



## BOARD OF COMMISSIONERS

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**ST. JOSEPH COUNTY BOARD OF COMMISSIONERS  
AGENDA for MEETING on January 21, 2025, 5:00pm  
HISTORIC COURTHOUSE, COMMISSION ROOM**

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1. Call to Order
2. Opening Ceremonies  
(Invocation and Pledge of Allegiance)
3. Roll Call
4. Adoption of Agenda
5. Consent Agenda
  - a. Special Board Meeting Minutes January 7, 2025
  - b. St. Joseph County Board Rules
  - c. Local Emergency Planning Committee (LEPC) Board Appointments
    - o See attached list

*I move to approve the consent agenda items.*
6. Public Comment (4-minute limit per person)
7. Presentations
  - A. Chairman Presentation and Resolution Honoring Ken Malone  
2023 - 2024. Presented by Jared Hoffmaster and Rick Shaffer.
8. County Administrator's Report
9. Committee Reports and Appointments
  - A. 2025 Board of Commissioner Committee Appointments – see attached list
10. Unfinished Business
11. New Business
12. Commissioner Comments (for items not on the agenda)
13. Adjournment

Regular session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on January 7, 2025, at 5 pm.

County Clerk Gina Everson called the meeting to order.

The invocation was given by Commissioner Shaffer.

County Clerk Everson called the roll, and the following commissioners were present.

Jared Hoffmaster	Luis Rosado	Terrance Conklin
Rick Shaffer	Christina Yunker	
Rusty Baker	Ken Malone	

Also present: Teresa Cupp, County Administrator; Angie Steinman, Finance Director

### **Election of Chair**

Chair Everson stated that nominations were in order for chair.

Commissioner Malone nominated Commissioner Hoffmaster.

It was moved by Malone and seconded by Commissioner Baker that the nominations be closed, and a unanimous ballot cast for Commissioner Hoffmaster for Chair. Motion carried.

### **Election of Vice-chair**

Commissioner Malone nominated Commissioner Baker as vice-chair.

It was moved by Commissioner Malone and seconded by Commissioner Shaffer that Commissioner Baker be appointed as vice-chair. Motion carried.

### **Agenda**

It was moved by Commissioner Baker and seconded by Commissioner Malone to approve the agenda as presented. Motion carried.

### **Minutes**

It was moved by Commissioner Shaffer and seconded by Commissioner Malone to approve the minutes of December 17, 2024. Motion carried.

### **Public Comment**

None

### **County Administrator's Report**

Ms. Cupp had nothing to report

### **Board Meeting Dates for 2025**

It was moved by Commissioner Baker and seconded by Commissioner Malone to approve the commission meeting schedule as presented. Motion carried.

**Executive Meeting Dates for 2025**

It was moved by Commissioner Baker and seconded by Commissioner Malone to hold executive meetings the second Tuesday of the month at 4 pm with the exception of January 14<sup>th</sup> beginning at 3pm and November 11, 2025, will be November 12, 2025, due to the Holiday. Motion carried.

**Commissioner Comments**

Commissioner Shaffer congratulated Chair Hoffmaster and Commissioner Malone.

Commissioner Malone congratulated Chair Hoffmaster and Vice Chair Baker.

Commissioner Baker congratulated Chair Hoffmaster, expressed gratitude to Commissioner Malone for his service as Chair, and thanked board members for their support as Vice Chair.

Commissioner Rosado looks forward to working with everyone.

Commissioner Conklin thanked everyone.

Commissioner Yunker thanked everyone for the support and looks forwards to learning and working with everyone.

Chair Hoffmaster thanked the board for trusting him, thanked his family and the public for coming.

**Adjournment**

It was moved by Commissioner Shaffer and seconded by Commissioner Malone to adjourn the meeting at 5:13pm. Motion carried.

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Gina Everson, County Clerk

**ST. JOSEPH COUNTY**  
**BOARD OF COMMISSIONER RULES**



ADOPTED	<u>December 20, 1988</u>
AMENDED	<u>February 19, 1991</u>
AMENDED	<u>March 20, 1995</u>
AMENDED	<u>April 20, 1999</u>
AMENDED	<u>February 18, 2003</u>
AMENDED	<u>April 1, 2008</u>
AMENDED	<u>July 16, 2013</u>
AMENDED	<u>January 17, 2017</u>
AMENDED	<u>December 7, 2021</u>
AMENDED	<u>January 11, 2023</u>
AMENDED	<u>April 16, 2024</u>
AMENDED	<u>September 17, 2024</u>
AMENDED	January __, 2025

## **RULES OF THE ST. JOSEPH COUNTY BOARD OF COMMISSIONERS**

### **I. - BOARD MEETINGS - TIME AND PLACE**

- A. **REGULAR AND ADJOURNED REGULAR MEETINGS.** The County Board of Commissioners shall convene for the purpose of holding meetings in the Commissioners' Room in the St. Joseph County Courthouse in the Village of Centreville. A notice of the regular meeting schedule as established by the County Board of Commissioners, stating the dates, times, and places of the County Board of Commissioners' regular meetings, shall be posted within 10 days after the first meeting of the County Board of Commissioners in each calendar year. These meetings shall be considered regular meetings of the County Board of Commissioners. {Amended 7/16/13} {Amended 12/7/21}

Any other meetings shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling the meeting. Unless the County Board of Commissioners otherwise provides, the motion to "adjourn" any meeting of the County Board of Commissioners, whether special or regular, shall mean to adjourn to the next succeeding regular meeting date. {Amended 2/19/91}

- B. **SPECIAL MEETINGS.** The County Board of Commissioners shall convene for the purpose of holding special meetings upon the written request of at least one-third (1/3) of the Commissioners elected and serving, to the County Clerk, specifying the time, date, place, and purpose of such meeting, [or when the County Board of Commissioners, while in session, votes to call a special meeting.

When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each Commissioner at least three (3) days before the time of such meeting in the manner prescribed by law. Written notice may be given via email, fax, mail service or hand delivered. The County Clerk shall attempt to confirm receipt of notice. Under either situation described above, the Clerk shall post at least 18 hours before the meeting a Public Notice as required by the Open Meetings Act, PA 267 of 1976, as amended, and if the County directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the Clerk shall post the Public Notice on a portion of the website that is fully accessible to the public. The Public Notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for nonregular scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those nonregular scheduled meetings. {Amended 2/18/03} {Amended 12/7/21}

Emergency meetings of the County Board of Commissioners may be called only with the approval of 2/3 of the members of the County Board of Commissioners elected and serving and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. However, if the County Board of Commissioners holds an emergency public meeting that does not comply with the 18-hour posted notice requirement, it shall make paper copies of the public notice for the emergency meeting available to the public at that meeting. The notice shall include an explanation that the County Board of Commissioners cannot comply with the 18-hour posted notice requirement. The explanation shall be specific to the circumstances that necessitated the emergency public meeting, and the use of generalized explanations such as "an imminent threat to the health of the public" or "a danger to public welfare and safety" does not meet the explanation requirements of this subsection. If the County Board of Commissioners directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, it shall post the public notice of the emergency meeting and its explanation on its website in the manner described for an internet posting for a special meeting. Within 48 hours after the emergency public meeting, the County Board of

Commissioners shall send and file official correspondence with the County Clerk that shall include the public notice of the meeting with explanation. {Amended 03/20/95; amended 04/01/08} {Amended 4/28/21}

- C. ELECTRONIC VIRTUAL MEETINGS. Pursuant to the Open Meetings Act, PA 267 of 1976, as amended, the County Board of Commissioners may only call an electronic “virtual” meeting to permit a Commissioner to participate electronically due to military duty or a medical condition. Furthermore, the County Board of Commissioners may only conduct electronic meetings during the occurrence of a statewide or local state of emergency or disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public if the meeting were held in person. (Added 12/7/21)
- D. MEETINGS ON LEGAL HOLIDAYS. Any regular or adjourned meetings of the County Board of Commissioners, which fall upon a legal holiday, shall automatically be set over to the next secular day following that is not a legal holiday, at the same time and place indicated for the original meeting, unless otherwise set by the County Board of Commissioners. {Amended 4/20/99}

For construing and applying the above section, legal holidays shall consist of the following:

Martin Luther King, Jr. Day	Veterans Day
Presidents’ Day	Thanksgiving
Good Friday	Day After Thanksgiving
Memorial Day	Day Before Christmas
Independence Day	Christmas Day
Labor Day	Day Before New Year’s Day
	New Year’s Day

When New Year’s Day, Independence Day, Veterans’ Day, or Christmas Day falls on Saturday, the preceding Friday, shall be a holiday. When New Year’s Day, Independence Day, Veterans’ Day, or Christmas Day falls on Sunday, the following Monday shall be a holiday. When Christmas Eve or New Year’s Eve falls on Friday, the preceding Thursday shall be a holiday. When Christmas Eve or New Year’s Eve falls on Saturday or Sunday, the preceding Friday shall be a holiday. {Added 03/20/95}

- E. NOTICE REQUIREMENTS. A public notice for any meeting shall always contain the name of the County Board of Commissioners or the committee to which the notice applies, its telephone number if one exists, and its address. A public notice shall always be posted at the County Board of Commissioners’ or the committee’s principal office, the County Board of Commissioners website homepage and any other locations considered appropriate by the public body.
- F. CANCELLATION OF MEETING. The Chairperson of the County Board of Commissioners, and Board Vice-Chair, may cancel a meeting for any reason and pursuant to that cancellation, take the following steps:
  1. Send out an email alert, or contact by any available means, all members of the St. Joseph County Board of Commissioners and affected staff.
  2. Post a cancellation notice on the St. Joseph County website.
  3. Contact available media outlets with the notice and ask them to broadcast the notice.

4. If the meeting is rescheduled, a public notice stating the date, time and place of the rescheduled meeting shall be posted at least 18 hours before the meeting. (Added 12/7/21)

## **II. - MEMBERSHIP**

- A. **BOARD MEMBERSHIP**. The County Board of Commissioners shall be chosen by the voters of the County of St. Joseph, in partisan elections, every four years from single-member districts apportioned on the basis of population, as provided by law.
- B. **REAPPORTIONMENT**. The County Board of Commissioners shall be reapportioned, in the manner provided by law, within sixty (60) days after the publication of the latest United States official decennial census figures.
- C. **QUALIFICATIONS OF COMMISSIONERS**. A candidate for the office of county commissioner must be a resident and registered voter of the district they seek to represent and must remain a resident and registered voter to hold their office, if elected. An individual who has been convicted of a violation of section 12a (1) of 1941 PA 370, MCL § 38.412a, is not eligible to be a county commissioner for 20 years after the conviction.
- D. **TERM OF COMMISSIONERS**. The term of Commissioners shall be two years for those Commissioners elected prior to the 2024 general election, and the term of each Commissioner elected at or after the 2024 general November election shall be four years.
- E. **VACANCIES IN OFFICE**. If a vacancy occurs in the office of commissioner by death, resignation, removal from the district, or removal from office, the vacancy must be filled by appointment within 30 days by the County Board of Commissioners with a resident and registered voter of that district. The person appointed to fill a vacancy shall serve for the remainder of the unexpired term, unless the vacancy occurs more than 7 days before the nominating petition deadline as provided in MCL § 46.411 for the general November election that is not the general November election at which a successor in office would be elected if there were no vacancy, in which case MCL § 46.412(2) controls. (MCL § 46.412).

**Failure to Fill a Vacancy.** If the County Board of Commissioners does not fill the vacancy by appointment as provided in MCL § 46.412 within thirty (30) days, that vacancy shall be filled by a special election called by the County Board of Commissioners. A person elected at the special election to fill the vacancy on the County Board of Commissioners shall serve for the remainder of the unexpired term.

- F. **COMMISSIONER INELIGIBILITY FOR OTHER OFFICES**. No commissioner, while a member of the County Board of Commissioners, shall be eligible for election to any other county office or position, the election of which is within the jurisdiction of the County Board of Commissioners. Commissioners are also not eligible to receive an appointment from, or be employed by an officer, board, committee, or other authority of the County, except as otherwise provided by law.

1. **Certain Offices or Appointments Not Prohibited.** A member of the County Board of Commissioners is not limited or prohibited pursuant to Section II. F, Commissioner Ineligibility for Other Offices, from the following:
  - i. From becoming a candidate for an elective office at a general or special election, or from accepting from the County Board of Commissioners an office or appointment for which a salary is not paid for the services. (MCL §46.30a(5)).
  - ii. From acting on a board of determination or as a special commissioner in connection with all drainage matters calling for a board of determination. (MCL § 46.30a(5)).
  - iii. From accepting compensation as an administrator of the federal emergency employment program, 29 U.S.C. 841 to 851, for the County. (MCL § 46.30a(6)).
  
2. **Liability and Penalties.** Any member of the County Board of Commissioners and the person making the appointment or employment in violation of MCL § 46.30a shall be liable for moneys improperly paid to the person as salary, wages, or compensation in connection with the appointment or employment and both may also be subject to an action for recovery of compensation and penalties established in MCL § 46.30a.

G. INDEMNIFICATION. To the maximum extent permitted by law, the County shall indemnify and hold harmless all Board Members against expenses actually and necessarily incurred by them as well as any judgment rendered against them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being or having been a Board Member, except in relation to matters as to which any such Member shall be adjudged liable for actions taken outside the scope of their authority and to such matters as shall be settled by agreement predicated on the existence of such liability. The foregoing right to indemnification shall be exclusive of other rights to which a Member may be entitled.

H. ELECTION. At the first meeting of each calendar year, the County Board of Commissioners shall be called to order by the County Clerk. As the first item of business the County Clerk shall administer the oath of office to the commissioners if the oath has not previously been administered.

The second item of business shall be election of the Chairperson of the County Board of Commissioners and Vice-Chairperson. The clerk shall call for nominations for the office of Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the clerk shall order a roll of commissioners to be called. When one nominee receives a majority of the votes of the members elected and serving, that nominee shall be declared Chairperson. Election of Chairperson, by law, may be by secret ballot. No other matter may be decided using a secret ballot.

The newly elected Chairperson shall assume the chair and proceed with the election to the office of Vice-Chairperson. The selection of Vice-Chairperson shall be by voice vote or roll call vote. If the commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of commissioners elects one of its members to be Chairperson. County Board of Commissioners may proceed onto other agenda matters as they shall decide. {Amended 04/01/08}  
{Amended 12/7/21}

The officers shall hold their respective offices for a term of one year, or until their successors are duly elected and qualified as set forth above.

In the event of the resignation of the Chairperson from the County Board of Commissioners, the Vice-Chairperson shall assume the duties until a new Chairperson shall be elected by the remaining Commissioners. Unless otherwise agreed, the election of a new Chairperson shall be held at the next regularly scheduled meeting of the County Board of Commissioners. The new Chairperson shall serve out the remainder of the term created by the resignation. {Amended 12/7/21}

### **III. -DUTIES & RESPONSIBILITES**

#### **A. POWERS AND DUTIES.**

The County Board of Commissioners shall have such powers and duties as are provided by law. The authority of the County Board of Commissioners is a collective one, and according to state law, no individual Commissioner can assume any action, decision or endeavor on behalf of or in lieu of County Board of Commissioners action.

The County Board of Commissioners shall have the power to appoint, retain, or hire, by majority vote of the Commissioners, an attorney to represent St. Joseph County in civil matters as corporate counsel. The County Board of Commissioners shall also have the power to appoint, retain, or hire, by majority vote of the Commissioners, an attorney to represent St. Joseph County in any civil litigation. The County Board of Commissioners shall have the power to terminate any such appointment by a two-thirds (2/3) majority vote of the Commissioners unless otherwise noted in the employment contract.

The County Board of Commissioners shall have the power to appoint, by majority vote of the Commissioners, a county controller to serve St. Joseph County in accordance with governing law and the Employment Agreement between such officer and the County Board of Commissioners. The County Board of Commissioners shall have the power to terminate any such appointment by a two-thirds (2/3) majority vote of the Commissioners unless otherwise noted in the employment contract.

**B. DUTIES OF CHAIRPERSON.** The Chairperson (and during their absence the Vice-Chairperson or during both the Chairperson and Vice-Chairperson's absence, the remaining Board members shall choose an interim Chairperson) shall preside at all meetings of the County Board of Commissioners, and shall decide all questions of order, subject to appeal to the County Board of Commissioners. Upon their election, the Chairperson shall appoint all standing and special committees, subject to the approval by a majority of all members of the County Board of Commissioners. The Chairperson shall arbitrate all jurisdictional disputes between committees, subject to these rules and subject to appeal to the County Board of Commissioners. The Chairperson shall not have the right to vote on any committee except where they are expressly named a member of that committee. In the event of a committee vacancy, the Chairperson shall appoint a replacement, subject to the approval of the majority of the County Board of Commissioners. The Chairperson shall vote last at all County Board of Commissioners meetings. {Amended 2/18/03; 7/16/13}

**C. DUTIES OF CLERK.** The duly elected Clerk of St. Joseph County shall be the Clerk to the County Board of Commissioners. The Clerk's duly appointed deputy shall perform all duties ordinarily pertaining to such office, including, but not limited to, the following duties prescribed by law:

1. To record all the proceedings of the County Board of Commissioners in a book provided for that purpose.
2. To make regular entries of all County Board of Commissioners resolutions and decisions upon all questions.
3. To record the vote of each Commissioner on any ordinance, motion, resolution or appointment or election of an officer submitted to the County Board of Commissioners.
4. To perform legally required duties on accounts acted upon by the County Board of Commissioners.
5. To certify, under the Seal of the Circuit Court of the County, or the official County Seal, without charge, copies of all resolutions or decisions on any of the proceedings of the County Board of Commissioners, when requested by the County Board of Commissioners or any member thereof.
6. To perform such other and further duties as the County Board of Commissioners may from time to time, require.
7. To perform all posting functions required by the Open Meetings Act, 1976 PA 267.

**IV. - COMMITTEES**

- A. STANDING COMMITTEES. The County Board of Commissioners shall have the following standing committees. {Amended 2/19/91; 7/16/13;1/11/23}

<u>COMMITTEES</u>	<u>MEMBERS*</u>
1. Executive	Committee of the Whole
2. Judiciary	No more than three members
3. Law Enforcement	No more than three members
4. Physical Resources	No more than three members

\*Chairperson may attend all committee meetings may participate in the discussion, but does not have the authority to vote, except where he/she is expressly named a member of that committee.

- B. DUTIES OF STANDING COMMITTEES. Standing committees shall have and perform the following specific duties: {Amended 2/19/91; 12/7/21}

1. **Executive:** Agenda, Finance, Budget, Policy, Personnel, Administration.
2. **Judiciary:** Courts, Prosecutor,
3. **Law Enforcement:** Sheriff, Jail,
4. **Physical Resources:** All County Facilities and Real Property. {Amended 2/18/03}

- C. GENERAL DUTIES OF STANDING COMMITTEES. In addition to the above, the standing committees shall have and perform the following other duties:

1. Each standing committee shall report to the County Board of Commissioners upon all matters referred to the committee by the County Board of Commissioners, except such matters as are expressly referred to the Committee for STUDY ONLY.
  2. Each standing committee shall act as liaison between the County Board of Commissioners and the various county offices, boards, and agencies respecting matters under the jurisdiction of the committee as prescribed by these Rules, except as the County Board of Commissioners otherwise directs.
  3. Each standing committee shall have and perform such other duties as the County Board of Commissioners, from time to time, may require.
- D. SPECIAL COMMITTEES. There shall be, in addition to the standing committees, such other special committees as the Chairperson, from time to time, may appoint and establish subject to approval by the County Board of Commissioners. The membership of all such special committees shall automatically be vacated upon the succession to office of a new Chairperson to the County Board of Commissioners.
- E. COMMITTEE MEETINGS. Meetings of a standing or special committee may be convened by its chairperson or by a majority of its members at any time upon reasonable notice to its members and to the Chairperson of the County Board of Commissioners, provided that such notice complies with the requirements of the Open Meetings Act, 1976 PA 267, as amended. A quorum shall consist of a majority of the committee's voting members. All committee meetings shall be open to the public, except that a committee may vote to go into closed session as provided by the Open Meetings Act, 1976 PA 267, as amended.

Each committee shall have a prepared agenda prior to the committee meetings, which may include, as far as is practicable, all items to be considered by the committee. The agenda may be posted on a bulletin board in the County Building and if available, shall be made available to the public on request as provided by law. The chairperson of each committee may either prepare an agenda in cooperation with the department managers or may delegate that authority to the appropriate staff.

All committees shall keep minutes of their meetings as required by the Open Meetings Act, 1976 PA 267, as amended. Every committee shall provide an opportunity for members of the public to be heard at the end of the agenda. Public comment shall be limited to no more than three (3) minutes per individual. Those wishing to speak must be recognized by the committee's Chairperson and give their name and address before making their comments. Those addressing the committee may be stopped from speaking if the speech disrupts, disturbs, or otherwise impedes the orderly conduct of the committee meeting. Comments must be directed to the committee members. Under circumstances where many persons wish to speak on a specific topic, the committee Chairperson may request that comments not be unduly repetitive or otherwise disruptive, and if they are may be ruled out of order and stopped. In any case, limitations on speech must be reasonable and viewpoint neutral. {Amended 12/7/21;1/9/23; 1/9/2025}  
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- F. BOARD LIAISON APPOINTMENTS. The Chairperson of the County Board of Commissioners may, with the approval of the County Board of Commissioners, appoint commissioners to serve on various community commissions, boards, and committees.

1. Appointment to these commissions, boards, or committees, shall be for the purpose of representing the County Board and not the Commissioner's personal position on issues and/or projects that come before the commission, board, or committee.
2. The term of the appointment shall coincide with the Commissioner's term.
3. The Commissioner Liaison will regularly attend scheduled meetings. If more than three unexcused consecutive meetings are missed by the Commissioner Liaison, the County Board of Commissioners Chair through a majority vote of the County Board of Commissioners may remove that Commissioner Liaison and appoint a replacement.
4. The Commissioner Liaison will report back to the County Board of Commissioners on a regular basis. (Added 12/7/21)

#### **V. - CONDUCT OF BOARD OF COMMISSIONERS**

- A. **QUORUM**. A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary.
- B. **ORDER OF BUSINESS**. For all meetings of the County Board of Commissioners, the first four items below must be the first four items at every meeting and the Chairperson of the County Board of Commissioners has the discretion to arrange items 5 through 11 in any order, provided items 5 through 12 are included in each meeting.
  1. Call to Order
  2. Opening Ceremonies
  3. Roll Call
  4. Adoption of Agenda
  5. Approval of Minutes
  6. Public Comments
  7. Presentations
  8. County Administrator's Report
  9. Chairperson's Report
  10. Committee Reports and Appointments
  11. Unfinished Business
  12. New Business
  13. Commissioner Comments
  14. Adjournment
- C. **AGENDA DEADLINE**. All information to be placed on the agenda must be received by the County Administrator no later than 12:00 noon on the business day before the scheduled Executive session.

On or before the Friday before each Board meeting, the County Administrator shall mail (US mail or email) to each Commissioner, the agenda for the meeting, arranged as de-scribed in these Rules, and any documents applicable to the matters to be considered, including a copy of all committee reports and individual resolutions to be acted upon at the meeting, if available.

Late items shall be distributed to all Commissioners at the beginning of the County Board of Commissioners meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five-minute recess shall be granted at the request of any Commissioner prior to the consideration of late items.

D. RIGHTS AND DUTIES OF MEMBERS.

**Speaking priorities.** The sponsor of any properly moved and seconded motion, resolution, ordinance, or report shall have the right to speak for up to five minutes, after the formal introduction but prior to any discussion of the matter.

In any case where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the Chairperson which person shall exercise the right given by this rule to first speak on the pending matter.

Each Commissioner shall be limited to speak for a five-minute time limit per recognition by the Chairperson. Before speaking, each member shall address himself/herself to the Chairperson. If two or more members arise to speak at the same time, the Chairperson shall designate the order in which they shall speak. No member shall speak more than twice on the same question except on special permission by the County Board of Commissioners or the Chairperson. No member, while addressing the County Board of Commissioners, shall be interrupted, except to be called to order; and thereupon, he/she shall immediately cease talking and be seated.

Every Commissioner shall vote on all questions unless excused by the Chairperson or unless required by statute to abstain from voting. The Chairperson shall vote on all questions unless excused by the County Board of Commissioners or unless required by statute to abstain from voting.

No Commissioner shall leave a meeting prior to adjournment unless first excused by the Chairperson. The Clerk shall record in the official record the time at which the Commissioner enters or leaves the meeting while the County Board of Commissioners is in session.

{Amended 12/7/21}

**Attorney Client Privilege Communications.** The County Board of Commissioners may require guidance from the County Attorney from time to time and may require that this guidance be communicated privately. Letters from the County Attorney to the County Board of Commissioners and to County staff are privileged communications between legal counsel and client. They may be marked confidential or privileged, and if confidential or privileged, they are not to be released to any party without prior authorization of the County Board of Commissioners. To do so unilaterally would unnecessarily compromise the County's legal position and prevents the County Board of Commissioners from discussing those opinions in a closed session. All requests or communications to the County Attorney by individual County Commissioners should be processed through the County Clerk or the Chairperson.

- D. MOTIONS, RESOLUTIONS AND COMMITTEE REPORTS. No motion shall be debated or voted upon unless seconded. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the County Board of Commissioners. All motions, resolutions, committee reports and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn. Each recommended ordinance introduced shall be headed by a title briefly describing or identifying it. If the title is lacking, the Clerk of the County Board of Commissioners shall return it to the Commissioner who submitted it.

1. **Voting.** The vote on any questions shall be taken by a yea or nay roll call when called for by any member of the County Board of Commissioners or as required by State law.
2. **Conflict of Interest - Abstention.** Commissioners shall adhere to the conflict of interest statute, MCL 15.321 Section 2.
3. **Order of Precedence of Motions.** When a motion is seconded and before the County Board of Commissioners, no other motion shall be received except the following:
  - i. To fix the time to which to adjourn
  - ii. To adjourn
  - iii. For the previous question
  - iv. To lay on the table
  - v. To postpone indefinitely
  - vi. To postpone to a date certain
  - vii. To refer
  - viii. To amend

These motions shall have precedence in the order as above named.

4. **Motions to Adjourn.** A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the County Board of Commissioners, or when a member has the floor.
  5. **Motions to Reconsider.** A motion for the reconsideration of any question shall be in order if made on the same day or at the next regular Board meeting by a person that voted on the prevailing side. A majority of the Commissioners (4 out of 7) must vote for the motion to reconsider in order for the County Board of Commissioners to reconsider the motion. If the motion for reconsideration passes, then a majority of the County Board of Commissioners must vote on the actual question then being reconsidered. A second vote for reconsideration or a reconsideration after the next succeeding Board meeting can only be had with the consent of two-thirds (2/3) of the members. {Amended 2/18/03; 7/16/13}
  6. **Resolutions and Ordinances.** Resolutions shall be considered in the order in which they are received unless otherwise ordered by the County Board of Commissioners. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the County Board of Commissioners in writing.
  7. **Division of Question.** Upon request by any member, any question before the County Board of Commissioners may be divided and separated into more than one question; provided, however, that such may be done only when the original is of a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.
- G. **APPEAL FROM DECISION OF CHAIR.** When an appeal is taken from the decision of the Chair, the member making the appeal shall be allowed to state their reason for doing so. The question shall be then immediately put in the following form:

“Shall the ruling of the Chair be sustained?”

The question shall be determined by a majority vote of the members present, except the Chairperson shall not preside over that vote.

F. REFERRAL TO COMMITTEES. It shall be the duty of the Chairperson to refer all petitions, communications, resolutions, motions, and other business that may come before the County Board of Commissioners to the proper committee unless objection be made by some member in which event a motion made and adopted with reference to the subject shall preclude the Chairperson's action.

1. All referrals to committee shall be in one of the following forms:

- i. General Referral. Any referral which must be referred to the County Board of Commissioners after the Committee has reviewed or studied the matter shall be referred to as a general referral.
- ii. Referral for Information. Any referral which need not be reported back to the County Board of Commissioners by the Committee to which it is referred, shall be called a referral for information.

G. DISCHARGE OF COMMITTEE. The County Board of Commissioners may, by a majority vote of all its members, discharge any committee from further consideration of any matter referred to the Committee for general referral.

H. MOTION TO CLEAR THE FLOOR. If, in the judgment of the Chairperson, there is a confusion of Parliamentary procedure existing, the Chair shall have the right to request a "motion to clear the floor" which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the Chair, and, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.

The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move for the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.

I. PUBLIC MEETINGS. Board meetings shall be open to the public as required by the Open Meetings Act, 1976 PA 267, as amended.

Members of the County Board or its committees shall remain cognizant of the strictures of the Open Meetings Act when using email and shall not deliberate toward or render a decision on matters of public policy through email, or otherwise outside of a properly called public meeting. (Added 12/7/21)

J. CLOSED SESSION. The County Board of Commissioners may meet in closed session, closed to members of the public, upon the motion of any member and roll call approval by two thirds of the members for the following purposes:

1. To consider the purchase or lease of real property, until an option to purchase or lease that real property is obtained.
2. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county board.
3. To meet with an attorney to consider the attorney's written opinion.

4. To review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the County Board of Commissioners meets to interview an applicant, it shall be in open session.
5. To consider material exempt from discussion or disclosure by state or federal statute. The County Board of Commissioners may also meet in closed session for the following reasons without the requirement of a two-thirds vote:
  - i. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds their request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
  - ii. To consider strategy connected with the negotiation of a collective bargaining agreement.

Preserving confidentiality in a closed session promotes effective and open discussion. Disclosure of information from that session violates the trust that allows for open discussion and free exchange of ideas among Commissioners during closed session. Even if the matter discussed is no longer confidential (acted on in open session), confidential information discussed in closed session must stay confidential. Disclosure of closed session information is a violation of the Open Meetings Act and a breach of the member's fiduciary duty.

For each closed session, the clerk shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The clerk may destroy the minutes one year and one day after the meeting at which the County Board of Commissioners approved the minutes of the meeting at which the County Board of Commissioners voted to hold the closed session.

(The foregoing rules comply with the provisions of the Open Meetings Act, as amended (MCLA 15.267, MSA 4.1800[17]). {Entire section on Closed Session added 04/01/08} {Amended 12/7/21}

K. COMMENTS FROM THE FLOOR. Only members of the St. Joseph County Board of Commissioners shall be given the floor to speak during any Board meeting except:

1. Anyone who desires to speak under Public Comments; and
2. County officials and/or personnel may speak with the consent of the majority of the County Board of Commissioners members present; and
3. Any person with the consent of the Chairperson of the County Board of Commissioners.
4. Public comment shall be limited to no more than four (4) minutes per individual and at the times designated as stated above, except where extended privileges are granted by the Chair. Those wishing to speak must be recognized by the Chairperson and must give their name and address before making their comments. Those addressing the County Board of Commissioners may be stopped from speaking if the speech disrupts, disturbs, or otherwise impedes the orderly conduct of the County Board of Commissioners meeting. Comments must be directed to the County Board of Commissioners. Under circumstances where many persons wish to speak on a specific topic, the

Chairperson may request that comments not be unduly repetitive or otherwise disruptive, and if they are may be ruled out of order and stopped. In any case, limitations on speech must be reasonable and viewpoint neutral. {Amended 2/18/03; 1/17/17}

- L. PARLIAMENTARY AUTHORITY. Robert's Rules of Order (newly revised) shall govern all questions of procedure which are not otherwise provided by these Rules, or by State Law.
- M. CODE OF ETHICS. The County Board of Commissioners places great emphasis and importance upon the proper discharge of their duties and responsibilities. To encourage collegiality and respect between commissioners and to earn the respect of the residents of St. Joseph County, the County Board of Commissioners adopts the following Code of Ethics.

A Member of the County Board of Commissioners shall not hold a position on a committee or sub-committee during the time of which he/she is running for election or applying for appointment to a position or office that will report to or be overseen by the committee or sub-committee. If a Member of the County Board of Commissioners seeks to hold such elected or appointed position, he/she must vacate his/her position on the committee or sub-committee and notify the Chairperson of such vacancy prior to running for election or applying for appointment to a position.

This Code of Ethics is intended to serve as the minimum standards of conduct commissioners should follow in all of actions as elected officials.

1. **Professional Conduct**. A commissioner shall:

- i. Properly administer the affairs of the county.
- ii. Promote decisions which only benefit the public interest.
- iii. Actively promote public confidence in county government.
- iv. Safeguard all county resources, property, and funds.
- v. Conduct the duties of the office of commissioner diligently to promptly dispose of the business of the county.
- vi. Avoid the appearance of impropriety and maintain a public image sufficient to sustain public scrutiny.
- vii. Evaluate all decisions to ensure the best service or product is obtained a minimal cost without sacrificing quality and fiscal responsibility.
- viii. Preserve the prestige of the office of commissioners into everyday dealings with public employees.
- ix. Maintain a respectful attitude toward employees, other public officials, fellow commissioners, and the public.
- x. Effectively and efficiently work with governmental agencies, political subdivisions and other organizations to further the interests of the county.
- xi. Faithfully comply with all laws and regulations applicable to the county and impartially apply such laws and regulations to everyone.
- xii. Respect the chain of command whenever possible, understanding the role of commissioner as a policy-making position as opposed to an administration's responsibility to oversee the day-to-day operations of the county.

2. **Prohibited Conduct**. A commissioner shall not:

- i. Divulge to an unauthorized person, confidential information acquired in the course of service in advance of the time prescribed for its authorized release to the public.
- ii. Represent their own personal opinion as that of the County Board of Commissioners.

- iii. Use personnel resources, property and funds under their official care and control contrary the prescribed constitutional, statutory, and regulatory procedures, or for their own personal gain or benefit.
  - iv. Solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the County, which tends to influence their actions as a public official.
  - v. Engage in a business transaction in which they may profit from their official position or authority or benefit financially from confidential information which they obtained or may obtain by reason of that position or authority.
  - vi. Except as excepted by statute or otherwise permitted, engage in or accept employment or render services for private or public interest when that employment or service is incompatible or in conflict with the discharge of their official duties or when that employment may tend to impair their independence of judgment or action in the performance of official duties.
  - vii. Improperly influence or attempt to influence other officials to act in their own benefit.
  - viii. Except as excepted by statute or otherwise permitted, participate in the negotiation or execution of contract, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the commissioner has a financial or person-al interest. (See, MCL § 15.342).
3. **Conduct Not Prohibited.** A commissioner is permitted to vote on, make, or participate in making a decision if all of the following occur with respect to Section V.M.3, Prohibited Conduct. Subitems vi. and viii. above if all of the following occur:
- i. The requisite quorum necessary for official action on the decision by the County Board of Commissioners to which the commissioner has been elected is not available because the participation of the commissioner in the official action would otherwise violate Section V.M.3, Prohibited Conduct, Subitems vi. and viii.
  - ii. The commissioner is not paid for working more than 25 hours per week for the County, or a political subdivision of the County.
  - iii. The commissioner promptly discloses any personal, contractual, financial, business, or employment interest they may have in the decision and the disclosure is made part of the public record of the official action on the decision of the County Board of Commissioners. (See, MCL § 15.342a).
4. **Conflict of Interest.** A Member of the County Board of Commissioners shall not be interested directly or indirectly in any contract or other business transaction with St. Joseph County, or a board, office, or commission thereof, during the time of which he/she is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by a majority of the elected Members and so shown on the minutes of the County Board of Commissioners together with a showing that the County Board of Commissioners is cognizant of the Commissioners' interest. This prohibition is not intended to apply to appointments or employment by St. Joseph County, or its officers, boards, committees, or other authority. (MCL 46.30)
5. **False Statements.** No member shall make a false statement for the purpose of receiving compensation or reimbursement for expenditures.
6. **Gift, Entertainment, and Favors.** County commissioners shall not directly so-licit nor accept any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances which could reasonably be inferred or expected, as determined by a majority vote of the commissioners pre-sent, that the gift was intended to influence the commissioner in the performance of their official duties.

## VI. - FINANCE

- A. ELECTED OFFICIALS' COMPENSATION. The annual salary of each non-judicial salaried county officer, which is by law fixed by the County Board of Commissioners, shall be fixed by the County Board of Commissioners before November 1 each year and shall not be diminished during the term for which the county officer has been elected or appointed, but may be increased by the County Board of Commissioners during the officer's term of office. (MCL 45.421, Sec 1(1); PA 154 of 1879 as amended) {Amended 2/18/03}
- B. BOARD COMPENSATION. Members of the County Board of Commissioners shall be compensated for their duties and their committee work at such rates and amounts as the County Board of Commissioners, by resolution, in accordance with State law, shall determine. The salary of the commissioners shall be set annually in the Budget Resolution and shall not be changed except by the annual Budget Resolution. Changes in compensation (wages/fringes) for the members of the County Board of Commissioners must be set prior to December 31<sup>st</sup> for the new term beginning January 1<sup>st</sup>. A cost of living increase shall be included in compensation each year, subject to approval by the County Board of Commissioners. Once set compensation cannot be decreased or increased during the 4-year term of office (January 1<sup>st</sup> through December 31<sup>st</sup>). (MCL 46.415, Sec 15(3); PA 261 of 1966 as amended) {Amended 04/01/08} {Amended 12/7/21}
1. The base salary shall compensate Board members for all regular and special Board meetings, preparation for these meetings, and contacts with constituents.
  2. Per diems shall compensate Board members for other occasions when time is spent fulfilling the duties of County Commissioner.

Per diems will be separated into 2 Categories: (Added 04/01/08)

Category 1. Any meeting lasting up to four hours. Travel inclusive from the commissioner's primary residence.

Category 2. Any meeting lasting longer than four hours. Travel inclusive from the commissioner's primary residence.

Examples of occasions eligible for per diem compensation:

- i. Attendance at Board of Commissioners Standing Committee meetings.
- ii. Attendance at meetings of special committees, or other boards or commissions as assigned by the County Board of Commissioners, e.g., Parks & Recreation, Community Corrections.
- iii. Attendance on behalf of the County, at township, city, or village meetings within the applicable district.
- iv. Seminars, conferences, or meetings when attendance is related to Commissioner obligations or duties.
- v. If asked to speak to a group regarding a County related service or activity.
- vi. Social events that meet the following criteria are eligible for per diem: (Added 04/01/08)
  - o Social event in which the commissioner is a sitting member.

- Social event in which the commissioner was at the time of the invitation asked to speak on County related business.
  - Social event in which there is a speaker or presentation which will aid a commissioner in their job.
- vii. Other types of social events are not eligible for per diem but mileage would be reimbursed. (Added 04/01/08)

The above is not to be construed as an exhaustive list, but to provide guidelines for members in determining if certain situations are eligible for per diem.

**Additional Special Committees.** If a Commissioner is asked to participate with a group, and if they are going to request per diem, they are to provide too the Executive Committee information regarding the group, such as the name of the group, what they do, what purpose the Commissioner would have, how often they meet, etc. so a determination can be made if it should be eligible for per diem. (Added 04/01/08)

Individual per diems and expenses will be approved during the second meeting of each month pending review of available Executive committee members. (Added 04/01/08)

3. Board members shall be reimbursed for mileage and meals, at the applicable rates, for such relating to matters eligible for per diem reimbursement. Mileage/meals shall not be reimbursed for attendance at regular and special Board of Commissioners meetings. {Amended 03/20/95 and 02/18/03}

- C. BUDGET LIMITATIONS. Except as may be otherwise required by law or County Board of Commissioners Resolution, no County board, agency, or officer whose budget is in whole or in part subject to the jurisdiction of the County Board of Commissioners shall exceed or commit itself to exceed its budget or any restricted line item thereof without prior approval of the County Board of Commissioners.

## **VII. - ADMINISTRATION**

- A. SIGNING OF DOCUMENTS. The Chairperson shall be the signatory of all contracts, bonds, and other documents which require the signature of the County Board of Commissioners.

In the event the Chairperson is unable to perform such function, then the Vice-Chairperson shall act in their stead.

- B. NOTICE OF BOARD ACTION. When the County Board of Commissioners has acted upon a written request or demand for action presented to the County Board of Commissioners from other than among its membership, the clerk shall promptly notify the person or agency making the request or demand of the County Board of Commissioners' action thereon.

- C. MINUTES. A copy of the minutes of each Board meeting shall be prepared and mailed or delivered to each member of the County Board of Commissioners as soon as possible immediately after each meeting of the County Board of Commissioners. The County Clerk or their designee shall prepare minutes as required by the Open Meetings Act, 1976 PA 267, as amended. All minutes are required to contain: 1) a statement of the date, scheduled time and place of the meeting and its actual starting time and ending time; 2) the members present as well as absent/excused; 3) a record of any decisions made

at the meeting and a record of all votes; 4) an explanation of the purpose(s) if the County Board of Commissioners adjourns to a closed session; and 5) a roll call vote for any closed session. {Amended 12/7/21

- D. PUBLIC ACCESS TO MEETING RECORDS. The County Clerk shall make available to members of the public the records and minutes of the County Board of Commissioners meetings, except those designated as for closed session, in accordance with the Freedom of Information Act. Board minutes prepared but not approved by the County Board of Commissioners, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the County Board of Commissioners shall be available within five (5) business days after the date of the meeting in which the minutes were approved. The County Clerk shall promptly mail copies of the minutes to persons who have subscribed.
- E. RESOLUTIONS. All resolutions finally adopted by the County Board of Commissioners in each calendar year shall be consecutively numbered in the order of their adoption. Any resolution may be read by a member of the County Board of Commissioners at a regular meeting of the County Board at the request of any Board member. This reading may be titled “first reading”, or the County Board of Commissioners may act on the resolution at the discretion of the County Board of Commissioners. If it is read as the “first reading” the resolution may be read again and titled “second reading” at the next regular meeting of the County Board, at which time the County Board may act on the resolution. {Amended 4/20/99}

#### **VIII. - TITLES AND SUBTITLES**

The titles and subtitles of these Rules, and the citations appended thereto, are for convenience only, and shall not be considered as part of these Rules.

#### **IX. - AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES**

- A. These Rules may be amended, suspended, or rescinded only by a majority vote of all the commissioners elect. They shall remain in effect until rescinded, amended or suspended.
- B. Any amendment to these Rules properly presented to the County Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the County Board of Commissioners at the time of adoption.

#### **X. - STATE LAW**

To the extent that any of the Rules herein are contrary to State Law, they shall be of no force and effect.



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.  
P.O. Box 277  
Centreville, MI 49032-0277

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:**

**DEPARTMENT:**

**PREPARED BY:**

**SUBJECT:**

**SPECIFIC ACTION REQUESTED:**

**DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):**

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

**PERSONNEL IF REQUIRED:**

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number)

**NEW OR RENEWAL:**

**PROCUREMENT INFORMATION:**

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

**CONTACT PERSON WITH PHONE NUMBER:**

**RECOMMENDATION** - Completed by Administrative Team

## **Recommended Local Emergency Planning Committee Appointments/Reappointments**

*Two-year terms, commencing January 2025*

Stacey Bower, St. Joseph County Central Dispatch

Shad Carpenter, Business/Infrastructure

Larry Diekman, Glen Oaks Community College

Debra Faust, Cass/St. Joseph County Michigan Department of Health and Human Services

Nathan Francis, Branch-Hillsdale-St. Joseph Community Health Agency

Erin Goff, St. Joseph County Sheriff's Office – Emergency Management

Carol Holmes, Thurston Woods Village

John Lindsey, St. Joseph County Road Commission

Chief Matt Overholt, Colon Fire and Rescue

Chief Paul Schoon, Three Rivers Fire Department

Deputy Director Andy Strudwick, Sturgis Department of Public Safety

### Also on the LEPC with the most recent term:

Commissioner Rusty Baker, St. Joseph County Board of Commissioners

Commissioner Jared Hoffmaster, St. Joseph County Board of Commissioners

Any questions about these recommendations may be directed to Erin Goff at [goffe@stjosephcountymi.gov](mailto:goffe@stjosephcountymi.gov), or 269-467-9045 ext 225.

**RESOLUTION NO. 1-2025**

**PROCLAMATION HONORING CHAIRMAN KEN MALONE**

**WHEREAS**, Ken Malone has exemplified outstanding commitment and dedication to public service as County Commissioner for District No. 6 since January 1, 2019; and

**WHEREAS**, public service demands a steadfast dedication of time, energy, and personal sacrifice, which Commissioner Malone has delivered with integrity and passion; and

**WHEREAS**, Commissioner Malone’s leadership was recognized by his peers through his election as Chairman of the Board, a role he fulfilled with distinction from 2023 through 2024; and

**WHEREAS**, as his term as Chairman of the Board concludes as of December 31, 2024, the Board acknowledges and celebrates the significant contributions and steadfast leadership that Commissioner Malone has provided to the citizens of St. Joseph County, Michigan.

**NOW, THEREFORE, BE IT RESOLVED** that the St. Joseph County Board of Commissioners proudly recognizes and expresses its deepest gratitude for the exemplary service and dedication of Commissioner and Chairman Ken Malone.

**BE IT FURTHER RESOLVED** that this resolution be presented to Commissioner Malone as a token of appreciation and with the Board’s sincere best wishes for continued success in all future endeavors.

**BE IT FINALLY RESOLVED** that this resolution be formally proclaimed within the community and recorded in the proceedings of the St. Joseph County Board of Commissioners on this 21<sup>st</sup> day of January, 2025.

St. Joseph County Commissioners

\_\_\_\_\_  
Jared Hoffmaster, Chairman

\_\_\_\_\_  
Rusty Baker, Vice Chairman

\_\_\_\_\_  
Rick Shaffer

\_\_\_\_\_  
Terry Conklin

\_\_\_\_\_  
Luis Rosado

\_\_\_\_\_  
Christina Yunker

STATE OF MICHIGAN            }  
  }SS  
COUNTY OF ST. JOSEPH        }

I, GINA EVERSON, Clerk of the St. Joseph County Board of Commissioners and Clerk of the County of St. Joseph, do hereby certify that the above Resolution was duly adopted by said Board on January 21, 2025

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Circuit Court at Centreville, Michigan, the 21<sup>st</sup> day of January, 2025

**2025 COMMISSION APPOINTMENTS  
DRAFT 2025**

<b>COMMITTEE &amp; ASSIGNMENT</b>	<b>2025 #1</b>	<b>2025 #2</b>	<b>2025 #3</b>	<b>MEETING SCHEDULE</b>
CHAIR	Hoffmaster			
VICE-CHAIR	Baker			
CHAPLAIN	Shaffer			
PARLIAMENTARIAN	Yunker			
RESOLUTIONS	Malone			
<b>STANDING COMMITTEES:</b>				
Executive Committee				Monthly - 2nd Tuesday at 4pm
Judiciary	Malone	Hoffmaster	Baker	Quarterly – 2nd Wed at 12pm
Law Enforcement	Hoffmaster	Malone	Conklin	As needed
Physical Resources	Malone	Baker	Yunker	As needed
<b>COMMISSION LIAISONS:</b>				
Conservation District	Shaffer			Monthly - 3rd Wed at 3pm Centreville
Road Commission	Yunker	Baker	Rosado	Monthly - 3rd Wed at 5pm – Work
MSU Extension	Conklin			3x per year
<b>BOARDS AND COMMITTEE APPOINTMENTS:</b>				
Agricultural Preservation Board	Baker			Yearly - 1st Friday in Dec at 1pm
Area Agency on Aging Advisory Council	Shaffer			Monthly - Centreville/Coldwater
Board of Public Works	Rosado			Quarterly - 2nd Monday at 9am
Central Dispatch Policy Board	Yunker			Quarterly – 2nd Tuesday
Colon Lake Board	Conklin			
Commission on Aging	Shaffer	Conklin		Bi-Monthly – 3rd Wednesday at 1pm
Community Action	Shaffer			Monthly – 4th Monday at 4pm
Community Corrections	Rosado			Quarterly – 3rd Wednesday at 12pm
Community Health Agency	Hoffmaster	Shaffer		Monthly – 4th Thurs at 9:00am CW
Pivotal f/k/a Community Mental Health	Rosado	Shaffer		Monthly - 4th Monday Centreville
Human Services Commission	Shaffer	Rosado		Monthly – 2nd Wednesday at 8am
Investment Advisory Committee	Malone			Two times per year
Local Development Finance Authority	Malone			
Local Emergency Planning Committee	Hoffmaster	Baker		
Material Mgmt Planning Committee	Conklin			
Parks and Recreation	Malone	Shaffer		Monthly - 1st Wednesday at 5pm
Planning Commission	Shaffer			As needed – Monthly - last Wed at 7pm
Southcentral Michigan Planning Council	Conklin			Monthly – 1st Tues at 11:30am
Southwest Michigan Behavioral Health	Hoffmaster			
Templene Lake Board	Yunker			
Transportation Authority Board	Hoffmaster			Monthly - 3rd Tues at 9am
Veterans Affairs Board	Baker			Quarterly – 3rd Monday at 5pm
Workforce Development Board	Hoffmaster			Quarterly