



Macomb County Board of Commissioners

Bob Smith – Board Chair

Jim Carabelli – Vice Chair

Elizabeth Lucido – Sergeant-At-Arms

District 1 – Andrey Duzyj
District 7 – Don Brown

District 2 – Marv Sauger
District 8 – Phil Kraft

District 3 – Veronica Klinefelt
District 10 – Rob Leonetti

District 4 – Joe Romano
District 11 – Kathy Tocco

District 5 – Rob Mijac
District 13 – Leon Drolet

DATE/TIME: Thursday, February 8, 2018, 3:00 PM

COMMITTEE: Government Operations

COMMITTEE CHAIR/VICE CHAIR: Chair Mijac, Vice Chair Kraft

COMMITTEE MEMBERS: Committee of the Whole

LOCATION: 1 S. Main St., 9th Floor Mount Clemens, Michigan 48043

FINAL AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes
 - a) dated January 11, 2018
5. Public Participation (Five minutes maximum per speaker, or longer at the discretion of the Chairperson, related only to issues on the agenda)
6. Appointment Interviews
 - a) Macomb County Ethics Board; *1 vacancy; 5 year term; term to expire on 02/01/2023*
 - Darnell Z. Blackburn
 - (Executive appointment with Board concur)*
 - b) Older Adult Advisory Committee
7. Closed Session
 - a) Closed Session for the Purpose of Discussing Pending Litigation / John Schapka, Corporation Counsel
8. Department Recommendations
 - a) Board Rules of Procedure
9. Resolution
 - a) A Resolution to Prioritize Fixing Deteriorating Roads / Leon Drolet
10. Proclamation
 - a) Commending Chief Michael Phy upon his Retirement from the Clinton Township Fire Department

11. Correspondence

a) Martha T. Berry 2017 Accomplishments

12. New Business

13. Public Participation (Five minutes maximum per speaker or longer at the discretion of the Chairperson)

14. Adjournment



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DATE/TIME: Thursday, January 11, 2018, 3:00 PM

COMMITTEE: Government Operations

COMMITTEE CHAIR/VICE CHAIR: Chair Mijac, Vice Chair Kraft

COMMITTEE MEMBERS: Committee of the Whole

LOCATION: 1 S. Main St., 9th Floor Mount Clemens, Michigan 48043

MINUTES

1. Call to Order

The meeting was called to order at 03:04 p.m.

2. Pledge of Allegiance
3. Adoption of Agenda

Motion to adopt the agenda. THE MOTION PASSED.

Motioned by: Marv Sauger

Seconded by: Phil Kraft

Vote Summary: (11 - 0 - 0)

Aye - Andrey Duzyj, Marv Sauger, Joseph V. Romano, Robert Mijac, Jim Carabelli, Don Brown, Phil Kraft, Elizabeth Lucido, Kathy Tocco, Bob Smith, Leon Drolet

Nay - None

Abstain - None

4. Approval of Minutes

- a) dated December 11, 2018

Motion to approve the minutes dated December 11, 2018. THE MOTION PASSED.

Motioned by: Andrey Duzyj

Seconded by: Phil Kraft

Vote Summary: (11 - 0 - 0)

Aye - Andrey Duzyj, Marv Sauger, Joseph V. Romano, Robert Mijac, Jim Carabelli, Don Brown, Phil Kraft, Elizabeth Lucido, Kathy Tocco, Bob Smith, Leon Drolet

Nay - None

Abstain - None

5. Public Participation (Five minutes maximum per speaker, or longer at the discretion of the Chairperson, related only to issues on the agenda)

Non

6. Appointment Interviews

- a) Brownfield Redevelopment Authority; 1 reappointment; *3-year term; term to expire on 12/31/2020*

- Michael R. DeVault

(Executive appointment with Board concur)

Speakers

Phil Kraft

7. Closed Session

- a) Closed Session for the Purpose of Discussing Pending Litigation

Motion to enter into closed session for the purpose of discussing pending litigation. THE MOTION PASSED.

Motioned by: Andrey Duzyj

Seconded by: Kathy Tocco

Vote Summary: (11 - 0 - 0)

Aye - Andrey Duzyj, Marv Sauger, Joseph V. Romano, Robert Mijac, Jim Carabelli, Don Brown, Phil Kraft, Elizabeth Lucido, Kathy Tocco, Bob Smith, Leon Drolet

Nay - None

Abstain - None

In accordance with the motion, committee entered Closed Session at 03:08 p.m., with it concluding at 03:48 p.m.

8. Department Recommendations

- a) Settlement Agreement: Circuit Court Case No. 16-2984-NI

Motion to forward to the Finance Committee the recommendation to concur with the recommendation of Corporation Counsel in the settlement of Circuit Court Case No. 16-2984-NI. THE MOTION PASSED.

Motioned by: Jim Carabelli

Seconded by: Andrey Duzyj

Vote Summary: (11 - 0 - 0)

Aye - Andrey Duzyj, Marv Sauger, Joseph V. Romano, Robert Mijac, Jim Carabelli, Don Brown, Phil Kraft, Elizabeth Lucido, Kathy Tocco, Bob Smith, Leon Drolet

Nay - None

Abstain - None

9. Proclamation

- a) Commending the City of Sterling Height's Mayor and City Council for the Honor of Being Named the

Michigan Recreation and Parks Association Local Elected Official of the Year

Motion to recommend the Board of Commissioners adopt a proclamation Commending the City of Sterling Height's Mayor and City Council for the Honor of Being Named the Michigan Recreation and Parks Association Local Elected Official of the Year. THE MOTION Passed.

Motioned by: Joseph V. Romano

Seconded by: Don Brown

Vote Summary: (11 - 0 - 0)

Aye - Andrey Duzyj, Marv Sauger, Joseph V. Romano, Robert Mijac, Jim Carabelli, Don Brown, Phil Kraft, Elizabeth Lucido, Kathy Tocco, Bob Smith, Leon Drolet

Nay - None

Abstain - None

10. New Business

a) Older Adult Advisory Committee Recruitment

Speakers

Joseph V. Romano

Marv Sauger

Leon Drolet

Bob Smith

11. Public Participation (Five minutes maximum per speaker or longer at the discretion of the Chairperson)

None

12. Adjournment

Motion to adjourn the meeting at 03:59 p.m. THE MOTION PASSED.

Motioned by: Andrey Duzyj

Seconded by: Joseph V. Romano

Vote Summary: (11 - 0 - 0)

Aye - Andrey Duzyj, Marv Sauger, Joseph V. Romano, Robert Mijac, Jim Carabelli, Don Brown, Phil Kraft, Elizabeth Lucido, Kathy Tocco, Bob Smith, Leon Drolet

Nay - None

Abstain - None

X

Rob Mijac
Committee Chair

X

Phil Kraft
Committee Vice Chair



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Elizabeth Lucido – Sergeant-At-Arms

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DATE INITIATED: 01/29/2018

AGENDA ITEM: Macomb County Ethics Board; *1 vacancy; 5 year term; term to expire on 02/01/2023*

- Darnell Z. Blackburn

(Executive appointment with Board concur)

COMMITTEE MEETING: BOC - Government Operations - 02/08/2018

INTRODUCED BY: Chair Robert Mijac

RECOMMENDATION SHEET

MOTION TO:

concur in the Executive's appointment of Darnell Z. Blackburn to the Ethics Board, 5-year term, through February 1, 2023.

RECOMMENDED ACTION:

Macomb County Ethics Board; *1 appointment; 5-year term; term to expire on 02/01/2023*

- Darnell Z. Blackburn

(Executive appointment with Board concur)

PURPOSE / JUSTIFICATION:

To appoint Darnell Z. Blackburn as a designee to the Macomb County Ethics Board. Upon concurrence of the BOC with the Executive, the term will begin on February 1, 2018.

FISCAL IMPACT / FINANCING:

FACTS AND PROVISION / LEGAL REQUIREMENTS

Per the Home Rule Charter of Macomb County and Enrolled Ordinance No. 2011-10

IMPACT ON CURRENT SERVICES (PROJECTS):

This appointment will fill the seat vacated by James McGrail who retired in June, 2017.

ADDITIONAL BACKGROUND INFORMATION *(if needed)*:

Appointee is recommended by Pamela J. Lavers, Deputy County Executive.
Application is attached.

ITEM APPROVAL TRACKING:

Executive	Created/Initiated - 01/29/2018
Executive	Approved - 01/29/2018
Executive	Approved - 01/29/2018
Board of Commissioners	Approved - 02/01/2018
Board of Commissioners	Approved - 02/02/2018
Board of Commissioners	Approved - 02/02/2018
Board of Commissioners	Final Approval - 02/08/2018

Committee Tracking

2018-02-08 Government
Operations Committee
2018-02-15 Full Board

RECEIVED
JAN 11 2018
HUMAN RESOURCES

Name of Board/Commission to which appointment is being made:

Term: 5 years; from 2/1/2018 (date/year) to 2/1/2023 (date/year)

Best method of contact: Cell

2. I am at least 18 years of age: ☒ Yes ☐ No

3. I am currently registered to vote: ☒ Yes ☐ No

4. Citizenship: United States

5. Employer: State of Michigan/MSP/MCOLES

Employer Address: 106 W. Allegan Rd, Suite 600, Lansing MI 48909 P.O. Box 30633

Nature of your work: Regulatory agency for law enforcement training

Position: District Field Representative

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JAN 11 2018

HUMAN RESOURCES

6. Educational level, degree(s) received, other relevant certification or endorsements:

BA. Psychology Michigan State University
MA Business Administration University of Phoenix

7. I presently hold the following appointments and elected positions: N/A

Title/Board-Commission:

Appointment/Election Date:

Title/Board-Commission:

Appointment/Election Date:

Title/Board-Commission:

Appointment/Election Date:

8. Previously-held appointments and/or elected positions: N/A

Title/Board-Commission:

Dates Served:

Title/Board-Commission:

Dates Served:

Title/Board-Commission:

Dates Served:

9. Have you been convicted of a felony? ☐ Yes ☒ No

If yes, list each – provide date, nature of offense or violation, name and location of court, penalty imposed (if any) or the disposition of the case. A conviction will not automatically bar you from appointment.

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc., with Macomb County? *
If so, please explain. *Please reference the Macomb County Ethics Policy at www.macombBOC.com.

11. List any family members who are, or have been, employed by Macomb County or who have been elected to County offices.

N/A

12. Is this an application for re-appointment? ☐ Yes ☒ No

If yes, how many years have you served on this board/commission?

Please indicate your attendance record for term(s) served:

Number of meetings attended

Number of meetings held

Comments/Clarification (if necessary)

13. Briefly indicate your qualifications for appointment to this specific board and the reason you believe your appointment will benefit Macomb County:

For the past 28 years I worked in a law enforcement capacity from security officer to police officer and now currently working for the entity that licenses and certifies all the police agencies in the State of Michigan. My primary responsibilities are to make sure the police academies and police departments adhere to the standards that my organization sets. I work in the Standards Compliance section of the Michigan Commission on Law Enforcement Standards. I am also an adjunct professor in the Criminal Justice Department at Macomb Community College.

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JAN 11 2018
HUMAN RESOURCES

14. Statement of Application to Board/Commission

I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking:

Signature: Darnell E. Blackburn

Printed Name: Darnell E. Blackburn

Date: 1/4/18

Subscribed and sworn to before me this 4th day of January 2018

Dawn M. Jurik

Notary Public
Macomb County, Michigan

My Commission expires: 06/02/2019

Dawn M. Jurik
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF SAGINAW
My Commission Expires June 2, 2019
Acting in the County of Bay

Note to Applicants: You may – but it is not required – attach additional information pertaining to this Application for Appointment as long as attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page

Darnell Z. Blackburn

17758 Maisons Dr
 Clinton Township, MI 48038
 (313) 629-6011
 darnellblackburn@gmail.com

SUMMARY OF QUALIFICATIONS

Twenty five years of progressively responsible law enforcement and administrative experience. Currently serving as a District Field Representative for the Michigan Commission on Law Enforcement Standards. Responsible for monitoring police agencies for compliance with licensing standards, overseeing basic police training programs, reviewing competitive grant applications, auditing grant funded programs, evaluating basic police training programs and managing trainee and training program conduct. Expertise in all areas of law enforcement training as well as knowledge of training and educational program administration. Demonstrating ability to work with the diverse needs of a large client base. Administrative-level experience in executive decision-making, policy formulation and direction, strategic planning, community involvement, financial and personnel management, and technology implementation.

EMPLOYMENT HISTORY

2013 -present Macomb Community College (Clinton Township MI)
Adjunct Instructor - Criminal Justice

2008 -2014 ITT Technical Institute (Troy, MI)
Adjunct Instructor - Criminal Justice, Business, General Studies

2002 -present Michigan Commission on Law Enforcement Standards (Lansing MI)
District Field Representative - Southeastern Michigan

2000 -present PRAT LLC Consulting (Sterling Heights MI)
CEO/Facilitator

1994 -2002 Michigan State University (East Lansing MI) and City of Auburn Hills Police Departments
Police Officer/Detective (Auburn Hills MI)

EDUCATION

August 2007 University of Phoenix - Troy, MI
Masters of Business Administration-College of Business

May 1994 Lansing Community College-Lansing, MI
MCOLES Certified Police Officer- Criminal Justice

August 1993 Michigan State University -East Lansing, MI
Bachelor of Arts Psychology- College of Social Science

PROFESSIONAL AFFILIATIONS

2017 Facilitator for US Department of Justice with rank and file officers from all over the United States for recommendations to improve police and community relations,
 2016 Special Presenter for US Department of Justice Forum on Police and Community Trust (Eastern District), Phi Beta Sigma Fraternity Inc., NOBLE

COMMUNITY ORGANIZATION INVOLVEMENT

Macomb ACT (Active Cultural Togetherness), Macomb County Chiefs Association, Southeast Michigan Association of Chiefs of Police, Michigan Association of Security Police, (ALPACT) Advocates and Leaders for Police and Community Trust, Oakland County Community College Police Academy Advisory Board,

Certifications

Certified Instructor Mental Health First Aid, Certified Instructor Non-Violent Crisis Prevention (Crisis Prevention Institute), Previously State Certified Police Officer through MCOLES

MACOMB COUNTY BOARD OF COMMISSIONERS
2017-18 RULES OF PROCEDURE
(As amended at the Full Board Meeting held March 16, 2017)

The Board of Commissioners and its meetings shall be governed by the following Rules of Procedure:

Rule 1. Definitions.

A. The following definitions shall apply to terms used in these rules.

1. "Appeal to the Board." If a Commissioner believes her/his point of order or privilege has been ruled on unfairly by the chair, she/he may challenge the Chairperson and appeal to the Board. The Chairperson shall ask for a motion to uphold the Chairperson and the vote will be taken. The vote decides whether the action decided upon by the Chairperson is valid, or whether the Commissioner is correct.
2. "Board" means the Macomb County Board of Commissioners.
3. "Charter" means the Home Rule Charter of Macomb County, Michigan.
4. "Clerk" (capitalized) means the Macomb County Clerk or his/her designee, while "clerk" (lower case) means the Board staff member(s) designated by the Chairperson to perform the function or tasks as required within the rule.
5. "Commissioner" means a Commissioner of the Board.
6. "County" means Macomb County, Michigan.
7. "County Executive" means the person holding the office of Macomb County Executive.
8. "Full Board" means all of the Commissioners elected and serving.
9. "Open Meetings Act" means 1976 PA 267, as amended, MCL 15.261 – 275.
10. "Procedural Motion" means a motion that relates to how the meeting is conducted.
11. "Proclamation" means a resolution approved by the Board recognizing or acknowledging an individual, group or event.
12. "Quorum" means a majority of the Commissioners serving on the Board.
13. "Rules" means these rules of procedures of the Board.
14. "Substantive Motion" means a motion that relates to the purpose of the meeting and that brings business before the Board.
15. "Tribute" means a written form of recognition or acknowledgement honoring a group or individual.

B. Other terms shall have the definitions, if any, provided in the Charter or in statutes related to counties.

Rule 2. Organizational Meeting and Election of Officers.

A. At its first meeting of each odd-numbered year:

1. The Board shall be called to order and a roll call taken by one of the following:
 - a. If the Commissioner who served as the Chairperson of the Board during the immediately preceding Board term continues to serve as a Commissioner, that Commissioner shall call the meeting to order.
 - b. If the Commissioner who served as Chairperson of the Board during the immediately preceding Board term is not serving as a Commissioner and the Commissioner who served as

the Vice Chairperson of the Board during the immediately preceding Board term continues to serve as a Commissioner, that Commissioner shall call the meeting to order.

c. If neither of the Commissioners who served as Chairperson or as Vice Chairperson of the Board during the immediately preceding Board term are serving as Commissioners and the Commissioner who served as Sergeant-at-Arms of the Board during the immediately preceding Board term continues to serve as a Commissioner, that Commissioner shall call the meeting to order.

d. If none of the Commissioners who served as Board officers during the immediately preceding Board term are serving as Commissioners, then the Commissioner who has longest continuous service as a Commissioner shall call the meeting to order.

2. If a Quorum is present, the first order of business shall be the election of a Chairperson. The elected Chairperson shall preside over all subsequent actions of the Board.

3. The next order of business shall be the election of a Vice-Chairperson and a Sergeant-at-Arms.

4. The next order of business shall be the adoption of a meeting schedule showing the dates, times and places of the Board's regular monthly meetings.

5. The next order of business shall be for the Board to adopt rules of procedure under which the Board shall operate.

B. At the first meeting in January of each even-numbered year, the first order of business shall be the election of a Vice-Chairperson and a Sergeant-at-Arms.

Rule 3. Terms of Office; Vacancies.

The Chairperson shall be elected to a two-year term and the Vice-Chairperson and the Sergeant-at-Arms shall be elected to a one-year term or until a successor, respectively, is elected. In the event of a vacancy in the office of Chairperson, Vice-Chairperson or Sergeant-at-Arms, the vacancy shall be filled at the next regular meeting of the Full Board by a majority vote of the Commissioners serving.

Rule 4. Removal of an Officer.

An officer may be removed from office upon the filing with the Chairperson of a petition signed by at least 7 Commissioners that states the reasons for removal and upon a 2/3 vote of Commissioners serving. The officer who is the subject of the petition shall be given a copy of the petition at least 7 days in advance of the meeting at which the proposed removal is on the meeting agenda. The Chairperson shall add the petition to the agenda for the next Full Board meeting, provided the 7 day notice can be given to the officer who is the subject of the petition.

Rule 5. Duties of Officers.

A. The Chairperson (or Vice-Chairperson in the absence of the Chairperson) shall:

1. Preside at all meetings of the Full Board. In the absence of both the Chairperson and Vice-Chairperson, the Commissioners present shall elect a Chairperson pro-tempore who will serve only for that meeting or for that part of the meeting in which the Chairperson and Vice-Chairperson are absent.

2. Introduce and present each agenda item, or introduce it and then designate the Clerk or Board staff member who will present the agenda item.

3. Enforce the Rules and conducting meetings in a manner that preserves order and decorum. Commissioners and others in attendance shall comply with the direction of the Chairperson.

4. Annually prepare, propose and present a budget for the Board to the Finance Committee.

5. Administer day-to-day activities of the Commission, including administering the budget for the Board.

B. At any time, the Chairperson may submit the appointment of new members to, or the removal of members from, a committee, for the approval of the Board. All vacancies in membership, chairperson or vice-chairperson of committees shall be filled by appointment by the Chairperson, subject to the approval by a majority vote of Commissioners serving.

C. The Sergeant-at-Arms shall attend the Full Board meetings to maintain order and decorum under the direction of the Chairperson and to ensure compliance with the requirements of a closed session.

Rule 6. Duties of Commissioners.

Each Commissioner shall be personally present at all Full Board and assigned committee meetings and shall vote on each question put, unless he/she has a direct personal or pecuniary interest in the question or unless otherwise legally or ethically required to abstain. If a Commissioner has such an interest or is otherwise legally or ethically required to abstain, the Commissioner shall disclose the interest or other reasons for abstention at the meeting. Each abstention shall be duly recorded in the minutes of the meeting. In the rare event that a Commissioner believes he/she has the right or obligation to abstain from voting, the Commissioner shall consult with the Chairperson and, if necessary, independent counsel. Participation in a meeting by electronic means, such as video conferencing or conference call, will not be counted as attendance and will not count toward a quorum.

Rule 7. Speaking.

A. When a Commissioner desires to speak on any matter or issue before the Board, he/she shall first seek recognition to speak from the Chairperson. The Chairperson may speak to points of order and shall decide questions of order subject to an Appeal to the Board. When two or more Commissioners request to make a motion and/or address the Board at the same time, the Chairperson shall call on the Commissioner who the Chairperson believes was first to speak.

B. When a Commissioner is about to speak in debate or present any matter to the Board, he/she shall respectfully address himself/herself to the Chairperson. He/she shall confine himself/herself to the question under debate and avoid debate or argument that calls into question the personality, integrity, or motives of another Commissioner.

C. Free, open and orderly debate on issues confronting the Board as a legislative body may demand that a Commissioner be privileged to speak on a matter more than once. However, a Commissioner shall not be privileged to speak or hold the floor on a matter for more than 10 minutes or more than once (on the same question) until all other Commissioners present are first given the opportunity to be heard.

Rule 8. Motions.

A. The Board shall take action by way of motions. No motion may be acted upon until it has been duly supported or seconded by a Commissioner.

1. A Substantive Motion shall be reduced to writing, unless waived by the Chairperson.

2. A Procedural Motion shall be reduced to writing if requested by the Chairperson.

3. The Chairperson shall restate a motion or, if in writing, the motion shall be read aloud by the clerk before being debated.

B. Any Commissioner who wishes to make a motion or second a motion must first secure recognition by the Chairperson.

C. Except where permission is otherwise granted by the Chairperson, discussion of a motion before the Board or other pending business shall be limited to Commissioners.

D. Unless the agenda provides that it is just an item on which no action is to be taken, a motion must be before the Board in order to discuss an agenda item that has been presented by the Chairperson for consideration.

E. No motion shall be adopted by the Board until stated by the Chairperson.

F. Any motion may be withdrawn by the sponsor at any time before decision or amendment by the Board.

G. The following motions will be in order:

1. To take action on a resolution or ordinance.

2. To call the question. A motion to call the question shall require the affirmative vote of a two-third majority of Commissioners serving.

3. To amend or modify a motion made to take action, but such amending motion will be disposed of before any other motion to amend or modify the original motion will be in order. Once approved by a majority vote of Commissioners serving, a motion to amend or modify a motion shall be combined with the original motion.

4. To postpone action to another specified meeting or until occurrence of a condition or event.

5. To refer or re-refer a matter to a Board committee.

6. To postpone indefinitely. A motion to postpone indefinitely the further consideration of any motion or other matter shall require the affirmative vote of a majority of Commissioners serving and the vote upon such a motion shall not be reconsidered.

7. To reconsider a vote (including a vote resulting in a tie) or other action that has been taken by the Board, but only if no action has been taken in reliance upon such vote or action.

a. Any Commissioner on the prevailing side on a vote or action may move for reconsideration of such vote or action at the same meeting the vote or action was made or at the next regular meeting of the Board, but at no other subsequent meeting.

b. No vote or other action shall be reconsidered more than once. A motion to reconsider shall require the affirmative vote of a majority of Commissioners serving.

c. When a motion to reconsider fails, it cannot be renewed.

d. This does not preclude the Board from again dealing with an issue, policy, decision or other action based upon significant new information unavailable to the Board when the decision or other action was initially taken.

8. To go into closed session as permitted by and in accordance with the Open Meetings Act.

9. To call a recess at the discretion of the Chairperson.

10. To adjourn.

H. With the exceptions of a (i) motion to table, (ii) motion to postpone, (iii) motion to adjourn, or (iv) to call the question, each of the motions listed above may be subject to discussion or debate by the Board.

Rule 9. Ordinances and Resolutions.

The Board shall act by ordinance if required by Charter or law, otherwise by resolution. All acts of the Board imposing a penalty shall be by ordinance. All resolutions and ordinances, and any amendments thereto if requested by the Chairperson, shall be reduced to writing prior to consideration by the Board.

Rule 10. Proclamations and Tributes.

A. Any Commissioner may sponsor a Proclamation and present such Proclamation for approval by the

Board. Each Commissioner may add his or her name as a co-sponsor only with the permission of the sponsor.

B. Any Commissioner may prepare and present a Tribute to honor a particular individual or group. A Tribute does not require approval of the Board.

Rule 11. Amendment/Suspension of Rules.

A. The Board may amend the Rules following recommendation from the Government Operations Committee and by a 2/3 vote of the Commissioners serving.

B. The Board may suspend the Rules temporarily by a vote of 2/3 of the Commissioners present, but such amendment or suspension shall not relieve the Board from complying with applicable law.

Rule 12. Meeting Notices.

A. Each Commissioner shall receive a notice of all meetings electronically unless otherwise designated in writing to the Chairperson.

B. The Chairperson shall prepare a proposed regular meeting agenda and provide notice of meetings, including the proposed agenda, which shall be delivered to Commissioners at least 5 calendar days prior to the regular meeting. The Chairperson shall have the discretion to add items to a meeting agenda at any time prior to the meeting. The notices shall specify the date and time of the meeting. Each Commissioner may waive the foregoing notice requirements.

C. The time required for notice of all meetings shall comply with the Open Meetings Act.

D. Notice of regular and special meetings shall be made available to the public by posting on the Board's website and as otherwise is necessary to comply with the Open Meetings Act.

Rule 13. Regular Meetings.

A. Regular meetings of the Board shall be held monthly on days as designated by the Board, as recommended by the Chairperson.

B. A notice of the regular meeting schedule, stating the dates, times, and places of the Board's regular meetings, shall be posted within 10 days after the first meeting of the Board in each calendar year.

Rule 14. Special Meetings.

A. The Chairperson may call a special meeting. A special meeting of the Board may also be held when requested by at least one-third of Commissioners serving. The request shall be in writing, shall be addressed to the Board's chief of staff and shall specify the time, date, place and purpose of the meeting. Upon the call of the Chairperson or upon receipt of a request, the clerk shall immediately give notice in the manner selected by each Commissioner.

B. Dates and times of special meetings must be posted at least 18 hours before the meeting. The notice must be posted in a prominent and conspicuous place at both the Board's principal office and on a portion of the Board's website. The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for special meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those special meetings.

Rule 15. Voting.

A. Voting shall occur by one of the following two methods:

1. The normal procedure will be to electronically vote when the Chairperson calls for the vote using the Board's electronic voting devices and following the required steps. Votes will immediately automatically be posted on the Board's presentation screens. Votes can be changed in accordance with the required steps for use of the electronic voting devices until the Chairperson declares the voting ended and asks for the vote tally.
 2. When the electronic voting devices are not available for use due to technical difficulties, a decision not to use them, or another reason, votes shall be by "yes" and "no" and will be taken by a show of hands, voice vote, or a roll call vote so that the vote of each Commissioner is recorded. No motion shall be valid unless approved at a meeting of the Board and a proper record is made of the vote. Any Commissioner may request that his/her vote be changed if such request is made prior to announcement of whether the vote passed or failed.
- B. In accordance with the Open Meetings Act, each Commissioner's vote must be made in a public session in order to be counted. No votes of any kind, or polling to attempt to determine potential votes, will be allowed outside of public sessions or in closed sessions of the Board.
- C. Following each vote, it shall be announced that the motion passed or failed, and if not a unanimous vote, the number voting "yes," the number voting "no," the Commissioners' last names of those voting "no," the number abstaining, and the Commissioners' last names of those abstaining shall be announced.
- D. Abstentions are not counted as votes for or against a motion. Thus, when a specified number of affirmative votes is required by law or these Rules, and abstentions have been noted, the motion shall fail if the specified number of affirmative votes have not been cast. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.
- E. If a roll call vote is called, the clerk shall call roll by Commissioners' last names only, as follows:
1. Attendance shall be called in alphabetical order according to Commissioner last names.
 2. The calling of a roll on a motion shall begin with the Commissioner who made the motion. The Commissioner who seconded the motion shall be called to vote second on the motion. The clerk shall proceed to call the roll in alphabetical order according to Commissioner last names, except the Vice-Chairperson shall be called to vote second-to-last and the Chairperson shall be called to vote last, unless the Vice-Chairperson made or seconded the motion. At the next meeting of the Board, the clerk shall begin the alphabetical list with the second Commissioner on the alphabetical listing. Other Commissioners shall be called to vote according to the regular sequence on the alphabetical listing, except that the Commissioner who was called to vote first at the last meeting shall be called to vote immediately prior to the Vice-Chairperson at the next meeting.
- F. After the first vote is given, no Commissioner shall be entitled to speak on the question, nor shall any motion be in order until such roll call is completed and the result declared.

Rule 16. Order of Business.

- A. The Order of Business of the Board at regular meetings shall be as follows:
1. Call to order.
 2. Pledge of allegiance.
 3. Attendance roll call.
 4. Invocation.
 5. Approval of agenda.
 6. Reading, correction and approval of minutes.
 7. Public participation (5 minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda).
 8. Correspondence from Office of County Executive.

9. Reports from committees.
10. Proclamations.
11. New business.
12. Public participation (5 minutes maximum per speaker or longer at the discretion of the Chairperson).
13. Closed session.
14. Any action required after a closed session.
15. Adjournment.

B. By motion, the Board may approve an agenda in a different order when doing so is deemed by the Board to be necessary or appropriate to ensure the orderly flow of the meeting, in the interests to those attending the meeting, to accommodate those present to address particular issues, to accommodate the request of a Commissioner who needs to leave to attend to other business, or for other reasons stated.

C. Except when a different time is needed and provided for by motion as explained in the preceding paragraph, closed sessions should normally occur at the end of the meeting and, prior to entering into a closed session the Chairperson should state whether or not action is anticipated after the closed session.

Rule 17. Committees and Subcommittees.

A. The Board shall have the following standing committees, all of which shall be committees of the whole:

1. Government Operations.
2. Health and Human Services.
3. Justice and Public Safety.
4. Infrastructure/Economic Development.
5. Finance.
6. Audit (which shall meet on the request of the Board Chairperson or the Audit Committee Chairperson).

B. These Rules are the rules of procedure for all committees and subcommittees as applicable.

1. An item may be waived directly to the Board for review, evaluation and/or determination at the discretion of a committee chairperson.
2. An item that has not been referred for consideration from a committee meeting may be added to an agenda for consideration at a Full Board meeting upon a 2/3 vote of Commissioners serving.
3. An item may be added to a committee agenda at the time the committee is considering adopting the agenda upon a majority vote of members of the committee if the item is submitted in writing to all members of the committee before or at the time the motion to add the item to the agenda is made.

C. The committee chairperson may appoint a subcommittee.

1. Each subcommittee of a committee is a part of that committee and subject to the authority and direction of that committee.
2. Subcommittees shall not hold any meeting except upon authority of the standing committee chairperson.
3. The Board Chairperson may be appointed to a subcommittee. If the Board Chairperson is not appointed to a subcommittee, the Board Chairperson shall be a non-voting *ex officio* member of that subcommittee.

D. Each committee and subcommittee shall keep minutes of all committee and subcommittee committee actions and shall report, respectively, such actions to the Full Board or to the standing committee.

E. The chairpersons of two or more committees may arrange for a joint meeting of their committees when, in their judgment, special circumstances would warrant such a joint meeting or the conducting of business of the Board will be better served.

F. Committee chairpersons shall meet with the Board's staff at least 6 business days prior to a scheduled committee meeting to review the proposed agenda and any needed supporting materials. This does not prevent later changes to the agenda, but is intended to provide sufficient time to assemble agenda packets and transmit them to committee members and others on a timely basis.

G. Committee chairpersons are encouraged to engage committee vice-chairpersons by appointing committee vice-chairpersons as subcommittee chairpersons when subcommittees are formed, by asking vice-chairpersons to chair some committee meetings, and by assigning to vice-chairpersons information gathering, communications, and reporting tasks when such tasks are needed for the work of the committee.

Rule 18. Duties of the Clerk.

A. The Clerk shall perform duties related to the Board as required by law.

B. The Board's electronic voting system, when properly linked to meeting agenda materials, will produce a rough draft of minutes. Board personnel shall make that draft of minutes of Full Board meetings available to the Clerk who shall use them in performing the Clerk's duties under sub-rule 18.C.

C. The Clerk shall perform required duties pertaining to such office including the following:

1. Recording the proceedings of the Board in a book provided for that purpose, including Board resolutions and decisions upon all questions and, if requested by any Commissioner, the recorded vote of each Commissioner on any ordinance, resolution, appointment or election of an office, or other question submitted to the Board.

2. Other duties as the Board may, from time to time, require by resolution.

D. The Clerk, or his/her duly appointed deputy, shall be present at all meetings of the Full Board.

Rule 19. Minutes.

A. The Clerk shall, as required by the Open Meetings Act and other applicable laws, record the minutes in the minute book as provided in Rule 18. A copy of the proposed minutes of each Board meeting shall be prepared and submitted to the Board by the Board's staff. The Board's staff shall provide a copy of the proposed minutes to the Clerk prior to the agenda deadline for the next full Board meeting (in an electronic format compatible with the Board's electronic voting and records system). The minutes shall be an agenda item for the next Full Board meeting. Closed session minutes shall be produced by Board personnel designated by the Board and a copy maintained by the Clerk under seal as required by the Open Meetings Act.

B. The Clerk shall keep all adopted resolutions and ordinances arranged in the order of their adoption.

Rule 20. Workgroups.

A. The Chairperson may propose to the Board the appointment of informal *ad hoc* workgroups for purposes of advising the Board on policy issues. The proposal shall specify the purpose of the workgroup.

B. The Chairperson may appoint members of the workgroup, subject to the approval by a majority vote of Commissioners serving. Workgroup members may include Commissioners, County employees or others who are familiar with the applicable subject matter.

C. The workgroup shall report to the Board regarding any recommendations of the workgroup.

D. Meetings of workgroups shall comply with applicable requirements of the Open Meetings Act.

Rule 21. Public Participation.

A. Public attendance at a meeting shall be allowed as provided in the Open Meetings Act.

B. Comments by members of the audience shall be limited to the public participation times set aside on the agenda or any public hearing. Discussion will otherwise be limited to Commissioners and those upon with which the Chairperson may direct questions or other interaction with respect to an agenda item.

C. The Chairperson shall have the discretion to curtail public comments that are repetitive and may limit public comments if they are so prolonged as to unduly interfere with the ability of the Board to address other items on the meeting's agenda.

D. Those attending the meeting who wish to speak, either during a public participation period or during a public hearing, shall be invited to do so for up to 5 minutes in accordance with the following:

1. Those wishing to speak will be asked to state their names and their address.
2. The Board shall accept written comments and copies of any submitted materials and will be distributed to all Commissioners.
3. Public comment time is to hear *from* the public. Therefore, responses usually will not occur. The Chairperson may decide a response is appropriate and may, in his/her discretion, respond on behalf of the Board, allow a Commissioner to respond, or direct Board staff or others who are present to respond.
4. Comments (i) are to be loud enough to be audible but not so loud as to be in appropriate for a meeting, (ii) must avoid coarse language or cursing, (iii) may not include personal attacks, (iv) may not be addressed to anyone other than the Board or the Chairperson, and (v) may involve a single speaker (except when the speaker requires assistance). Comments may not include demonstrations, or materials that, when used, could be hazardous or unduly disruptive to the meeting.

Rule 22. Board Appointments.

A complete, notarized application (provided by the Board Office or obtained from the Board Office website), including qualifications and biographical data, for an appointment that the Board has the authority to make shall be submitted to the Board Office at least one day before the meeting at which the Full Board or committee is scheduled to consider the appointment.

Rule 23. Notices and Correspondence from County Executive.

Any notices or correspondence required by the Charter to be given by the County Executive to the Board shall be addressed to the Chairperson and deemed received when delivered to the Chairperson and date-stamped by Board staff. The date of the stamp shall be the official date of receipt. The Chairperson shall refer the notices or correspondence to the appropriate committee chairperson or the Full Board, at the Chairperson's discretion.

Rule 24. Charter Timelines.

The Board shall follow all time limits imposed by the Charter as summarized on the attached table.

Rule 25. Expiration.

The Rules shall be in effect until replaced by the Board in the current session or succeeding session.

**CHARTER SECTIONS IMPOSING TIME LIMITS FOR THE
BOARD OF COMMISSIONERS**

<u>Category</u>	<u>Time Limit</u>	<u>Charter §</u>	<u>Charter Text</u>
Organization Plan	50 Days; 75 Days	3.6.4	"The Commission shall hold a public hearing on the Executive's proposed Organization Plan or any proposed amendment within 50 days of its submission and must either approve, with or without amendment, or reject the proposed Organization Plan or any amendment within 75 days after its submission."
Executive Appointments	75 Days	3.8 (b)	Commission must "approve or reject a proposed appointment" of the Executive that requires Commission approval "within 75 days after its submission;" otherwise, "the appointment becomes effective."
Override Veto	30 Days	4.4 (f)	"[T]he Commission may: * * * (f) Override a veto by Executive within 30 days by at least a 2/3 vote of the Commissioners serving."
Vacancy of Commissioner	30 Days	4.8	If a vacancy occurs in the office of a County Commissioner due to death, resignation, removal of residency from the district, or removal from office, the Board of Commissioners is required to appoint "a registered and qualified elector of the district" "within 30 days by a Majority of the Commissioners."
Budget	Prior to beginning of each fiscal year (October 1 or January 1)	8.7	"Before the beginning of each fiscal year . . . , the Commission shall adopt a balanced line item operating budget and an appropriations ordinance in accordance with law." (Since consolidating September FY end and December FY end funds to a single budget adoption process, the Commission must either (i) do so based on timelines for September FY end funds or (ii) adopt a continuation budget for the budgets with a September 30 year end.)
Budget Amendment	45 Days	8.11.1 and 8.11.2	If the Executive certifies to the Commission a reduction in estimated revenue or certifies to the Commission that expenditures have exceeded appropriated levels and submits a proposed appropriation reduction or a proposed appropriation amendment, and "the Commission fails to amend the appropriation ordinance within 45 days after certification of the reduced revenue" or "the excess expenditures," the requested appropriation amendment "submitted by the Executive becomes effective."

RESOLUTION NO. R18-1243

*Official Resolution of the Board of Commissioners
Macomb County, Michigan Resolution*

A RESOLUTION TO PRIORITIZE FIXING DETERIORATING ROADS IN MACOMB COUNTY

Commissioner Leon Drolet, on Behalf of the Board of Commissioners,
Offers the Following Resolution:

WHEREAS, transportation is vital to the personal and economic well-being of Macomb County citizens and; Whereas roads are absolutely essential for nearly all transportation, including mass transit, by Macomb County citizens and;

WHEREAS, road conditions in Macomb County are deteriorating and are in unacceptable condition and;

WHEREAS, the existing SMART system can enact additional reforms to improve service without raising taxes and;

WHEREAS, technology is rapidly changing the current and future features of transit and;

WHEREAS, the technological innovations currently being deployed and developed have a high potential for revolutionizing transit in ways that improve commuter convenience and reliability over traditional legacy mass transit such as buses, light rail, or trolleys and;

WHEREAS, the Regional Transit Authority (RTA) has proposed to raise taxes on Macomb County citizens to expand traditional legacy mass transit and;

WHEREAS, Macomb County voters overwhelmingly rejected increasing taxes for the RTA's priority of traditional mass transit at the November, 2016 general election and;

WHEREAS, Macomb County citizens overwhelmingly prioritize the repair and maintenance of deteriorating Macomb County roads over expending scarce transit resources for traditional mass transit as advocated by the RTA;

THEREFORE BE IT RESOLVED, that the Macomb County Board of Commissioners urges the Macomb County Executive, the Michigan State Legislature, and the Governor of the State of Michigan to work with the Macomb County Board of Commissioners to prioritize resources on repairing and upgrading the condition of our roadways rather than on expending resources to expand traditional mass transit such as buses, light rail, or trolley cars.

FURTHERMORE, a copy of this resolution shall be provided to Macomb County Executive Mark Hackel, Governor Rick Snyder, the Michigan State Senate and the Michigan State House of Representatives.

BOB SMITH
Chair, Macomb County Board of Commissioners

KAREN A. SPRANGER
Macomb County Clerk/Register of Deeds

Official Proclamation of the Board of Commissioners
Macomb County, Michigan

**A Proclamation Commending Chief Michael Phy
Upon his Retirement from the Clinton Township Fire Department**

The Macomb County Board of Commissioners Offers the Following Proclamation:

Whereas, the Macomb County Board of Commissioners would like to commend **Chief Michael Phy** for his 32 years of dedicated service to the Clinton Township Fire Department; and

Whereas, **Chief Michael Phy** dedicated 34 years of his career to the Clinton Township Fire Department and 11 years to Clay Township within St. Clair County and made the decision to retire after 13-1/2 years leading the department in both Deputy Chief and Chief positions. **Chief Michael Phy** had considered retirement several times in the past but finally felt the time was right to step down, allowing the next candidate to bring their own new ideas and goals to the department; and

Whereas, upon appointment to Chief in June 2015 from Deputy Chief, **Chief Michael Phy** worked to enhance the department's image through strengthening of the administration, creating a unified partnership with the union and implementing increased sharing of duties with the Deputy Chief. Through these changes, **Chief Michael Phy**, acting as both leader and advocate, helped the department to reach an even higher level of professionalism; and

Whereas, **Chief Michael Phy** was a mentor to many within the department during his career as Clinton Township Fire Chief and placed a strong emphasis on providing mentorship during the transition period before his retirement. This focus allowed for a seamless transition for the newly appointed Chief in his promotion as **Chief Michael Phy's** successor; and

Whereas, in retirement, **Chief Michael Phy** will pursue his interests as an avid car enthusiast, fisherman and handyman. Additionally, **Chief Michael Phy** looks forward to spending time with cherished family and friends in this next phase of his life.

Now Therefore, Be It Proclaimed By The Board Of Commissioners, Speaking For And On Behalf Of All County Residents As Follows:

I

That By These Presents, the Macomb County Board of Commissioners hereby publicly commends, acknowledges, and expresses appreciation and congratulations to **Chief Michael Phy** on the occasion of his retirement from the Macomb County Health Department.

II

Be It Further Proclaimed that a suitable copy of this Proclamation be presented to **Chief Michael Phy** in testimony of the high esteem in which he is held by the Macomb County Board of Commissioners.

Martha T. Berry Medical Care Facility

2017 Accomplishments

- After six years of being a one-star facility (CMS 5-star rating system) improved care to earn a two-star facility rating
- Continued the Electronic Medical Record (EMR) implementation plan that began in 2016, successfully launching it March 1, 2017
- After 12 years of needing CNA Agency, ran the last three months without CNA Agency
- Replaced over 130 mattresses and 40 beds
- Purchased eight blood pressure, temp and oxygen saturation portable units that can be eventually integrated into the EMR Point Click Care
- Implemented a CNA advisory team to provide input on floor issues and solutions
- Incorporated Adult Day Health Services into the main Electronic Medical Record and billing processes (no longer using Microsoft Excel to track money)
- Purchased 80 new resident dining chairs to replace folding chairs that were being used in the dining rooms for residents
- Moved the oxygen from the basement to each floor, improving service delivery and replacement time, and reducing workflow costs
- Moved and consolidated supplies on each floor for improved workflow
- Created a safety committee
- Launched Genesight® for psych patients to determine proper chemical receptors and match to medications
- Selected a facility wide color palette, and upgraded two dining rooms, a nurse's station, the tranquility room, and resident activity room
- Remodeled the Adult Day bedroom to be more homelike (less institutional)
- Launched a billing clearinghouse to reduce time and errors in billing
- Developed collection procedures that allowed us to collect over \$350,000 in formerly uncollectable revenue
- Cleaned out old receivables (loss of about \$850,000 total) to assure our Accounts Receivable accurately represent our revenue
- Increased audit, reconciliation and bank handling processes to increase protection and reduce risk of fraud
- Purchased Officers and Directors insurance for the first time
- Created a streamlined investigation process, and hired a risk manager to implement the processes
- Implemented new badges that are used for payroll and building safety
- Implemented a new payroll system (Paycom) that allows better staff interaction, improved internal HR processes
- Implemented OnShift to non-clinical departments to assist in managing overtime and improve communication of shift needs

- Using the new CMS Mega rule as a guide, and trained staff how to review, create, educate on and operationalize 82 policies
- Implemented a Behavioral Management team to specifically address mental health needs of our residents
- Fully staffed the social services department, hiring a manager and two social workers
- Created, marketed and executed a MTB Foundation event that exceeded stretch goals of \$30,000, and almost doubled the previous year's attendance
- Renovated the beauty shop
- Fixed the ongoing tv signal issues by upgrading the service and adding channels
- Began a succession plan to transition the business office manager
- Added Morrison, then a teaching chef on staff to improve nutrition services consistency and customer experience.

2016 Accomplishments

- Re-established working relationship with the County systems, including Facilities and Operations (F&O), Finance, Human Resources, the Treasurer's office, the County Executive's office and Finance
- Worked with F&O:
 - To receive 68 chairs and 17 sets of desks with the only cost to us being the truck and men to transport and assemble them
 - To repair two water main valves
 - To repair roof issues and assure warranted work was managed under warranty
 - To coordinate repair of the walking paths and curbs in the front of the facility
- Improved six of eight at-risk Quality Measures, exceeding initial goal of four
- Improved a total of nine Quality Measures
- Hired all new staff in Human Resources and, through the direction of its new Manager, Carol Tucker-Parham, established a culture of leadership support and staff responsiveness
- Resolved over 80 unresolved grievances dating back to July of 2015
- Provided two leadership specific trainings on coaching and discipline to improve consistency and mentoring in and through our managers
- Improved employee access to computers for training, HR related help in the HR office, breakroom and in the education/training room
- Successfully implemented a new attendance policy that is key to the long term success of employee retention
- Initiated Town Hall meetings, where staff hear directly from leadership on key issues

- Eliminated using agency help in temporary spots, and using them only as a recruitment tool under temporary to permanent (hired) contracts
- Success of the HR changes, leadership consistency and improved communication is a reduction in real turnover and overtime
- Successfully realigned cost of service to the Juvenile Justice Center and transferring the responsibilities of transporting the clothing to JJC
- Reduced overhead administrative costs by eliminating or combining job responsibilities, including Compliance Officer, Nursing Administration Executive Assistants, and Controller
- Added positions to Environmental Services Floor Nursing, Admissions and Maintenance
- Successfully implemented a software program, OnShift, for the primary purpose of transmitting the federal government's required Payroll Based Journaling (PBJ)
- Provided, clerical, organizational, marketing and sales support to the Foundation in executing a successful September fundraiser
- Aligned chart of accounts to support our cost report and management structure
- Created board and management reports that allow us to see our capital budget separate from our operations budget
- Streamlined the admissions process to reduce decision and intake delays
- Streamlined the hiring process to include immediate contact for any walk ins
- Re-energized the Point Click Care installation project, creating a cascading training and implementation plan, acquiring and installing all hardware needed to initiate facility wide usage, and identifying and training Super Users to facilitate the all-staff training for a first quarter launch on the second floor
- Hired a Skin Integrity Specialist to positively impact our skin and wound care
- Redesigned the Adult Day Center staffing and work flow to be cost neutral
- Researched and created a balanced 2017 budget for operations and capital based upon conservative revenue and expense estimates
- Began a process for managing labor to census
- Transitioned to a new logo, including a slogan "It's a Berry new day!"
- Performed an equipment rental review – initiated purchases that will provide a return on investment in 5 months and save the facility an estimated \$24,000 annually