



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PRESQUE ISLE COUNTY

GRETCHEN WHITMER  
GOVERNOR

ROBERT GORDON  
DIRECTOR

**Presque Isle Department of Health and Human Services  
Board Agenda for February 15, 2022  
Location; Rogers City County Commissioner's Room 11:00 am**

1. Call to Order
2. Public Comments
3. Approval of February 10, 2022 Agenda/Additions
4. Approval of January 18, 2022 Minutes
5. Monthly Reports and Expenditures
6. MCSSA District II Meeting Update
7. MCSSA Vice President/ Legislative Committee/ Development and Education Committee Updates
8. Legislative Conference Registration
9. Board Member Replacement Status
10. EFSP Updates
11. COVID-19 Update
12. Agency Updates
  - a.) Project One Day
13. Correspondence:
14. Next Meeting: Thursday, March 10, 2022 at 11:00 am

Citizens may contact Director Julie Waldron in advance of the meeting for additional information or questions at 231-627-8539. Arrangements can be made to accommodate those with disabilities.



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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PRESQUE ISLE COUNTY

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GOVERNOR

ROBERT GORDON  
DIRECTOR

**Presque Isle Department of Health and Human Services  
Board Agenda for March 10, 2022  
Location; Rogers City County Commissioner's Room 11:00 am**

1. Call to Order
2. Public Comments
3. Approval of March 10, 2022 Agenda/Additions
4. Approval of February 15, 2022 Minutes
5. Appoint Board Chairperson
6. Monthly Reports and Expenditures
7. MCSSA District II Meeting Update
8. MCSSA Legislative Priorities Brochure
9. MCSSA Vice President/ Legislative Committee/ Development and Education Committee Updates
10. Legislative Conference Registration
11. EFSP/ ARPA-R Funding Awards
12. Fair Market Rate Counseling Contract Review and County Board Memo for Approval
13. COVID-19 Update
14. Agency Updates
  - a.) Project One Day Metrics
  - b.) Adult Protective Services Audit
15. Correspondence:
16. Next Meeting: To be determined at Board Meeting

Citizens may contact Director Julie Waldron in advance of the meeting for additional information or questions at 231-627-8539. Arrangements can be made to accommodate those with disabilities.



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**Presque Isle Department of Health and Human Services  
Board Agenda for April 25, 2022  
Location; Rogers City County Commissioner's Room 2:00 pm**

1. Call to Order
2. Public Comments
3. Approval of April 25, 2022 Agenda/Additions
4. Approval of March 10, 2022 Minutes
5. Monthly Reports and Expenditures
6. MCSSA District II Meeting Update
7. MCSSA Vice President/ Legislative Committee/ Development and Education Committee Updates
8. EFSP Funding-LRO Draft Reporting Template for review
9. COVID-19 Update
10. Agency Updates
  - a.) Project One Day Metrics
  - b.) MA Redeterminations
  - c.) PI office update regarding electrical concerns from 3/10/22
  - d.) Return to office
11. Correspondence:
12. Next Meeting: Thursday, May 12, 2022 at 11:00 am

Citizens may contact Director Julie Waldron in advance of the meeting for additional information or questions at 231-627-8539. Arrangements can be made to accommodate those with disabilities.



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DEPARTMENT OF HEALTH AND HUMAN SERVICES

PRESQUE ISLE COUNTY

GRETCHEN WHITMER  
GOVERNOR

ROBERT GORDON  
DIRECTOR

**Presque Isle Department of Health and Human Services  
Board Agenda for May 10, 2022  
Location; Rogers City County Commissioner's Room 11:00 am**

1. Call to Order
2. Public Comments
3. Approval of May 10, 2022 Agenda/Additions
4. Approval of April 25, 2022 Minutes
5. Monthly Reports and Expenditures
6. MCSSA District II Meeting Update
7. MCSSA Vice President/ Legislative Committee/ Development and Education Committee Updates
8. Agency Updates
  - a.) Project One Day Metrics
  - b.) Return to office
9. Correspondence:
10. Next Meeting: Thursday, June 9, 2022 at 11:00 am

Citizens may contact Director Julie Waldron in advance of the meeting for additional information or questions at 231-627-8539. Arrangements can be made to accommodate those with disabilities.



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PRESQUE ISLE COUNTY

GRETCHEN WHITMER  
GOVERNOR

ROBERT GORDON  
DIRECTOR

**Presque Isle Department of Health and Human Services  
Board Agenda for June 21, 2022  
Location; Rogers City County Commissioner's Room 11:00 am**

1. Call to Order
2. Public Comments
3. Approval of June 21, 2022 Agenda/Additions
4. Approval of May 10, 2022 Minutes
5. Monthly Reports and Expenditures
6. MCSSA District II Meeting Update
7. MCSSA Vice President/ Legislative Committee/ Development and Education Committee Updates
8. EFSP Reporting Template-status update
9. Agency Updates
  - a.) Project One Day Metrics
  - b.) Return to office
  - c.) Public Health Emergency
10. Correspondence:
11. Next Meeting: Thursday, July 14, 2022 at 11:00 am

Citizens may contact Director Julie Waldron in advance of the meeting for additional information or questions at 231-627-8539. Arrangements can be made to accommodate those with disabilities.



**PRESQUE ISLE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**BOARD MEETING MINUTES January 18, 2022 (The meeting was re-scheduled from January 12, 2022 to January 18, 2022)**

**Call to Order:**

The meeting was called to order at 11:10 am by Julie Waldron

**Members Present:**

Meeting attended by Cynthia Szymanski, Allan Bruder by phone, Marie LaLonde, Julie Waldron  
Nancy Shutes-County Commissioner

**Public Comments:**

None

**Approval of January 18, 2022 Agenda/Additions:**

A motion was made by Cynthia to approve the agenda. Marie seconded. Motion carried.

**Approval of December 9, 2021 Minutes:**

A motion to approve the December 9, 2021 Minutes was made by Cynthia. Marie seconded. Motion carried. Marie then made a motion permitting Julie Waldron to sign the Minutes on Allan Bruder's behalf. Cynthia seconded. Motion carried.

**Monthly Reports:**

The board was provided and reviewed the monthly reports.

**MCSSA District II Meeting Update:**

Next meeting will be Thursday, January 27, 2022 at 1:00 pm and will be held in-person at the Eagle's Club in Atlanta.

**MCSSA Vice President/ Legislative Committee/Development and Education Committee Update:**

Allan reported there will be a Listen and Learn held Thursday, January 24, 2022 at 1:30 entitled Foster Care-What It Looks Like Around the State.

There will be a Legislative Conference held March 16-17, 2022 which will be held at the Radisson in Lansing. Registration information to be released soon.

Allan reported the Legislative Committee only met 1 day last week on Wednesday and then they're back in session today so not much has happened legislatively. He gave a high level overview of a few of the bills being discussed.

The MCSSA Board of Directors discussed Marijuana billboards that are popping up and perceived messaging and location requirements as Laura's Law requires persons to be 21+ years old, not located near schools/dorms, etc.

**Board Member Resignation-Replacement Status:**

Nancy Shutes has actively been attempting to recruit a new board member and there is a potential candidate interested in the position.

**COVID-19 Update:**

Due to the increasing cases of COVID, our DHHS offices remain limited to a maximum of 20% of staff in the office. The offices remain open to the public but foot traffic in the office remains low. Due to limitations with office coverage, the Presque Isle office will now be closed for lunch 12-1 daily. A drop box remains available outside the door if someone wishes to drop off paperwork during that time.

**Agency Update:**

Julie gave an update regarding Project One Day. Staff are partnering with customers to help them complete verifications so they can be approved ideally in 1 day, but most importantly so they are not denied. This process is now applied to customers applying for FAP, SER, Medicaid, FIP, and CDC.

**Correspondence:**

None

**Next Meeting:**

The next meeting is scheduled for Thursday, February 10, 2022 at 11:00 am in the County Commissioner's Room.

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Marie LaLonde, Chairperson

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Allan Bruder

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Cynthia Szymanski

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Julie Waldron, Secretary



**PRESQUE ISLE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**BOARD MEETING MINUTES February 15, 2022**

**Call to Order:**

The meeting was called to order at 11:00 am by Julie Waldron

**Members Present:**

Meeting attended by Cynthia Szymanski, Allan Bruder by phone, Christine Johnson, Julie Waldron  
Nancy Shutes-County Commissioner

**Public Comments:**

None

**Approval of February 15, 2022 Agenda/Additions:**

A motion was made by Cynthia to approve the agenda. Christine seconded. Motion carried.

**Approval of January 18, 2022 Minutes:**

A motion to approve the January 18, 2022 Minutes was made by Cynthia. Allan seconded. Motion carried.

**Monthly Reports:**

The board was provided and reviewed the monthly reports.

**MCSSA District II Meeting Update:**

No board member was available to attend the MCSSA District Meeting which was held on Thursday, January 27, 2022. The next meeting will be Thursday, April 28, 2022.

**MCSSA Vice President/ Legislative Committee/Development and Education Committee Update:**

Allan reported the Legislature approved 6.2 million in supplemental funding and approved 2 million to Vista Maria. Discussion was also held regarding Bills related to parental custody, prevention services, expansion of resources, and the child abuse central registry. Otherwise, the Legislature is starting to gear up for re-elections.

The Executive Committee focused on By-Laws needing to be revised and work regarding the child abuse central registry is a priority. Discussion also regarding supporting youth who age out of foster care. This led to a discussion point raised by Cynthia as she sits on the MCSSA Committee that awards scholarships. She would like to see Presque Isle contribute a donation to be auctioned as a fundraiser for the scholarship awards. Some brainstorming then took place regarding potential local businesses that could be solicited for a donation.

The Annual Conference will be held September 12-14, 2022 in Bay City, then will move to a Mt. Pleasant location for 2023, and then to Traverse City for 2024.

The Listen and Learn session held on January 24, 2022 entitled Foster Care-What it Looks Like Around the State is recorded and now available for viewing. The next Listen and Learn session will be held April 25, 2022 regarding Child Support.

**Legislative Conference Registration:**

The Legislative Conference registration packet was reviewed and Cynthia indicated she may be available to attend.

**Board Member Resignation-Replacement Status:**

The Board was excited to welcome Christine Johnson who will finish out Marie LaLonde's term which expires 10/31/23. All Board members introduced themselves and shared a little about their background and experience.

**EFSP Updates:**

Updated information was provided that, in addition to the Phase 39 EFSP funding in the amount of \$5,530, Presque Isle is also eligible for ARPA-R Funding in the amount of \$17,093. This necessitated the originally scheduled EFSP Board meeting to be re-scheduled to Monday, March 7, 2022 at 10:00 am to allow for LRO applications to be reviewed at the same time. After the 2% administrative fees are taken, there will be \$16,741.14 for distribution.

**COVID-19 Update:**

All remains status-quo in regards to our Department's response to COVID. DHHS offices remain limited to 20% staff in the office. Offices remain open, but foot traffic remains low. Due to staffing limitations in the office, the Presque Isle office remains closed 12-1 daily. However, a drop box remains available outside the door if someone wishes to drop off paperwork during that time.

**Agency Update:**

Julie shared data available from a new Metrics Dashboard regarding the performance outcomes for Project One Day.

**Correspondence:**

None

**Next Meeting:**

The next meeting is scheduled for Thursday, March 10, 2022 at 11:00 am in the County Commissioner's Room.

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Allan Bruder

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Cynthia Szymanski

**PRESQUE ISLE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**BOARD MEETING MINUTES March 10, 2022**

**Call to Order:**

The meeting was called to order at 11:00 am by Julie Waldron. Julie began the meeting by updating the board about what was currently happening at the Presque Isle DHHS office. Yesterday the heat went out and a repairman fixed it. Today, there was no heat, the lights were flickering, the copier was making loud noise, the phones and computer were not working, the data server was surging. There was also a burning smell throughout the building. Julie had concern about there being risk for an electrical fire. The fire department responded and they were investigating the cause. Staff were re-located to work from home and Julie had a sign posted to the door informing the public of the reason for office closure and instructions for getting immediate assistance.

**Members Present:**

Meeting attended by Cynthia Szymanski, Allan Bruder by phone, Christine Johnson, Julie Waldron  
Nancy Shutes-County Commissioner

**Public Comments:**

None

**Approval of March 10, 2022 Agenda/Additions:**

A motion was made by Cynthia to approve the agenda. Christine seconded. Motion carried.

**Approval of February 15, 2022 Minutes:**

A motion to approve the February 15, 2022 Minutes was made by Christine. Cynthia seconded. Motion carried.

**Appoint Board Chairperson:**

Cynthia made a motion to appoint Allan Bruder as Chairperson. Christine seconded. Motion carried with Allan's agreement.

**Monthly Reports:**

The board was provided and reviewed the monthly reports.

**MCSSA District II Meeting Update:**

No board member was available to attend the MCSSA District Meeting which was held on Thursday, January 27, 2022. The next meeting will be Thursday, April 28, 2022.

**MCSSA Legislative Priorities Brochure:**

The brochure was shared with board members as a resource for Christine since she is newly appointed to the board.

**MCSSA Vice President/ Legislative Committee/Development and Education Committee Update:**

Allan reported there was no Legislative Meeting in March. The Development/Education Committee discussed plans for the Legislative Conference March 16-17. As part of this conference, there will be 3 discussion groups of Legislators that will meet with attendees broken down by geographic location. Several speakers and the mayor are scheduled to present along with there being a tour of the Capital.

**Legislative Conference Registration:**

There are no board members available to attend this year's conference.

**EFSP/ARPA-R Funding Awards:**

Award amounts were reviewed as approved at the EFSP Board Meeting held March 7, 2022. Jennifer Warwick was elected as the new Chairperson. She also represented Rogers City Baptist Church and waived the 2% administrative fee associated with her role as Chairperson.

Rogers City Baptist Church \$6,500 for shelter/utilities

Hope Shores Alliance \$500

\$3,905 for each of the 3 churches (Westminister, God Loves You, Courtesy Club) and for the Senior Center all for food distributions

Discussion took place about the meeting. Nancy Shutes and board members expressed concern regarding the format and discussion of that meeting. Julie agreed to make it known that all future EFSP meetings need to be held in-person and that an LRO will either need to be present or designate a representative. Also discussed the need for written information about the specifics of LRO spending prior to the meeting so that board members have consistent information to consider. Julie volunteered to ask Angie LaCost to develop a template to capture this information for LRO reporting and will bring a draft copy for board member review prior to it being widely shared.

**Fair Market Rate Counseling Contract Review and County Board Memo for Approval:**

Reviewed the Fair Market Rate Counseling Contract and County Board Memo requiring board approval. Chris made a motion to approve the County Board Memo and to allow Julie to sign Allan Bruder's name as Chairperson. Cynthia seconded. Motion carried.

**COVID-19 Update:**

All remains status-quo in regards to our Department's response to COVID. DHHS offices remain limited to 20% staff in the office. Offices remain open, but foot traffic remains low. Due to staffing limitations in the office, the Presque Isle office remains closed 12-1 daily. However, a drop box remains available outside the door if someone wishes to drop off paperwork during that time.

The current return to work plan remains in place until May 1, 2022 for DHHS offices statewide.

**Agency Update:**

Julie shared the most recent Project One Day Metrics data.

Julie also shared the Adult Protective Services Audit for the period October 1, 2017 to March 12, 2020. The Audit was completed in February, 2022. Although there continues to be areas for growth identified in the audit, some of the audit findings have also been addressed with improvement noted since March 12, 2020.

**Correspondence:**

None

**Next Meeting:**

The next meeting is scheduled for Monday, April 25, 2022 at 2:00 pm in the County Commissioner's Room.

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Allan Bruder

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Cynthia Szymanski

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Christine Johnson

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Julie Waldron, Secretary

**PRESQUE ISLE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**BOARD MEETING MINUTES April 25, 2022**

**Call to Order:**

**Members Present:**

Meeting attended by Cynthia Szymanski, Allan Bruder , Christine Johnson, Julie Waldron  
Nancy Shutes-County Commissioner

**Public Comments:**

None

**Approval of April 25, 2022 Agenda/Additions:**

A motion was made by Allan to approve the agenda. Christine seconded. Motion carried.

**Approval of March 10, 2022 Minutes:**

A motion to approve the March 10, 2022 Minutes was made by Christine. Allan seconded. Motion carried.

**Monthly Reports:**

The board was provided and reviewed the monthly reports.

**MCSSA District II Meeting Update:**

The next meeting will be Thursday, April 28, 2022 held in person in Atlanta

**MCSSA Vice President/ Legislative Committee/Development and Education Committee Update:**

Allan reported that MCSSA found the Legislative Conference held in March to be quite a success with high participation and informative speakers. Allan also shared information regarding a few bills being discussed.

**EFSP/ARPA-R: LRO Draft Template**

Julie shared a draft template for LROs to report out on their specific spending of funds that will then be provided to all EFSP Board Members in advance of the meeting. Additional suggestions for changes were also made by the board members. Julie will discuss with Angie LaCost and will present the board a revised reporting format for their review.

Julie also shared the boards concerns that all future EFSP Board Meetings be held in person and that LROs will be expected to participate in person as well or have a designee present.

**COVID-19 Update:**

All remains status-quo in regards to our Department’s response to COVID. DHHS offices remain limited to 20% staff in the office. Offices remain open, but foot traffic remains low. Due to staffing limitations in the office, the Presque Isle office remains closed 12-1 daily. However, a drop box remains available outside the door if someone wishes to drop off paperwork during that time.

The current return to work plan remains in place until May 1, 2022 for DHHS offices statewide.

**Agency Update:**

Julie shared the most recent Project One Day Metrics data.

Julie shared information about the Public Health Emergency being expected to be ended in July and how the Department is gearing up to complete 1.7 million Medicaid Redeterminations beginning September 1, 2022. The Department must complete those redeterminations within 14 months before losing general funds.

Julie provided an update regarding the electrical concerns for the Presque Isle office that coincided with the board meeting on March 10, 2022. The electrical problem was related to a plastic meter that had been replaced on the water heater. Electrical currents traveled underground and fried a motor in the furnace which caused the burning smell throughout the office and also negatively affected the lighting, computers, phone, and Data box. The fire department and then contractors responded with the problem being resolved after close of business that day. Staff worked from home to ensure their safety and the office resumed normal operating status the following day.

May 1, 2022 is identified as return to the office day. However, workers will have hybrid work options available to them based on their job role and operational need. We have not yet been informed whether there will also be a limit on the number of staff permitted in the office.

**Correspondence:**

None

**Next Meeting:**

The next meeting is scheduled for Tuesday, May 10, 2022 in the County Commissioner’s Room

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Allan Bruder

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Cynthia Szymanski

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Christine Johnson

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Julie Waldron, Secretary

**PRESQUE ISLE DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**BOARD MEETING MINUTES May 10, 2022**

**Call to Order:**

**Members Present:**

Meeting attended by Cynthia Szymanski, Allan Bruder , Christine Johnson, Julie Waldron  
Nancy Shutes-County Commissioner

**Public Comments:**

None

**Approval of May 10, 2022 Agenda/Additions:**

A motion was made by Cynthia to approve the agenda. Allan seconded. Motion carried.

**Approval of April 25, 2022 Minutes:**

A motion to approve the April 25, 2022 Minutes was made by Cynthia. Allan seconded. Motion carried.

**Monthly Reports:**

The board was provided and reviewed the monthly reports.

**MCSSA District II Meeting Update:**

Cynthia and Allan attended the April 28<sup>th</sup> meeting in Atlanta where a TEAMS Decision Making presentation was given by Otsego County Director Jody Schlaufman. Board members find this process to be beneficial in making well-rounded and inclusive decisions.

Both board members expressed disappointment at the significant decline in attendance at the MCSSA District meetings. There were 7-9 board members in attendance at the April 28<sup>th</sup> meeting which is down from prior COVID attendance at 25-30 attendees.

**MCSSA Vice President/ Legislative Committee/Development and Education Committee Update:**

There were no updated reports from Allan today as these MCSSA meetings will be taking place this afternoon.

**EFSP/ARPA-R: LRO Draft Template**

Julie shared a second draft template for LROs to report out on their specific spending of funds for review. The board members liked the revisions made and approved the draft. This draft will now be provided to all LRO's for their review and recommendations. A deadline will be provided to them prior to our next board meeting so that any further revision recommendations by the LROs can be reviewed.:

**Agency Update:**

Julie shared the most recent Project One Day Metrics data.



May 1, 2022 was the “official” return to office day. However, workers will continue to have hybrid work options available to them based on their job role and operational need. There is no longer a staffing limit mandated for each office, rather those limitations will be determined locally based upon operational need and increasing or decreasing cases of COVID locally.

**Correspondence:**

Nancy shared a newspaper posting requesting proposals for 2.4 million dollars that are available through the American Rescue Plan Funds for improvements in Presque Isle County. The money must then be spent by 12/31/2024.

**Next Meeting:**

The next meeting is scheduled for Thursday, June 9, 2022 in the County Commissioner’s Room

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Allan Bruder

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Cynthia Szymanski

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Christine Johnson

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Julie Waldron, Secretary