



MINUTES

**Board of Commissioners Chambers
219 East Paw Paw Street**

June 23, 2026

Commissioners

Gail Patterson-Gladney, District 1
Mike Chappell, District 2
Kurt Doroh, District 3
David DiStefano, District 4
Mike Toth, District 5
Tina Leary, District 6
Paul Schincariol, District 7

Board of Commissioners Meeting

1. Call to Order

On the above date the regular meeting of the Board of Commissioners was called to order at 02:06 PM by Kurt Doroh, Chairman of the Board.

2. Recital of the Pledge of Allegiance / Prayer

Invocation by Commissioner Doroh.

3. Roll Call

The roll was called by County Clerk Suzie Roehm with the following commissioners answering to their name and district: Mike Chappell, Kurt Doroh, David DiStefano, Mike Toth, Tina Leary, Paul Schincariol. Commissioner Patterson-Gladney absent and excused.

4. Additions/Deletions to the Agenda

5. Approval of Agenda

All items on the agenda marked with "***" are part of the consent agenda. Commissioners or the public can request that items be removed from the consent agenda.

Motion to approve the agenda as presented.

Motion by David DiStefano, Second by Tina Leary, Carried

6. Approval of Minutes

A. **June 9th, 2026 Board of Commissioners Meeting Minutes

Motion by David DiStefano, Second by Tina Leary, Carried

7. Public Comment

8. Administrative Affairs

A. **Specialty Court - State Court Administrative Office Grant Applications

ADMINISTRATIVE AFFAIRS RESOLUTION A41/6-23-2026

WHEREAS, Van Buren County's Specialty Courts are requesting to submit annual grant applications to the State Court Administrative Office (SCAO) for continued funding of the Drug Treatment Court, Family Treatment Court, Mental Health Court, and Sobriety Court; and,

WHEREAS, this year, the State Court Administrative Office (SCAO) has provided targeted

(recommended) award amounts for Van Buren County totaling \$517,581 in grant funding to support the continued operation of several specialty court programs. Drug Court: \$187,011, Family Court: \$64,869, Mental Health: \$190,057 and Sobriety Court: MDCGP \$75,644; and,

WHEREAS, these applications would cover the Drug Treatment Court, Family Treatment Court, Mental Health Court, and Sobriety Court programs; and,

WHEREAS, this investment reflects a strong commitment to evidence-based interventions that promote accountability, reduce recidivism, and strengthen community well-being across the county; and,

WHEREAS, the financial responsibility to the County involves providing upfront support to cover program costs, with the understanding that grant reimbursements from SCAO are issued on a quarterly basis. This temporary fiscal bridge ensures continuity of services while awaiting scheduled reimbursements and reflects the County's commitment to sustaining these impactful, treatment-focused initiatives.; and,

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the submission of the Specialty Court grant applications.

Motion by David DiStefano, Second by Tina Leary, Carried

B. ****Award of Contract for Third-Party Administrator (TPA) Services for the MSHDA CDBG MI Neighborhood Homeowner Rehabilitation Program**

ADMINISTRATIVE AFFAIRS RESOLUTION A42/6-23-2026

WHEREAS, Van Buren County has been awarded \$472,000 in Community Development Block Grant (CDBG) funding through the Michigan State Housing Development Authority (MSHDA) MI Neighborhood Program (Grant No. NDD-2023-10814-CDB) to implement a countywide Homeowner Rehabilitation Program; and

WHEREAS, Van Buren County issued a Request for Proposals (RFP) on May 13, 2026, in accordance with MSHDA CDBG procurement requirements and federal procurement standards set forth in 2 CFR Part 200, advertising for qualified firms to provide Third-Party Administrator (TPA) services for the program; and WHEREAS, the RFP was publicly advertised in a newspaper of general circulation in Van Buren County, posted on the County website, and distributed to the MSHDA TPA Interested Party List and regional professional networks, in full compliance with applicable procurement requirements; and WHEREAS, the County received two (2) proposals by the deadline of June 3, 2026, from Market One (Paw Paw, Michigan) and Vitalworks LLC (Detroit, Michigan); and WHEREAS, both proposals were reviewed in accordance with the weighted evaluation criteria established in the RFP: Qualifications and Relevant Experience (20 points), Proposed Approach and Methodology (20 points), Cost Proposal (20 points), Capacity, Availability, and Responsiveness (25 points), and References and Past Performance (15 points); and

WHEREAS, following evaluation, Market One received the highest score and was determined to be the most qualified and responsive proposer, offering demonstrated local presence and knowledge of Van Buren County, established experience administering MSHDA CDBG programs, a competitive fixed administrative fee of \$72,000 (approximately 15% of the total grant award, within the 18% maximum permitted by MSHDA), and strong references with no significant findings or delays; and

WHEREAS, the County's procurement file contains all required documentation, including the Independent Cost Estimate, RFP advertisement records, all proposals received, written evaluation scoring sheets, and selection rationale, all of which shall be retained and made available for MSHDA monitoring review; and

WHEREAS, all contracts are subject to MSHDA review and written authorization prior to execution, and no work may commence and no costs may be incurred until a fully executed contract is in place and MSHDA written authorization has been received;

NOW, THEREFORE, BE IT RESOLVED that the Van Buren County Board of Commissioners hereby:

1. Awards Contract for TPA Services – The Board hereby approves the award of a fixed-

sum contract for Third-Party Administrator services for the MSHDA CDBG MI Neighborhood Homeowner Rehabilitation Program (Grant No. NDD-2023-10814-CDB) to Market One, 32849 E. Red Arrow Highway, Suite 100, Paw Paw, Michigan 49079, in a total amount not to exceed \$72,000, subject to MSHDA review and written authorization.

2. Authorizes Submission to MSHDA – The Board hereby authorizes and directs the County Administrator to submit the complete procurement package to MSHDA for review and authorization, including the bid tabulation and evaluation scoring documentation, the selected firm's proposal, the draft TPA agreement, and MSHDA Form 13-A Grant Management Plan, in accordance with MSHDA CDBG Chapter 13 requirements.

3. Authorizes Contract Execution – Upon receipt of written authorization from MSHDA, the County Administrator, John Faul, is hereby authorized to execute a contract with Market One on behalf of Van Buren County. No contract shall be executed, no work shall commence, and no costs shall be incurred prior to receipt of written MSHDA authorization.

4. Affirms Procurement Compliance – The Board affirms that the procurement process was conducted in full compliance with MSHDA CDBG program requirements, HUD regulations under 24 CFR Part 570, and federal procurement standards under 2 CFR Part 200, and that all required procurement records are maintained in the County's permanent procurement file.

5. Affirms County Oversight Responsibility – The Board affirms that Van Buren County retains ultimate responsibility for CDBG grant compliance and program oversight throughout the contract term, and that the selected TPA shall serve in a supporting capacity subject to County direction and approval at all times.

6. Agrees to Compliance Requirements – The County will comply with all applicable federal, state, and local laws, regulations, and program requirements for the CDBG Program, including those outlined in the MSHDA CDBG Policy Manual, HUD regulations under 24 CFR Part 570, and the Grant Agreement.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Motion by David DiStefano, Second by Tina Leary, Carried

C. ****Economic Development Corporation (EDC) - Appointment of Russell Lauderdale**

ADMINISTRATIVE AFFAIRS RESOLUTION A43/6-23-2026

WHEREAS, The Economic Development Corporation Board has two vacancies and seeks candidates who are either residents of or conduct business in Van Buren County; and, WHEREAS, Russell Lauderdale has expressed interest in joining the EDC and has submitted his application. Mr. Lauderdale is a resident of Van Buren County, and he is also the CFO of St. Julian Winery, a prominent business in Van Buren County and the state of Michigan; and, WHEREAS, He is also active in the community, coaching softball, baseball, and soccer teams in the Paw Paw area. Given the responsibilities for managing the Revolving Loan Fund (RLF), Mr. Lauderdale's financial acumen will be valuable in evaluating loan prospects and managing the RLF portfolio of loans; and, NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the appointment of Russell Lauderdale to the Economic Development Corporation for a six-year term to expire June 23, 2032.

Motion by David DiStefano, Second by None, Carried

9. **Buildings and Grounds**

A. ****Request to Use County Property - National Reading of the Declaration of Independence**

BUILDINGS & GROUNDS RESOLUTION B6/6-23-2026

WHEREAS, the request is to approve the use of County property for the National Reading of the Declaration of Independence on July 8, 2026, 6:00 pm; and,
WHEREAS, Ms. Martha Deming-Maythier of the Paw Paw District Library has requested the use of the Courthouse steps/front lawn for a simultaneous national reading of the Declaration of Independence to celebrate the nation's 250th anniversary; and,
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the use of County property for the National Reading of the Declaration of Independence on July 8, 2026, at 6:00 pm.

Motion by David DiStefano, Second by Tina Leary, Carried

10. Finance

A. **Claims

CLAIMS RESOLUTION C7/6-23-2026

WHEREAS, claims in the amount of \$14,295,974.44 were submitted and reviewed; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approve of the total claims in the amount of \$14,295,974.44 for the month of May 2026.

Motion by David DiStefano, Second by Tina Leary, Carried

B. **Capital Improvement Plan (CIP)

FINANCE RESOLUTION F35/6-23-2026

WHEREAS, The CIP committee includes 6 designates from the following departments; Building and Grounds, IT, Courts, Sheriff's Department, Elected Officials, and the Finance Director, who is a non-voting member; and,
WHEREAS, A "wish list" has been compiled for the Board of the projects the committee has identified as needs of the County. The projects identified will begin to be addressed immediately and we will continue to review projects not slated for the wish list in future years; and,
WHEREAS, the recommended budget timelines outlined in the current plan are subject to change given the dynamic nature of our business (needs, materials, supplies, contractors). Projected priorities may shift to earlier or later years as needed; and,
WHEREAS, It is imperative for the County to continue to make capital improvements to ensure the sustainability of the county services in a safe and secure setting for employees and those that we serve; and,
WHEREAS, The CIP summary document serves as a list of eligible projects with projected costs. Once the submitting department is ready to move forward, they will proceed with the normal purchasing procedures such as getting bids/quotes and returning to the BOC for approval to proceed when applicable; and,
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the 2026-2031 Capital Improvement Plan.

Motion by David DiStefano, Second by Tina Leary, Carried

C. **Friend of the Court (FOC) - Amendment to Access & Visitation Grant

FINANCE RESOLUTION F36/6-23-2026

WHEREAS, this grant is offered through the State Court Administrator's Office of Dispute Resolution. Historically, Van Buren has applied for, and administered, this grant for Van Buren, Cass and Berrien counties; and,
WHEREAS, the grant provides resources for supervised parenting time. SCAO often offers counties an opportunity to amend their contracts halfway through the fiscal year, as some counties do not use all of their allotted grant monies.; and,

WHEREAS, there is no impact to general funds. Grant GL numbers are 215.0-291.00-549.000 R and 215.0-291.00-801.000 E; and,
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve proposed amendment to the FOC Access and Visitation Grant for FY 2026.

Motion by David DiStefano, Second by Tina Leary, Carried

D. ****Friend of the Court (FOC) MGT Contract Amendment**

FINANCE RESOLUTION F37/6-23-2026

WHEREAS, Friend of the Court is able to claim reimbursement for 66% of expenses when costs are associated with the child support program under Title IV-D; and,
WHEREAS, MGT has provided services for Van Buren County for many years, including application for the Cooperative Reimbursement Program through Title IV-D, submitting invoices to the State of Michigan on behalf of the FOC and providing technical support for audits. MGT also assists FOC with the E-Grams system; and,
WHEREAS, 215.0-291.00-801.000- initial onboarding fee of \$700.00, annual fees of \$3,250.00 that will be billed quarterly at the rate of \$812.50. The quarterly fee for claiming IV-D funds, \$2,250.00, is not impacted by any of these amendments; and,
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the proposed amendment to the FOC contract with MGT.

Motion by David DiStefano, Second by Tina Leary, Carried

11. Labor, Negotiations, and Contracts

A. ****MERS Health Care Savings Amendment - Removal of All Non-Union Employees**

LABOR RESOLUTION L18/6-23-2026

WHEREAS, following implementation of the MERS Health Care Savings Program, Administration has received continued feedback and requests from non-union employees, non-union Sheriff's Office employees, and elected officials expressing concerns regarding participation in the program, specifically related to associated administrative fees and the overall value of participation; and,
WHEREAS, based on employee and elected official feedback, Administration is recommending removal of these employee groups from participation in the HCSP moving forward. Existing balances already deposited into employee HCSP accounts will remain in place and continue to be administered under MERS rules; however, no future employer contributions or employee elections into the HCSP will occur for non-union employees, non-union Sheriff's Office employees, or elected officials upon approval of the amended agreement; and,
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the amended MERS Health Care Savings Program participation agreement.

Motion by David DiStefano, Second by Tina Leary, Carried

B. ****Adoption of Resolution Appointing HIPAA Privacy and Security Officer**

LABOR RESOLUTION L19/6-23-2026

WHEREAS, Employer maintains one or more health plans which are subject to the privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as modified by the Health Information Technology for Economic and Clinical Health Act ("HITECH"); and,
WHEREAS, the HIPAA privacy and security rules, as modified by HITECH and the 2013 HHS regulations, require the appointment of a HIPAA privacy officer and a HIPAA security

officer to implement privacy and security policies and procedures; and,
WHEREAS, that Anna Blankenship, or any future HR Director, is appointed as the HIPAA privacy officer and is authorized and directed to take whatever steps deemed reasonable and appropriate, including, but not limited to, the implementation of privacy policies and procedures, in order to ensure that Employer's health plan(s) are in compliance with the HIPAA privacy rules.

WHEREAS, that Anna Blankenship, or any future HR Director, is appointed as the HIPAA security officer and is authorized and directed to take whatever steps deemed reasonable and appropriate, including, but not limited to, the implementation of security policies and procedures, in order to ensure that Employer's health plan(s) are in compliance with the HIPAA security rules.

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the appointment of Ms. Blankenship or any future HR Director as the HIPAA privacy officer and security officer.

Motion by David DiStefano, Second by Tina Leary, Carried

12. Public Transit

13. Veterans Services

14. Commissioner's Roundtable

- Palisades
- Parks & Recreation
- July 18th - Lawrence Pavilion - James & Gayle Crandall Proclamation presentation
- June 28th - Memorial event for Captain Scott Earls
- Village of Decatur 4th of July celebrations

15. Chairman's Update

- City of Bangor fireworks
- Rural Energy Academy

16. Board Correspondence

A. Antwerp Twp - Van Buren Dist Lib 06-03-26

17. Closed Session

18. Public Comment

19. Adjournment

Motion to adjourn.

Motion by David DiStefano, Second by Mike Chappell, Carried

The meeting was adjourned at 02:30 PM.

Kurt Doroh, Chairperson

Suzie Roehm, County Clerk