML19296A095	ML19233A086	ML19262G410
August 27	Diablo Canyon	San Luis Obispo Supervisors Building (San Luis Obispo, CA)	ML19318F527	ML19233A072	ML19267A021
August 29	San Onofre	San Juan Capistrano Community Center (San Juan Capistrano, CA)	ML19263A660	ML19235A189	ML19263A659
September 10	Vermont Yankee	Brattleboro Middle School (Brattleboro, VT)	ML19317D076	ML19248C230	ML19317D077
September 11	Pilgrim	1620 Hotel (Plymouth, MA)	ML19274B666	ML19248C239	ML19274B664
September 24	Kewaunee	Town of Carlton Community Center (Kewaunee, WI)	ML19289D484	ML19260E695	ML19284B574
September 26	Zion	Courtyard Chicago Waukegan/Gurnee (Waukegan, IL)	ML19323E008	ML19249C775	ML19296D472
October 2	Indian Point	Town of Cortlandt Community Center (Cortlandt, NY)	ML19318G436	ML19269B683	ML19318G438
October 3	Oyster Creek	Manahawkin Holiday Inn (Manahawkin, NJ)	ML19295G492	ML19269B689	ML19284B638
October 10	Crystal River	Citrus County Chamber of Commerce (Crystal River, FL)	ML19323F826	ML19276F110	ML19295G527
August 8	Nationwide	Webinar	ML19256A017	ML19218A262	ML19248C662
November 19	Nationwide	Webinar	ML19350B961	ML19319A055	ML19340A073

Attachment 2: Current and Former Decommissioning Nuclear Power Reactor Sites with and without Community Advisory Boards

I. Current and Former Decommissioning Nuclear Power Reactor Sites with Community Advisory Boards

Site	Date of Shutdown and Current Site Status	Date CAB Established	CAB Sponsor	Comments Provided	Charter or Equivalent	Website
Sites with Currently Operating Reactors						
Diablo Canyon	Unit 1—2024* (Operating) Unit 2—2025* (Operating)	2018	Licensee	ML19267A021 (Transcript) ML19344C714 (Questionnaire)	Yes	https://diablocanyonpanel.org/
Indian Point	Unit 1—1974 (SAFSTOR) Unit 2—2020 (DECON Pending) Unit 3—2021* (Operating)	2019	Local Government	ML19318G438 (Transcript) ML19344C719 (Questionnaire) ML19319A027 (Additional)	Yes	https://www.townofcortlandt.com/cn/webpage.cfm?tpid=16908
Sites Currently Undergoing Decommissioning						
Humboldt Bay	1983 (DECON)	1998	Licensee	ML19262G410 (Transcript) ML19344C717 (Questionnaire)	Yes	No CAB website
Pilgrim	2019 (DECON)	2018	State	ML19274B664 (Transcript)	Yes	https://www.mass.gov/orgs/nuclear-decommissioning-citizens-advisory-panel

Site	Date of Shutdown and Current Site Status	Date CAB Established	CAB Sponsor	Comments Provided	Charter or Equivalent	Website
Sites Currently Undergoing Decommissioning (continued)						
San Onofre	Unit 1—1992 (DECON) Unit 2—2013 (DECON) Unit 3—2013 (DECON)	2014	Licensee	ML19263A659 (Transcript) ML20113E933 (Questionnaire)	Yes	https://www.songscommunity.com
Vermont Yankee	2014 (DECON)	2014	State	ML19317D077 (Transcript) ML19106A341 (Questionnaire)	Yes	https://publicservice.vermont.gov/electric/ndcap
Zion	1998 (DECON)	2011	Licensee	ML19296D472 (Transcript)	Yes	https://www.zionsolutionscompany.com/community/zion-station-community-advisory-panel/
Sites That Have Completed Decommissioning						
Maine Yankee	1997 (DECON Completed)	1997	Licensee	ML19317D077 (Transcript) ML19297F718 (Questionnaire) ML19318G264 (Additional)	Yes	No CAB website

Site	Date of Shutdown and Current Site Status	Date CAB Established	CAB Sponsor	Comments Provided	Charter or Equivalent	Website
Sites That Have Completed Decommissioning (continued)						
Connecticut Yankee	1996 (DECON Completed)	1997	Licensee	ML19317D077 (Transcript)	Yes	No CAB website
Yankee Rowe	1991 (DECON Completed)	1998	Licensee	ML19317D077 (Transcript)	Yes	No CAB website
Big Rock Point	1997 (DECON Completed)	1997	Licensee	No comments provided	No	No CAB website
Saxton	1972 (DECON Completed)	1995	Licensee	No comments provided	No	No CAB website

II. Current and Former Decommissioning Nuclear Power Reactor Sites without Community Advisory Boards

Site	Shutdown Date (Current Site Status)	Comments/Notes
Sites Currently Undergoing Decommissioning		
Crystal River Unit 3	2013 (DECON)	ML19295G527 (Transcript) ML19344C805 (Questionnaire)
Dresden Unit 1	1978 (SAFSTOR)	Two units currently operating at site
Fermi Unit 1	1972 (SAFSTOR)	One unit currently operating at site

Site	Shutdown Date (Current Site Status)	Comments/Notes
Sites Currently Undergoing Decommissioning (continued)		
Fort Calhoun	2016 (DECON)	ML19331A197 (Questionnaire)
GE Vallecitos EVESR & VBWR	EVESR - 1967 / VBWR - 1963 (SAFSTOR)	No comments were provided
Kewaunee	2013 (SAFSTOR)	ML19284B574 (Transcript)
La Crosse	1987 (SAFSTOR)	No comments were provided
Millstone Unit 1	1998 (SAFSTOR)	Two units currently operating at site
NS Savannah	1970 (DECON)	No comments were provided
Oyster Creek	2018 (DECON)	On October 2, 2019, the State of New Jersey established the Oyster Creek Safety Advisory Panel to provide additional oversight
Peach Bottom Unit 1	1974 (SAFSTOR)	Two units currently operating at site
Three Mile Island Unit 1	2019 (SAFSTOR)	No comments were provided
Three Mile Island Unit 2	1979 (SAFSTOR)	Site did have CAB during post-accident cleanup activities
Sites That Have Completed Decommissioning		
Rancho Seco	1989 (DECON Completed)	No comments were provided

PALISADES COMMUNITY ADVISORY PANEL CHARTER

I. PURPOSE

- A. The Community Advisory Panel (CAP) is established to provide for open communication, public involvement, and education on decommissioning issues for the Palisades Power Plant in Covert Township, Van Buren County, Michigan. The CAP will serve as a channel of community involvement with Palisades.
- B. The CAP will evaluate and comment upon data and other information provided by Palisades and other reliable official sources. Information provided by Palisades may include (1) publicly available information regarding the balance of the Palisades nuclear decommissioning trust fund; (2) the status of decommissioning activities (including spent nuclear fuel management and site restoration work); and (3) filings submitted to the U.S. Nuclear Regulatory Commission (NRC).
- C. The NRC has exclusive jurisdiction over the radiological decommissioning of nuclear facilities. Therefore, the CAP will function in an advisory capacity and shall have no role in directing the decommissioning or related work at Palisades. Palisades will consider advice or recommendations made by the CAP, but it has no obligation to act on such advice or recommendations.

II. ORGANIZATION AND MEMBERSHIP

- A. Membership
 1. The CAP will reflect the diverse viewpoints of residents within the Palisades primary Emergency Planning Zone (EPZ), which includes portions of Allegan, Berrien, and Van Buren counties.
 2. The CAP will consist of thirty-three (33) members as follows:
 - i. Three (3) members of the Van Buren County Board of Commissioners, to be selected by the Van Buren County Boards of Commissioners; all County Commissioners??
 - ii. The Administrator of Van Buren County, or his or her designee;
 - iii. The Administrator of Berrien County, or his or her designee;
 - iv. The Supervisor of Covert Township, or his or her designee; all Supervisors?
 - v. The Supervisor of South Haven Township, or his or her designee; all City/Village Presidents??
 - vi. The City Manager of the City of South Haven, or his or her designee; all City/Village Managers??
 - vii. The Tribal Council Chairman of the Pokagon Band of Potawatomi, or his or her designee;
 - viii. The Van Buren County Drain Commissioner, or his or her designee;
 - ix. The Superintendent of Covert Public Schools, or his or her designee;

- x. The Superintendent of the Van Buren Intermediate School District, or his or her designee;
 - xi. The County Health Officer/Administrator for the Van Buren-Cass District Health Department, or his or her designee;
 - xii. One (1) representative of the Van Buren District Library board;
 - xiii. Three (3) members representing law enforcement/emergency preparedness agencies for the Palisades 10-mile EPZ, including one (1) representative from each Allegan, Berrien, and Van Buren counties;
 - xiv. One (1) representative of the Michigan Department of Environment, Great Lakes, and Energy – Radiological Emergency Preparedness Unit;
 - xv. One (1) representative of the Michigan Department of Natural Resources – Saugatuck Dunes and Van Buren State Park;
 - xvi. One (1) representative of the Michigan Public Service Commission;
 - xvii. One (1) representative of the Utility Workers Union of America (UWUA) who is a present employee at Palisades;
 - xviii. One (1) representative of the United Government Security Officers of America (UGSOA) who is a present employee at Palisades;
 - xix. One (1) representative of the Laborers International Union of North America (LiUNA), to be selected by the Business Manager of the Local 355;
 - xx. Two (2) representatives of the licensee and owner of Palisades;
 - xxi. Two (2) representatives from Southwest Michigan-based conservation/environmental organizations, to be selected by the Van Buren County Board of Commissioners;
 - xxii. One (1) representative of a Southwest Michigan-based Lake Michigan homeowners association, to be selected by the Van Buren County Board of Commissioners;
 - xxiii. Two (2) representatives organizations representing the local business community, to be selected by the Van Buren County Board of Commissioners;
 - xxiv. Three (3) citizen representatives, including one (1) from each Covert Township, South Haven Township, and the City of South Haven, to be selected by the Van Buren County Boards of Commissioners. 9 total, 3 from each unit??
3. For the members identified in paragraphs (i) through (xi), above, membership on the CAP extends to them for the duration of their time serving in their official position. Membership on the CAP is conferred on the basis of their election or appointment to the position listed and not to any of them in their individual or personal capacity. Where as stated, said membership may be delegated, assigned, or otherwise transferred to another person.
4. For the members identified in paragraphs (xii) through (xx), above, membership on the CAP shall be conferred by the organization named, with the understanding that a CAP member(s) so appointed should serve on the panel for at least two (2) years.
5. For the members identified in paragraphs (xxi) through (xxiv), above, membership on the CAP shall be for a minimum two (2) year term. Said membership cannot be delegated, assigned, or transferred to another person.

6. Termination of membership will automatically occur in the event that three (3) consecutive CAP meetings have been missed without prior notification to and approval by the Chairperson.
 7. Membership shall be resigned by writing to the Chairperson of the CAP. The Chairperson shall immediately forward a copy of such resignation letter to the Palisades Government Affairs Department and the represented body.
 8. Member vacancies will be filled by the same way they were originally filled. All vacancies must be filled consistent with the criteria for membership stated above. The term of a member filling a vacancy will end at the same time as it would have for the member being replaced. Vacancies created by the expiration of a member's term will be filled as stated in this section.
- B. OFFICERS - A Chairperson and Vice-Chairperson shall be selected by the Van Buren County of Board of Commissioners.
- C. COMMITTEES - Committees, sub-committees, or similar working groups may be designated by the Chairperson as needed to carry out the work of the CAP. Such committees, subcommittees, or working groups serve at the discretion of the Chairperson.
- D. DUTIES
1. Chairperson shall perform the following duties:
 - i. Call meetings of the CAP.
 - ii. Prepare and/or approve agenda for meetings.
 - iii. Preside at CAP meetings.
 - iv. Appoint Secretary of CAP and provide for the keeping of meeting minutes in the Secretary's absence.
 - v. Certify the accuracy of meeting minutes after approval by CAP membership.
 - vi. Submit to the Palisades Government Affairs Department all recommendations adopted by the CAP.
 - vii. Forward member resignation letters to the Palisades Government Affairs Department and the selecting body.
 2. Vice-Chairperson shall perform all the duties of the Chairperson in his/ her absence.
 3. Secretary shall perform the following duties:
 - i. Keep minutes of all CAP meetings including a record of members present and a complete and accurate description of matters discussed and conclusions reached.
 - ii. Provide the originals of all CAP records to the Palisades Government Affairs Department for retention and public inspection.
 - iii. Work with Palisades to ensure the smooth flow of information to the CAP and public.

III. MEETINGS

- A. Frequency - The CAP will meet on an as-needed basis, but no more than four (4) times per calendar year or as called by the Chairperson.
- B. Open Meetings - All CAP meetings will be open to the public.
 - 1. All meetings will have a public comment period.
 - 2. Issues brought before the CAP that are not on the meeting agenda will only be added to that meeting's agenda following an affirmative vote of two-thirds of all CAP members. If the vote falls short of the two-thirds majority, the issue will be placed on the agenda of the next CAP meeting.
 - 3. Meetings will be announced a minimum of one (1) week in advance. Meeting agendas and other materials sent to CAP members prior to meetings will be available to the public one (1) week in advance at a designated webpage.
- C. Reimbursement - Members of the CAP will not be reimbursed for travel or other expenses incurred by them in the performance of their duties as members.
- D. Quorum – **Seventeen (17)** members will constitute a quorum for a meeting of the CAP at which a vote or other official action is to be taken. In the absence of a quorum, the CAP may convene the meeting and adjourn until such time as a quorum is present. No official action may be undertaken by the CAP at a meeting which lacks a quorum.
- E. Majority Vote - Wherever this Charter refers to a "majority vote," it means a simple majority of the seventeen (17) members of the CAP. "Majority vote" does not mean a majority of the CAP members present and voting at a particular meeting. If no quorum is present, the CAP cannot vote on any matter, except adjournment, or take any official action of any kind. Minority reports will be part of the CAP record.
- F. Rules - Roberts Rules of Order will govern all CAP meetings.
- G. Minutes - Minutes shall be kept of all CAP meetings and will include a record of members present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued or approved by the CAP.
- H. Records - The records of the CAP consist of this Charter, meeting agendas, meeting minutes, reports submitted to or drafted by the CAP, studies made available to or prepared by the CAP, correspondence to or from the CAP. All such records shall be made available to the public. As appropriate, records may also be available on a web site (or portion of a web site) dedicated to the Palisades decommissioning project.

IV. TERM

- A. The CAP shall exist and operate for an initial term of six (6) years, beginning January X, 2021, and ending January X, 2027. The continuation of the CAP beyond its initial term shall be determined by the CAP at a public meeting convened no earlier than December 31, 2025.



County Administrator Agenda Item
Administrative Affairs Committee Meeting

TO: Administrative Affairs Committee
FROM: John Faul
DATE: March 9, 2021
RE: Diversity, Equity and Inclusion

REQUEST:

The request is to discuss County Diversity, Equity and Inclusion resources.

BACKGROUND:

Commissioner Patterson-Gladney asked Administration to compile a list of resources relating to Diversity, Equity and Inclusion (DEI). Attached is a supporting document showing potential training vendors and resources.

FINANCIAL IMPACT:

The fiscal impact is unknown but there are training dollars available if needed.

ATTACHMENTS:

Description

- ▣ **DEI Resources**
- ▣ **DEI Pratt LLC**
- ▣ **DEI FranklinCovey**

Potential Training Vendors

Pratt LLC., Awareness Training, <https://www.pratluc.org/about> , Contact Info: Darnell Blackburn, (313) 629-6011

Franklin Covey, Unconscious Bias Training, <https://www.franklincovey.com/Solutions/unconscious-bias.html> , Contact: Karen Turner Bockheim, Client Partner for Michigan

Crossroads Antiracism Training, <http://crossroadsantiracism.org/training/workshops/> , Contact Info: http://crossroadsantiracism.org/contact_us/ Staff: <http://crossroadsantiracism.org/about-us/staff/>

ERACCE, <http://www.eracce.org/training> , Contact Info and Staff: <http://www.eracce.org/contact>

Potential Diversity and Inclusion Resources

City of Kalamazoo:

<https://www.kalamazoocity.org/dei>

Michigan Diversity Council, Darlene King:

Darlene King, CDP

Executive Director / (Consultant), Michigan Diversity Council

t: (313) 585-3110 | f: (248) 677-3075 | e: Darlene@michigandiversitycouncil.org |

w: <http://www.michigandiversitycouncil.org>

State bar of Michigan: Greg Conyers, Director of Diversity

<https://www.michbar.org/diversity/home>

Implicit Bias

<https://www.ncsc.org/ibeducation>

<https://www.flcourts.org/content/download/217600/1971546/Diversity-Implicit-Bias-Resources-for-Education-NCSC.pdf>

<https://www.ncsc.org/information-and-resources/racial-justice/implicit-bias>

***Critical Cultural Competency***

The *Critical Cultural Competency* Program is designed to educate, inform, and enlighten County employees in the area of Culture. Participants will understand that culture is not just inclusive of race but of socio-economic status, religious beliefs and traditions.

Proposal:

The program will be facilitated by members of *PRAT LLC*. This training program is highly interactive and will be designed to meet the specific needs of the County of Kalamazoo employees.

Logistics:

The program will consist of a total of a 3 hour block of training for up to 40 individuals per session.

The dates, times and training location will be determined.

Cost:

The cost of the program is \$1800 per session.

Project Overview:

- Define Culture
- Compare and contrast cultural norms
- Familiarization with various cultures
- Cultural makeups
- Identifying cultural barriers
- Religious rights and respect

Program Description:

- Use of concepts in communication
- Use self-reflection
- Group exercises
- Use of training scenarios
- Religious review

Exercises:

- What do people think?
- Non-Verbal miscues
- Training scenarios
- Faith identification
- Communication exercise
- Listening vs. hearing



Delivery Method:

- Power point
- Participation
- Lecture

Objectives:

At the conclusion of each block of instruction the following objectives will be achieved:

- Build positive relationships between people of different cultures
- Communicate more effectively with people of different ethnic backgrounds
- Recognition of foundations of Christianity, Catholicism, Islam, Buddhism
- Reduce customer complaints
- Establish better rapport internally between employees of different cultures
- Create a safer and more productive environment

Goal:

To demonstrate ***Critical Cultural Competency*** is tolerance and understanding.



UNCONSCIOUS BIAS

Understanding Bias to
Unleash Potential™



Unconscious Bias: Understanding Bias to Unleash Potential

Every day, your people are faced with countless bits of information while making decisions that range from the pragmatic to the strategic. And they do so while working with increasingly diverse teams and stakeholders. As they confront more and more information and have to act quickly while considering varying perspectives, your leaders and team members are primed to rely on biased thinking. Why? Because unconscious biases are how our brains compensate for overload. But bias can also inhibit performance and lead to poor decision-making. So how do we counteract the potentially harmful impacts of unconscious bias? How can we create a workplace in which everyone feels valued and able to offer their best?

Introducing *Unconscious Bias: Understanding Bias to Unleash Potential*

A bias is a preference for or against a person, place, or thing. But unconscious bias leaves us unaware of potential harm resulting from biased thinking. As we understand bias, we can address it to create a culture in which everyone thrives. To do so, we must:

- **Identify Bias** where it shows up in our own thinking and in our workplaces.
- **Cultivate Connection** with those around us to expand our understanding and improve our decision-making.
- **Choose Courage** as we engage with care and boldness in addressing biases that limit people and constrain performance.

THE CHALLENGE	THE SOLUTION
We don't recognize when biases shape our decisions in ways that limit ourselves or others.	Learning to see when we default to biases, especially when we're overwhelmed with information, we need to act quickly, or we're driven by emotion.
We are overloaded, so we don't expand our networks or proactively seek out alternate perspectives.	Building meaningful connections with empathy and curiosity to expand the perspectives that drive decisions.
We don't thoughtfully address bias when we see it because we worry doing so will be harmful or difficult.	Strengthening skills that let us act with courage and care to constructively counter bias and its potential harms.
Our inability or unwillingness to constructively counter bias limits performance—our own, others', and our organization's.	Building a company culture and training leaders around respecting, including, and valuing the perspectives and contributions of all team members.

Addressing Bias Lets Your People Thrive

Bias is a natural part of the human condition—of how the brain works. But it affects how we make decisions, engage with others, and respond to various situations and circumstances, often limiting potential. *Unconscious Bias: Understanding Bias to Unleash Potential* helps participants:

- Identify and adjust for bias
- Cultivate meaningful connections
- Choose courage in order to make real change

There is nothing more fundamental to performance than how we see and treat each other as human beings. Helping your leaders and team members address bias will let them thrive, increasing performance across your organization.

What Participants Learn

TOPIC	OBJECTIVE
Identify Bias	Recognize the impact of bias on behaviors, decisions, and performance.
Cultivate Connection	Increase empathy and curiosity in personal interactions to surface and explore bias.
Choose Courage	Explore ways to face bias with courage and create the space where everyone is respected, included, and valued. Commit to actions to address the biases that limit individual performance and the performance of others.

Delivery Options

Unconscious Bias: Understanding Bias to Unleash Potential is available through multiple modalities, including:

- **Live, In-Person Work Sessions.** You can certify to deliver the one-day work session or FranklinCovey consultants can deliver it for you.
- **Live-Online Webinars.** You can certify to deliver the online webinars or FranklinCovey consultants can deliver them for you.
- **On Demand Web-Based Learning.** Three FranklinCovey Excelerators (20-25 minutes each) built around the Identify Bias, Cultivate Connection, and Choose Courage core content. Six FranklinCovey InSights (5-15 minutes each) offering single-point, video-based lessons.

Product Components

The solution includes:

- Participant Guide with Practice Cards
- Facilitator Kit and Virtual Certification tools
- For All Access Pass® clients, a 5-week Jhana performance support series



ALL ACCESS PASS

The FranklinCovey All Access Pass allows you to expand your reach, achieve your business objectives, and sustainably impact performance. It provides access to a vast library of FranklinCovey content, including assessments, training courses, tools, and resources available live, live-online, and On Demand. For more information, contact your FranklinCovey client partner or call 888-868-1776.