

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
APRIL 8, 2025 – 3:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN**

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Reappointment to Land Bank Authority
 - Andrew Gardner, Three year term
 - Precia Garland, Three year term
 - B. Reappointment to Economic Development Corporation/Brownfield Redevelopment Authority
 - Julianne Burns, Three year term
 - C. Request Approval of Amendment #1 to Agreement with Michigan Department of Health and Human Services- Chad Shaw
 - D. Approval of purpose and scope of work of the Finance Committee – Chad Shaw
 - E. Request to Contract with Professional Recruitment Firm for the Position of Finance Director- Chad Shaw
 - F. Request for Road Department Managing Director to sign purchase order for one truckload of Mastic material – Linda Pigue
 - G. Approval of changes to MERS participation for Admin Positions at Central Dispatch – Lance Langdon
- IX. Department Reports**

- A. Juvenile/Probate Court Annual Report
 - B. ICEA
- X. **Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. Board of Commissioners
 - C. County Administrator
- XI. **Reports of Special or Ad Hoc Committees**
- XII. **Public Comment (3-minute time limit per speaker)**
- XIII. **Closed Session**
 - A. NONE
- XIV. **Adjournment**

Board and/or Commission Vacancies

- **Community Corrections Advisory Board-Ionia Community Mental Health Representative**

Appointments for consideration in the month of April 2025:

- **Economic Development Corporation/ Brownfield Redevelopment Authority**
- **Jury Board**
- **Land Bank Authority**

Appointments for consideration in the month of May 2025:

- **NONE**

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Agreement with Michigan Department of Health and Human Services- Amendment #1
April 8, 2025

CONTACT:

Chad Shaw, *Health Officer*

DESCRIPTION:

Amendment #1 to the Agreement between Michigan Department of Health and Human Services and Ionia County Health Department for FY 10/01/2024 – 09/30/2025.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

This amendment increases the oral health grant by \$13,120 and the hearing and vision grants by \$31,540 each. Total increase \$76,201 (please see included budget amendment)

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

1. *Request approval of amendment # 1 to the Agreement between Michigan Department of Health and Human Services FY 24/25 and Ionia County Board of Commissioners on behalf of Ionia County Health Department and authorize the signature of Chad Shaw, Health Officer.*

ADMINISTRATOR'S RECOMMENDATION:

Click here to enter text.

Contract #: 20250037-01

Amendment Number: 2 to the
Between
Michigan Department of Health and Human Services
and
on Behalf of Health Department
Ionia County Health Department

AMENDMENT PURPOSE AND JUSTIFICATION

1. The purpose of this amendment is to:

1. Add/revise information in Attachment I - Annual Budget Instructions;
2. Add/revise information in Attachment III - Program Specific Assurance and Requirements; and
3. Incorporate Attachment IV- Funding/Reimbursement Matrix as revised for the Essential Local Public Health Service (ELPHS) and categorical budget details, output measures and performance criteria.
4. Increase the Department's agreement amount from \$1,479,189 to \$1,555,390, as shown on the Attachment B budget pages.

2. Amendment Revisions:

The following are the additions/revisions to Attachment I and III

A) The following projects include additions/revisions as highlighted in Attachment I - Annual Budget Instructions:

No Change

B) The following projects include additions/revisions as highlighted in Attachment III - Program Specific Assurance and Requirements:

1. Body Art Fixed Fee
2. Bridge Access Program - Fixed Fee
3. Combating Antimicrobial Resistant Gonorrhea and Other STIs - New
4. Disease Intervention Specialist (DIS) Workforce - New

5. Good Housing Good Health Program - New
6. Harm Reduction Supply Support - New
7. Harm Reduction Support Services
8. Immunization Fixed Fee
9. Neighborhood Wellness Centers - Detroit - New
10. Neighborhood Wellness Centers - Ingham - New
11. Regional Perinatal Care System
12. Treatment without Borders - DIS Intervention Workforce - New
13. Youth & School Tobacco Project - New

C) The following projects include additions/revisions as highlighted in Attachment IV Notes:

1. Body Art Fixed Fee
2. Immunization Fixed Fee

Following are adjustments to funding levels of the Local Health Department agreement as reflected in Attachment IV:

Budget line item changes are reflected in the attached budgets for the following elements:

<u>Project Title</u>	<u>Current Amount</u>	<u>Amended Amount</u>	<u>New Project Amount</u>
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Performance Level Adjustments

N/A

Budget category Adjustments

It is understood and agreed that all other conditions of the original agreement remains the same.

3. Signing this amendment

The individual or officer signing this amendment certifies by their signature that they are authorized to sign this amendment on behalf of the responsible governing board official or agency.

Signature Section

For Ionia County Health Department

Chad Shaw

Health Officer

Name

(please print)

Title

For the Michigan Department of Health and Human Services

Terri Smith

01/27/2025

Terri Smith, Director

Date

Bureau of Grants and Purchasing

Attachments

[Attachment I - Instructions for the Annual Budget](#)

[Attachment III - Program Specific Assurances and Requirements](#)

DRAFT

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
ATTACHMENT IV - Local Health Department - 2025
CONTRACT MANAGEMENT SECTION
Ionia County Health Department

Program Element/Funding Source (a)	MDHHS Source	Fed/St	Funding Amount	Reimbursement Method (b)	Performance Target Output Measurement	Total (c) Perform Expect	State (d) Funded Target Perform	State Funded Minimum Performance Percent Number (e)		Contractor / Subreceptient (f)
Body Art Fixed Fee	Calc. Amt.		250.00/Numbers	Fixed Unit Rate (2)	N/A	N/A	N/A	N/A	N/A	Receptient
Children's Special Hlth Care Services (CSHCS) Care Coordination	Calc. Amt.	S	0	Fixed Unit Rate (1), (7)	N/A	N/A	N/A	N/A	N/A	Subreceptient
Children's Special Hlth Care Services (CSHCS) Outreach & Advocacy	Reg. Alloc.	F	25,205	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subreceptient
	Reg. Alloc.	S	25,205							
CSHCS Medicaid Elevated Blood Lead Case Mgmt	Calc. Amt.	S	0	Fixed Unit Rate (2)	N/A	N/A	N/A	N/A	N/A	Subreceptient
CSHCS Medicaid Outreach	Calc. Amt.	F	0	Staffing (6)	N/A	N/A	N/A	N/A	N/A	Subreceptient
EGLE Drinking Water and Onsite Wastewater Management	Reg. Alloc.	S	237,060	ELPHS (3), (6)	N/A	N/A	N/A	N/A	N/A	Receptient
Food ELPHS	Reg. Alloc.	S	100,000	ELPHS (3), (4)	N/A	N/A	N/A	N/A	N/A	Receptient
Hearing ELPHS	Reg. Alloc.	L	54,969	ELPHS (3), (6)	N/A	N/A	N/A	N/A	N/A	Receptient
HIV Prevention	Reg. Alloc.	F	750	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subreceptient
	Reg. Alloc.	P	750							
	Reg. Alloc.	S	13,500							
Immunization Action Plan (IAP)	Reg. Alloc.	F	36,131	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subreceptient
Immunization Fixed Fees	Calc. Amt.	S	0	Fixed Unit Rate (2), (7)	N/A	N/A	N/A	N/A	N/A	Subreceptient
Immunization Vaccine Quality Assurance	Reg. Alloc.	S	9,938	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Receptient
MCH - Children	Reg. Alloc.	F	0	Local MCH (3), (6)	N/A	N/A	N/A	N/A	N/A	Subreceptient
MCH - Children	Local MCH	S	49,740	Local MCH (3), (6)	N/A	N/A	N/A	N/A	N/A	Subreceptient
MDHHS-Essential Local Public Health Services (ELPHS)	Reg. Alloc.	S	259,768	ELPHS (3),(6)	N/A	N/A	N/A	N/A	N/A	Receptient
Medicaid Outreach	Reg. Alloc.	F	0	Reimbursement- Medicaid	N/A	N/A	N/A	N/A	N/A	Subreceptient

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
ATTACHMENT IV - Local Health Department - 2025
CONTRACT MANAGEMENT SECTION
Ionia County Health Department

Program Element/Funding Source (a)	MDHHS Source	Fed/St	Funding Amount	Reimbursement Method (b)	Performance Target Output Measurement	Total (c) Perform Expect	State (d) Funded Target Perform	State Funded Minimum Performance Percent Number (e)		Contractor / Subrecipient (f)
Oral Health- Kindergarten Assessment	Reg. Alloc.	S	68,603	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Receipient
Public Health Emergency Preparedness (PHEP) 10/1 - 6/30	Reg. Alloc.	F	88,240	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
Public Health Infrastructure	Reg. Alloc.	F	176,184	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
Statewide Lead Case Management - Fixed Fee	Calc. Amt.	S	0	Fixed Unit Rate (7), (11)	N/A	N/A	N/A	N/A	N/A	Receipient
Tuberculosis (TB) Control	Reg. Alloc.	F	349	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
Vision ELPHS	Reg. Alloc.	L	54,969	ELPHS (3), (6)	N/A	N/A	N/A	N/A	N/A	Receipient
WIC Breastfeeding	Reg. Alloc.	F	38,684	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
WIC Resident Services	Reg. Alloc.	F	315,345	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient

TOTAL MDHHS FUNDING **1,555,390**

***SPECIFIC OUTPUT PERFORMANCE MEASURES WILL BE INCORPORATED VIA AMENDMENT**

[Attachment IV Notes](#)

DRAFT

Project Budgets
Summary of Budget

PROGRAM / PROJECT Local Health Department - 2025 / Local Health Department - 2025			DATE PREPARED 3/21/2025		
CONTRACTOR NAME Ionia County Health Department			BUDGET PERIOD From : 10/1/2024 To : 9/30/2025		
MAILING ADDRESS (Number and Street) 100 Main ST			BUDGET AGREEMENT ☐ Original ☒ Amendment		AMENDMENT # 2
CITY Ionia	STATE MI	ZIP CODE 48846-1651	FEDERAL ID NUMBER 38-6004857		

	Category	Total	Amount
DIRECT EXPENSES			
Program Expenses			
1	Salary & Wages	1,053,589.00	1,053,589.00
2	Fringe Benefits	455,791.00	455,791.00
3	Contractual	68,603.00	68,603.00
4	Supplies and Materials	126,229.00	126,229.00
5	Travel	24,965.00	24,965.00
6	Communication	5,665.00	5,665.00
7	County-City Central Services	245,900.00	245,900.00
8	All Others (ADP, Con. Employees, Misc.)	167,391.00	167,391.00
Total Program Expenses		2,148,133.00	2,148,133.00
TOTAL DIRECT EXPENSES		2,148,133.00	2,148,133.00
INDIRECT EXPENSES			
Indirect Costs			
1	Cost Allocation Plan / Other	186,323.00	186,323.00
Total Indirect Costs		186,323.00	186,323.00
TOTAL INDIRECT EXPENSES		186,323.00	186,323.00
TOTAL EXPENDITURES		2,334,456.00	2,334,456.00

SOURCE OF FUNDS

	Category	Total	Amount	Cash	Inkind
1	Fees and Collections - 1st and 2nd Party	142,099.00	0.00	142,099.00	0.00
2	Fees and Collections - 3rd Party	55,400.00	0.00	55,400.00	0.00
3	Federal or State (Non MDHHS)	0.00	0.00	0.00	0.00

4	Federal Cost Based Reimbursement	100,000.00	0.00	100,000.00	0.00
5	Federally Provided Vaccines	90,000.00	0.00	90,000.00	0.00
6	Federal Medicaid Outreach	30,483.00	30,483.00	0.00	0.00
7	Required Match - Local	39,307.00	0.00	39,307.00	0.00
8	Local Non-ELPHS	85,000.00	0.00	85,000.00	0.00
9	Local Non-ELPHS	0.00	0.00	0.00	0.00
10	Local Non-ELPHS	0.00	0.00	0.00	0.00
11	Other Non-ELPHS	0.00	0.00	0.00	0.00
12	MDHHS Non Comprehensive	0.00	0.00	0.00	0.00
13	MDHHS Comprehensive	1,505,650.00	1,505,650.00	0.00	0.00
14	MCH Funding	49,740.00	49,740.00	0.00	0.00
15	Local Funds - Other	189,127.00	0.00	189,127.00	0.00
16	Inkind Match	0.00	0.00	0.00	0.00
17	MDHHS Fixed Unit Rate	46,650.00	46,650.00	0.00	0.00
	TOTAL	2,333,456.00	1,632,523.00	700,933.00	0.00

Budget Amendment

Date: 3/20/2025

Department: Health
Requestor: Brenda Ingersoll

Reason: CPBC Amendment #1
Increase funding for Oral Health, Hearing and Vision

Revenue Line Items		Debit	Credit
Fund Activity Account	Description	Decrease	Increase
221-601.476-539-602	State Grants		13,120.00
221-601.545-539.601	State Grants		31,541.00
221-601.550-539.601	State Grants		31,540.00

Appropriation Line Items		Debit	Credit
		Increase	Decrease
221-601.476-801.100	Services - Contratual	13,120.00	
221-601.545-726.050	Supplies - Program	31,541.00	
221-601.550-726.050	Supplies - Program	31,540.00	

	totals	76,201.00	76,201.00
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Amendment Balance	-
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Department Head Approval	Date
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Finance Office Use Only	
Finance Officer Review	Date
County Administrator Approval	Date
Board Approval	Date

Purpose and Scope of Work of the Ionia County Finance Committee

Purpose:

The Finance committee serves as an advisory body responsible for overseeing the fiscal management of the county. It ensures that financial stability, transparency, and accountability in the county's budgeting, financial planning, and expenditure processes. The committee provides recommendations to the Board of Commissioners regarding budget allocations, financial policies, and long-term fiscal strategies to support county operations and services.

Scope of Work:

1. Financial Reporting & Accountability
 - a. Reviews monthly financial reports, including revenue, expenditures, and fund balances.
 - b. Assess financial risks and advises on mitigation strategies
 - c. Ensures compliance with state and federal financial regulations
2. Policy Development & Fiscal Planning
 - a. Develops and recommends financial policies, including but not limited to purchasing, fund balance, and investments policies
 - b. Reviews financial impacts of proposed policy changes, projects, or initiatives.
3. Revenue & Expenditure Analysis
 - a. Monitors county revenue streams, including but not limited to taxes, fees, grants and state allocations.
 - b. Reviews major expenditures and ensures financial efficiency in county operations

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

**Contracting with a Professional Recruitment Firm
For the Position of Finance Director**

CONTACT: Chad Shaw, County Administrator

DESCRIPTION: Thirteen applications for Finance Director have been received to date. The last application was received on March 21, 2025. Nine were deemed unqualified. Interviews were scheduled with the four top candidates. One candidate canceled his interview, one had accepted another position, one was a no-show, and one candidate was interviewed twice by the interview committee. An offer of employment was extended to the interviewee, and after a week of deliberation and consideration, he notified us that he had accepted another offer.

Two recruitment firms were contacted to assist in the search for a Finance Director. The interview team had phone conversations with Axios Professional Recruitment and Harrison Gray Search and Consulting. Both submitted their contract templates, scope of work, and pricing (attached). The interview team recommends contracting with Axios Professional Recruitment.

OTHER DEPARTMENTS/AGENCIES AFFECTED: Road Department

FINANCIAL ANALYSIS: 20% of first year salary (\$17,580 and \$21,412, based on Grade 24). The fee would be split between the General Fund and the Road Department Fund. Currently, the County is using Maner Costerisan CPA, with an anticipated cost of \$_____ per month.

LEGAL REVIEW: None

DEADLINE: ASAP

SPECIFIC ACTION REQUESTED: Approval to contract with Axios Professional Recruitment.

ADMINISTRATOR'S RECOMMENDATION: Agrees with the recommendation.

About Us

As the 3rd largest privately held employer in West Michigan, **Axios Professional Recruitment** has built a complete picture of the hiring landscape through our internal HR research, industry dynamics, skill profiles, and more. This helps us speak the language of both the candidate and the hiring company, to effectively align the right person to the right fit at the right organization.

Your dedicated recruiter will act as an extension of your company and will walk you through every step of the process as your single point of contact.

For over 30 years, we have developed meaningful partnerships with organizations and individuals throughout the state of Michigan. These partnerships have provided our team a deep knowledge of the intricacies of our local markets and enable us to better serve clients and candidates.

To ensure a positive hiring experience for your business, our services are backed by our Right-Fit Guarantee. If you decide in the first 90 days that your new hire isn't the right fit, we will continue the process, free of charge.



Our Proven Process

- 1 Sourcing with Expert Tools and Systems
- 2 Recommended Top Candidates
- 3 Weekly Communication
- 4 Talent Management

Timeline

On average, our searches can take 9-10 weeks. This timeline can be flexible and is often organized into 3 phases:

1. During the initial 3 weeks, we take the time to get to know your company, define the ideal candidate, and determine the job description.
2. In the following 3 weeks, we begin the search, reaching out to potential candidates over the phone and through online job postings.
3. In the last 3 weeks, we focus on getting to know the candidates better. This includes interviews, conversations with your team and leaders, background checks, and finally, negotiating the terms to ensure a smooth onboarding.

Trusted By



Axios Interview Process





Professional Recruitment

CONTINGENCY FEE & SERVICE AGREEMENT FOR PERMANENT DIRECT HIRE

DIRECT HIRE FEE: 20%

Option payment terms as an example;

Payments will be split into (3) three tiered payments.

\$5,000 – Start date of the candidates first day of employment

\$5,000 – 60 day

\$5,000 – 90 day

VALUE ADDED SERVICES

(at no additional fee)

- Job description creation or review
- Compensation benchmarking
- Video resumes/interviewing
- On-site interview support
- Screening/assessments
- Compensation negotiation
- Onboarding Plan

AGREEMENT

- 1) Your acceptance of candidate referrals from Axios Professional Recruitment constitutes acceptance of this fee schedule. The fee is due if a candidate we refer to you is hired directly or indirectly.
- 2) The recruiting fee is due and payable only if you (or your affiliate/subsidiary) engage the services of a candidate that we refer to you, directly or indirectly, for any position within one year after our most recent communication related to the candidate. As you know, candidates are referred to you in confidence. Therefore, should you refer the candidate to another company, affiliate, or subsidiary which engages the candidate, you and the engaging company are responsible for payment of the recruiting fee.
- 3) The recruiting fee will be billed on the start date of the candidate's employment. Terms are "Net Due upon Receipt" of invoice. All balances paid within 15 days will be assessed a discount of 1.5%. All outstanding balances over 30 days past due will be assessed a service charge of 3% per month. Should remittance not be promptly made and Axios Professional Recruitment is required to undertake collection action or retain an attorney for collection, client agrees to pay all reasonable attorney fees and costs incurred in collection.
- 4) Axios Professional Recruitment makes no warranties regarding a candidate's fitness for employment by Client. Client agrees that any decision to offer employment to a candidate is wholly based upon Client's own evaluation of the candidate's suitability for employment under Client's own hiring procedures.
- 5) Any reference checks performed by Axios Professional Recruitment are not intended to be an exhaustive check of employment, education or other background information.
- 6) The fee is based on total first year gross annualized compensation. For purposes of this agreement, gross annualized compensation includes wages, salary, signing bonus, guaranteed bonuses, guaranteed commissions and guaranteed salary increases to occur within the first year.
- 7) Client agrees that so long as this agreement is in effect and for 2 years thereafter, client will not solicit for hire any internal employees of Axios Professional Recruitment. Breach of this clause

shall cause the client to compensate Axios Professional Recruitment an amount equal to a fee based on 30% of total first year gross annualized compensation.

Direct Hire Fee Guarantee:

In the event the candidate's employment is terminated within 90 days of the commencement of employment, Axios Professional Recruitment agrees to provide a replacement candidate. Billing will resume from the timeframe of the last employee worked.

In addition, the guarantee will not be honored if the fee is not paid within 15 days of the invoice date and Axios Professional Recruitment is not notified within 5 days of such termination of employment. If the replacement candidate is offered a lower or higher wage for the same position than the original candidate there will be no adjustment to the fee paid by either party.

CUSTOMER

On behalf of itself, its subsidiaries and affiliates

Name

Title

Date

Signature

AXIOS Professional Recruitment

Axios Incorporated/Office Staffing
(d/b/a Axios Professional Recruitment)

Name

Genevieve Sandner

Title

Director of Sales

Date

Signature

Harrison Gray Search Process:

- **Passive Candidate Approach:** We specialize in identifying and reaching out to passive candidates—professionals who are currently employed and not actively seeking new opportunities but may be open to a conversation.
- **Industry Expertise:** While focusing primarily on financial services, we have experience working with government and nonprofit organizations, particularly in searches requiring board and committee involvement.
- **Search Process:**
 1. **Candidate Sourcing:** We start with our internal database and conduct targeted outreach using our industry tools and networks.
 2. **Market Analysis:** Within the first week, we will assess market conditions based on candidate conversations. If salary expectations are misaligned, we will provide data-driven insights.
 3. **Candidate Screening:** We thoroughly vet candidates, ensuring they align with your qualifications and compensation range before presenting them.
 4. **Candidate Presentation:** For retained searches, we provide three qualified candidates along with detailed summaries of their background, experience, and reasons for considering a new opportunity.
 5. **Interview & Feedback:** We facilitate the interview process, gather feedback from both sides and provide ongoing support to ensure alignment.
 6. **Counteroffer Prevention:** We proactively address counteroffer scenarios early in the process to minimize dropouts.
 7. **Post-Hire Follow-Up:** We check in with placed candidates for 30-60 days to ensure a smooth transition.

Fee Structure:

- **Retained Search:** 25% of the candidate's base salary. If we cannot submit three qualified candidates within 45 days, we will refund your retainer payment.
- **Payment Structure:** 30% of the estimated fee due on commencement // 30% of the estimated fee due upon three candidates presented // Remainder of fee due 10 days after the candidate's start date
- **Success Rate:** We have achieved 100% placement success on retained searches. We have never had to refund a retainer fee, and all placed candidates have remained in their roles beyond over the past five years to our knowledge.

Candidate Profile:

- You are looking for a highly specialized candidate with experience in **BS&A** and/or **Precision** software, which are critical to your financial operations.
- The ideal candidate will have at least **five years of experience** in a similar role.
- Given the niche requirements, we anticipate most candidates will be currently employed and require strategic outreach to identify the right fit.

Next Steps:

- You are evaluating another firm and expect to decide by the end of the week.
- If you choose to proceed with us:
 1. I will send over a formal retainer agreement outlining candidate qualifications and deliverables (I've attached this here).
 2. We can schedule a site visit or virtual meeting to refine the search criteria and discuss selling points for the role.
 3. We will launch the search and begin presenting qualified candidates as quickly as possible.

Please let me know if you have any questions or if there's anything else I can provide before your decision. I am sending this email from my personal account to ensure you receive it.

Looking forward to hearing from you.

Adam Kail



Retained Search Agreement

**This Search Agreement
contains scope of work,
pricing, and terms.**

Your Team of Leaders



ADAM KAIL
Founder & CEO

With over *two decades* of recruiting experience and a pulse on the market, Adam passionately crafted our nationally renowned processes at Harrison Gray Search to help clients hire exceptional, culture-fit talent.



ELISABETH PODHASKIE
Managing Director - Denver

Elisabeth's decade of experience across a variety of industries gives her the market knowledge to vet candidates. She specializes in building relationships with candidates to articulate candidate qualifications and culture-fit to our clients, maximizing our client's valuable time and resources.



OLIVIA HOEKWATER
Senior Recruiter

Olivia is a detail-oriented problem solver. She knows your time is valuable. On average, Olivia vets hundreds of candidates and submits the most exceptional four candidates to our clients to optimize efficiency.



CHAD CECIL
Senior Recruiter

Chad's responsibility is to find top-qualified candidates for our clients. He excels at candidate relationship-building, filling a specialized position vacant over one year in nine days. [Read the case study here.](#)

Your Partner in Search

Talent is the challenge of the next decade. For nearly 10 years, our industry-leading team at Harrison Gray Search & Consulting meets your urgency with tenacity in high-touch proactive searches. With our team approach, we find exceptional, passive talent that accelerates your culture through an intensive vetting process.

Our client's success depends on a proactive process, which leads to fast turnarounds and quality hires. Our high touch and urgent approach deliver this.

98%
client retention

15
avg. days
time to fill

clients in
40+
states

Our Process

1

Launch Call

Our industry leaders spend time understanding your needs and learning **who will strengthen your team and culture** to find you the best talent fit.

2

Active Search

Then, our team actively scours the market utilizing our extensive network and resources, making over 1,500 cold touches for every active search.

3

Placement

We coordinate interviews and provide feedback with our **consultative services** to align all parties during the hiring process.

4

Follow-Up

We are your **partner** from the first call through the introductory period.

We stay connected with all parties for the first few months, ensuring a seamless transition for the client and candidate.

Partner Testimonials

“

HG is amazing to work with in finding the right people for your firm. We had such a good experience the first time we went back to them again. And as a testament to their class and style, the people we hired really rave about their process of working with them too. They focus on getting to know you and what you need and are relentless in getting your quality candidates as quickly as possible.

-Harrison Gray Partner Review

“

Harrison Gray Search has been a valuable partner in recruiting for top talent at our company. They are professional yet personable and very easy to work with. We have had great success in partnering with them in the past and would recommend them to anyone looking for a great search firm.

-Harrison Gray Partner Review

“

It's clear that Harrison Gray puts in diligent work on the front end when finding candidates. I know I can trust them with finding quality candidates. HG was referred to me by another colleague and I have referred them to others with a high recommendation!

-Harrison Gray Partner Review

“

In the past couple of years, we have worked with other recruiters with fair results and who oftentimes did not understand the qualifications we sought for our positions. Harrison Gray took charge and immediately found us excellent, qualified candidates.

-Harrison Gray Partner Review

Partner Testimonials

“

This is a very high-level organization. I've had experiences with their team helping me to find the right opportunity, and I have nothing but good things to say. They are extremely hard working and works with efficiency/quickness. They offer great materials to prep for any interview, and always have your best interest at heart. If you are looking for a role, definitely use Harrison Gray Search.

-Harrison Gray Partner Review

“

I had such a great experience working with Harrison Gray! He was extremely transparent, helpful, and communicative during the entire process. I'm so appreciative of HG and their professionalism and patience. Walking away extremely happy and excited for my new role!

-Harrison Gray Partner Review

“

Harrison Gray reached out to me for a client they had and it literally could not have been a more perfect match. More than a year and a half later I'm still just as happy, if not happier than when I started. They absolutely knocked it out of the park and I'm super grateful. HG definitely has a talent for this!

-Harrison Gray Partner Review

“

I want to give a huge thanks to Harrison Gray! They walked me through the process of their service and put me in touch with a great company. The HG team was very professional and transparent, throughout the whole process, and had great communication with me, they even consulted with me about the offer that was provided by the company. I have already recommended Harrison Gray to some of my friends and will recommend them to more people.

-Harrison Gray Partner Review

This retained search fee agreement between Harrison Gray Search and Consulting and Ionia County (Client). If these terms do not reflect your understanding of our agreement, please call us immediately.

RETAINED SEARCH TERMS & EXCLUSIONS

Our service fees are on an exclusive, retained basis and are billed as follows when a candidate enters into a service relationship with you or your affiliate within one year after our most recent communication relating to the candidate based on the following schedule:

COMMENCEMENT: 30% of the estimated fee due

THREE (3) CANDIDATES PRESENTED: 30% of the estimated fee due

10 DAYS AFTER CANDIDATE START DATE: Remainder of fee due

Retained Search Position: Director of Finance

CORE REQUIREMENTS:

- Proficient in BS&A and / or Precision software desirable.
- Five or more years in professional accounting or financial management in a municipal setting preferred.
- Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, and investing; understanding of the methods and techniques of financial analysis, accounting, and financial reporting.

SERVICE FEE AND EXPENSES

Our service fee is equal to twenty-five percent (25%) of the candidate's first year base salary.

REPLACEMENT GUARANTEE

If the service relationship between you and the candidate is terminated on or before the 180th calendar day from the start date, we will replace the candidate, provided that you notify us in writing of all facts relating to the termination of the relationship within three (3) business days after its termination at no additional charge. This guarantee is not applicable if the service relationship is terminated because the position is eliminated or because you have insufficient work for the candidate. This guarantee is to allow you to satisfy yourself that the candidate has the requisite experience and qualifications, and that information provided by the candidate and other sources, directly or through us, is accurate. THIS GUARANTEE SHALL BE YOUR SOLE REMEDY. In order for our guarantee to be valid, all payments outlined above must be made on time. Your acceptance of referrals from us shall be conclusive evidence of your acceptance of our schedule of charges, terms, and conditions unless we have signed a written modification. If collection activities are necessary, you agree to pay all expenses thereof, including reasonable attorney's fees. You consent to the jurisdiction of the courts of the state of Michigan and agree that its laws shall govern our relationship.

PRIOR RECEIPT OF CANDIDATE

Your prior receipt of a candidate's resume or other material from the candidate or any other source, shall not affect your obligation to pay our service fee, unless the candidate was under active consideration by you for this position at the time of our referral as evidenced by the scheduled interviews within the last 90 calendar days and identified, in writing, within 10 calendar days of this agreement.

DEFINITIONS

The following definitions are applicable to this Agreement: "Candidate" means a person referred to you by us, directly or indirectly. "Refer" means the disclosure by us of the identity of a candidate by any means, orally or in writing. "Service Relationship" means your engagement of the services of the candidate in any capacity, including as an employee, independent contractor, consultant, or other representatives. "First year's total estimated compensation" means a reasonable estimate of all compensation expected to be earned by the candidate during the first year of the service relationship, including salary and bonuses. The estimate is to be determined as of the time when the service relationship is to begin, and shall not be increased or decreased thereafter.

PERFORMANCE GUARANTEE

If Harrison Gray Search fails to present at least three (3) qualified candidates within forty-five (45) calendar days from the date the search begins, Harrison Gray Search shall refund to the client the Retainer fee payment. The search start date will be one business day after the date both the executed search retainer agreement and the retainer fee are received by Harrison Gray Search. If the client fills the position through its own efforts or through another source, there will be no refund, regardless of number of candidates submitted. If Harrison Gray Search presents at least three (3) qualified candidates within forty-five (45) calendar days from the date the search begins but the client either: (1) fails to interview said candidates within fifteen (15) business days from the date of initial candidate presentation, or (2) fails to complete the interview process to the point of making an offer to enter into a service relationship with the candidate(s), the client shall not be entitled to any refund.

EQUAL OPPORTUNITY

We do not discriminate in the acceptance or referral of candidates on the basis of race, color, religion, sex, age, national origin, marital status, disability, or other protected characteristics. By electronically or physically signing this Agreement, you agree to the Terms and Conditions as stated herein as an authorized representative of your company.

Ionia Country

Harrison Gray Search & Consulting

Date

Date

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Title: Hot Mastic Material

Date: April 8, 2025

CONTACT: Linda Pigue, Road Dept. Managing Director

DESCRIPTION:

MDOT has requested, as part of a \$220,000 Transportation Work Authorization (TWA) #255060, that we complete an additional Hot Mastic project on I-96. The project entails patching the Eastbound I-96 from approximately Bliss Road to Sunfield Highway. The intent is to repair the Eastbound lanes before placing movable barriers which will be used during the I-96 work this year. The hot Mastic material is available from Sherwin Industries, Inc., through a State negotiated contract, which negates the need for competitive bids or obtaining quotes.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

A TWA is used by MDOT to budget and allocate additional funding to complete a project. We have a \$220,000 TWA in hand. We estimate that we our existing inventory of hot mastic will be exhausted by completing this TWA. We need to order a truck load to replenish our inventory. A load containing 18 skids will cost \$22,138 delivered. We also have a TWA, 255033, for routine maintenance of \$150,000 that will be charged for additional Hot Mastic repairs in the 2025 trunkline construction season.

LEGAL REVIEW:

N/A

DEADLINE:

April 8, 2025

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request authorization for Road Department Managing Director to sign a purchase order for one truckload of Mastic material at a cost not to exceed \$22,138.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Changes to MERS participation for Admin Positions Central Dispatch
January 28 , 2025

CONTACT:

Lance Langdon, Central Dispatch Director

DESCRIPTION:

Central Dispatch Dispatchers and Supervisors are part of the Municipal Employee Retirement System, (MERS). Central Dispatch has the following positions.

14 Dispatchers, 4 Supervisors, 1 Office Manager and 1 Director.

Currently the Office Manager and Director are not part of the MERS system. In looking ahead at succession planning, I believe that is vital to move these two positions when they are vacated to a MERS pension, bringing the entire department into the same system.

When hired to the position of Director, I was placed into a 401 plan with MERS not being offered. I then found that we had internal candidates that did not participate in the hiring process because to take this position they would no longer add time to their MERS pension that they had been earning in the supervisor or dispatcher positions. This resulted in internal candidates not participating in the hiring process.

I discussed this with the county administrators since joining the county, as I began work to plan for my future replacement. I have been working to build the knowledge and skills of the supervisors so that one or more could apply for my position when I leave. With the current retirement plan in place, none of them will consider moving up.

Looking forward to attract candidates, the change to include the MERS pension to the entire department, will assist in allowing internal candidates to be considered while also enticing outside candidates with a better retirement package as part of their compensation. Attracting good staff members for the two administrative positions is vital to maintain a smooth-running department.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

There would be a slight increase in yearly costs to the center. For the Director position an internal candidate would not incur additional costs as they are already part of the system. If an outside person were hired the cost would be the 7% that the county currently pays, which would add to the yearly budget. For 2025 an outside person for Officer manager at top pay level, 7% would be \$3,913.79 per year, for the Director 7% would total \$5,321.39.

With this change, the Counties 401K should be changed to eliminate the matching portion of the plan for these positions. The county currently matches 5%. This would then reduce the cost of the change to just 2% of the new Office Manager (\$1,118.22) or Director (\$1,520) wages.

LEGAL REVIEW:

None sought at this time

DEADLINE:

There is no deadline for this item

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia Board of Commissioners, for the position of Central Dispatch Office Manager and Director, when the positions are vacated, sometime in the future, their benefit package be changed from a 401k to the MERS pension system matching the benefit of dispatch staff.

ADMINISTRATOR'S RECOMMENDATION:

[Click here to enter text.](#)

2024

ANNUAL REPORT

8TH CIRCUIT COURT

FAMILY DIVISION

JUVENILE DIVISION AND YOUTH SERVICE BUREAU

**FAMILY DIVISION OF THE 8TH CIRCUIT COURT
JUVENILE DIVISION – YOUTH SERVICE BUREAU STAFF**

Presiding Judge	Honorable Robert S. Sykes, Jr.
Director of Juvenile Services	Mark Jewell
In-Home Probation Officer	Kim Wheeler
Probation Officers	Kristine Purnhagen Sara Wassenaar
Youth Service Bureau Caseworkers	Kristin Yalacki Amber Richardson
Juvenile Register	Shirley Austin
Deputy Register	Mariah Heintzelman
Intern (GVSU)	Melissa Field

2024 STATISTICS FOR 8TH CIRCUIT COURT-JUVENILE DIVISION

137 Juveniles appeared before the Juvenile Division regarding delinquency.

164 DL petitions were filed in 2024. There were 88 petitions filed on 49 juveniles who had previously offended (34 of whom committed their first offense prior to 2024) and 103 new petitions.

There was a total of 238 charges that broke down as follows:

<u>DELINQUENCY CHARGE BREAKDOWN</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>FELONIES:</u>			
Assault	21	8	5
Resisting & Obstructing Police	0	4	5
B&E (Home Invasion) w/intent	8	3	3
CSC - Felony	7	10	10
CSAM/Distributing Obscene Material	0	1	5(3/2)
Accosting a Child for Immoral Purposes	1	0	1
Larceny/Stolen Property	7	1	9
MDOP	7	5	4
MDOB	0	4	2
UDAA/unlawful use	2	8	12
Drug Offenses	1	0	0
Weapons Violation (Dangerous Weapon/CCW)	2	4 (1/3)	3(2/1)
Unlawful Imprisonment	1	0	0
Interfering w/ Elec. Comm.	1	1	0
Arson	1	1	1

Extortion	1	0	0
OWI Causing Serious Injury	1	0	0
Fleeing & Eluding	0	1	4
Stealing/retaining Financial Trans. Device	0	1	4
False report of a Felony	0	3	2
School Threat	0	1	0
Reckless Driving w/Serious Injury	0	0	1
Reckless Causing Death	0	0	1
Operating w/License Suspended Causing Death	0	0	1
Operating w/License Suspended w/serious Injury	0	0	1
Lying to a Police Officer	<u>0</u>	<u>1</u>	<u>0</u>
FELONY TOTALS:	66	57	74

MISDEMEANORS/CIVIL INFRACTIONS/STATUS OFFENSES:

Assaults / Domestic Violence	24	28	41
Alcohol related	21	12	13
CSC – misdemeanor	16	0	0
Disorderly/Jostling	0	3	2 (1/1)
Larceny/Stolen Property	11	2	4
MDOP / MDOB	35	20	6
Retail Fraud	4	12	20
Curfew	12	9	1
Truancy	1	11	12
Runaway	9	5	4
Tobacco	11	2	2
Weapons Violation	1	3	2
Trespass	1	1	1

Illegal Entry / Breaking & Entering	9	3	12
Traffic	10	18	18
Fleeing & Eluding	0	2	1
Drug Offenses	20	31	17
Malicious Use of Service by Comm. Carrier	0	1	0
School Threat/Possessing Weapon	6	1	6(5/1)
Arson	3	0	1
Contributing to the Delinquency of a Minor	1	0	0
False Information / Lying to a Peace Officer	<u>3</u>	<u>0</u>	<u>1</u>
MISDEMEANOR TOTALS:	197	164	164

STANDARD & INTENSIVE PROBATION:

During 2024, 33 juveniles were placed on standard probation with 8 of them being transferred to intensive probation.

DISPOSITIONS

Admission	41
No Contest Plea	4
Direct Waiver	9
Designated Waiver	2
Dismissed by prosecuting attorney/Court	23 (13/10)
Dismissed as Incompetent	5
Consent Calendar	84
Transferred to county of residence	41
Diversion-not authorized	14
Not Yet Disposed	<u>15</u>

TOTAL

238

OCYS BASIC GRANT

The Basic Grant was established by Act 280 of the Public Acts of 1978. The grant was raised from \$15,000 to \$56,520 in 2023 and is totally reimbursed by the Office of Children and Youth Services. The grant is provided to counties with populations under 75,000 to: 1) supplement existing juvenile justice services, 2) provide for the development of new juvenile justice services, 3) provide for development of prevention and diversionary services.

In 1990, the Court began utilizing the Basic Grant to assess minors under the jurisdiction of the Court for underlying mental health issues. In 2024, there were 43 youths who were assessed through this program.

2024 CHILD PROTECTION PROCEEDINGS

23 child protection petitions were filed, which involved 41 children.

19 children were removed from their parent(s)' care. 5 children (some of whom came under Court jurisdiction prior to 2024) were returned to their parent(s)' care and 1 child was re-removed.

9 children (some of whom came under Court jurisdiction prior to 2024) were made permanent wards following the release or termination of their parents' rights.

1 child reached the maximum jurisdiction age of 18.

1 child was placed in guardianship.

Out of the 23 petitions filed involving 41 children, 4 petitions were dismissed involving 5 children.

30 Adoption finalization hearings

12 Permanent Court Wards were adopted

1 child was adopted by family members.

5 children were adopted by stepparents

5 children were adopted via direct placement.

2 children were adopted by their guardians

0 children were adopted via a private agency.

4 adults were adopted

1 child was adopted newborn adoption

YOUTH SERVICE BUREAU ANNUAL REPORT – 2024

TOTAL CHILDREN SERVED: 203

TOTAL CHILDREN RE-REFERRED: 15

<i>SOURCE:</i>	<i>OUTCOME:</i>
Court 2	Successful Intervention 32
Schools 143	Successful Intervention W/ Infractions 28
Police Agencies 0	Little to No Success 11
DHHS 6	Court Involvement 4
Parent/Guardian 7	No Response 61
TRD 7	Still Providing Services 21
County Prosecutor 38	Rejected 44
City Prosecutor 0	Relocated 2
<i>SEX: Male – 126 Female – 77</i>	<i>REASON FOR REFERRAL:</i>
<i>AGE:</i>	Criminal Sexual Conduct 1
	School Truancy (10 yo and over) 104
6 and under 14	Educational Neglect (Under 10 yo) 28
7 to 10 years 46	Support (10 yo and over) 27
11 years 17	Prevention (Under 10 yo) 1
12 years 27	MDOP/MDOB 4
13 years 27	Assault & Battery 6
14 years 19	Disorderly Conduct 3
15 years 16	School Threats 3
16 years 22	Runaway 6
17 years & over 15	Domestic Assault 5
	Distributing Obscene Material 2
	Cyberbullying 3
	Property Offense (Felony) 1
	Weapons in School 1
	MIP –Marijuana 1
	Child Sexually Abusive Material 1
	Bomb Threat 1
	Breaking & Entering 1
	Failure to Report Crash 1
	Careless Use of Firearm 1
	Obscenity 2

YOUTH SERVICE BUREAU:

The Youth Service Bureau provides a viable and productive alternative for dealing with youth who have either undertaken criminal-type behavior for the first time or who may be experiencing difficulties at home and/or school. These are the type of youth who generally do not belong in the Juvenile Justice System, and can be best served by providing support, guidance, counseling, etc., in a supportive environment. The Youth Service Bureau provides the youth with a second chance without suffering the stigma of a Court record and the label of “delinquent” to follow them back into their respective communities.

The Youth Service Bureau has continued to prove to be cost efficient. The diversionary process by nature is designed to keep children out of the juvenile justice system.

CHILD CARE FUND NARRATIVE

Expenditures from the Child Care Fund were made in the following areas:

Foster Care: The Court places minor children who have been subjected to neglect or abuse at the hands of their parent(s), guardian, or custodian. The Court, on occasion, also places juvenile delinquents into licensed foster homes to modify behaviors that would then enable them to return home to their parents' care and custody. In 2024, \$15,641.77 was expended for licensed foster care, which is about a 49% decrease from the amount in 2023 of \$30,504.31

Institutional Care: Institutional placements may be ordered for youth whose delinquency poses a danger to the community, or for neglect/abuse wards whose behaviors are too concerning or dangerous to be maintained in foster care placement. Residential placements may be as short as a few days in secure detention or if several years in a secure residential facility.

In 2024, \$96,226.78 was expended for Institutional Care. This decreased by about 44% from the amount spent of \$170,940.39 in 2023. The 2023 average daily cost to Ionia County was \$198.82.

Chargebacks: The State of Michigan implemented "State Pays First" in 2020. Chargebacks are expenditure for those youth who have been both committed and referred to the Department of Health & Human Services for placement. The County is "charged back" 50% of this cost of care.

Total Child Care Fund expenditures in 2024 amounted to \$161,014.56. This is a decrease of about 35% from the 2023 expenditure of \$248,361.38. The Court continues to monitor these expenditures closely and works diligently with other agencies in the community to address the issues that affect the Child Care Fund.

In-Home Care: The reimbursement rate for In-Home Care Expenditures increased from 50% to 75% in October 2023. As part of the Juvenile Justice Reform Laws taking effect in October 2024, several programs that are already being provided (including all caseworkers' wages and benefits) will also be eligible for 75% reimbursement going forward.

The Court is placed in the position of having to balance the need for rehabilitation versus public safety. Often the public, victims, schools, law enforcement, etc., place significant pressure on the Court to respond in certain ways to a specific offender. It is in these cases that the Court must make those difficult decisions. The Juvenile Division is the only court that is responsible financially for any placement that is made.

2024 CHILD CARE FUND REPORT-PLACEMENT OF CHILD PROTECTION WARDS & DELINQUENT JUVENILES

<u>PLACEMENT TYPE</u>	<u># OF YOUTH</u>	<u># OF DAYS</u>	<u>FINAL COST TO IONIA COUNTY</u>
Licensed Foster Care (NA)	6	797	\$15,641.77
Private Agency Foster Care (NA)	0	0	\$0
TOTAL FOSTER CARE	6	797	\$15,641.77
Independent Living Care (DL)	1	59	\$873.41
Other County Detention (DL)	5	113	\$9,150.00
Private Institution in State (DL)	1	252	\$51,589.44
Private Institution in State (NA)	1	116	\$35,487.34
TOTAL INSTITUTIONAL CARE	7	484	\$96,226.78
TOTAL FOSTER CARE, INSTITUTIONAL & INDEPENDENT LIVING EXPENSES			\$112,741.96
IN-HOME CARE EXPENSES (DL):			\$47,704.37
MISCELLANEOUS EXPENSES (NA)			\$568.23

2024 CCF Total Expenditures: \$161,014.56

These totals reflect only those youth that are paid for through the Child Care Fund.

This does not reflect children who were eligible for federal Title IV E funding.