



CASS COUNTY BOARD OF COMMISSIONERS

COMMITTEE OF THE WHOLE

February 15, 2024

5:00 PM

1. **CALL TO ORDER** – *Vice-Chair Barrera*
2. **INVOCATION** – *Chair Jones*
3. **PLEDGE OF ALLEGIANCE** – *Commissioner Marchetti*
4. **ROLL CALL** - *Clerk/Register Monica McMichael*
5. **PUBLIC COMMENT** (limit 3 minutes/person)
6. **ADDITIONS/DELETIONS TO AGENDA**
7. **APPROVAL OF THE AGENDA** – *Commissioner Lawrence*
8. **APPROVAL OF JANUARY 18, 2024 COMMITTEE OF THE WHOLE MINUTES** – *Commissioner Lee*
9. **FINANCIAL REPORT**
10. **UNFINISHED BUSINESS**
11. **NEW BUSINESS**
 - A. Board of Commissioners Bylaws and Rules of Procedure – *Policy Committee/Administrator Newton*
 - B. Resolution Designating One-Year Term for Chair – *Policy Committee/Administrator Newton*
 - C. Election Inspector Salary – *Clerk/Register McMichael*
 - D. Interlocal Agreements for IT Services – *IT Director Nestich/Administrator Newton*
 - i. Medical Care Facility
 - ii. Road Commission
 - E. Mileage Reimbursement Policy – *Policy Committee*
 - F. Elected Official & Chief Deputy Salary Policy – *Policy Committee*
 - G. FY 24 Budget Amendments – *Finance Director Rentfrow/Administrator Newton*
 - H. Medical Examiner – *Administrator Newton/Sheriff Behnke*
 - i. Appointment of Patrick Hansma as Cass County Medical Examiner
 - ii. Appointment of Christine James, Amanda Fisher-Hubbard, Edmund Donoghue, Jared Brooks, and Anna Tart as Cass County Deputy Medical Examiners
 - I. Prosecutor’s Office - Wage & Salary Discussion – *Prosecutor Fitz*



CASS COUNTY BOARD OF COMMISSIONERS

J. Opioid Settlement Funding Plan – *Judge Bealor/Bob Weber*

12. CLOSED SESSION

A. **M-024-24** – Motion to enter a Closed Session to discuss the February 9th confidential written legal opinion from the County’s legal counsel, which is subject to attorney-client privilege and to include County Administrator Newton, Finance Director Rentfrow, and Clerk/Register McMichael.

13. BOARD MEMBER COMMENTS/ANNOUNCEMENTS

14. ADJOURNMENT

**CASS COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE**

January 18, 2024

Vice Chair Barrera called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, January 18, 2024. Commissioner Lawrence offered the Invocation. Commissioner Marchetti led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: James Lawrence, Jeremiah Jones, Mary Howie, Samuel Barrera and Roseann Marchetti.

COMMISSIONERS ABSENT: Ryan Laylin, Joyce Locke and RJ Lee.

PUBLIC COMMENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

Chair Jones informed board members that two items would be added two New Business:

1. Friend of the Court Bank Depository Update
2. Ambulance Authority Discussion provided by Wayne Township Supervisor Frank Butts

APPROVAL OF THE AGENDA

Commissioner Howie moved, seconded by Commissioner Marchetti, to approve the January 18, 2024, Cass County Committee of the Whole Agenda as amended. Motion to approve the agenda carried by voice vote.

APPROVAL OF MINUTES

Chair Jones moved, seconded by Commissioner Marchetti, to approve the December 21, 2023, Committee of the Whole Meeting Minutes. Motion carried by voice vote.

FINANCIAL REPORT

Finance Director Rentfrow informed commissioners that the Financial Report was included in the packet. Commissioners had no questions.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. MSHDA CHILL Program

Treasurer Hope Anderson began by sharing a history of the Cass County Land Bank Authority. She then requested that the board approve a resolution in support of the Cass County Land Bank Authority applying for funding through the MSHDA Chill Program. If awarded, the funds could be used for two activities: homeowner rehabilitation, to preserve affordable housing units; and demolition/reconstruction/resale, to remove blight and infill with single-family housing for resale to income eligible homebuyers.

Commissioners agreed to move the item to the next regular board meeting consent agenda.

B. Master Plan Update

Vice Chair Barrera read the background provided in the Committee of the Whole Meeting packet.

Administrator Newton then explained that the county must update its Master Plan. He went on to explain that the Planning Commission requested quotes and reviewed proposals. After interviews and review, the Planning Commission asked the board to approve the quote from McKenna to complete an update of Cass County's Master Plan.

Rebecca Harvey, of McKenna, was present to discuss the plan and to answer questions. Ms. Harvey informed commissioners that additional charges should not be incurred as long as the project stayed within the scope of the proposal. If the Planning Commissioner requested in-person attendance for additional meetings, however, the county would incur additional fees.

Planning Commission Chair Dan Stutsman was in attendance to support the proposal.

Commissioner Marchetti requested that McKenna work with the County GIS Department to create maps instead of McKenna creating them.

Commissioners agreed to place the item on the next regular board meeting consent agenda.

C. Friend of the Court Bank Depository Update

Administrator Newton explained that the Friend of the Court (FOC) Office previously deposited funds with Fifth Third Bank in Cassopolis on a daily basis. With the closing of the Cassopolis Branch, FOC need to move their deposits to another bank. After research, FOC

decided to deposit their funds with G.W. Jones Exchange Bank in Cassopolis. A resolution would be prepared for board approval.

Board members agreed to move the item to the next regular board meeting consent agenda.

D. Ambulance Authority Discussion

Wayne Township Supervisor Frank Butts addressed the board regarding the shortage of ambulance coverage for nine municipalities within the county. He stated that the entities had formed an Ambulance Authority that had met four times. Since the previous company ceased coverage, the authority had contracted with SMCAS Ambulance to provide one ambulance to provide service for the nine municipalities. A second ambulance was expected to be in service on March 1, 2024, and would be stationed in the City of Dowagiac. Fees for services were charged to municipalities based on taxable value and population.

Mr. Butts went on to state that the authority expected a countywide emergency services millage in the future. He explained that a countywide millage would not affect current services. It would fund current services as well as provide funding for new services for municipalities in need of coverage.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

ADJOURNMENT

Chair Jones moved, seconded by Commissioner Marchetti, to adjourn. The meeting adjourned at 5:41 p.m.

Approved: _____
Date

Vice-Chair Samuel Barrera

Monica McMichael, Clerk/Register

CASS COUNTY

FINANCE DIRECTOR

TO: CASS COUNTY BOARD OF COMMISSIONERS
FROM: JENNIFER RENTFROW / FINANCE DIRECTOR
DATE: JANUARY 31, 2024
RE: FINANCIAL REPORT

GENERAL FUND BUDGET TO ACTUAL SUMMARY REPORT

Attached you will find the General Fund Budget to Actual Summary Report. The report reflects the fiscal year budget & year-to-date activity total from October 1, 2023 through January 31, 2024, (FYE 9/30/24).

**Please note this is a preliminary report and is subject to change as it continues to be reviewed in depth to prepare for closing year-end and audit preparations.*

DEPARTMENT BUDGETS:

Survey & Remonumentation – Most expenses occur in December & January to satisfy grant requirements.

Soil Erosion – We paid the \$10,000 annual appropriation already. Budget adjustment pending for the additional \$ 76,000 appropriated by the BOC.

Cooperative Extension – We have paid 2 Quarters of the MSU Assessment so it appears expenditures are high, but they are actually lower than expected.

**GENERAL FUND REVENUE BUDGET TO ACTUAL SUMMARY
AS OF 1/31/2024 (33% of Fiscal Year 2023-2024)**

	ACTUAL @ 1/31/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR JANUARY 2024	ACTUAL @ 1/31/2024	AVAILABLE BALANCE	% BDGT USED
REVENUE SOURCES LESS GRANT/REIMBURSEMENTS:							
FEES/SERVICES/PERMITS	490,076	1,727,834	1,727,834	108,161	413,052	1,314,782	23.91%
INTEREST & RENTS	102,769	156,500	156,500	67,525	188,456	(31,956)	120.42%
STATE FUNDING	624,353	2,945,948	2,992,410	84,128	631,048	2,361,362	21.09%
TRANSFERS IN	124,750	992,365	992,365	0	0	992,365	0.00%
TAXES	256,014	13,094,361	13,094,361	243,240	354,107	12,740,254	2.70%
SUB TOTAL	1,597,961	18,917,008	18,963,470	503,053	1,586,663	17,376,807	8.37%
GRANT/REIMBURSEMENTS:							
GRANTS	205,710	1,699,423	2,062,423	178,549	198,733	1,863,690	9.64%
LOCAL CONTRIBUTIONS	55,834	563,427	563,427	60,919	105,825	457,602	18.78%
REIMBURSEMENTS/OTHER REVENUE	24,139	178,412	178,412	3,494	26,022	152,390	14.59%
FUND BALANCE ALLOCATION	0	814,472	814,472	0	0	814,472	0.00%
SUB TOTAL	285,683	3,255,734	3,618,734	242,962	330,580	3,288,154	9.14%
TOTAL REVENUES	1,883,644	22,172,742	22,582,204	746,016	1,917,243	20,664,961	8.49%
TOTAL EXPENSES (See Detail Below)	6,614,831	22,172,742	22,582,204	1,429,259	6,455,234	16,126,970	28.59%

**GENERAL FUND EXPENSE BUDGET TO ACTUAL SUMMARY
AS OF 1/31/2024 (33% of Fiscal Year 2023-2024)**

	ACTUAL @ 1/31/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR JANUARY 2024	ACTUAL @ 1/31/2024	AVAILABLE BALANCE	% BDGT USED
101 - BOARD OF COMMISSIONERS	61,339	250,235	250,235	12,826	73,452	176,783	29.35%
172 - ADMINISTRATOR	98,447	285,460	285,460	21,620	100,880	184,580	35.34%
191 - ACCOUNTING DEPT	138,563	467,695	467,695	35,396	160,394	307,301	34.29%
215 - CLERK/ROD	202,911	641,805	641,805	52,985	207,606	434,199	32.35%
228 - INFORMATION TECHNOLOGY	275,702	1,081,059	1,081,059	45,080	366,486	714,573	33.90%
233 - PURCHASING	66,401	166,000	166,000	2,751	33,666	132,334	20.28%
243 - PROPERTY DESCRIPTION DEPT	115,332	460,602	460,602	31,803	132,191	328,411	28.70%
245 - COUNTY SURVEY & REMONUMENTATION	45,614	54,079	54,079	14,139	53,021	1,058	98.04%
253 - TREASURER	155,707	481,841	481,841	41,636	160,214	321,627	33.25%
257 - ASSESSOR / EQUALIZATION DEPT	91,403	308,179	308,179	23,711	94,452	213,727	30.65%
262 - ELECTIONS	42,842	166,200	166,200	20,615	22,166	144,034	13.34%
265 - BUILDINGS & GROUNDS	318,621	1,167,571	1,167,571	92,786	337,796	829,775	28.93%
266 - ATTORNEY / CORP COUNSEL	18,222	70,000	70,000	0	14,637	55,363	20.91%
271 - INSURANCE / TAXES	139,324	538,615	538,615	0	236,978	301,637	44.00%
276 - COURT GRANTS	182,897	826,724	1,258,186	49,517	182,212	1,075,974	14.48%
279 - FAMILY / JUVENILE COURT	275,184	885,153	873,153	64,301	284,495	588,658	32.58%
283 - CIRCUIT COURT	105,090	341,830	341,830	26,621	111,298	230,532	32.56%
286 - DISTRICT COURT	315,484	951,471	951,471	70,788	305,272	646,199	32.08%
289 - FRIEND OF THE COURT	418,201	1,213,629	1,213,629	93,955	404,460	809,169	33.33%
294 - PROBATE COURT	176,099	516,515	516,515	44,882	178,712	337,803	34.60%
296 - PROSECUTING ATTORNEY	358,144	1,144,879	1,144,879	83,777	372,628	772,251	32.55%
301 - SHERIFF	939,396	3,136,812	3,136,812	202,341	863,481	2,273,331	27.53%
304 - LAW & COURTS SECURITY	54,405	180,427	180,427	8,972	45,159	135,268	25.03%
316 - SECONDARY ROAD PATROL	31,256	108,222	108,222	7,474	35,548	72,674	32.85%
331 - MARINE LAW ENFORCEMENT	1,269	45,408	45,408	0	1,422	43,986	3.13%
345 - PUBLIC SAFETY DEPT	89,703	457,311	457,311	20,380	97,292	360,019	21.27%
351 - JAIL OPERATION	1,023,500	3,436,896	3,436,896	249,140	1,053,161	2,383,735	30.64%
426 - EMERGENCY MGMT / HOMELAND SECURITY	35,303	104,504	104,504	8,287	36,121	68,383	34.56%
430 - ANIMAL CONTROL	149,179	437,776	437,776	34,747	144,441	293,335	32.99%
441 - PUBLIC WORKS	208	900	900	0	272	628	30.17%
442 - DRAIN COMMISSIONER	43,932	128,403	128,403	8,854	39,751	88,652	30.96%
528 - WASTE COLLECTION/DISPOSAL	0	27,800	27,800	0	0	27,800	0.00%
568 - SOIL CONSERVATION	5,000	10,000	10,000	0	10,000	0	100.00%
601 - HEALTH DEPARTMENT	0	293,544	293,544	0	73,386	220,158	25.00%
631 - SUBSTANCE ABUSE	271	60,000	60,000	0	0	60,000	0.00%
648 - MEDICAL EXAMINER	51,978	172,000	172,000	10,497	33,742	138,258	19.62%
649 - MENTAL HEALTH	57,000	122,000	122,000	0	30,500	91,500	25.00%
681 - VETERANS' BURIALS	2,666	10,000	10,000	300	875	9,125	8.75%
682 - VETERANS' COUNSELOR	40,965	138,562	138,562	6,949	31,754	106,808	22.92%
701 - PLANNING COMMISSION	377	24,018	24,018	0	451	23,567	1.88%
710 - COOPERATIVE EXTENSION	36,123	133,332	133,332	26,620	52,245	81,087	39.18%
751 - PARKS & RECREATION	74,095	252,828	252,828	15,512	72,620	180,208	28.72%

	ACTUAL @ 1/31/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR JANUARY 2024	ACTUAL @ 1/31/2024	AVAILABLE BALANCE	% BDGT USED
966 - TRANSFERS OUT	376,679	872,457	862,457	0	0	862,457	0.00%
TOTAL EXPENDITURES	6,614,831	22,172,742	22,582,204	1,429,259	6,455,234	16,126,970	28.59%

FUND BALANCE ALLOCATION ANALYSIS

UNASSIGNED FUND BALANCE 9/30/15	5,126,404	<i>PER 9/30/15 Comprehensive Financial Report</i>
UNASSIGNED FUND BALANCE 9/30/16	5,449,774	<i>PER 9/30/16 Comprehensive Financial Report</i>
UNASSIGNED FUND BALANCE 9/30/17	6,011,346	<i>PER 9/30/17 Comprehensive Financial Report</i>
UNASSIGNED FUND BALANCE 9/30/18	5,779,269	<i>PER 9/30/18 Comprehensive Financial Report</i>
UNASSIGNED FUND BALANCE 9/30/19	6,073,472	<i>PER 9/30/19 Comprehensive Financial Report</i>
UNASSIGNED FUND BALANCE 9/30/20	7,950,059	<i>PER 9/30/20 Comprehensive Financial Report</i>
UNASSIGNED FUND BALANCE 9/30/21	8,704,098	<i>PER 9/30/21 Comprehensive Financial Report</i>
UNASSIGNED FUND BALANCE 9/30/22	9,018,784	<i>PER 9/30/22 Comprehensive Financial Report</i>
ADOPTED FUND BALANCE ALLOCATION	1,849,469	<i>Original 2022-2023 Budget as adopted</i>
	249,660	<i>Adjustments to FY 23 Budget</i>
ADOPTED FUND BALANCE ALLOCATION	814,472	<i>Original 2023-2024 Budget as adopted</i>
	<u>2,913,601</u>	
EST. UNASSIGNED FUND BALANCE 9/30/24	<u>6,105,183</u>	



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: February 15, 2024

RE: BOC Bylaws and Rules of Procedure

REQUEST:

Approve for the amended Bylaws and Rules of Procedure to be added to the March 7th Regular Meeting.

BACKGROUND:

The Policy Committee recommended the Board of Commissioners adopt the proposed Bylaws and Rules of Procedure in August of 2023. At the September Committee of the Whole Meeting, a discussion was held, and it was proposed that additional time be taken, and further review occur before proceeding. At the January BOC Workshop, the proposed Bylaws and Rules of Procedure were discussed again, and proposed revisions were made. The attached Bylaws and Rules of Procedure represent the culmination of approximately a year and a half of work on creating a complete rewrite of the existing documents to streamline the provisions within them, add necessary sections for clarifications, make them easier to understand, and the inclusion of state law references. The attached Bylaws will be a huge benefit to both our existing Commissioners and Commissioners in the future.

If adopted, the Bylaws and Rules of Procedure would replace the existing Rules of Procedure that are currently in place. Additionally, it should also be noted that Bylaws/Board Rules are always living documents. They can be amended and revised as may be necessary.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

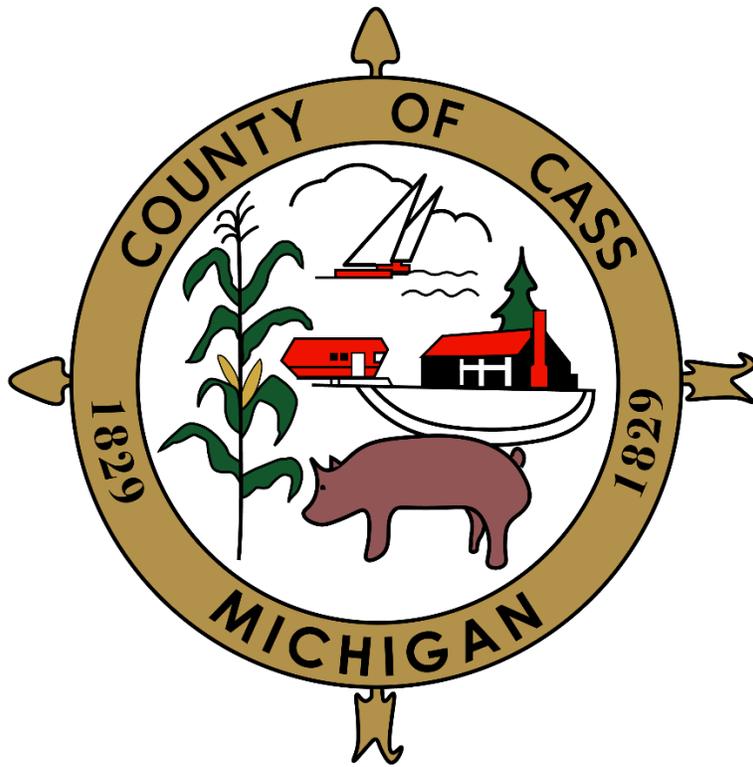
Policy Committee, Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Motion to add the Board of Commissioner Bylaws and Rules of Procedure to the Consent Agenda of the March 7th Regular Meeting.



CASS COUNTY BOARD OF COMMISSIONERS

BYLAWS AND RULES OF PROCEDURE

ADOPTED: _____

TABLE OF CONTENTS

ARTICLE I - BOARD ORGANIZATION	4
1.1 Board Membership.....	4
1.2 Term of Commissioners	4
1.3 Vacancies in Office	4
1.4 Reapportionment	4
1.5 Compensation	4
1.6 Other Offices	4
1.7 Officers, Agents, and Employees	4
1.8 Term of Office of Chairperson	4
1.9 Powers and Duties	4
1.10 Indemnification.....	4
ARTICLE II - OFFICERS AND EMPLOYEES.....	5
2.1 Chairperson.....	5
2.2 Vice Chairperson.....	5
2.3 Board Leadership Succession.....	5
2.4 Clerk.....	5
2.5 Legal Counsel	5
2.6 Appointments to Boards, Councils, Commissions, etc.; Appointment Committee.....	5
ARTICLE III - MEETINGS.....	6
3.1 Regular Meetings.....	6
3.2 Special Meetings.....	6
3.3 Organizational Meeting of the Board.....	6
3.4 Order of Business for Regular Meetings	6
3.5 Quorum	7
3.6 Public Meetings.....	7
3.7 Preparation of Minutes	7
3.8 Record of Discussion.	7
3.9 Board Orders, Record.....	7
ARTICLE IV - RULES OF GENERAL CONDUCT AND PROCEDURE.....	8
4.1 General Conduct.....	8
4.2 Conflict of Interest	8
4.3 False Statements	8
4.4 Gift, Entertainment, and Favors	8
4.5 Agenda	8
4.6 Voting	8
4.7 Consent Agenda.....	9
4.8 Public Comment	9

4.9 General Conduct..... 9
4.10 Codification 9
4.11 Rules of Order 9
ARTICLE V - COMMITTEES OF THE BOARD..... 9
5.1 Special (Ad Hoc) Committees 9
5.2 Committee of the Whole..... 9
5.3 Time and Place of Regular Committee of the Whole Meetings 9
5.4 Order of Business for Committee of the Whole Meetings 10
5.5 Committee of the Whole Rules 10
ARTICLE VI – AMENDMENT..... 10
6.1 Procedure to Modify Bylaws..... 10

DRAFT

CASS COUNTY BOARD OF COMMISSIONERS BYLAWS AND RULES OF PROCEDURE

ARTICLE I - BOARD ORGANIZATION

- 1.1 Board Membership.** The Board of Commissioners shall consist of eight (8) members elected from single-member districts apportioned on the basis of population as provided by law. Throughout this document, all references to “Board” shall refer to the Board of Commissioners. ([MCL 46.409](#))
- 1.2 Term of Commissioners.** The term of office of each commissioner elected at the general November election shall be for four (4) years. The term of office begins on January 1 following the election and continues until a successor is elected and qualified. ([MCL 46.410](#))
- 1.3 Vacancies in Office.** When a vacancy occurs in the Office of Commissioner by death, resignation, removal from the district, or removal from office, the vacancy shall be filled by appointment within 30 days by the County Board of Commissioners of a resident and registered voter of that district. The person appointed to fill the vacancy shall serve for the remainder of the unexpired term. If the County Board of Commissioners does not fill the vacancy by appointment within 30 days, that vacancy shall be filled by a special election regardless of whether the year is an election year or an odd year. ([MCL 46.412](#))
- 1.4 Reapportionment.** The Board 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. ([MCL 46.401](#))
- 1.5 Compensation.** Commissioners shall receive the compensation and mileage reimbursement fixed by resolution of the Board. Changes in compensation shall become effective only at the time the County Board of Commissioners commence their terms of office after a general election. The per mile mileage reimbursement fixed by the Board shall not exceed the mileage reimbursement set for State officers as determined by the State Officers Compensation Commission. As used in this section, "compensation" shall not include mileage reimbursement. ([MCL 46.415](#))
- 1.6 Other Offices.** No commissioner, while he/she is a member of such Board, shall be eligible for election or appointment to any other County office or position, the election or appointment of which is within the jurisdiction of such Board of Commissioners. ([MCL 46.3](#))
- 1.7 Officers, Agents, and Employees.** Except as provided in Section 1.8, the Board shall elect at its first meeting in each year a Chairperson and a Vice Chairperson and may appoint such other representatives, agents, and employees as may be deemed necessary by it to carry out any of its powers. ([MCL 46.3](#), [MCL 46.13a](#))
- 1.8 Term of Office of Chairperson.** The Chairperson shall be elected each odd- numbered year for a two- year term, unless the County Board provides by resolution that the Chairperson shall be elected annually for a one-year term ([MCL 46.3](#)).
- 1.9 Powers and Duties.** The Board shall have such powers and duties as shall from time to time be provided for by law.
- 1.10 Indemnification.** The County shall indemnify and save harmless all Commissioners against expenses actually and necessarily incurred by them in connection with the defense of any action, lawsuit, or proceeding in which they are made parties by reason of being or having been a Commissioner, except in relation to matters as to which any such member shall be adjudged in such action, lawsuit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by

agreement predicated on the existence of such liability. The foregoing right to indemnification shall not be exclusive of other rights to which a member may be entitled.

ARTICLE II - OFFICERS AND EMPLOYEES

- 2.1 Chairperson.** The Chairperson shall be elected by and from the membership of the Board. His/her duties and powers shall include the following:
- A. He/she shall prepare the agenda and preside over all meetings of the Board.
 - B. He/she shall, with the confirmation of a majority of the Board, appoint and may remove the members of all special committees of the Board.
 - C. He/she shall serve as an ex-officio member of all committees and subcommittees of the Board.
 - D. He/she shall affix his/her signature to all contracts, bonds, and other documents requiring the signature of the Chairperson.
 - E. He/she shall be the ceremonial representative of the County and shall perform such other duties as specified by law, by the Board, or by customs.
- 2.2 Vice Chairperson.** The Vice Chairperson shall be elected by and from the members of the Board. His/her duties and powers shall include the following:
- A. He/she shall prepare the agenda and preside in the absence of the Chairperson.
 - B. He/she shall affix his/her signature to all contracts, bonds, and other documents requiring the signature of the Chairperson when the Chairperson is unable to do so because of illness or other exigency which, in the opinion of the Board, prevents the Chairperson from performing the functions of the office.
 - C. He/she shall serve as an ex-officio member of all committees and subcommittees of the Board.
 - D. He/she shall perform such other duties as may be from time to time assigned by the Chairperson or by the Board. ([MCL 46.3](#))
- 2.3 Board Leadership Succession.** In the absence of the Chairperson and the Vice Chairperson, Board leadership succession shall be based upon seniority of service as a County Commissioner, regardless of whether the years of service are consecutive or not, and that person shall be the acting Chairperson of the Board of Commissioners and perform the duties of the Chairperson; provided, however, said acting Chairperson shall not affix his/her signature to any contracts, bonds, and other documents requiring the signature of the Chairperson unless, in the opinion of the Board, the Chairperson is prevented from performing the functions of the office because of illness or other exigency. If two or more members have the same seniority, then the tiebreaker will be the Commissioner who is the oldest. ([MCL 46.32](#))
- 2.4 Clerk.** The County Clerk or, in his/her absence, his/her deputy shall be the Clerk of the Board and shall perform such duties as required by law or as from time to time assigned by the Board.
- 2.5 Legal Counsel.** The Board Chairperson may appoint, with confirmation of the Board, Legal Counsel to represent the Board and County. Legal Counsel may be removed by the Board Chairperson with the concurrence of the Board.
- 2.6 Appointments to Boards, Councils, Commissions, etc.; Appointment Committee**
- A. Based upon the recommendation of the Board, the Board Chairperson may then appoint, with confirmation of the Board, all individuals to the various boards, councils, commissions, etc., as the County's representative(s).

- B. In their capacity as a Commissioner or County employee, whenever a Commissioner or County employee is appointed to a board, council, commission, etc., his/her appointment shall be contingent upon if he/she remains a Commissioner or County employee.
- C. All elections or appointments by the Board shall be determined by a majority vote of the members elect unless otherwise provided by law. Any member so appointed by the Board of Commissioners that fails to attend three (3) consecutive regular scheduled meetings of the Board or Commission that the member was appointed to, without approval of the chairman of said Board of Commission, a vacancy shall be declared, and an appointment shall be made as a special order of business at the earliest possible meeting together of the Board of Commissioners following notification of said vacancy.
- D. When outboard committee appointments/re-appointments are made, the Board of Commissioner's decision shall take into consideration the recommendation of the remaining seated members of said committee.

ARTICLE III - MEETINGS

3.1 Regular Meetings. Except as otherwise required by law, the regular meeting of the Board shall be held as follows:

- A. Unless the Board shall otherwise specify, the Board shall meet on the first Thursday of each month at such time that the Board shall determine.
- B. All regular meetings of the Board shall be held in the Board of Commissioners' Chambers unless the Board shall otherwise specify.

3.2 Special Meetings. A special meeting of the Board shall be held only when:

- A. Requested by at least one-third (1/3) of the Commissioners, which request shall be in writing either by e-mail, FAX or handwritten note with date affixed to each format addressed to the County Clerk and specifying the time, date, place, and purpose of such meeting. Upon receipt of such request, the Clerk shall notify each Commissioner of such meeting at least 48 hours before the holding thereof. Such notice may be given by telephone to a number indicated by each Commissioner as the one to be used for such purposes, or by any other means of communication. The Clerk shall keep a written record of the method of notification for each Commissioner. ([MCL 46.10](#))
- B. In the event of a severe and imminent threat to the health, safety, or welfare of the public, an emergency session of the Board of Commissioners may be called to meet at such time, date, and place as deemed appropriate; and notice of such meeting shall be given to the Commissioners by the best available means of communication; provided, however, two-thirds (2/3) of the commissioners must decide that delay would be detrimental to efforts to lessen or respond to the disaster or threat. ([MCL 15.265](#))
- C. The Board may, by an appropriate motion, agree to hold a special meeting provided proper notice is given pursuant to the Open Meetings Act 267 of 1676.

3.3 Organizational Meeting of the Board. The Board shall at its first regular meeting in each calendar year, or at such other time as may be required by law, convene for the purpose of electing officers and transacting any other business properly brought before the Board.

3.4 Order of Business for Regular Meetings. The order of business shall be as follows:

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance
- D. Roll/Call

- E. Public Comment (On Agenda Items Only) – Limit to 3 minutes/person
- F. Additions/Deletions to the Agenda
- G. Approval of the Agenda
- H. Recognitions
- I. Presentations – Limit to 10 minutes
- J. Consent Agenda
- K. Committee Reports
- L. District Reports
- M. Administrator’s Report
- N. County Partners – Limit to 5 minutes
- O. Elected Officials
- P. Unfinished Business
- Q. New Business
- R. Public Comment
- S. Closed Session, if needed
- T. Public Comment – Limit to 3 minutes/person
- U. Board member Comments/Announcements
- V. Adjournment

3.5 Quorum. A majority of the Commissioners shall constitute a quorum for the transaction of the ordinary business of the County. ([MCL 46.3](#))

3.6 Public Meetings. Every meeting of the Board of Commissioners shall be open to the public and shall be held in a place available to the public. A "Meeting" shall mean the convening of a quorum of the Board of Commissioners for the purpose of deliberating toward or rendering a decision on a public policy. A "Decision" shall mean a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by the Commissioners is required to effectuate or formulate public policy. ([MCL 15.262](#)) Closed sessions may be held for the purposes listed in [MCL 15.268](#). A "Closed Session" shall mean a meeting or part of a meeting of the Board of Commissioners which is closed to the public. ([MCL 15.262](#))

3.7 Preparation of Minutes. Prepared minutes of each Board meeting shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer and posted to the County intranet. Approved minutes shall be available in the County Clerk’s Office for public inspection and copying without charge not later than five (5) business days after the meeting at which the minutes are approved by the Board and posted to the County website. Corrections to the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction. Copies of the minutes shall be mailed to individuals upon request without charge. ([MCL 15.269](#); [MCL 46.9](#))

3.8 Record of Discussion. The Clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the Board members nor of the comments made by members of the public. The minutes of each meeting shall only reflect whether comments of any members of the public were given or not given.

3.9 Board Orders, Record. Every order, resolution, motion, and determination of the Board shall be recorded in the records of the Board and signed by the Board Chairperson and Clerk/Register of such Board. ([MCL 46.29](#))

ARTICLE IV - RULES OF GENERAL CONDUCT AND PROCEDURE

4.1 **General Conduct.**

- A. Practice civility and decorum in discussion and debate.
- B. Demonstrate effective problem-solving approaches.
- C. Treat all staff as professionals.
- D. Do not solicit political support from staff.
- E. Be fair and impartial when listening to public testimony.
- F. Be fair and equitable in allocating public hearing time.
- G. Give the appearance of active listening.
- H. Ask for clarification but avoid debate and argument with the public.
- I. No personal attacks of any kind, under any circumstance.
- J. Be clear about representing the County or personal interests.

4.2 **Conflict of Interest.** A Commissioner shall not be interested directly or indirectly in any contract or other business transaction with the County unless he/she complies with the requirements of [MCL 15.321](#) et seq. and/or [MCL 46.30](#).

4.3 **False Statements.** No member shall knowingly make a false statement for the purpose of receiving compensation or reimbursement for expenditures.

4.4 **Gift, Entertainment, and Favors.** County Commissioners shall not directly solicit 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 present, that the gift was intended to influence the Commissioner in the performance of his/her official duties.

GENERAL PROCEDURE

4.5 **Agenda.** The agenda shall be distributed to the Commissioners at least four (4) business days prior to the meeting. Any changes should be received by Wednesday, one (1) business day prior to the meeting date. The Chairperson shall determine which items shall be placed on the Board agenda subject to the following:

- A. An item may be placed on any current or future Board agenda by motion approved by a majority vote of the Commissioners present.
- B. Pursuant to Section 5.2, an item may be placed on any future Board agenda by action of a Committee of the Whole.
- C. A time-sensitive item which requires a decision prior to action of the next Committee of the Whole and subsequent Regular Meeting may be placed under New Business of the next scheduled Regular Meeting.

4.6 **Voting.** The voting procedure shall be as follows:

- A. No votes shall be taken by secret ballot, except the vote for Chairperson may be by secret ballot provided a motion to elect the chairperson by secret ballot is approved by the Board. ([MCL 46.3a](#))
- B. Except as otherwise provided by statute or rule, all questions shall be determined by the votes of the majority of the Commissioners present, except upon the final passage or adoption of any measure or resolution, or the allowance of any claim against the County, in which case the majority of all the Commissioners elected and serving shall be necessary. ([MCL 46.3](#))
- C. At the request of any Commissioner, roll call vote shall be taken on the adoption of an ordinance, resolution, or appointment or election of an officer; the adoption of the budget; the adoption of a

Consent Agenda. The call of the roll shall not be interrupted. A Commissioner at the completion of the call may give a brief statement for the record, without argument or repetition, of his/her reasons for voting "yes," "no," or for abstaining.

4.7 Consent Agenda. The Board may use a Consent Agenda under the following conditions:

- A. The Board Chairperson and/or Board Vice Chairperson shall, with input from staff, determine which items on the Board Agenda shall be considered on the Consent Agenda.
- B. A Commissioner shall announce the items on the Board agenda which shall be considered on the Consent Agenda. Those items which are not announced by the Commissioner shall be considered separately.
- C. The Board Chairperson shall inquire as to whether any Commissioner desires to remove an item from the Consent Agenda. Any Consent Agenda items that are requested to be removed shall be voted on separately.
- D. There shall be no discussion of any item on the Consent Agenda. If a request for discussion or a question is raised concerning a Consent Agenda item before the vote, that item shall be removed from the Consent Agenda and voted on separately.

4.8 Public Comment. During Public Comment, an opportunity shall be afforded to any member of the public in attendance to deliver their comments to the Board of Commissioners. These comments will be limited to a maximum of three (3) minutes unless extended by the Chair of the Board. Comments should be made directly to the Board. Discussions with the audience during the public comment section of the agenda are expressly forbidden unless solicited by the Chair.

4.9 General Conduct. No Commissioner nor other person shall speak until duly recognized by the Chairperson; if a Commissioner or other person speaks without being recognized by the Chairperson, he/she shall immediately cease speaking if ruled out of order.

4.10 Codification. All laws, regulations, policies, and ordinances shall be codified by the staff in such a form as may be required for their proper use.

4.11 Rules of Order. Robert's Rules of Order shall govern the Board and its committees on all their deliberations insofar as practicable, except as modified by statute or rule with the exception that the Chairman shall vote.

ARTICLE V - COMMITTEES OF THE BOARD

5.1 Special (Ad Hoc) Committees. The Board may establish from time to time such special committees as are deemed necessary which shall only be advisory in nature. The purpose shall be determined at the time the special committee is established. At least two (2) Commissioners shall be members of a special committee. A special committee may report recommendations to the Board for appropriate action and shall be automatically dissolved when their specific task is completed.

5.2 Committee of the Whole. The Board may resolve itself into a "Committee of the Whole" at a regular or special meeting of the Board or at the call of the Board Chairperson. Recommendations of a Committee of the Whole shall be placed on the Board agenda pursuant to Section 4.5.

5.3 Time and Place of Regular Committee of the Whole Meetings.

- A. Unless the Board or the Committee of the Whole shall otherwise specify, the Board shall meet as a Committee of the Whole on the third Thursday of each month at such time that the Board or the Committee of the Whole shall determine.

- B. All regular meetings of the Committee of the Whole shall be held in the Board of Commissioner's Chambers unless the Board or the Committee of the Whole shall otherwise specify.
- C. Minutes shall be prepared for all meetings pursuant to [MCL 15.269](#) and shall be a public record.

5.4 Order of Business for Committee of the Whole Meetings. The order of business shall be as follows:

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance
- D. Roll/Call
- E. Public Comment (On Agenda Items Only)– Limit to 3 minutes/person
- F. Additions/Deletions to the Agenda
- G. Approval of the Agenda
- H. Finance Report
- I. Unfinished Business
- J. New Business
- K. Public Comment – Limit to 3 minutes/person
- L. Closed Session, if needed
- M. Board member Comments/Announcements
- N. Adjournment

5.5 Committee of the Whole Rules. A majority of the Commissioners shall constitute a quorum and a majority vote of the Commissioners present shall be necessary to approve any motion.

ARTICLE VI – AMENDMENT

6.1 Procedure to Modify Bylaws. These Bylaws and Rules may be amended, altered, changed, added to, or repealed by the affirmative vote of a majority of the members of the entire Board at any regular or special meeting, provided notice of the intention to amend has been included in the call.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: February 15, 2024

RE: Board Chair Annual Term

REQUEST:

Approve for Resolution Adopting One-Year Term for Board Chair be added to the March 7th Regular Meeting.

BACKGROUND:

MCL 46.3 provides that the Chair of the County Commissioners shall be elected each odd-numbered year to serve a two-year term, unless the County Board of Commissioners provides by resolution that the Chair shall be elected for a one-year term.

In accordance, the Rules of Procedure for the Board of Commissioners for many years has stated that the Chair of the Board of Commissioners shall be elected to a one-year term. However, while we've been told one exists, we have had some issues in locating a resolution that specifically stated that. As such, it was requested at the January Workshop that a new resolution be prepared and brought forth before the BOC for approval.

As such, the draft resolution attached specifies that the Chair shall be elected to a one-year term and contains a provision that all prior resolutions or parts of resolutions that may conflict are repealed.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Motion to add the Resolution to Designate Chair of the Board of Commissioners to a One-Year Term be added to the Consent Agenda of the March 7th Regular Meeting.

CASS COUNTY BOARD OF COMMISSIONERS

R-###-24

A RESOLUTION TO DESIGNATE CHAIR OF THE BOARD OF COMMISSIONERS TO A ONE-YEAR TERM

WHEREAS, Public Act 392 of 2000 (MCL 46.3) provides that the Chair of the Cass County Board of Commissioners shall be elected each odd-numbered year to serve a two-year term, unless the County Board of Commissioners provides by resolution that the Chair shall be elected annually for a one-year term;

WHEREAS, Public Act 392 of 2000 took effect on January 4, 2021; and

WHEREAS, the Cass County Board of Commissioners desires to elect its chair on an annual basis.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners does hereby determine to elect its Chair for annual one-year terms in accordance with the terms of Public Act 392 of 2000.

BE IT FURTHER RESOLVED that all previous resolutions and parts of resolutions insofar as they conflict with this resolution are hereby repealed.

ADOPTED THIS 7th DAY OF MARCH 2024

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Clerk/Register Monica McMichael

DATE: February 15, 2024

RE: Early Voting Election Inspector Costs

REQUEST:

I respectfully request that the board approve \$30,000 in order to fund salaries for early voting election inspectors.

BACKGROUND:

I assigned six election inspectors to work each of the nine days of early voting as well as three inspectors to close the early voting polls on Election Night for the February 27, 2024, Presidential Primary. All funds expended for the Presidential Primary Election will be reimbursed by the State of Michigan. The county should receive approximately \$10,000 in reimbursement costs for election inspector salaries.

Included in the \$30,000 request is funding for election inspector salaries for the August 8, 2024, Primary Election. I expect to assign more than six workers each day as I expect that to be busier than the Presidential Primary.

Funding for the November General Election will be included in the FY2025 Budget.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Clerk/Register, Administration

FINANCIAL ANALYSIS:

Increase Clerk/Register Budget by \$30,000.00 to account for Early Voting Inspectors.

RECOMMENDATION:

Approve for Motion approving the \$30,000.00 budget adjustment to fund salaries of Early Voting Election Inspectors be added to the Consent Agenda of the March 7th Regular Meeting.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: February 15, 2024

RE: IT Service Interlocal Agreements

REQUEST:

Approve for the Interlocal Agreements for IT Services for the Medical Care Facility and the Road Commission be added to the March 7th Regular Meeting.

BACKGROUND:

Dating back to Fall 2022, the County has been steadily working with both the Medical Care Facility and the Road Commission to improve their IT Services Operations. In both cases, County Partners had previously worked with outside agencies to provide their IT needs. While we were exploring the implementation of our approved Facilities Agreement for both entities, IT was also designated as an area of need. In the intervening time, the IT Department for the County has worked with both entities to assist them in upgrading equipment and preparing for a transition to County-supported service. Both entities have now completed the necessary steps to be able to move forward with the transition to County Services.

This program will provide immense benefit to all parties. Both the Medical Care Facility and the Road Commission will have access to our fantastic team of IT professionals providing them full-service HelpDesk support for their users as well as assisting them in responses to upgrades/changes that may become necessary. And, we are able to offer this service at a cost that will lower the overall cost that both entities would be required to pay for services to a third party. Accordingly, the revenues generated through this agreement ensure that the County's costs to offer the service are fully covered and will also allow for the County to facilitate improvements to our systems to ensure greater support and service to everyone.

We have been working to reach this point for almost a year and a half and there's been a lot of effort from all parties involved in getting to this point. I'm excited to begin this next chapter in County integration and truly feel that this could be the start of something very special. Over time, as we grow and learn through these Agreements, we may be able to expand even further to offering services to local units as well. This is an exciting time and a great opportunity for us to further build upon the relationships we've built with our County Partners.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

IT, Administration

FINANCIAL ANALYSIS:

The proposed Interlocal Agreements would provide \$78,900.00 in increased revenues to the County to offset costs to provide the services noted and provide for upgrades to refine service offerings.

RECOMMENDATION:

Motion to add the Interlocal Agreements for IT Services for the Medical Care Facility and Road Commission to the Consent Agenda of the March 7th Regular Meeting.

INTERLOCAL SERVICES AGREEMENT BETWEEN THE COUNTY OF CASS AND CASS COUNTY MEDICAL CARE FACILITY FOR INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT ("Agreement") is entered into as of this _____ day of March 2024 by and between the County of Cass and the Cass County Medical Care Facility.

WHEREAS, the County of Cass and the Cass County Medical Care Facility desire to integrate certain information technology services; and

WHEREAS, this integration allows all participating entities to avoid duplication of said services and realize cost savings through reduced reliance or usage of outside contractors; and

WHEREAS, the County of Cass and the Cass County Medical Care Facility and the desire to share the costs for information technology services.

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein the parties hereto agree as follows:

A. Services to be Performed

1. The Information Technology Director shall provide and facilitate technology services to the Cass County Medical Care Facility pursuant to and in accordance with Information Technology Services (Exhibit A) incorporated by reference into this agreement and made a part thereof.
2. The Cass County Medical Care Facility shall provide, at its own expense, all supplies required for the performance of services to be provided under this Agreement. In any case where work may necessitate the County procure any supplies, the cost of said parts or supplies shall be invoiced monthly.

B. Cost Allocation

1. For the purposes of this agreement, Cass County shall be the employer of record for the Information Technology Director and all associated staff/personnel providing the aforementioned services.
2. Cass County Medical Care Facility shall be billed for services provided at a cost of \$5,000.00 per month. Invoices for service shall be issued monthly. Cass County Medical Care Facility may elect to pay for services on an annual basis at their discretion.

C. Insurance

1. The County shall provide insurance coverage as required by this paragraph. Workers Compensation and Employer Liability: statutory requirements and employer liability with limits of \$1,000,000. Commercial General Liability: at least \$1,000,000 for each occurrence of Bodily Injury/Property Damage and \$2,000,000 aggregate.

D. Term and Termination

1. The Cass County Information Technology Director shall commence performance of the services and obligations under this agreement on _____ and shall continue until March 31, 2025. This agreement may be renewed, and cost allocation adjustments made twice annually. Any cost allocation adjustments must be approved by all participating entities to this agreement.
2. Either party may terminate their participation in this agreement by providing a 180-day written notice.

E. Modifications of Agreement

1. Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

F. Disregarding Titles

1. The titles of the paragraph set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

G. Invalid Provisions

1. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

H. Certification

1. The persons signing this Agreement on behalf of the parties hereto certify by said signatures that they are duly authorized to sign on behalf of said parties and that said parties have authorized this Agreement.

IN WITNESS WHEREOF, the parties hereto have fully executed this Agreement on the day and year first above written.

Jeremiah Jones, Chair
Cass County Board of Commissioners

Date

Jennifer Rentfrow, Chair
Cass County Medical Care Board

Date

Information Technology Services (Exhibit A)

1. Network and Infrastructure

- a. Cass County IT shall repair or recommend replacement of PC's, networking equipment, or other hardware.
- b. Cass County IT shall provide maintenance for all networking infrastructure as well as systems design including switches, Uninterrupted Power Supplies (UPS), Servers, Internet Service Providers (ISP), phone systems, camera systems, Firewalls.
- c. Cass County Medical Care Facility is responsible for all costs associated with hardware or software purchases.
- d. Cass County IT will be the liaison between application providers, ISP, hardware and software vendors and end users.
- e. Cass County IT will be released from their obligations if the Cass County Medical Care Facility makes unauthorized alteration or modifications to the computer hardware, attached devices, or attempts to perform repair or service computer hardware or software applications without first consulting Cass County IT.
- f. Cass County IT will provide support for the Wi-Fi and access points for business use.
- g. Cass County IT is not responsible for cabling inside or outside the facility.

2. Helpdesk End User Support

- a. Provide all users within the Medical Care Facility with helpdesk support. Including all PC, laptop, printer, copier or other user devices used to carry out the business of the Medical Care Facility.
- b. Provide support for technology related to the Medical Care Facility systems that are currently in place.
- c. Provide support 24 hours a day, 7 days a week.
- d. Cass County IT will NOT support residents TVs, phones, computers, laptops, or any other devices that does not belong to the Medical Care Facility. Personal devices are not supported.

3. Cybersecurity Training

- a. Provide Cybersecurity Training for all users.

**INTERLOCAL SERVICES AGREEMENT BETWEEN THE COUNTY OF CASS AND CASS COUNTY ROAD
COMMISSION FOR INFORMATION TECHNOLOGY SERVICES**

THIS AGREEMENT ("Agreement") is entered into as of this _____ day of March 2024 by and between the County of Cass and the Cass County Road Commission.

WHEREAS, the County of Cass and the Cass County Road Commission desire to integrate certain information technology services; and

WHEREAS, this integration allows all participating entities to avoid duplication of said services and realize cost savings through reduced reliance or usage of outside contractors; and

WHEREAS, the County of Cass and the Cass County Road Commission and the desire to share the costs for information technology services.

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein the parties hereto agree as follows:

A. Services to be Performed

1. The Information Technology Director shall provide and facilitate technology services to the Cass County Road Commission pursuant to and in accordance with Information Technology Services (Exhibit A) incorporated by reference into this agreement and made a part thereof.
2. The Cass County Road Commission shall provide, at its own expense, all supplies required for the performance of services to be provided under this Agreement. In any case where work may necessitate the County procure any supplies, the cost of said parts or supplies shall be invoiced monthly.

B. Cost Allocation

1. For the purposes of this agreement, Cass County shall be the employer of record for the Information Technology Director and all associated staff/personnel providing the aforementioned services.
2. Cass County Road Commission shall be billed for services provided at a cost of \$1,575.00 per month. Invoices for service shall be issued monthly. Cass County Road Commission may elect to pay for services on an annual basis at their discretion.

C. Insurance

1. The County shall provide insurance coverage as required by this paragraph. Workers Compensation and Employer Liability: statutory requirements and employer liability with limits of \$1,000,000. Commercial General Liability: at least \$1,000,000 for each occurrence of Bodily Injury/Property Damage and \$2,000,000 aggregate.

D. Term and Termination

1. The Cass County Information Technology Director shall commence performance of the services and obligations under this agreement on _____ and shall continue until March 31, 2025. This agreement may be renewed, and cost allocation adjustments made twice annually. Any cost allocation adjustments must be approved by all participating entities to this agreement.
2. Either party may terminate their participation in this agreement by providing a 180-day written notice.

E. Modifications of Agreement

1. Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

F. Disregarding Titles

1. The titles of the paragraph set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

G. Invalid Provisions

1. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

H. Certification

1. The persons signing this Agreement on behalf of the parties hereto certify by said signatures that they are duly authorized to sign on behalf of said parties and that said parties have authorized this Agreement.

IN WITNESS WHEREOF, the parties hereto have fully executed this Agreement on the day and year first above written.

Jeremiah Jones, Chair
Cass County Board of Commissioners

Date

Jennifer Rentfrow, Chair
Cass County Medical Care Board

Date

Information Technology Services (Exhibit A)

1. Network and Infrastructure

- a. Cass County IT shall repair or recommend replacement of PC's, networking equipment, or other hardware.
- b. Cass County IT shall provide maintenance for all networking infrastructure as well as systems design including switches, Uninterrupted Power Supplies (UPS), Servers, Internet Service Providers (ISP), phone systems, camera systems, Firewalls.
- c. Cass County Road Commission is responsible for all costs associated with hardware or software purchases.
- d. Cass County IT will be the liaison between application providers, ISP, hardware and software vendors and end users.
- e. Cass County IT will be released from their obligations if the Cass County Road Commission makes unauthorized alteration or modifications to the computer hardware, attached devices, or attempts to perform repair or service computer hardware or software applications without first consulting Cass County IT.
- f. Cass County IT will provide support for the Wi-Fi and access points for business use.
- g. Cass County IT is not responsible for cabling inside or outside the facility.

2. Helpdesk End User Support

- a. Provide all users within the Road Commission with helpdesk support. Including all PC, laptop, printer, copier, or other user devices used to carry out the business of the Road Commission.
- b. Provide support for technology related to the Road Commission systems that are currently in place.
- c. Provide support 24 hours a day, 7 days a week.

3. Cybersecurity Training

- a. Provide Cybersecurity Training for all users.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Policy Committee

DATE: February 15, 2024

RE: Mileage Reimbursement Policy

REQUEST:

Approve for the Mileage Reimbursement Policy to be added to the March 7th Regular Meeting Agenda

BACKGROUND:

The County does not currently have a consistent Mileage Reimbursement Policy that applies across all County operations. To date, these matters are handled via the Non-Union County Employee Handbook, Contract Agreements, and the Non-Union Court Employee Handbook. To bring greater consistency and clarity to this matter, the Policy Committee discussed this at great length and at the February 8th Policy Committee elected to bring the attached policy forward for BOC consideration.

The policy adopts mileage reimbursement rates in accordance with General Services Administration established rates. It allows for reimbursement for travel between an employee's work location and the destination or their home, whichever may be closer. It encourages employees to take the most efficient and economical routes as well as the utilization of county-owned vehicles and ride sharing where feasible. It codifies the form that will be utilized and has a section that allows for elected officials/department heads to approve exceptions where necessary.

If adopted, this policy will allow for uniform application of mileage reimbursement across the County and ensure a consistent practice in how travel is handled.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Policy Committee, Administration, HR

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Motion to add the Mileage Reimbursement Policy to the Consent Agenda of the March 7th Regular Meeting

MILEAGE REIMBURSEMENT

Mileage Rates: The County will reimburse employees for mileage expenses incurred for approved work-related travel at rates approved by the General Services Administration (GSA) in effect at the time of travel. These approved rates can be found on the GSA website:

<https://www.gsa.gov/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement>

Origin and Destination: Mileage will be reimbursed for travel between the employee's official work location and the destination, and the return trip. If an employee's home is closer to the destination than the employee's official work location, mileage will be reimbursed from the departing location to the destination and back.

Efficient and Economical Route: When possible, employees are expected to take the most efficient and economical route when traveling for work-related purposes. This includes selecting routes that minimize mileage and travel time while still fulfilling the purpose of the trip.

Furthermore, employees are encouraged to utilize county-owned vehicles or arrange carpooling with colleagues whenever feasible to minimize individual mileage and promote cost-effectiveness in work-related travel.

Expense Reimbursement Form: Employees must complete the County HR Expense Reimbursement Form when submitting mileage reimbursement requests. This form can be obtained from the County's HR department or is available on the Employee Navigator Portal under the Documents Library.

Exceptions: In certain circumstances, employees may require an exception to this standard mileage reimbursement policy. If an exception is needed, it should be documented in the "Notes" section of the Expense Reimbursement Form, and approval should be obtained from the relevant elected official, department head, or supervisor, as directed.

The elected official, department head, or supervisor will review and approve exceptions as necessary. Copies of the Expense Reimbursement Form with noted exceptions will be sent to the County Administrator for review, but County Administrator approval is not required.

Note: Mileage for commuting from home to the regular workplace (and vice versa) is not reimbursable and is explicitly excluded from this policy.

Adopted: _____



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Policy Committee

DATE: February 15, 2024

RE: Salaries for Elected Officials and Chief Deputies Policy

REQUEST:

Approve for the Salaries for Elected Officials and Chief Deputies Policy to be added to the March 7th Regular Meeting Agenda

BACKGROUND:

In December, the Michigan Association of Counties published an article from Cohl, Stoker, and Toskey PC that touched on the topic of both Elected Official Salaries and those of Chief Deputies. In the article (attached), they review MCL 45.421(1) providing that annual salaries of each salaried county officer, which is fixed by the County Board of Commissioners, shall be fixed by the board before November 1st each year and shall not be diminished during the term for which that County Officer has been elected or appointed, but may be increased during said term. Further, it states that Chief Deputies meet the test to be considered public officers and states the applicable Attorney General Opinions and corresponding court cases involving this matter. Essentially, the conclusion illustrated is that Chief Deputy salaries should be treated just like elected officials as stated under MCL 45.421(1). So, for example, if a vacancy occurs mid-term, the person appointed to fill the Chief Deputy role for the remainder of the term must be paid (at least) the same salary as was set by the Board for their office, irrespective of experience. A pay scale that would result in a reduced salary in that circumstance is not applicable.

Based on the above, MAC recommended that all Counties adopt a written policy regarding the adoption of salaries for both elected officials and chief deputies. Additionally, they sent a sample policy that illustrates how this could be applied. This was reviewed by the Policy Committee and recommended to go forward as adapted to fit Cass County.

The Policy is straightforward. It states that, during the term of office, between January 1st but prior to November 1st of each year, the BOC may increase the salary of any or all elected officials or chief deputies and notes that no decrease may occur. Each 4th year, before the commencement of a new term, the BOC may elect to increase or decrease the salary of any or all elected officials and chief deputies. Then, the cycle repeats. Further, it allows for some flexibility in that salaries may be increased at any time and reserves the right to adopt uniform pay scales for guidance. However, any application of a pay scale shall not result in a decrease in salary. One major goal of the policy is to formalize the process and work to encourage any changes to be included and adopted at the same time as the passage of the annual budget.

Upon review of the sample policy, the Policy Committee recommended it be sent to the Committee of the Whole for review and approval.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Policy Committee, Administration, HR



CASS COUNTY BOARD OF COMMISSIONERS

FINANCIAL ANALYSIS:

There is no direction financial cost in the policy itself. However, the policy does govern the way salaries for elected officials and chief deputies would be established and any corresponding changes would impact the budget for the change adopted.

RECOMMENDATION:

Motion to add the Salaries for Elected Officials and Chief Deputies Policy to the Consent Agenda of the March 7th Regular Meeting

Legal article for dec 2023 magazine

Hed: Chief deputies of elected officials: When to establish pay, and how much?

Art: salary decision

By Matt Nordfjord/ Cohl, Stoker and Toskey P.C.

Questions frequently arise related to how salaries are established for elected County officers and their statutory chief deputies. The same legal requirements and restrictions regarding salaries apply to both, and include the chief deputies of the clerk, sheriff, prosecutor, register of deeds, treasurer, and drain commissioner. Each of these chief deputy positions, except for drain commissioner, is required by law (the chief deputy sheriff is called the undersheriff). Because the elected official works directly for the citizens of their county, their chief deputy carries the additional responsibility of having to “step in” if there is a vacancy in the office of the elected official.

The Board of Commissioners has the exclusive power to fix the compensation of county officers not otherwise provided by law. Const 1963, art. 7, §9. MCL 45.421(1) provides that the Board of Commissioners must set the salaries and that the salaries may not be reduced during the officer’s term of office:

The annual salary of each salaried county officer, which is by law fixed by the county board of commissioners, shall be fixed by the board 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 board during the officer’s term of office.

Chief deputies of elected officers meet the test to be considered public officers enunciated in *Meiland v Cody*, 359 Mich 78 (1960). Chief deputies serve at the pleasure of the elected official they serve. Their term of office is, therefore, coterminous with the elected official who appointed them. The chief deputy’s salary may not be reduced during their current term of office. OAG, 1977-1978, No. 5384, p. 635 (September 27, 1978). The board has the authority to set what is, in effect, the minimum salary of the chief deputies for each four-year term of office, but once set the salary level set cannot be reduced during the term for which the chief deputy was appointed.¹ See *McQuaid v Bd of Auditors of Oakland Co*, 315 Mich 234; 23 NW2d 644 (1946). This is true even if a vacancy occurs during the term of office. OAG, 2003, No. 7128 (April 7, 2003). **If a vacancy occurs mid-term, the person appointed to fill the remainder of the term must be paid (at least) the same salary as was set by the Board for their office. Less experience on the job is not to be used as a factor in decreasing the salary mid-term. Pay-scales that result in reduced salary are not applicable.**

In contrast, like salaries for elected officials, salaries for chief deputies may be increased at any time as determined by the County Board. OAG, 1983-1984, No. 6149, p 109 (April 19, 1983). For example, a chief deputy hired mid-term must at a minimum be paid the salary that their immediate predecessor was

¹ The statute previously also barred salary increases during the term of office. Following a 1967 amendment, the Court of Appeals held that MCL 45.421(1) permits the BOC to increase the salaries of elected officers and their chief deputies without limitation as to the effective date of such increases. *Attorney General v Oakland Co*, 125 Mich App 157; 335 NW2d 654 (1983). Further, the Court held that the Nov. 1 date was continued by historical accident.

paid. If the Board wants to decrease pay, it must make the change before November 1 to take effect at the start of the next term of office.

*Note that the statute applies only to salaries, not fringe benefits which may be decreased or eliminated at any time. Scheduled pay increases for a predecessor in office are speculative and not binding. To address these issues in a manner which complies with the statute, it is recommended that counties adopt a written policy regarding adoption of salaries for chief deputies and elected officials.

SALARIES FOR ELECTED OFFICIALS & CHIEF DEPUTIES

PURPOSE

The purpose of the Salaries for Elected Officials and Chief Deputies Policy is to provide requirements and guidelines provided by the Michigan Legislature.

ELIGIBILITY CRITERIA

The County shall adhere to the requirements of MCL 45.421(1). Which states the annual salary of each salaried county officer, which is by law fixed by the county board of commissioners, shall be fixed by the board before November 1 of 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 Board of Commissioners (BOC) during the officer's term of office.

In keeping with the statute, the BOC will endeavor to address the salaries of the elected officials and chief deputies at the time it passes its annual budget, with the exception of the year prior to the commencement of a new term of office.

The "term of office" of each chief deputy will be co-terminus with the elected official under which they serve. The BOC may adjust salaries annually as follows:

YEARS OF SERVICE

- (0) In February of the year prior to January 1 of the commencement of the term of office, the BOC may increase or decrease the salary of any or all of the elected officials and chief deputies, effective on January 1 of the following year.
- (1) In the first year of office, after January 1 but prior to November 1, the BOC may increase the salary of any or all elected officials and chief deputies. The BOC shall not decrease any of their salaries.
- (2) In the second year of office, after January 1 but prior to November 1, the BOC may increase the salary of any or all elected officials and chief deputies. The BOC shall not decrease any of their salaries.
- (3) In the third year of office, after January 1 but prior to November 1, the BOC may increase the salary of any or all elected officials and chief deputies. The BOC shall not decrease any of their salaries.
- (4) In the fourth year of office, after January 1 but prior to November 1, the BOC may increase or decrease the salary of any or all the elected officials and chief deputies, effective on January 1 of the following year. (This is year 0 for the next term of office.)

The BOC will continue to repeat years 1-4 of this cycle.

During a term of office, the BOC shall not decrease the salary of an elected official and chief deputy position, even if the chief deputy is a "new hire" or "inexperienced." Chief deputies serve at the pleasure of their elected officials.

The following non-binding principles apply:

- a) The BOC may elect to increase salary at any time. It is not bound by the November 1 deadline.
- b) The BOC may adopt uniform pay scales for guidance; however, it is not required to follow them. The application of a pay scale shall not result in a decrease in salary from a predecessor in office.

- c) Elected officials and chief deputies are not automatically entitled to cost-of-living adjustments. However, the BOC will endeavor to keep elected official chief deputy salaries competitive and in proportion to employees above and below them on the organizational chart. This may result in regular salary increases. The County recognizes the practical benefit and will endeavor for consistency with future changes in compensation under the policy to be consistent with changes approved for non-union employees' cost of living increases.

The principles set forth in this policy do not apply to non-salary compensation, which remains subject to change as otherwise provided by law.

This policy does not apply to others not specifically identified herein.

QUESTIONS

Questions regarding this policy should be directed to Human Resources.

Note: This policy may differ for those employees who are members of recognized unions, organizations, associations, or non-union positions with the County. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

DRAFT



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: February 15, 2024

RE: FY 24 Budget Amendments

REQUEST:

Approve for the FY 24 Budget Amendments to be added to the March 7th Regular Meeting Agenda.

BACKGROUND:

There are 3 proposed Budget Amendment for FY 24. The worksheet attached reviews the proposed amendments and provides detail as to the need for the amendment.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

Both the MAACS and Marine Grant adjustments do not increase any Fund Balance Allocation. The SESC Amendment provides the necessary Budget Amendment to account for the SESC Funding that was allocated at the January 18th Special Meeting. In total, the proposed amendments increase the Fund Balance Allocation by \$76,000.00.

RECOMMENDATION:

Motion to add the FY 24 Budget Amendments to the Consent Agenda of the March 7th Regular Meeting

Adjustments Requiring BOC Approval - March 7, 2024

Account #	Fund / Dept	Account Name	Cause	R = Revenue E = Expense	Increase	Decrease
101-000-569.329	General	Grant - MAACS Attorney Reimbursement	State Grant - Partial Reimbursement of MAACS Fees	R	17,000	
101-283-805.0000	Circuit Court	Legal Services	State Grant - Partial Reimbursement of MAACS Fees	E	17,000	
101-000-569.324	General	Grant - Marine Law Enforcement	State Grant - Need to use remaining amount of grant	R	27,375	
101-331-972.324	Marine Law Enforcement	MEDC	State Grant - Need to use remaining amount of grant	E	27,375	
101-000-699.050	General Fund	Fund Balance Allocation	Fund Balance Allocation	R	76,000	
101-568-802.000	General Fund	Soil Conservation	SESC Funding M-015-24	E	76,000	



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: February 15, 2024

RE: Medical Examiner Appointments

REQUEST:

Approve for the FY 24 Budget Amendments to be added to the March 7th Regular Meeting Agenda.

BACKGROUND:

In 2021, the County adopted R-182-20 engaging Western Michigan University Homer Stryker Medical School (WMED) to provide Medical Examiner Services. In October Dr. DeJong gave the 2023 Annual Report. Subsequently, Dr. DeJong resigned from her role to accept a position as the Dean of Michigan State University College of Osteopathic Medicine. Per MCL 52.501a, the County is required to appoint Medical Examiners and any Deputy Medical Examiners. As such, WMED is requesting that Cass County appoint Dr. DeJong's successor, Patrick Hansma as the County's new Medical Examiner and Amanda Fisher-Hubbard, Edmand Donoghue, Jared Brooks, Anna Tart, and Christine James as Deputy Medical Examiners. Dr. DeJong's Resignation Letter and the Medical Licenses and CVs of the proposed appointees are attached for your review.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Motion to add the Medical Examiner appointments to the Consent Agenda of the March 7th Regular Meeting.



Tuesday, November 21, 2023

Subject: **Resignation as Medical Examiner**

Commissioners,

I express my heartfelt gratitude for your trust in me during my tenure as your Medical Examiner, spanning not just years but for some of you, decades. A robust medical examiner's office is a linchpin in ensuring thorough and unbiased examinations, offering solace to grieving families, and contributing to our collective understanding of public health and safety. Furthermore, it plays a pivotal role in identifying potential public health threats and aiding law enforcement in resolving criminal cases.

The Pathology Department at WMU Homer Stryker M.D. School of Medicine was launched formally in 2014 with one member, me. It now houses the Medical Examiner's Office for 12 counties and extends forensic pathology services to several others, including areas in Northern Indiana; it stands as a beacon of technological advancement and top-tier staffing in our country, and certainly within Michigan. This accomplishment is a testament to the collaborative effort between the counties and WMed. Our office operates daily with an unwavering commitment to professionalism, transparency, and integrity. The public's confidence in the objectivity and expertise of the medical examiner's office is paramount, as it bolsters the credibility of our findings and upholds faith in the justice system. This trust is pivotal in ensuring impartial investigations, safeguarding the rights of the deceased and their families, and ultimately serving the greater good of society.

In my role as a Medical Examiner over the decades, I observed and documented the substantial gaps within our healthcare system. To quote the late Walter Cronkite, "America's healthcare system is neither healthy, caring, nor a system," a sentiment with which I wholeheartedly concur. Consequently, I chose to apply when presented with the opportunity to serve as the Dean of Michigan State University College of Osteopathic Medicine (MSUCOM) earlier this year. Following a rigorous selection process, I was honored to be chosen earlier this month. As a proud alumna of MSUCOM, I am driven by the potential for growth within MSUCOM and the opportunity this role presents to address the systemic deficiencies in our healthcare system.

MSUCOM is the alma mater with the highest number of physician alums practicing in Michigan, surpassing all other medical schools in the state. The percentage of MSUCOM alums who serve in rural or underserved areas is equally significant, nearly matching the total count of physicians in similar regions who graduated from the six other Michigan medical schools combined. While there are no swift or straightforward remedies for many healthcare disparities, as the Dean of



MSUCOM, I aspire to leverage my leadership and skills to address these pressing needs within Michigan.

In closing, as I step down from my role as your Medical Examiner, I hold the optimism that we will collaborate in the future, working to develop programs that meet the needs of your constituents, furnish critically needed primary care physicians, and ensure the delivery of healthcare of the highest quality. Do not hesitate to contact me at MSU if you identify needs the medical school could potentially address! As I start in February, I still need my new email address and phone number, but you can find me with a Google search.

The strength of WMed Pathology and the Medical Examiner system is undeniable. I leave you in the very capable hands of Dr. Patrick Hansma, an experienced forensic pathologist who is both willing and qualified to lead this pivotal office in your county. Dr. Hansma will require a formal appointment as your Medical Examiner before January 1, 2024. We will provide you with a copy of his Curriculum Vitae for your consideration. He currently serves as a Deputy Medical Examiner.

With warm regards and the utmost respect for your dedicated service to your communities,

A handwritten signature in black ink that reads 'Joyce de Jong, D.O.' The signature is written in a cursive, flowing style.

Joyce L. deJong, D.O.
Email: joyce.dejong@wmed.edu

PATRICK A. HANSMA, DO

Patrick.Hansma@wmed.edu

300 Portage St

Kalamazoo, MI 49007

(269) 337-6145

EMPLOYMENT:

2022	Assistant Professor Forensic Pathology Fellowship Program Director Department of Pathology Western Michigan University Homer Stryker M.D. School of Medicine	Kalamazoo, MI
2021-2022	Adjunct Clinical Instructor Department of Forensic Pathology University of Michigan	Ann Arbor, MI
2016-2021	Sparrow Forensic Pathology Deputy Medical Examiner: Eaton, Ingham, Ionia, Isabella, and Shiawassee County	Lansing, MI
2016	Deputy Medical Examiner Genesee County Medical Examiner's Office	Flint, MI

EDUCATION AND TRAINING:

2015-2016	Fellowship: Forensic Pathology Cuyahoga County Medical Examiner's Office	Cleveland, OH
2011-2015	Residency: Anatomic and Clinical Pathology Beaumont Health System William Beaumont Hospital, Royal Oak	Royal Oak, MI
2011	Degree: Doctor of Osteopathic Medicine (D.O.) Michigan State University College of Osteopathic Medicine	East Lansing, MI
2005	Degree: Bachelor of Science Grand Valley State University Major: Biomedical Science	Allendale, MI

LICENSURE:

2015	State Medical Board of Ohio License Number 011711 (Inactive)
2014	Michigan Board of Osteopathic Medicine and Surgery License Number 5101019289 (Active)

CERTIFICATION:

- 2016 American Board of Pathology, Subspecialty Certification:
Forensic Pathology
- 2015 American Board of Pathology, Primary Certifications:
Anatomic Pathology
Clinical Pathology

RESEARCH:

Articles

- 2015 **Hansma P**, Diaz FJ, Njiwaji C. Fatal liver cyst rupture due to anabolic steroid use: a case presentation. *Am J Forensic Med Pathol*. 2015 Dec 23. Epub ahead of print. PMID 26704022.
- 2015 **Hansma P**. The evolution of the autopsy. *Acad Forensic Pathol* 2015 5(4): 638-649.
- 2015 **Hansma P**, Powers S, Diaz F, Li W. Agonal Thrombi at Autopsy. *Am J Forensic Med Pathol*. 2015 Sep;36(3):141-4. PMID 25974689
- 2015 Hlavaty L, **Hansma P**, Sung L. Contribution of Opiates in Sudden Asthma Deaths. *Am J Forensic Med Pathol*. 2015 Mar;36(1):49-52. PMID 25626436

Posters/Platforms

- 2023 Vanderschaegen A, Gongolli J, **Hansma P**, Prahlow J, Bell M. Medicolegal Death Investigation and the Delayed Homicide: A Case Series. National Association of Medical Examiner's Annual Meeting, October 2023 (Poster)
- Gongolli, J, Vanderschaegen A, Prahlow J, **Hansma P**. Death Related to Uterine Leiomyoma: Two Cases. National Association of Medical Examiner's Annual Meeting, October 2023 (Poster)
- Iqbal H, Prahlow J, **Hansma P**, Tart A, Ross A, Bailey K, Martindale R. Rib Marrow Squeeze Method as an Alternative to Decalcified Sections. National Association of Medical Examiner's Annual Meeting, October 2023 (Poster)

- Randhawa M, Szabadi S, Bezerra L, Figueroa L, **Hansma P**, deJong J. Ruminant and Pediatric Neglect Homicide: The Significance of Markedly Distended Stomach as a Diagnostic Clue – A Comparative Case Study. National Association of Medical Examiner’s Annual Meeting, October 2023 (Poster)
- 2019 Markey C, Markey, M, **Hansma P**, Vogelsberg L. The Frequency of Cannabinoids in a Medical Examiner Population. American Academy of Forensic Sciences Annual Scientific Meeting, February 2019 (Poster).
- 2018 **Hansma P**. Death Records. Michigan Osteopathic Association Annual Autumn Scientific Convention, November 2018 (Podium/platform presentation).
- 2015 **Hansma P**. The Evolution of the Autopsy. National Association of Medical Examiners Annual Meeting, October 2015 (Podium/platform presentation).
- 2014 **Hansma P**, Diaz FJ. MDMA Use, Intercourse, and Aneurysm Rupture. National Association of Medical Examiners Annual Meeting, September 2014 (podium/platform presentation).
- 2014 Diaz FJ, Sung L, **Hansma P**, Schmidt C. Fibromyalgia: The Nature of its Involvement in Death. National Association of Medical Examiners Annual Meeting, September 2014 (podium/platform presentation).
- 2014 **Hansma P**, Diaz FJ. A Case of Fatal Hemoperitoneum due to Liver Cyst Rupture in User of Anabolic Steroids. National Association of Medical Examiners Annual Meeting, September 2014 (poster presentation).
- 2014 **Hansma P**, Powers S, Diaz F, Li W. Agonal Thrombi at Autopsy. National Association of Medical Examiners Annual Meeting, September 2014 (poster presentation).
- 2014 **Hansma P**, Macknis J, Li W, Rooney M, Zhang P. Validating Autolysis Scores Using Hematoxylin and Eosin (H&E) Staining and Stem/Progenitor Cell Marker CD133 Expression in Fetal Kidney. United States and Canadian Academy of Pathology (USCAP) 103rd Annual Meeting, March 2014 (poster presentation).

Other Presentations

- 2023 **Hansma P**. Deaths Due to Neglect. National Association of Medical Examiners Medical Student Webinar Series.

2023 **Hansma P.** The Evolution of the Autopsy. National Association of Medical Examiners Medical Student Webinar Series.

Undergraduate Research

2005-2006 My undergraduate research consisted of the dissection and histologic preparation of lingual and hyoid regions in fruit bats (*Pteropus conspicillatus*) for analysis of regional morphology and tongue structure and function.

OTHER PREVIOUS WORK EXPERIENCE:

2012-2014	William Beaumont Hospital <i>Diener</i>	Royal Oak, MI
2001-2007	St. Mary's Health Care <i>Diener</i>	Grand Rapids, MI
2005	St. Mary's Health Care <i>Phlebotomist</i>	Grand Rapids, MI
2002-2003	Kent Pathology <i>Gross Cutter</i>	Grand Rapids, MI

AWARDS:

2017	Golden Apple Teaching Award for best lecturer at Michigan State University College of Osteopathic Medicine
2015	Richard H. Walker Pathology Resident Award for Excellence in Teaching, Beaumont Health Systems
2014	Richard H. Walker Pathology Resident Award for Excellence in Teaching, Beaumont Health Systems

MEMBERSHIPS:

National Association of Medical Examiners
College of American Pathologists
American Society of Clinical Pathologists
Michigan Society of Pathologists

COMMITTEES:

2023	National Association of Medical Examiners Social Media Committee, (Chair)
2022	Clinical Competency Committee, Forensic Pathology Fellowship WMU Homer Stryker, M.D. School of Medicine

Patrick A. Hansma
Patrick.Hansma@wmed.edu
(269) 337-6145

- 2022 Task force to improve autopsy room efficiency
- 2012-2014 Safety Committee for the Dept. of Anatomic Pathology at Beaumont Hospital

REFERENCES:

Joyce deJong, DO
Western Michigan University
Homer Stryker, M.D. School of Medicine
300 Portage St
Kalamazoo, MI 49007
269-337-6188
Joyce.dejong@med.wmich.edu

Michael Markey, MD
Sparrow Forensic Pathology
1215 E Michigan Ave
Lansing, MI 48912
517-364-2561
Michael.Markey@Sparrow.org

Thomas Gilson, MD
Cuyahoga County Medical Examiner's Office
11001 Cedar Ave
Cleveland, OH 44106
216-698-3690

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**Licensed Professional Information:
Osteopathic Physician 5101019289**

Licensee Detail

License Type: Osteopathic Physician	License Number: 5101019289
Name: Patrick Alan Hansma	
License Issue Date: 08/19/2014	License Expiration Date: 08/19/2024
License Status: Active	County: Ingham

CONTROLLED SUBSTANCE LIST

City: Royal Oak
 State or Province: Michigan
 ZIP or Postal Code: 48073
 CS Record Number: 5315050081
 CS Status: Lapsed
 CS Expiration Date: 06/30/2015

City: Lansing
 State or Province: Michigan
 ZIP or Postal Code: 48912
 CS Record Number: 5315226120
 CS Status: Active
 CS Expiration Date: 08/19/2024

Christine James, D.O.
Forensic Pathologist
26243 W. 141st Court
Olathe, KS 66061
913-553-0110
Christine.James.Pathology@gmail.com

Licensure

- Kansas Medical License No. 0543812, expires 10/31/2024

Board Certification

- The American Board of Pathology, Anatomic and Clinical Pathology; Effective 8/7/2017
- The American Board of Pathology, Forensic Pathology; Effective 9/5/2018

Work Experience

October 2020 - Present	Deputy Medical Examiner/Coroner Johnson County Medical Examiner Office, Olathe, KS
May 2022 - August 2023	Locum Tenens Forensic Pathologist/Deputy Coroner Sedgwick County Regional Forensic Science Center, Wichita, KS
June 2018 - September 2020	Associate Medical Examiner New Hampshire Office of the Chief Medical Examiner, Concord, NH
June 2010 - April 2011	Anatomy, Neuroanatomy, and Histology Laboratory Teaching Assistant Michigan State College of Osteopathic Medicine, Detroit, MI
May 2008 - June 2009	Biology Laboratory Administrator and Adjunct Faculty Member Duquesne University, Pittsburgh, PA
August 2006 - May 2008	Biology Graduate Teaching Assistant Duquesne University, Pittsburgh, PA

Education and Postgraduate Training

July 2017 - June 2018	Forensic Pathology Fellowship Allegheny County Medical Examiner's Office, Pittsburgh, PA
July 2013 - June 2017	Anatomic and Clinical Pathology Residency West Virginia University, Morgantown, WV Institutional Appointments: <ul style="list-style-type: none">• July 2016 – June 2017 Pathology Chief Resident• July 2015 – June 2017 General Medical Education Committee Resident Representative• July 2015 – June 2017 WVU ACGME Resident Forum Representative• July 2014 – June 2017 Infection Control Committee Resident Representative

June 2009 - May 2013	Doctor of Osteopathic Medicine Michigan State University College of Osteopathic Medicine, East Lansing, MI
August 2006 - May 2008	Master of Science in Biological Science Duquesne University, Pittsburgh, PA
August 2002 - December 2005	Bachelor of Science in Biology Robert E. Cook Honors College, Indiana University of Pennsylvania, Indiana, PA
August 1998 - June 2002	High School Diploma McGuffey High School, Claysville, PA

Teaching and Board Appointments

April 2023 - Present	West Virginia University Clinical Assistant Professor Morgantown, WV
March 2022 - Present	Lincoln Memorial University-DeBusk College of Osteopathic Medicine Clinical Adjunct Faculty Harrogate, TN
March 2021 - Present	Arkansas College of Osteopathic Medicine Adjunct Clinical Faculty Fort Smith, AR
December 2020 - Present	Kansas State Child Death Review Board Representative Topeka, KS
December 2020 - Present	University of Kansas Medical Center Adjunct Clinical Faculty Kansas City, KS
February 2019 - August 2021	Massachusetts College of Pharmacy and Health Sciences Guest Lecturer Manchester, NH
November 2018 - September 2020	Franklin Pierce University Guest Lecturer West Lebanon, NH
August 2018 - September 2020	Dartmouth Geisel School of Medicine Adjunct Faculty Hanover, NH

National/Regional Presentations

October 2021	Oral Presentation Spontaneous Multiple Arterial Dissection in a COVID-19 Positive Decedent. National Association of Medical Examiners (NAME) 2021 Annual Meeting. West Palm Beach, FL
October 2020	Poster Presentation A New Fad in Teenage Suicide? Sodium Nitrate/Nitrite as a Possible Emerging Methodology in Adolescents. National Association of Medical Examiners (NAME) 2020 Annual Meeting. Virtual.

- October 2019 Poster Presentation
Fatal Fentanyl-Induced Status Asthmaticus. National Association of Medical Examiners (NAME) 2019 Annual Meeting. Kansas City, MO.
- October 2019 Poster Presentation
A Case of Fatal Surgical Complications from Penile Implant Surgery. National Association of Medical Examiners (NAME) 2019 Annual Meeting. Kansas City, MO.
- February 2018 Oral Presentation
Fire Marshall and Medical Examiner Collaboration in the Investigation of a Complex Homicide. Academy of Forensic Sciences 70th Annual Scientific Meeting. Seattle, WA.
- February 2018 Poster Presentation
Tied to His Own Apron Strings: A Case of Accidental Strangulation by Power Tool. American Academy of Forensic Sciences 70th Annual Scientific Meeting. Seattle, WA.
- February 2018 Poster Presentation
Troubling Trocars: The Time-Consuming Recovery and Wound Documentation of Fragmenting Bullets. American Academy of Forensic Sciences 70th Annual Scientific Meeting. Seattle, WA.
- October 2015 Oral Presentation
Phosphaturic Mesenchymal Tumor of the Hand Leading to Osteomalacia, Pathologic Fractures, and Debilitation. American Society of Dermatopathology 52nd Annual Meeting. San Francisco, CA.
Accolades: Duel in Dermatopathology third place award recipient
- June 2014 Poster Presentation
Osteosarcoma Arising in Fibrous Dysplasia. American Association of Neuropathologists 90th Annual Meeting. Portland, OR.
- May 2014 Poster Presentation
Detection of *Streptococcus pneumoniae* Capsular Antigen in Pleural Fluid Specimens Using a Lateral Flow Immuno-Chromatographic Assay.
American Society for Microbiology 114th General Meeting. Boston, MA.
- June 2008 Poster Presentation
A Proteomic Profile of a Novel Arsenite Oxidizing Bacterium *Alkalilimnicola ehrlichii* strain MLHE-1. American Society for Microbiology 108th General Meeting. Boston, MA.
- May 2007 Poster Presentation
The Genome of the Arsenite Oxidizing Gammaproteobacterium *Alkalilimnicola ehrlichii* strain MLHE-1. American Society for Microbiology 107th General Meeting. Toronto, ON.

Journal Publications

- May 2023 Case Report
Graham, S., Peterson, D. C., & James, C. (2023). Alcohol-Induced Sudden Cardiac Death in a Teenager with PPA2 Gene Mutations. *The American Journal of Forensic Medicine and Pathology*, 10-1097.
- March 2023 Case Report
Gelman, T.; Sulaiman, A.; James, C.; Peterson, D. The Importance of Context in Inert Gas Asphyxiation Deaths: An Autopsy Case Report. *Preprints 2023*, 2023030225. <https://doi.org/10.20944/preprints202303.0225.v1>
- March 2023 Case Report
Sulaiman, A.; Gelman, T.; James, C.; Peterson, D. Fatal Hemopericardium due to Rupture of the Ascending Aortic Artery in a Patient with Turner Syndrome: A Case Report with Autopsy Findings. *Preprints 2023*, 2023030179. <https://doi.org/10.20944/preprints202303.0179.v1>
- December 2021 Case Report
James, C., & Peterson, D. C. (2022). Spontaneous Multiple Arterial Dissection in a COVID-19–Positive Decedent. *The American Journal of Forensic Medicine and Pathology*, 43(1), 52.
- December 2016 Case Report
Chan, J., James, C., et al. (2017). Phosphaturic Mesenchymal Tumor: A Rare Cause of Severe Osteomalacia and Debilitation in A 44-Year-Old Man. *AACE Clinical Case Reports*, 3(4), 313-316.
- February 2009 Peer-Reviewed Research Article
Richey, C., et al. Respiratory Arsenate Reductase as a Bidirectional Enzyme. *Biochemical and Biophysical Research Communications*, 382(2), 298-302.
- July 2008 Thesis Publication
Title: Probing the Novelities of *Alkalilimnicola ehrlichii* strain MLHE-1 with Genomic and Proteomic Approaches. Gumberg Library Digital Collections, Duquesne University, Pittsburgh, PA.

Current Professional Associations

- November 2017 - Associate Member
Present American Academy of Forensic Science
- January 2017 - Fellow
Present National Association of Medical Examiners (NAME)

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BOARD OF OSTEOPATHIC MEDICINE AND SURGERY
OSTEOPATHIC PHYSICIAN LICENSE

CHRISTINE JAMES

LICENSE NO. EXPIRATION DATE
5101027807 01/09/2027 249080140

CHRISTINE JAMES
26243 W 141ST CT
OLATHE, KS 66061

COMPLAINT INFORMATION:
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GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BOARD OF OSTEOPATHIC MEDICINE AND SURGERY
OSTEOPATHIC PHYSICIAN LICENSE

CHRISTINE JAMES

AMANDA O. FISHER-HUBBARD, M.D.

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POSITIONS HELD

- 2019 – Present** **Western Michigan University Homer Stryker M.D. School of Medicine**
Kalamazoo, MI
Associate Program Director, Forensic Pathology Fellowship
- 2018 – Present** **Western Michigan University Homer Stryker M.D. School of Medicine**
Kalamazoo, MI
Division of Neuropathology, Chief
Neuropathologist
- 2018 – Present** **Western Michigan University Homer Stryker M.D. School of Medicine**
Kalamazoo, MI
Research Histology Laboratory, Director
- 2016 – Present** **Western Michigan University Homer Stryker M.D. School of Medicine**
Kalamazoo, MI
Assistant Professor, Department of Pathology
Forensic Pathologist/Deputy Medical Examiner

EDUCATION

- 2014 – 2016** **University of Michigan, Department of Pathology**
Ann Arbor, MI
Neuropathology Fellow
- 2013 – 2014** **University of Michigan, Department of Pathology**
Ann Arbor, MI
Forensic Pathology Fellow, Washtenaw and Wayne Counties
- 2009 – 2013** **University of Michigan, Department of Pathology**
Ann Arbor, MI
Anatomic and Clinical Pathology House Officer
- 2005 – 2009** **Northwestern University, Feinberg School of Medicine**
Chicago, IL
M.D. 2009, Distinction in Research
- 2001 – 2005** **University of Toledo**
Toledo, OH
B.S. Bioengineering 2005, *Summa cum laude*

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BOARD CERTIFICATIONS

2016 – Present	Diplomate, American Board of Pathology Neuropathology
2014 – Present	Diplomate, American Board of Pathology Forensic Pathology
2013 – Present	Diplomate, American Board of Pathology Anatomic and Clinical Pathology

HONORS AND AWARDS

40 Under Forty Honoree, American Society for Clinical Pathology, 2020.

Early Career Women Faculty Leadership Development Seminar. Westminster, CO. July 2018.

TESTIMONY (LEGISLATIVE)

SB-1080: Creates the "Overdose Fatality Review Team Act" to establish the authority of a county or cooperative group of counties to create an Overdose Fatality Review Team (OFRT). Senate Committee on Health Policy and Human Services. Lansing, MI. September 20, 2022.

GRANT-FUNDED RESEARCH

Ongoing Research Support:

NIH, Rothstein (PI), July 1, 2022 – June 30, 2024

FAIM Proteostasis in ALS

The goal of this study is to examine the capacity of FAIM to influence aggregation of ALS-associated mutant SOD1 protein in differentiated human motor neuron cells and examine the capacity of FAIM to improve ALS in a mutant SOD1 animal model of disease.

Role: Collaborator

NU38OT000297-02, CSTE/CDC, deJong/Pink/Grande (PI), December 1, 2020 – June 30, 2024

Development and Implementation of Protocols to Enhance Identification and Investigation of Unexplained Respiratory Deaths Outside the Healthcare Setting

The goal of this study is to develop and implement protocols and tools to identify and investigate deaths associated with respiratory pathogens that occur outside of a healthcare setting.

Role: Co-investigator

Completed Research Support:

2017-DN-BX-0166, NIJ, Cornelison (PI), January 1, 2018 – December 31, 2020

Investigations on the Cellular and Morphologic Characteristics of Cranial Vault Fracture: Research and Development of a Time since Fracture Protocol and Database

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The goal of this study was to evaluate and ascertain histopathologic features of cranial vault fractures of various ages to gain a better understanding of the characteristics and timeframe of fracture healing.

Role: Evaluator/Sub-investigator

BOOK CHAPTERS

Fisher-Hubbard AO, Reichard RR. Chapter 20: Forensic Neuropathology, in College of American Pathologists Handbook of Forensic Pathology, 3rd edition. Submitted to publication staff.

PUBLICATIONS

Iverson GL, Jamshidi P, **Fisher-Hubbard AO**, Deep-Soboslay A, Hyde TM, Kleinman JE, deJong JL, Shepherd CE, Hazrati L-N, Castellani RJ. Chronic Traumatic Encephalopathy Neuropathologic Change is Uncommon in Men who Played Amateur Football. *Front Neurol*. 2023 Jun 19;14:1143882. doi: 10.3389/fneur.2023.1143882

Ladzinski AT, Tai A, Rumschlag MT, Smith CS, Mehta A, Boapimp P, Edewaard EJ, Douce RW, Morgan LF, Wang MS, **Fisher-Hubbard AO**, Cummings MJ, Jagger BW. Clinical Characteristics of the 2019 Eastern Equine Encephalitis Outbreak in Michigan. *Open Forum Infect Dis*. 2023 Apr 20;10(5):ofad206. eCollection 2023 May. PMID: 37180595

Cornelison JB, Isaac CV, Devota CJ, Billian J, Brown TT, deJong JL, Douglas EA, **Fisher-Hubbard AO**, Lackey-Cornelison WL, Prahlow JA, Shattuck BL. A comparison of three decalcification agents for assessments of cranial fracture histomorphology. *J Forensic Sci*. 2022 May;67(3):1157-1166. PMID: 35112350.

Rumschlag M, Prahlow JA, Castellani RJ, **Fisher-Hubbard AO**. Pseudo-Central Pontine Myelinolysis. *Am J Forensic Med Pathol*. 2022 Jun 1;43(2):195-198. PMID: 34907999.

Iverson GL, Deep-Soboslay A, Hyde TM, Kleinman JE, Erskine B, **Fisher-Hubbard A**, deJong JL, Castellani RJ. Suicide in Older Adult Men Is Not Related to a Personal History of Participation in Football. *Front Neurol*. 2021 Nov 26;12:745824. PMID: 34899570; PMCID: PMC8662809.

Key P, Qiryaqoz Z, Prahlow J, **Fisher-Hubbard A**. Tuberos Sclerosis Complex Diagnosed After Fatal Aortic Dissection. *Am J Forensic Med Pathol*. 2021 Mar 1;42(1):e1-e4. PMID: 33074837.

Conway KS, Camelo-Piragua S, **Fisher-Hubbard A**, Perry WR, Shakkottai VG, Venneti S. Multiple system atrophy pathology is associated with primary Sjögren's syndrome. *JCI Insight*. 2020 Aug 6;5(15):e138619. PMID: 32644976; PMCID: PMC7455075.

Newinski R, **Fisher-Hubbard AO**. Arthropod Assault: Postmortem Diagnosis of Anaphylaxis. *ASCP Case Rep Forensic Pathol*. 2021;FP2103.

Shanker N, **Fisher-Hubbard AO**. Recurrent chest pain in a young man after a fall from a height. *ASCP Case Rep Forensic Pathol*. 2020;FP2004.

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Fisher-Hubbard AO. Suicide by multiple gunshots: Considering what is possible. *ASCP Case Rep Forensic Pathol.* 2019:FP1906.

Suggs KS, **Fisher-Hubbard AO.** Asphyxia due to choking in a 49-year-old man with Down syndrome. *ASCP Case Rep Forensic Pathol.* 2019:FP1903.

Fisher-Hubbard AO, Appleford C, Kesha K, Lieberman AP, Schmidt CJ, Gupta A. Accidental Carbon Monoxide Poisoning While Driving: A Case Report with Review of the Literature. *Am J Forensic Med Pathol.* 2018 Sep;39(3):270-272.

Saadeh YS, Hollon TC, **Fisher-Hubbard A,** Savastano LE, McKeever PE, Orringer DA. Primary diffuse leptomeningeal melanomatosis: Description and recommendations. *J Clin Neurosci.* 2018 Apr;50:139-143.

Orringer DA, Pandian B, Niknafs YS, Hollon TC, Boyle J, Lewis S, Garrard M, Hervey-Jumper SL, Garton HJL, Maher CO, Heth JA, Sagher O, Wilkinson DA, Snuderl M, Venneti S, Ramkissoon SH, McFadden KA, **Fisher-Hubbard A,** Lieberman AP, Johnson TD, Xie XS, Trautman JK, Freudiger CW, Camelo-Piragua S. Rapid intraoperative histology of unprocessed surgical specimens via fibre-laser-based stimulated Raman scattering microscopy. *Nat Biomed Eng.* 2017;1. pii: 0027.

Fisher-Hubbard AO, Sung LM, Hubbard SA, Hlavaty L. Hyperthermia, Thermal Injuries, and Death from a Forced Convection Heat Source: A Case Report and Experimental Model. *J Forensic Sci.* 2017 May;62(3):686-690.

Grubbs J Jr, Trobe JD, **Fisher-Hubbard A.** Opsoclonus-Myoclonus Syndrome in Primary Central Nervous System Lymphoma. *J Neuroophthalmol.* 2016 Dec;36(4):408-411.

Fisher-Hubbard AO, Kesha K, Diaz F, Njiwaji C, Chi P, Schmidt CJ. Commode Cardia – Death by Valsalva Maneuver: A Case Series. *J Forensic Sci.* 2016 Nov;61(6):1541-1545.

Ringman JM, Monsell S, Ng D, Zhou Y, Brook J, Nguyen A, Coppola G, van Berlo V, Mendez MF, Tung S, Weintraub S, Mesulam M-M, Bigio EH, Gitelman DR, **Fisher-Hubbard AO,** Albin RL, Vinters HV. Neuropathology of Autosomal Dominant Alzheimer Disease in the National Alzheimer Coordinating Center Database. *J Neuropathol Exp Neurol.* 2016 Mar;75(3):284-90.

Ji M, Lewis S, Camelo-Piragua S, Ramkissoon SH, Snuderl M, Venneti S, **Fisher-Hubbard A,** Garrard M, Fu D, Wang AC, Heth JA, Maher CO, Sanai N, Johnson TD, Freudiger CW, Sagher O, Xie XS, Orringer DA. Detection of human brain tumor infiltration with quantitative stimulated Raman scattering microscopy. *Sci Transl Med.* 2015 Oct 14;7(309):309ra163.

Albin RL, **Fisher-Hubbard A,** Shanmugasundaram K, Koeppe RA, Burke JF, Camelo-Piragua S, Lieberman AP, Giordani B, Frey KA. Post-Mortem Evaluation of Amyloid-Dopamine Terminal PET Dementia Classifications. *Ann Neurol.* 2015 Nov;78(5):824-30.

Fisher-Hubbard AO, Newton DW. Matrix-assisted laser desorption ionization time-of-flight (MALDI-TOF) mass spectrometry: A new paradigm for diagnostic microbiology. *MLabs Spectrum Newsletter.* 2013 Jun;27(2):1-6.

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To KB, Washer LL, Varban OA, Haft JW, **Fisher-Hubbard A**, Napolitano LM. Splenectomy for Splenic Abscess. *Surg Infect*. 2013 Jun;14(3):337-8.

Fisher-Hubbard AO, Annesley TM, Warren JS. Sinusitis or Something Worse? *Clin Chem*. 2012 Feb;58(2):477-8.

Harms PW, Schmidt LA, Smith LB, Newton DW, Pletneva MA, Walters LL, Tomlins SA, **Fisher-Hubbard A**, Napolitano LM, Park PK, Blaivas M, Fantone J, Myers JL, Jentzen JM. Autopsy findings in eight patients with fatal H1N1 influenza. *Am J Clin Pathol*. 2010;134(1):27-35.

Layden BT, Newman M, Chen F, **Fisher A**, Lowe WL Jr. G protein coupled receptors in embryonic stem cells: a role for Gs-alpha signaling. *PLoS One*. 2010;5(2):e9105.

Aronovitz A, Josefson J, **Fisher A**, Newman M, Hughes E, Chen F, Moons DS, Kiyokawa H, Lowe WL Jr. Rapamycin inhibits growth factor-induced cell cycle regulation in pancreatic beta cells. *J Investig Med*. 2008;56(8):985-96.

CONFERENCES, MEETINGS, & SEMINARS

Jarrell HS, **Fisher-Hubbard AO**, Jorden MA, Clark M, Knight LD. Utility of Wellness Programs in Medical Examiner and Coroner Offices. Platform presentation, National Association of Medical Examiners Annual Meeting. San Jose, CA. October, 2023.

Leitgeb BE, Reagan-Steiner S, Holzbauer S, Kollmann L, Ciessau G, Franklin R, Hardin S, Obead A, Grande AJ, **Fisher-Hubbard AO**, Salic S, Jiang ZJ, Wada S, Blumberg A. Postmortem Testing for SARS-CoV-2, Influenza, and Other Respiratory Viruses on Unexplained Respiratory Deaths Occurring in the Medical Examiner/Coroner Jurisdiction: February 2021–January 2023. Platform presentation, National Association of Medical Examiners Annual Meeting. San Jose, CA. October, 2023.

Nickson N, Davis R, **Fisher-Hubbard A**. Findings in Neuropathologic Consultations Initiated for Seizure History. Poster presentation, National Association of Medical Examiners Annual Meeting. San Jose, CA. October, 2023.

Cooper C, Sand E, Martindale R, **Fisher-Hubbard A**. Unusual Lung Morphology Associated with Clinical Diagnosis of “Trapped Lung.” Poster presentation, National Association of Medical Examiners Annual Meeting. San Jose, CA. October, 2023.

Figueroa L, Castor M, Brooks JK, **Fisher-Hubbard AO**, Tuberos Sclerosis Complex Case Report. Poster presentation, National Association of Medical Examiners Annual Meeting. San Jose, CA. October, 2023.

Crone M, **Fisher-Hubbard A**, Prahlow J. Fatal Asthmatic Exacerbations in the Third Trimester. Poster presentation, National Association of Medical Examiners Annual Meeting. San Jose, CA. October, 2023.

Davis R, Nickson N, **Fisher-Hubbard A**. Findings in Neuropathologic Consultations Initiated for Seizure History. Platform presentation, 41st Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. May, 2023.

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Cooper C, Sand E, Martindale R, **Fisher-Hubbard A**. Unusual Lung Morphology Associated with Clinical Diagnosis of “Trapped Lung.” Poster presentation, 41st Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. May, 2023.

Figueroa L, Castor M, **Fisher-Hubbard AO**, Brooks JK. Tuberos Sclerosis Complex Case Report. Poster presentation, 41st Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. May, 2023.

Obead A, Pink C, Grande A, **Fisher-Hubbard A**, deJong J. Coronavirus Disease-2019 (COVID-19) & Influenza Detected Among Deaths Occurring Outside the Healthcare Setting from 2021 to 2022. Poster presentation, 41st Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. May, 2023.

Forensic Neuropathology. Invited lecture, National Association of Medical Examiners Medical Student Webinar. April 20, 2023.

Grande A, Castor M, Davis R, Deemter A, O'Donnell L, **Fisher-Hubbard A**. Certification of Deaths of Persons with Reported Histories of Seizures or Epilepsy. Platform presentation, American Academy of Forensic Sciences Annual Scientific Meeting. Orlando, FL. February, 2023.

Schmidt CJ, **Fisher-Hubbard AO**. Everything You Need to Know About Filling Out a Death Certificate Accurately and Completely but were Afraid to Ask: A Discussion. Presentation, Michigan Association of Medical Examiners Annual Meeting. Mount Pleasant, MI. November, 2022.

Lee JH, Martindale R, **Fisher-Hubbard AO**, deJong JL. When Is It OK to be Wrong? Determining Drug-Related Deaths without an Autopsy. Platform presentation, National Association of Medical Examiners Annual Meeting. Dallas, TX. October, 2022.

Feng JJ, deJong JL, Douglas EA, **Fisher-Hubbard AO**, Prahlow JA. Lethal Complications of Meningiomas: A Case Series. Platform presentation, National Association of Medical Examiners Annual Meeting. Dallas, TX. October, 2022.

Grande AJ, Mecklenburg KL, Martindale RE, **Fisher-Hubbard AO**. A Review of Fall-Related Elderly Deaths during the COVID-19 Pandemic. Poster presentation, National Association of Medical Examiners Annual Meeting. Dallas, TX. October, 2022.

De Cecco D, Grande A, **Fisher-Hubbard A**. Revisiting Trends in the Certification of Choking-related Deaths. Presentation, 40th Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. April, 2022.

“Bleed & Fall’ or ‘Fall & Bleed’? – Forensically-Significant Intracranial Hemorrhages.” Presentation, Michigan Association of Medical Examiners Annual Meeting. Lansing, MI. November, 2021.

Prahlow JA, Jones P, Bailey K, Grande A, 1, Obead A, Pink C, Cornelison J, Douglas E, Shattuck B, **Fisher-Hubbard A**, Brown T, deJong J. SARS-CoV-2 (COVID-19) Experience at an Academic Medical Examiner’s Office. Poster presentation. National Association of Medical Examiners Annual Meeting. West Palm Beach, FL. October, 2021.

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Magidenko M, **Fisher-Hubbard A**, Prahlow J, Brown T. Retinal Hemorrhages in a 6-Month-Old Child Related to Disseminated Intravascular Coagulation. Poster presentation, 39th Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. April, 2021.

Kaempfen R, Prahlow J, **Fisher-Hubbard A**. Wischnewsky Spots and Black Esophagus in Deaths Involving Diabetic Ketoacidosis: A Case Series. Poster presentation, 39th Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. April, 2021.

Patel K, Grande AJ, Douglas E, **Fisher-Hubbard AO**. "Infant Deaths Associated with Methamphetamine Exposure: A Case Series." Platform presentation (recorded), American Academy of Forensic Sciences Annual Scientific Meeting. February, 2021.

"Natural Deaths: Are You Sure & Why Do We Care?" Presentation, Michigan Association of Medical Examiners Annual Meeting. Virtual Meeting. November, 2020.

Grande AJ, O'Neill AK, **Fisher-Hubbard AO**. Lung weights in carbon monoxide-related fatalities. Platform presentation, American Academy of Forensic Sciences Annual Scientific Meeting. Anaheim, CA. February, 2020.

Cornelison JB, Isaac CV, Lackey-Cornelison W, Shattuck B, deJong JL, **Fisher-Hubbard AO**, Brown TT, Douglas EA, Prahlow JA. The Histomorphology of Fracture Healing: Preliminary Observations. Platform presentation, American Academy of Forensic Sciences Annual Scientific Meeting. Anaheim, CA. February, 2020.

"Forensic Neuropathology." Presentation, Michigan Association of Medical Examiners Annual Meeting. Mount Pleasant, MI. November, 2019.

Rumschlag MT, **Fisher-Hubbard A**, Castellani R, Prahlow JA. Pseudo-CPM (Central Pontine Myelinolysis). Poster presentation. National Association of Medical Examiners Annual Meeting. Kansas City, MO. October, 2019.

Porat Y, **Fisher-Hubbard A**, Castellani R, Prahlow J. Ecchordosis Physaliphora – A Series of Autopsy Cases and Review of Literature. Poster presentation, National Association of Medical Examiners Annual Meeting. Kansas City, MO. October, 2019.

Finazzo N. **Fisher-Hubbard A**, Prahlow JA. Holoprosencephaly. Poster Presentation, 37th Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. April, 2019.

"Natural Deaths." Presentation, Medicolegal Death Investigation Training Course, Western Michigan University Homer Stryker M.D. School of Medicine. Kalamazoo, MI. March, 2019.

"Infant and Child Death Investigations." Presentation, Medicolegal Death Investigation Training Course, Western Michigan University Homer Stryker M.D. School of Medicine. Kalamazoo, MI. March, 2019.

Vandeburgh J, Grande AJ, **Fisher-Hubbard AO**. "Trends in the Certification of Choking-Related Deaths." Platform presentation, American Academy of Forensic Sciences Annual Scientific Meeting. Baltimore, MD. February, 2019.

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Grande AJ, deJong JL, **Fisher-Hubbard AO**. "Evaluation of the Role of PCR-based Postmortem Respiratory Infectious Disease Panels in Infant Death investigations." Platform presentation, American Academy of Forensic Sciences Annual Scientific Meeting. Baltimore, MD. February, 2019.

Johnson TC, Grande AJ, **Fisher-Hubbard AO**. "Tractor-Related Fatalities." Platform presentation, American Academy of Forensic Sciences Annual Scientific Meeting. Baltimore, MD. February, 2019.

"But it's NATURAL, man: Toxins in Nature." Presentation, Michigan Association of Medical Examiners Annual Meeting. Mount Pleasant, MI. October, 2018.

Knight LD, Batalis NI, Boggs C, Bryce C, Martin A, Obenson K, Wiens A, Aurelius M, **Fisher-Hubbard A**, Pandey M. Forensic Pathology-Relevant "Patient Safety" Course. Workshop/Course. National Association of Medical Examiners Annual Meeting. West Palm Beach, FL. October, 2018.

"Investigation of Bodies in Water: *Si Quaeris Peninsulam Amoenam Circumspice*." Presentation, Advances in Forensic Medicine and Pathology, Michigan Medicine. Ann Arbor, MI. May, 2018.

Rumschlag M, **Fisher-Hubbard A**, Castellani R, Prahlow JA. Pseudo-CPM (Central Pontine Myelinolysis). Poster presentation, 36th Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. May, 2018.

Porat Y, **Fisher-Hubbard A**, Castellani R, Prahlow J. Echordosis Physaliphora – A Case Series of Autopsy Cases and Review of Literature. Poster presentation, 36th Annual Kalamazoo Community Medical and Health Sciences Research Day. Kalamazoo, MI. May, 2018.

"Infections of the Central Nervous System." Presentation, Advances in Forensic Medicine and Pathology, University of Michigan Department of Pathology. Ann Arbor, MI. May, 2016.

"Brain Bugs: Infections of the Central Nervous System." Presentation, Clinical Pathology Symposium, University of Michigan Department of Pathology. Ann Arbor, MI. October, 2015.

Fisher-Hubbard AO, Camelo-Piragua S. "Cases in Neuropathology." Presentation, New Frontiers in Pathology. Ann Arbor, MI. October, 2015.

Fisher-Hubbard AO, Camelo-Piragua S, McKeever P. "Sixty-two-year-old man with leptomenigeal enhancement: A brain biopsy and autopsy." Diagnostic Slide Session, American Association of Neuropathologists Annual Meeting. Denver, CO. June, 2015.

Fisher-Hubbard AO, Fullen D, Camelo-Piragua S. "Meningocele Associated with a Congenital Melanocytic Nevus: A Case Report and Future Implications." Poster presentation, American Association of Neuropathologists Annual Meeting. Denver, CO. June, 2015.

Lewis S, Ji M, Camelo-Piragua S, Venneti S, **Fisher-Hubbard A**, Garrard M, Wang A, Heth J, Maher C, Johnson T, Sagher O, Xie X, Orringer D. "Use of Stimulated Raman Scattering Microscopy for Quantitative Brain Tumor Imaging." Platform presentation, American Association of Neuropathologists Annual Meeting. Denver, CO. June, 2015.

"Neurodegenerative Diseases for the Forensic Pathologist." Workshop, Advances in Forensic Medicine and Pathology, University of Michigan Department of Pathology. Ann Arbor, MI. May, 2015.

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“Cooperation is good!” Session moderator, National Association of Medical Examiners Annual Meeting. Portland, OR. September, 2014.

Fisher-Hubbard AO, Gupta A, Kesha K, Lieberman A, Schmidt CJ. “Accidental Carbon Monoxide Poisoning While Driving: A Case Report with Review of the Literature.” Platform presentation, National Association of Medical Examiners Annual Meeting. Portland, OR. September, 2014.

“Bodies in Water.” Presentation, Medicolegal Death Investigation Seminar. Detroit, MI. September, 2014.

“New Techniques for Evaluating Pediatric Head Injury.” Presentation, Advances in Forensic Medicine and Pathology, University of Michigan Department of Pathology. Ann Arbor, MI. May, 2014.

Fisher-Hubbard AO, Kesha K, Gupta A, Hlavaty L, Sung L, Chi P, Schmidt CJ. “Aortic Dissection Due to Cocaine Use: A Case Series.” Platform presentation, American Academy of Forensic Sciences Annual Scientific Meeting. Seattle, WA. February, 2014.

Fisher-Hubbard AO, Kesha K, Diaz F, Njiwaji C, Chi P, Schmidt CJ. “Commode Cardia – Death by Valsalva Maneuver: A Case Series.” Platform presentation, American Academy of Forensic Sciences Annual Scientific Meeting. Seattle, WA. February, 2014.

“Fire and Electrocution Deaths.” Presentation, Medicolegal Death Investigation Seminar. Detroit, MI. November, 2013.

“Forensic Pathology and Medicine.” Presentation, MiMORT Michigan Dental Association Forensic Dental Identification Team Seminar. East Lansing, MI. October, 2013.

“Postmortem Microbiology.” Platform presentation, Michigan Association of Medical Examiners Annual Meeting. Mount Pleasant, MI. October, 2013.

“Lessons Learned from a Fatal Exposure to Methylene Chloride.” Poster presentation, National Association of Medical Examiners Annual Meeting. Milwaukee, WI. October, 2013.

Fisher-Hubbard AO, Dowling JJ, McKeever PE, Camelo-Piragua C. “Seven year-old boy with gross and fine motor difficulties: A muscle biopsy.” Diagnostic Slide Session, American Association of Neuropathologists Annual Meeting. Chicago, IL. June, 2012.

Fisher-Hubbard AO, Dixon CA, Zhao L, Betz BL, Lim MS, Camelo-Piragua C. “Biology, Immunophenotype, & Molecular Genetics of Central Nervous System Lymphomas.” Platform presentation, American Association of Neuropathologists Annual Meeting. Chicago, IL. June, 2012.

Fisher-Hubbard AO, Lieberman RW. “Placental Evaluation in Fetal Demise.” Workshop, Advances in Forensic Medicine and Pathology, University of Michigan Department of Pathology. Plymouth, MI. May, 2012.

Fisher-Hubbard AO, Lim MS, Camelo-Piragua C. “Biology, Immunophenotype, & Molecular Genetics of Central Nervous System Lymphomas.” Poster presentation, Anatomic, Molecular, Hematopathology Research Day, University of Michigan Department of Pathology. Ann Arbor, MI. February, 2012.

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“Drug Deaths in Washtenaw County.” Platform presentation, Advances in Forensic Medicine and Pathology, University of Michigan Department of Pathology. Plymouth, MI. May, 2011.

“Autopsy findings in eight patients with fatal H1N1 influenza.” Platform presentation, National Association of Medical Examiners Annual Meeting. Cleveland, OH. October, 2010.

“Mitogenic effects of IGF-1 on pancreatic beta cells are mediated in part through the p70 S6 kinase pathway.” Poster presentation, Northwestern University Medical Student Summer Research Program poster session. Chicago, IL. October, 2006.

COMMITTEES/SUBCOMMITTEES

2022 – Present	Credentials Committee Western Michigan University Homer Stryker M.D. School of Medicine
2019 – Present	Sudden Death in the Young Case Registry Advanced Review Team MPHI
2019 – Present	Curriculum Committee Western Michigan University Homer Stryker M.D. School of Medicine
2019 – Present	Case Reports Forensic Pathology Subcommittee American Society for Clinical Pathology
2018 – 2019	Quality Committee Department of Pathology Quality Leader Western Michigan University Homer Stryker M.D. School of Medicine
2016 – Present	National Association of Medical Examiners Committees Education, Program and Publications – Maintenance of Certification and Self-Assessment Modules/Continuing Certification 2016, 2017, 2018, 2019, 2020, 2021, 2023 Education, Program and Publications – Forensic Fellow In-Service Exam 2016, 2017, 2018, 2022 Education, Program and Publications – Forensic Pathology Fellowship Training 2018, 2019, 2022 Ad hoc-Death Involving Drugs 2018, 2019 Ad hoc-Social Media 2019, 2020, 2021 Ad hoc-Forensic Toxicology

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2019, 2023

Ad hoc-Workplace Stress and Wellness
2021, 2022, 2023

Ad hoc-Bioterrorism and Infectious Disease
2022

TEACHING

Western Michigan University Homer Stryker M.D. School of Medicine

Medical Student Education

Glomerular Pathology Laboratory: 2016, 2017, 2018, 2019, 2020, 2021, 2022

Myopathies Lecture: 2017, 2018, 2019, 2020, 2021, 2022, 2023

Neuropathology Lectures:

Introduction to Neuropathology: 2019, 2020, 2021, 2022, 2023

Neuropathology of Motor Systems: 2019, 2020, 2021, 2022, 2023

Neuropathology of Infections, Toxic, & Metabolic Disorders: 2018, 2019, 2020, 2021, 2022, 2023

Neuropathology of Central Nervous System Neoplasms: 2018, 2019, 2020, 2021, 2022, 2023

Traumatic Brain Injury: 2020, 2021, 2022, 2023

Neuropathology of Dementias: 2018

Neuropathology Review: 2020, 2021, 2022, 2023

Behavioral Lectures:

Neuropathology of Dementias: 2023

Multisystems Course, CBL10: 2020, 2021, 2022, 2023

Western Michigan University Homer Stryker M.D. School of Medicine

Graduate Student Education

Normal & Forensic Anatomy, Lecture and Laboratory:

Human Osteology/Anatomy in Forensic Investigations: 2020, 2021, 2022, 2023

Natural Causes of Death/Pathology: 2020, 2021, 2022, 2023

Forensic Application: Pathology, Trauma: 2020, 2021, 2022, 2023

Team-Based Learning: Forensic Cases: 2020, 2022, 2023

Western Michigan University Homer Stryker M.D. School of Medicine

Graduate Medical Education

Forensic Pathology Fellowship Didactic Lectures:

Infant Deaths: February 16, 2022

Introduction to Forensic Neuropathology: March 1, 2021; March 23, 2022

Forensic Neuropathology: Advanced Topics: June 2, 2022

Western Michigan University Homer Stryker M.D. School of Medicine

Brain cutting Conference with Battle Creek VAMC's Neuropsychology Residents (in-person and virtual):
2019, 2020, 2021, 2022, 2023

AMANDA O. FISHER-HUBBARD, M.D.

amanda.fisher-hubbard@wmed.edu

Western Michigan University Homer Stryker M.D. School of Medicine

Interest group sessions

Pathology Association of WMed event

Case-based Histopathology, November 27, 2017

Trauma and Critical Care Interest Group/Pathology Association of WMed MEDU event

Pathology of Trauma, July 12, 2022, 17:00-18:30

FACULTY DEVELOPMENT

Diversity, Equity, and Inclusion Ally Training Program

Implicit Bias: March 2, 2022

Systemic Racism: August 3, 2022

Mental Health Inequities: April 13, 2022

LGBTQ+ Inequities: May 4, 2022

Gender Bias: May 11, 2022

Ableism: October 12, 2022

Restorative Justice Training: November 30, 2022, 1-5pm

Disability and Allyship Training: March 10, 2023

Confronting Dominant Culture and Creating Belonging as an Ally: August 15, 2023

Psychological Safety: November 14, 2023

Western Michigan University Homer Stryker M.D. School of Medicine

Preparing for Promotion, September 12, 2023

Layered Learning, September 28, 2022

Academic CV Workshop, October 10, 2019

Western Michigan University Homer Stryker M.D. School of Medicine

Getting Started with Scholarly Communications:

How to find the best journal for your manuscript, June 1, 2021

Avoiding predatory publishing, June 29, 2021

PROFESSIONAL ORGANIZATIONS

2017 – Present

American Society for Clinical Pathology
Fellow

2014 – Present

American Academy of Forensic Sciences
Associate Member

2013 – Present

Michigan Association of Medical Examiners
Physician Member
Member-at-Large, 2018 – Present
Secretary/Treasurer, 2019 – Present

2010 – Present

College of American Pathologists

AMANDA O. FISHER-HUBBARD, M.D.

amanda.fisher-hubbard@wmed.edu

Fellow

2010 – Present

National Association of Medical Examiners
Fellow

2003 – Present

Tau Beta Pi
National Engineering Honor Society

2002 – Present

Phi Sigma Rho
National social sorority for women in engineering

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

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BOARD OF MEDICINE
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AMANDA OWEN FISHER-HUBBARD

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300 PORTAGE ROAD
WMU HOMER STRYKER M.D. SCHOOL OF
MEDICINE
300 PORTAGE STREET
KALAMAZOO, MI 49007

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ADDRESS CHANGES TO THE DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS BY EMAILING BPLHELP@MICHIGAN.GOV
OR CALL (517) 241-0199

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GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BOARD OF MEDICINE
PHYSICIAN LICENSE

AMANDA OWEN FISHER-HUBBARD

LICENSE NO.
4301094351

EXPIRATION DATE
01/22/2027

248130107

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THE STATE OF MICHIGAN

CURRICULUM VITAE

NAME: EDMUND R. DONOGHUE 300 Portage Street
BORN: 1945 - Chicago, Illinois Kalamazoo, MI 49007
MARRIED: 23 June 1973 - Judy Crowley
CHILDREN: Three Phone: 269-337-6550
Cell: 312-446-0700

CURRENT EMPLOYMENT

Professor of Pathology, 2022-
Western Michigan University
Homer Stryker M.D. School of Medicine
1000 Oakland Drive
Kalamazoo, MI

PRIOR POSITIONS

Coastal Regional Medical Examiner, 2007-2022
Georgia Bureau of Investigation
111 Isaac G. LaRoche Drive
Pooler, Georgia

Chief Medical Examiner of Cook County, IL and
Director of Residency Training, 1993-2006
Office of the Medical Examiner of Cook County
2121 West Harrison Street
Chicago, Illinois 60612

Deputy Chief Medical Examiner of Cook County
and Co-Director of Residency Training, 1977-93
Office of the Medical Examiner of Cook County
2121 West Harrison Street
Chicago, Illinois 60612

MILITARY SERVICE

Commissioned LIEUTENANT, USNR - 3 March 1971
Entered on active duty and promoted to LIEUTENANT
COMMANDER - 15 July 1974
Released from active duty U.S. Naval Reserve - 1 July 1977

Honorably discharged from U.S. Naval Reserve – 27 July 1983

Staff Pathologist, Division of Forensic Pathology,
Armed Forces Institute of Pathology, July 1975 to May 1977.
Chief, Missile Trauma Branch, July 1976 to May 1977

Awarded US Air Force Commendation Medal for work in
Identifying victims of Pan Am-KLM crash in Canary
Islands, March 1977.

POST-GRADUATE TRAINING

1974-75 Armed Forces Institute of Pathology
Washington, DC
Residency in Forensic Pathology

1973-74 Office of the Medical Examiner of Wayne County
Detroit, Michigan
Residency in Forensic Pathology

1971-73 Mayo Graduate School of Medicine
Rochester, Minnesota
Residency in Anatomic Pathology

1970-71 Mayo Graduate School of Medicine
Rochester, Minnesota
Straight Medical Internship

EDUCATION

1966-70 Medical College of Wisconsin
Milwaukee, Wisconsin
Degree: M.D.

1962-66 University of Notre Dame
Notre Dame, Indiana
B.S. Pre-Professional Studies

1958-62 Loyola Academy, Wilmette, Illinois

LICENSES AND
CERTIFICATIONS

Certified by the American Board of Pathology in
Anatomic and Forensic Pathology, November 20, 1976

Licensed to practice medicine in Georgia, Illinois, Michigan,
Minnesota

Diplomat, National Board of Medical Examiners
Part I – June 18, 1968
Part II – April 14, 1970
Part III – March 10, 1971

Fellow, American Board of Medicolegal Death Investigation
Initial Certification 2001
Recertification 2006

ACADEMIC
APPOINTMENTS

University of Illinois College of Medicine at Chicago,
Clinical Professor of Forensic Pathology, 1996-2007
Clinical Associate Prof of Forensic Pathology, 1988-96
Clinical Assistant Prof of Forensic Pathology, 1984-88

Rush Medical College
Clinical Associate Prof of Pathology, 1994-2007

Northwestern University School of Medicine,
Clinical Associate in Pathology, 1978-84

FELLOWSHIP

Office of the Chief Medical Examiner of Maryland
Forensic Pathology with Emphasis on Accident Pathology
Summer 1968

AWARDS

American Society for Clinical Pathology, President's Award,
Phoenix, AZ 2019

Georgia Medical Society, John B. Rabun Award for Community Service,
Savannah, GA 2018

American Academy of Forensic Sciences, Distinguished Fellow Award
Seattle, WA 2014

American Society for Clinical Pathology, Master's Award
Chicago, IL 2013

National Association of Medical Examiners, Milton Helpern Laureate
Baltimore, MD 2012

American Academy of Forensic Sciences Pathology/ Biology Section,
Milton Helpern Award – Washington, DC 2008

Air Force Commendation Medal – 1977
For work in identifying victims of PanAm-KLM Air Crash in Canary, Islands

OTHER EXPERIENCE

Chicago Board of Health Bacteriology Laboratories
Summers 1966 and 1967

Office of the Medical Examiner of Milwaukee County
(Wisconsin) - Elective Medical Student Instruction in
Forensic Pathology 1967-68

PROFESSIONAL AFFILIATIONS

American Academy of Forensic Sciences, Fellow
National Association of Medical Examiners, Fellow
American Society of Clinical Pathologists, Master
College of American Pathologists, Fellow
US & Canadian Academy of Pathology
American Medical Association
Medical Association of Georgia

Georgia Medical Society (life member)
Chicago Medical Society (non-resident member)
Michigan State Medical Society
Kalamazoo Institute of Medicine
Michigan Association of Medical Examiners
American Institute of Parliamentarians
National Association of Parliamentarians

LANGUAGE
CAPABILITIES

Spanish: Advanced intermediate level fluency in speaking, reading, and writing.

PROFESSIONAL
ACTIVITIES

Rochester State Hospital, Rochester, Minnesota
Emergency Physician (part-time) 1971-73

Zumbro Valley Detoxification Center, Rochester,
Medical Consultant (part-time) 1971-73

Zumbro Valley Medical Society
Highway Safety Committee 1972-73

Minnesota State Medical Society
Highway Safety Legislation Committee, 1972-73

Armed Forces Institute of Pathology, Washington, DC
Co-Director, Forensic Pathology Course, Nov 1976

Journal of Forensic Sciences

Editorial Board
1986-2006

American Board of Pathology
Forensic Pathology Examination Committee
1989-94
Guest Examiner, Anatomic Pathology Examination
Chicago, IL, May 1996

American Medical Association

Delegate for ASCP to AMA House of Delegates
2004-

Alt Delegate for ASCP to AMA House of Delegates,
1999-2004

Delegate for NAME to AMA House of Delegates,
1994-1999

Alt Delegate for NAME to AMA House of Delegates,
1991-1994

AMA Section Council on Pathology,
Vice-Chair 2008-Present
Chair, 1996-1998
Vice-Chair, 1994-1996

Reference Committee on Constitution and Bylaws, Chair (I-17)
Reference Committee D on Public Health, Vice-Chair (A-13)
Reference Committee D on Public Health (A-94)
Physician Outreach Award, June 1995

American Academy of Forensic Sciences

Nominating Committee, Path/Bio Section, 2010-2013

AAFS Past-President, 2006-2007

AAFS President, 2005-2006

AAFS President-Elect, 2004-2005

AAFS Long Term Planning Committee, 2004-2013

AAFS Treasurer, 2002-2004

AAFS Executive Committee, 2000-2001, 2002-2006

AAFS Vice-President, 2001-02

AAFS Board of Directors, 1995-2001

Chair, AAFS Internal Audit Committee, 2002-2004,

AAFS Awards Committee 2011-2012

AAFS Past-Presidents Committee 2006-Present

AAFS Exhibitor Liaison Committee, 2012-2022

AAFS Finance Committee, 2007-2021

AAFS Continuing Education Committee, 1996-2016

Chair 2005-06

ACGME Liaison 1996-2016

SPC Academy Spokesperson Task Force, 1995-98

AAFS Policy & Procedure Committee, 1995-2005

AAFS Membership Liaison, Path/Bio Section, 1994-1996

Liaison to Intersociety Pathology Council, 1994-1996

Chair, Path/Bio Section, 1991-92

Secretary, Path/Bio Section, 1990-91
AAFS Council, 1990-92
AAFS Membership Committee, 1990-92
Awards Committee, Chair, Path/Bio Section, 1989-91
Program Chair, Path/Bio Section, 1986

National Association of Medical Examiners

Chair, Board of Directors, 2000
President, 1999
Vice-President, 1997-98
Board of Directors, 1990-96
Past-Presidents Committee, 2001-Present
Bylaws Committee
Finance Committee
Awards Committee
Chair, Nominating Committee 2015
Standards, Inspection, and Accreditation Committee
SIA Certified Inspector 2010-2017
Committee on Membership and Credentials,
 Chair, 1995-97
 Member, 1993-95
Member, Ad Hoc Liaison Committee to NTSB, 1997
Member, Ad Hoc Committee for Crisis Intervention, 1997-98
Chair, Ad Hoc Committee on the Definition of
 Heat-Related Fatalities, 1996-97
Chair, Ad Hoc Committee on Membership Recruitment, 1994-95
Liaison to Intersociety Pathology Council, 1994-98
Management & Administration Committee, 1990-91
Pediatric Forensic Pathology Committee, 1990-91
Delegate for NAME to AMA House of Delegates,
1994-99
Alt Delegate for NAME to AMA House of Delegates,
1991-94

American Society of Clinical Pathologists

Delegate for ASCP to AMA House of Delegates
 2004-Present
Alt Delegate for ASCP to AMA House of Delegates,
 1999-2004
Council on Forensic Pathology,
 1986-1994

Co-Director, Medicolegal Death Investigation Course
Chicago, IL, 1987 & 1989
Santa Fe, NM, 1993
Williamsburg, VA, 1995
Las Vegas, NV, 1997
New Orleans, LA 1999
Vancouver, BC, 2001

Illinois Advisory Board on Necropsy Services to
Coroners, 1996-2002

Cook County Child Death Review Team
1994-2006

Mayor's Commission on Extreme Weather Conditions
(City of Chicago), 1995

City of Chicago Pandemic Influenza Task Force, 2005-2006

Illinois State Medical Society

Secretary-Treasurer, 2002-04

Executive Committee, 2000-04

Chair, Finance Committee, 2000-02

Board of Trustees, 1995-2002

Board Committee on Illinois Medicine,
Chair, 1996-99

Member, 1995-96

Consultant, Medical Student Section Council
1996-98

Consultant, Medical Legal Council, 1995-2000

Member, Council on Government Affairs, 1993-95

Delegate for Chicago Medical Society, 1994-95

Alt Delegate for Chicago Medical Society, 1992-94

Committee on Rules and Order of Business

Chair, 1995

Member, 1994

Member, 2005

Teller, Annual Meeting, 1992

Chicago Medical Society

President, 2001-02
President-Elect, 2000-01
Chair, Board of Trustee, 2000-01
Chair of Council, 1999-2000
Vice-Chair of the Council, 1997-99
Executive Committee, 1997-2003
Board of Trustees, 1997-2001
Chair, Building Committee, 1997-2000
Executive Director Search Committee, 1997-98
Nominating Committee, 1997-2003
 Chair, 2002
Councilor at Large, 1995-2000
President, North Side Branch, 1994-95
Vice-President, North Side Branch, 1993-94
Alternate Councilor at Large, 1993-95
Committee on Violence Prevention
 Member, 1994-95
Resolutions Reference Committee, 1993-97
 Chair, 1995-97
 Vice-Chair, 1994-95
Alternate Councilor, North Side Branch, 1992-93
Advisory Committee of Public Health Policy, 1990-95
 Consultant, 1993-95
 Chair, 1992-93
 Vice Chair, 1991-92

Georgia Medical Society

President, 2012
President-Elect, 2011
Secretary, 2010
Executive Committee, 2010-2014
Board of Arbiters 2013-2015
Chair, Board of Directors, 2019
Secretary, 2020-2022

Medical Association of Georgia

Speaker of House of Delegates, 2016-2022
Vice-Speaker of House of Delegates, 2014-2016
Executive Committee, 2014-2022
Finance Committee, 2013-2015
Board of Directors, 2013-2018
Delegate from Georgia Medical Society, 2012-2022
Alternate Delegate from Georgia Medical Society, 2010-2011

DePaul University College of Law
Advisory Board, Center for Law and Science, 1998-2006

Medical College of Wisconsin
Alumni Board of Directors, 1997-2003
Co-Chair, Class of 1970 Gift Committee, 1995, 2000, 2005, 2010, and
2015, 2022

Chicago Pathology Society
Program Committee, 1994-2002

Intersociety Pathology Council
Representative, American Academy of Forensic Sciences, 1987 & 1995
Representative, National Association of Medical Examiners, 1991 & 1995

SCIENTIFIC PAPERS

1. Donoghue, E.R. and Nystrom, J.S., "A descriptive epidemiological study of sudden and unexpected infant deaths in Milwaukee County, Wisconsin, 1966-68" (unpublished).
2. Donoghue, E.R. and Minnigerode, S.C., "Human body buoyancy: a study of 98 adult males," Journal of Forensic Sciences, Vol. 22, No. 3, July 1977, pp. 573-79.
3. Wolcott, J.H., Menzies, R., Donoghue, E.R., and Hoffa, N., "Use of personal effects in the Canary Islands accident investigation," Aviation Space and Environmental Medicine, Vol. 51, No. 9, Sep. 1980, pp.1019-1020.
4. Wolcott, J.H., Hanson, C.A., Menzies, R., Ballo, J., Donoghue, E.R., and Hoffa, N., "Administrative organization and function during the identification process for mass disasters - Canary Islands crash," Aviation, Space and Environmental Medicine, Vol. 51, No. 9, Sep. 1980, pp.1030-1033.
5. Wu Chen, N.B., Schaffer, M.I., Lin, R.-L., Kurland, M.L., Donoghue, E.R., and Stein, R.J., "The general toxicology unknown. I. The systematic approach." Journal of Forensic Sciences, Vol. 28, No. 2, April 1983, pp. 391-397.
6. Wu Chen, N.B., Schaffer, M.I., Lin, R.-L., Kurland, M.L., Donoghue, E.R., and Stein, R.J., "The general toxicology unknown. II. A case report: doxylamine and pyrilamine intoxication," Journal of Forensic Sciences, Vol.28, No. 2, April 1983, pp. 398-403.

7. Lifschultz, B.D. and Donoghue, E.R., "Air embolism during intercourse in pregnancy," Journal of Forensic Sciences, Vol. 28, No. 4, Oct. 1983, pp. 1021-22.
8. Donoghue, E.R., Kalelkar, M.B., Richmond, J.M., and Teas, S.T., "Atypical gunshot wounds of entrance: an empirical study," Journal of Forensic Sciences, Vol. 29, No. 2, April 1984, pp. 379-388.
8. Lifschultz, B.D. and Donoghue, E.R., "Cyanide poisoning," American Society of Clinical Pathologists Check Sample, Forensic Pathology, Vol. 25, No. 1, 1983.
9. Donoghue, E.R. and Moffett, W.J. "Ethylene glycol poisoning," American Society of Clinical Pathologists Check Sample, Forensic Pathology, Vol. 26, No. 1, 1984.
10. Donoghue, E.R. and Lifschultz, B.D., "Stomach rupture by Foley catheter and infusion pump," Journal of Forensic Sciences, Vol. 29, No. 4, Oct. 1984, pp. 1225-1228.
11. Wu Chen, N.B., Donoghue, E.R., and Schaffer, M.I., "Methanol intoxication: distribution in tissue and fluids including vitreous humor," Journal of Forensic Sciences, Vol. 30, No. 1, Jan. 1985, pp. 213-216.
12. Lifschultz, B.D. and Donoghue, E.R., "Strut fracture in a Bjork-Shiley aortic valve prosthesis," Journal of Forensic Sciences, Vol.30, No. 4, Oct. 1985, pp. 1244-1247.
13. Scala-Barnett, D.M. and Donoghue, E.R., "Dispensing error causing fatal chlorpropamide intoxication," Journal of Forensic Sciences, Vol. 31, No. 1, Jan. 1986, pp. 293-295.
14. Lifschultz, B.D., Donoghue, E.R., and Leestma, J.E., "Embolization of cotton pledgets following insertion of porcine cardiac valve bioprosthesis," Journal of Forensic Sciences, JFSCA, Vol. 32, No. 6, Nov. 1987, pp. 1796-1800.
15. Scala-Barnett, D.M. and Donoghue, E.R., "Sudden death in mitral valve prolapse," Journal of Forensic Sciences, JFSCA, Vol. 33. No. 1, Jan. 1988, pp. 84-91.
16. Donoghue, E.R. and Lifschultz, B.D., "Discussion of 'Operational criteria for the determination of suicide,'" Journal of Forensic Sciences, JFSCA, Vol. 34, No. 5, Sept. 1989, pp. 1056-1058 (Letter to Editor).

17. Donoghue, E.R. and Lifschultz, B.D., "Investigation of fire related deaths," in Arson Prosecution and Training Manual of the Attorney General of Illinois, Office of the Attorney General of Illinois, Chicago, IL, 1990, Chap. 16, pp. 1-16.
18. Lifschultz, B.D. and Donoghue, E.R., "Death in custody," in Legal Medicine Annual: 1991, Wecht, C.H. ed., Butterworth Legal Publisher, Salem, NH, 1991, pp. 45-71.
19. Lifschultz, B.D. and Donoghue, E.R., "Fetal death following maternal trauma: two case reports and a survey of the literature," Journal of Forensic Sciences, JFSCA, Vol. 36, No. 6, Nov. 1991, pp. 1740-1744.
20. Lifschultz, B.D. and Donoghue, E.R., "Electrical and lightning injuries," in Spitz and Fisher's Medicolegal Investigation of Death, Spitz, W.U. ed., 3rd edit, Charles C Thomas, Springfield, IL, 1993, Chap. 13, pp. 516-527.
21. Lifschultz, B.D. and Donoghue, E.R., "Deaths caused by lightning," Journal of Forensic Sciences, JFSCA, Vol. 38, No. 2, March 1993, pp. 353-358.
22. Choi, E., Lifschultz, B.D., and Donoghue, E.R., "Deaths due to firearm injuries in children," Journal of Forensic Sciences, JFSCA, Vol. 39, No. 3, May 1994, pp. 685-92.
23. Lifschultz, B.D. and Donoghue, E.R., "Deaths due to forklift truck accidents," Forensic Science International, Vol. 65, No. 2, 1994, pp. 121-34.
24. Combs, D.L. and Donoghue, E.R., "Child deaths from consumer products," Lancet, Vol. 343, No. 8913, 1994, p. 1624 (Letter to Editor).
25. Lifschultz, B.D., Kenney, J.P., Sturgis, C.D., and Donoghue, E.R., "Fatal intracranial hemorrhage following pediatric oral surgical procedure," Journal of Forensic Sciences, JFSCA, Vol. 41, No. 1, January 1995, pp. 131-133.
26. Donoghue, E.R., Kalelkar, M.B., Boehmer, M.A. et al, "Heat-related mortality--Chicago, July 1995," Morbidity and Mortality Weekly Report, Vol. 44, August 1995, pp. 577-579.
27. Lifschultz, B.D. and Donoghue, E.R., "Deaths due to foreign body aspiration in children: the continuing hazard of toy balloons," Journal of Forensic Sciences, JFSCA, Vol. 41, No. 2, March 1996, pp. 247-251.

28. Levenson, T., Greenberger, P.A., Donoghue, E.R. and Lifschultz, B.D., "Asthma deaths confounded by substance abuse," Chest, Vol. 110, No. 3, Sept. 1996, pp. 604-610.
29. Donoghue, E.R., Graham, M.A., Jentzen, J.M. et al, "Criteria for the diagnosis of heat-related death: National Association of Medical Examiners, Position Paper," American Journal of Forensic Medicine and Pathology, Vol. 18, No. 1, March 1997, pp.11-14.
30. Whitman, S., Good, G., Donoghue, E.R. et al, "Mortality in Chicago attributed to the July 1995 heat wave," American Journal of Public Health, Vol. 87, No. 9, Sept. 1997, pp. 1515-18.
31. Lifschultz, B.D. and Donoghue, E.R., "Forensic pathology of heat and cold related injuries," Clinics in Laboratory Medicine, Vol. 18, No.1, March 1998, pp. 77-90.
32. Lipton, R.B., Good, G., Mikhailov, S., and Donoghue, E., "Ethnic differences in mortality from insulin-dependent diabetes mellitus (IDDM) among young people less than 25 years of age," Pediatrics, Vol. 103, No. 5, May 1999, pp. 952-56.
33. Donoghue, E.R., A Forensic osteological analysis: a book of case studies, (book review) Archives of Pathology and Laboratory Medicine, Vol. 124, No. 12, December 2000, p. 1850.
34. Tatum, A.M., Greenberger, P.A., Mileusnic, D., Donoghue, E.R., and Lifschultz, B.D., "Clinical, pathologic, and toxicologic findings in asthma deaths in Cook County, Illinois," Allergy and Asthma Proceedings, Vol. 47, No. 5, Sep-Oct 2001, pp 660-2.
35. Donahue, P.E., Shakar, P., Worrell, R., Donoghue, E.R., Young, S.A., "Alcian Blue Positive Cells at GE Junction—Unselected Patients," Recent Advances in Diseases of the Esophagus, Esophagus 2001 – VIII World Congress, São Paulo, Brazil, September 5-8, 2001, pp 5-9.
36. Meny, R.G., Vreman, H.J., Stevenson, D.K., Hauck, F.R., Donoghue, E.R., Smialek, J.E., Fowler, D.R., and Zielke, H.R., "Failure to detect elevated levels of carboxyhemoglobin in infants dying from SIDS," Journal of Forensic Sciences, Vol. 47, No. 3, May 2002, pp. 660-2.

37. Mileusnic D, Donoghue E.R., Lifschultz, B.D., "Pathological case of the month: sudden death in a child as a result of pancreatitis during valproic acid therapy," Pediatric Pathology and Molecular Medicine, Vol. 21, No. 5, Sep-Oct 2002, pp. 477-84.
38. Hauck, F.R, Herman, S.M., Donovan, M., Iyasu, S., Merrick Moore, C., Donoghue, E.R., Kirschner, R.H., and Willinger, M. "Sleep environment and the risk of sudden infant death syndrome in an urban population: the Chicago Infant Mortality Study." Pediatrics, Vol. 111, No. 5 Pt 2, May 2003, pp. 1207-14
39. Donoghue, E.R. and Lifschultz, B.D., "Electrical and lightning injuries," in Spitz and Fisher's Medicolegal Investigation of Death, Spitz, W.U. ed., 4th edit, Charles C Thomas, Springfield, IL, 2004, Chap. 13.
40. Denton, J.S., Donoghue, E.R., McReynolds, J. and Kalelkar, M.B., "An epidemic of illicit Fentanyl deaths in Cook County, Illinois: September 2005 through April 2007," Journal of Forensic Sciences, Vol. 53, No. 3, Mar 2008, pp. 452-454.

TEACHING
AND LECTURES

Mayo Clinic, Chest Section, Rochester, Minnesota
Drowning, July 1970
Lye Ingestion, August 1970

St Mary's Hospital, Rochester, Minnesota
Electrocution, January 1971
Carbon Monoxide Intoxication, February 1971

Mayo Clinic, Department of Pathology, Rochester, Minnesota
Investigation of Highway Accidents, December 1971
Alcohol: Medicolegal Implications, February 1972

Mayo School of Medicine, Rochester, Minnesota
Histology Laboratory, Fall 1972

University of Minnesota (Rochester Extension)
Chemical Dependency, 1972- 1973

Michigan Department of Protective Services, Detroit, MI
Child Abuse, June 1974

George Washington University, Washington, DC
Master's Program in Forensic Science, 1974-77

Metropolitan Police Department, Washington, DC
Homicide Seminars, 1974-75

US Drug Enforcement Administration, Washington, DC
Pharmacology of Abused Drugs, 1975-77

USAF Office of Special Investigation, Washington, DC
Specialized Criminal Investigation Course, 1975-77

US Army Military Police School, Ft McClelland, AL
Warrant Officer Advanced Course, 1976-77

American Society of Clinical Pathologists, Chicago, IL
Thermal and Electrical Injuries, Fall 1977

Northwestern University School of Medicine, Chicago, IL
Forensic Pathology for Residents in Pathology,
1978-84

Office of the Medical Examiner of Cook County, Chicago,
Residency Program in Forensic Pathology
Forensic Pathology for Residents in Pathology
Forensic Pathology for Medical Students
Continuing Education in Forensic Pathology

Chicago Medical Society, Chicago, Illinois
Patterned Injuries, Spring 1979

Loyola University School of Law, Chicago, Illinois
Trial Practice Course, 1981-1987

Kent College of Law (IIT), Chicago, Illinois
Trial Practice Course, 1981-2006

National College of District Attorneys, Houston, Texas
Forensic Pathology, July 1982

Chicago Bar Association, Chicago, Illinois
Federal Trial Advocacy Program, 1983-1989

Illinois Appellate Public Defender's Office
Trial Advocacy Program, 1986-2006

Northwestern University Law School
Short Course for Prosecutors and Defense Attorneys, 2003-2006

Glenbrook Fire District, Prospect Heights, IL
Pathology of Thermal Injuries, Sept 1986

Organization of Teachers of Oral Diagnosis
Northwestern University School of Dentistry
Blunt Force and Thermal Injuries, March 1987

Office of the Medical Investigator, University of New Mexico
Thermal and Electrical Injuries
Product Tampering
Death in Custody, September 1987, Invited Lecturer

American Society of Clinical Pathologists, Chicago, IL
Cutting and Stabbing
Suicide, December 1987 & 1989

American Academy of Forensic Science, Las Vegas, NV
The Tylenol Cyanide Poisonings
Breakfast Seminar, February 1989

American Society of Clinical Pathologists, Chicago, IL
Death in Custody Workshop
National Meeting, March 1989 & 1991
Dinner Seminar, March 1989, 1991, 1993 & 1997

Biologic Photographers Association, Chicago, IL
Critical Areas in the Investigation of Gunshot
Wounds, April 1989

U S Naval Hospital, Great Lakes, IL
The Tylenol-Cyanide Poisonings, May 1989

Wisconsin Association of Coroners and Medical
Examiners, Lake Delton, WI, June 1989
The Tylenol-Cyanide Poisonings
Determination of Suicide

Northwestern Traffic Institute Arson Investigation
Course, Evanston, IL, 1989-1995
Pathology of Thermal and Electrical Injuries,
Spring

Northwestern University School of Medicine, Emergency Physicians
Critical Aspects of Firearms Injury, February 1994

Cook County State's Attorney and Public Guardian
Child Abuse and Blunt Trauma, March 1994

John Marshall Law School
Trial Practice Demonstration, 1994-1996

Statewide SIDS Conference
Role of the Medical Examiner in SIDS
April 1994 & 1997

Loyola University School of Medicine, Dept. of Pathology
Pathology of Thermal and Electrical Injuries
April 1994, Invited Lecturer

Rush Medical College
Sophomore Lectures in Forensic Pathology, 1994-95

Chicago Medical Society
Critical Aspects of Firearms Injury
North Side Branch, November 1994
Douglas Park Branch, November 1994
Northwest Branch, March 1995
Southeastern Branch, October 1995
Violence Seminar, October 1995
Midwest Clinical Conference, January 1996
North Suburban Branch, February 1996

University of Illinois College of Medicine at Chicago
Sophomore Lectures in Forensic Pathology
1995-2006

Chicago Pathology Society
The Role of the Community Pathologist in Forensic Pathology,
December 1994
Forensic Pathology Safeguarding the Public Health,
December 1996

Northwestern University School of Medicine, Department of Preventive Medicine
Epidemiology of Heat-Related Deaths, March 1996

American Dental Association National Symposium on Dentistry's Role and
Responsibility in Mass Disaster Identification, Chicago, IL, June 1996,
Invited Lecturer

Medical Examiner's Role in Disaster Response

Office of the Medical Examiner of Milwaukee County, 8th Annual Forensic
Science Seminar, September 1996,
Invited Lecturer

Electrical & Lightning Deaths
Investigation of Fire-Related Deaths
The Chicago Heat Wave of 1995
The Tylenol-Cyanide Poisonings

Office of the Medical Examiner of Hennepin County, Annual Forensic Science
Seminar, October 1997

Invited Lecturer

Electrical & Lightning Deaths
Investigation of Fire-Related Deaths
The Chicago Heat Wave of 1995
The Tylenol-Cyanide Poisonings

Northwestern Traffic Institute Forensic Sciences Seminar, Evanston, IL,
March 2000

Death in Custody

International Association of Coroners and Medical Examiners, Annual Meeting,
Gurnee, IL, June 2000

Death in Custody

XII Colombian Congress of Forensic Sciences, Cartagena, Columbia

November 2-6, 2004

Expert Testimony
Autopsy Reports

Florida Association of Medical Examiners Educational Conference, Sarasota, FL

Invited Lecturer, August 12-14, 2009
How Medical Examiners Guard Public Health
Panel Discussion: Challenging Cases

D-Mort Region IV Educational Conference, Savannah, GA

January 7, 2011

Invited Lecturer
1995 Chicago Heat Wave Disaster

CONTINUING
EDUCATION

American Academy of Forensic Sciences Annual Meetings

1969, 1970, 1974, 1975, 1976, 1977, 1980, 1982, 1983, 1984, 1985, 1986,
1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998,
1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010,
2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022

Armed Forces Institute of Pathology, Washington, DC

Forensic Pathology 1969, 1974, and 1975
Forensic Dentistry 1974 and 1975
Aerospace Pathology 1975
Neuropathology 1975
Radiation Injury Pathology 1975
Advanced Forensic Pathology 1977

Smithsonian Institution, Washington, DC

Forensic Anthropology 1974

College of American Pathologists, Alexandria, VA

Forensic Pathology 1975

Illinois Coroner's Association, DeKalb, IL

Forensic Pathology 1980

Cook County Graduate School of Medicine, Chicago, IL

Cardiovascular Emergencies, 1981
Specialty Review in Anatomic Pathology, Oct 1982

St Louis University School of Medicine, St Louis, MO

Master's Course in Death Investigation, July 1985,
1989, 1991, 1997, 1999, and 2001
Forensic Administration, July 1988 & 1990
Learning from the Masters, July 1994

John A. Kennedy and Associates, Chicago, IL

Arson Investigation, October 1985

American College of Cardiologists, Chicago, IL

Cardiovascular Pathology, April 1986

American Dental Association, Chicago, IL
Dental Identification in Mass Disasters,
1986 & 1996

Office of the Medical Investigator, University of New Mexico
Death Investigation Seminar, September 1987

American Society of Clinical Pathologists
Forensic Pathology, Orlando, FL, 1978
Spring Meeting, Chicago, IL, 1983
Spring Meeting, Chicago, IL, 1985
Spring Meeting, Chicago, IL, 1989
Spring Meeting, Nashville, TN, 1991
Fall Meeting, New Orleans, LA, 1991
Spring Meeting, Boston, MA, 1992
Fall Meeting, Las Vegas, NV 1992
Spring Meeting, Chicago, IL 1993
Fall Meeting, Orlando, FL 1993
Spring Meeting, Seattle, WA 1994
Fall Meeting, Washington, DC 1994
Spring Meeting, Chicago, IL 1997
Fall Meeting, San Diego, CA, 2000
Spring Meeting, Chicago, IL, 2001
Fall Meeting, Philadelphia, PA, 2001
Fall Meeting, Chicago, IL, 2013
Fall Meeting, Phoenix, AZ 2019

American Society of Clinical Pathologists
Regional Course in Medicolegal Death Investigation,
December 1987, Chicago, IL
December 1989, Chicago, IL
May 1993, Santa Fe, NM
June 1995, Williamsburg, VA
June 1997, Las Vegas, NV
June 1999, New Orleans, LA
April 2001, Vancouver, BC

Federal Emergency Management Agency
Integrated Emergency Management Course,
Special Event, City of Chicago, May 1996

Illinois Emergency Management Agency
Mass Fatalities Incident Response Course
Chicago, IL, Nov 1997

National Association of Medical Examiners

Annual Meeting, Seattle, WA, September 1979
Annual Meeting, Chicago, IL, September 1980
Annual Meeting, Sanibel, FL, October 1989
Interim Meeting, Cincinnati, OH, February 1990
Annual Meeting, Denver, CO, September 1990
Interim Meeting, Anaheim, CA, February 1991
Interim Meeting, New Orleans, LA, February 1992
Annual Meeting, Milwaukee, WI, September 1992
Interim Meeting, Boston, MA, February 1993
Annual Meeting, Fort Worth, TX, September 1993
Interim Meeting, San Antonio, TX, February 1994
Annual Meeting, Isle of Palm, SC, September 1994
Interim Meeting, Seattle, WA, February 1995
Annual Meeting, San Diego, CA, October 1995
Interim Meeting, Nashville, TN, February 1996
Annual Meeting, Traverse City, MI, September 1996
Interim Meeting, New York, NY, February 1997
Annual Meeting, Baltimore, MD, September 1997
Interim Meeting, San Francisco, CA, February 1998
Annual Meeting, Albuquerque, NM, October 1998
Interim Meeting, Orlando, FL, February 1999
Annual Meeting, Minneapolis, MN, October 1999
Interim Meeting, Reno, NV, February 2000
Annual Meeting, Indianapolis, IN, September 2000
Interim Meeting, Seattle, WA, February 2001
Annual Meeting, Richmond, VA, October 2001
Interim Meeting, Atlanta, GA, February 2002
Annual Meeting, Shreveport, LA, September 2002
Interim Meeting, Chicago, IL, February 2003
Annual Meeting, San Jose, CA, September 2003
Interim Meeting, Dallas, TX, February 2004
Annual Meeting, Nashville, TN, September 2004
Annual Meeting, Los Angeles, CA, October 2005
Annual Meeting, San Antonio, TX, October 2006
Interim Meeting, San Antonio, TX, February 2007
Annual Meeting, Savannah, GA, October 2007
Interim Meeting, Washington, DC, February 2008
Annual Meeting, Louisville, KY, September 2008
Annual Meeting, San Francisco, CA, September 2009
Annual Meeting, Cleveland, OH, October 2010
Interim Meeting, Chicago, IL, February 2011
Annual Meeting, Baltimore, MD, October 2012

Annual Meeting, Milwaukee, WI, October 2013
Interim Meeting, Seattle, WA February 2014
Annual Meeting, Portland, OR, September 2014
Interim Meeting, Orlando, FL, February 2015
Annual Meeting, Charlotte, NC, October 2015
Annual Meeting, Minneapolis, MN, September 2016
Interim Meeting, New Orleans, LA, February 2017
Interim Meeting, Seattle, WA, February 2018
Annual Meeting, West Palm Beach, FL, October 2018
Interim Meeting, Baltimore, MD, February 2019
Interim Meeting, Anaheim, CA, February 2020
Interim Meeting, Virtual, February 2021

American Institute of Parliamentarians, West Coast Practicum
2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021

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Medical Doctor 4301031770**

Licensee Detail

License Type: Medical Doctor	License Number: 4301031770
Name: Edmund Roche Donoghue	
License Issue Date: 04/27/1973	License Expiration Date: 04/27/2024
License Status: Active	County: Non-Michigan County

CONTROLLED SUBSTANCE LIST

City: Chicago
 State or Province: Illinois
 ZIP or Postal Code: 60607
 CS Record Number: 5315170978
 CS Status: Lapsed

City: Kalamazoo
 State or Province: Michigan
 ZIP or Postal Code: 49007
 CS Record Number: 5315235400
 CS Status: Active
 CS Expiration Date: 04/27/2024

Jared Brooks, M.D.

1000 Oakland Drive
Kalamazoo, MI 49007
269-337-6173

EMPLOYMENT

Western Michigan University, Kalamazoo, MI

Department of Pathology
Assistant Professor, 2022 - present

EDUCATION

Western Michigan University, Kalamazoo, MI

Department of Pathology
Forensic Pathology Fellow, 2020 -2021

University of California Medical Center, Irvine, CA

Department of Pathology & Laboratory Medicine
Resident, Anatomic Pathology, 2017 - 2020

University of Washington School of Medicine, Seattle, WA

Doctor of Medicine, 2017

University of Alaska, Anchorage AK

Post-baccalaureate courses, 2008 - 2010

Alaska Pacific University, Anchorage AK

Bachelor's of Arts, 2005

ORAL PRESENTATIONS

Medicolegal Death Investigation of Railroad-Related Fatalities. National Association of Medical Examiners. 2020 Annual Meeting.

Cold Weather Injuries, Orange County Sheriff-Coroner's Office, Noon Conference, May 2018.

Tumor Board Presentation, VA Hospital Long Beach & UC Irvine Medical Center, 2018 - present. Soft Tissue, Pediatric, Neurological, Thoracic, Ear Nose & Throat, Gastrointestinal, Genitourinary, Gynecology, Breast.

Macro, Micro, and Molecular Conference, VA Hospital, Long Beach CA, February 2019
Central Chondrosarcoma.

PUBLICATIONS

Shalhub S, Dua A, Brooks J. Biomarkers in descending thoracic aortic dissection. Seminars in Vascular Surgery, 2014 Dec;27(3-4):196-9.

Brooks J, Prendes M, Chelnis J, Jung H. Subperiosteal hematoma. American Academy of Ophthalmology, EyeWiki. http://eyewiki.aaopt.org/Subperiosteal_Hematoma. February 9, 2016.

LEADERSHIP

Junior Member, College of American Pathologists, Toxicology Committee, 2021-2022

Junior Attending, UC Irvine Pathology & Laboratory Medicine, 2019

House Safety Officer, UC Irvine Medical Center, 2018 - 2019

PROFESSIONAL MEMBERSHIPS

National Association of Medical Examiner's, Member, 2018-Present

College of American Pathologists, Member, 2016 - Present

American Society for Clinical Pathology, Member, 2016 - Present

American Medical Association, Member, 2016 - Present

WORK EXPERIENCE

Fresenius Medical Care, Anchorage AK, 2010 - 2013, Hemodialysis Technician

Anchorage School District, Anchorage AK, 2006 - 2007, Substitute Teacher

Mountaineering Instructor and Guide, Alaska Mountaineering School, Talkeetna AK
2005 - 2007

United States Forest Service, Montrose CO, 2001 - 2003, Wildland Firefighter



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License Type:
Medical Doctor

Name:
Jared Brooks

License Issue Date:
11/01/2021

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License Number:
4301505837

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11/01/2024

County:
Kalamazoo

ANNA LANE TART, MD

Phone: (630) 630-2264
709 Eleanor St
Kalamazoo, MI 49007
annaktart@gmail.com

WORK EXPERIENCE

Western Michigan University Homer Stryker, MD School of Medicine 08/2022 - present
Assistant Professor

PROFESSIONAL TRAINING

Forensic Pathology Fellowship
Hennepin County Medical Examiner 07/2021 - 06/2022

Pathology Residency (AP/CP)
University of Arkansas for Medical Sciences 07/2017 - 06/2021

EDUCATION

MD University of Arkansas for Medical Sciences 05/2017
Honors in Research

BS John Brown University, Biology 05/2013
Graduated with Presidential Honors
Minors in Chemistry and Psychology

CERTIFICATIONS AND LICENSURE

Forensic Pathology, American Board of Pathology 09/2022-present

Anatomic and Clinical Pathology, American Board of Pathology 05/2021-present

State of Minnesota Physician License #69118

State of Michigan Physician License #4301506299

HONORS AND AWARDS

Striving for Excellence Award 05/21/2021
Faculty and Peer awarded recognition of striving for outstanding anatomic and clinical pathology knowledge

PROFESSIONAL SERVICE

College of American Pathologists, Professional and Community Engagement Committee

Liaison 01/2022 - present

National Association for Medical Examiners Government Affairs Committee

Member 02/2021 - present

National Association for Medical Examiners Workforce Ad-hoc Committee

Member 02/2021 - present

College of American Pathologists, Forensics Committee

Member 01/2020 - present

University of Arkansas for Medical Sciences, Department of Pathology

Contingency Response Coordinator for COVID-19 03/2020 - 02/2021

University of Arkansas for Medical Sciences, Pathology Residency

Chief Resident 03/2020-03/2021

Associate Chief Resident 03/2019-03/2020

Program Evaluation Committee 06/2018-03/2021

RESEARCH EXPERIENCE

University of Arkansas for Medical Sciences, Little Rock, AR 2014

Research Assistant, Behjatolah Karbassi, PhD

- Cultured cells for breast cancer treatment research using molecular mimicry
- Developed protocol for statistical analysis of results

PUBLICATIONS

Journal Publications

Kieber-Emmons T, F.M., Pennisi A, **Lane A**, Siegel E, Cannon M, Monzavi-Karbassi B, Makhoul I, “Defining and managing expectations for early immunotherapy cancer trials.” Review of Recent Clinical Trials, vol. 10, no. 1, 2015, pp. 47-60.

Professional Publications

Tart A, Forsyth J, “Intravascular Lymphoma”, cap.org, Case 20FRB06.

TEACHING EXPERIENCE

Western Michigan University School of Medicine

Associate Professor 08/2022 - present

Western Michigan University School of Medicine
Director of Pathology Undergraduate Medical Education 08/2022 - present

University of Arkansas for Medical Sciences
Guest Lecturer, College of Medicine 04/2019 - 04/2021

PRESENTATIONS AND INVITED LECTURES

Poster Presentation, “Improving the Accuracy of Overdose Death Reporting” National Association of Medical Examiners, West Palm Beach, FL, 10/16/2021.

Lecture, “Critical Considerations in Natural Death Investigation”, Minnesota Coroner and Medical Examiner Association, Virtual Platform 9/23/2021

Poster Presentation, “Unexpected Natural Deaths by Lymphoma, A Case Series,” National Association of Medical Examiners, Virtual Platform 10/17/2020.

Poster Presentation, “On A Mission: Creating a Mission Statement Using Appreciative Inquiry” United States and Canada Academy of Pathologists, Los Angeles, CA, 03/02/2020.

Poster Presentation, “Same End, Different Manner,” National Association of Medical Examiners, Kansas City, MO, 10/21/2019.

Poster Presentation, “Axonal Spheroids in Diffuse Axonal Injury, a Case Series” National Association of Medical Examiners, West Palm Beach, FL, 10/22/2018.

Poster Presentation, “Endocrine Involvement of Intravascular Lymphoma at the Time of Autopsy” American Association of Neuropathology, Louisville, KY, 06/08/2018.

PROFESSIONAL AFFILIATIONS

United States and Canada Academy of Pathology
Member 2019 - present

National Association of Medical Examiners
Member 2017 - present

College of American Pathologists
Member 2017 - present

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Licensed Professional Information:
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License Type:
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Anna Tart

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02/09/2022

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4301506299

License Expiration Date:
02/09/2025

County:
Kalamazoo



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Opioid Settlement Advisory Committee

DATE: February 15, 2024

RE: Opioid Settlement Funding Plan

REQUEST:

Approve the Opioid Settlement Funding Plan as presented.

BACKGROUND:

The Board of Commissioners established an Opioid Settlement Advisory Committee on August 10, 2023. The purpose of the Committee was to review and propose a plan for the use of Opioid Settlement Funds directed to Cass County. After reviewing recommendations from various agencies, attending training sessions, and rigorous discussion amongst the Committee, the Committee voted on February 2nd to recommend the adoption of the attached Settlement Funding Plan.

The Plan, if adopted, would provide funding on an annual basis of \$50,000.00 or an amount equal to the projected annual allocation, whichever is greater, for non-emergency and non-crisis response funding. Additionally, a budget for expenditures of up to 1/3 of the total fund balance would be utilized for emergency or crisis response funding. For FY 24, \$50,000.00 would be proposed for non-emergency and non-crisis response funding and \$100,000.00 in funding for emergency or crisis response.

Funding requested would be reviewed and scored per the included scoring rubric by the County Administrator, Finance Director, Opioid Settlement Advisory Committee Chair, and Opioid Settlement Advisory Committee Vice-Chair within 14 days of submission with a recommendation being presented to the next Board of Commissioners Committee of the Whole Meeting where the BOC would either approve the recommended action, deny the recommended action, or take other action as determined appropriate. If any of the proposed reviewers have a conflict-of-interest, alternates would include the Cass County Sheriff and Director of the VBCD Health Department on a rotating basis.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Opioid Settlement Advisory Committee, Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Motion to add the Opioid Settlement Funding Plan to the Consent Agenda of the March 7th Regular Meeting.

Cass County

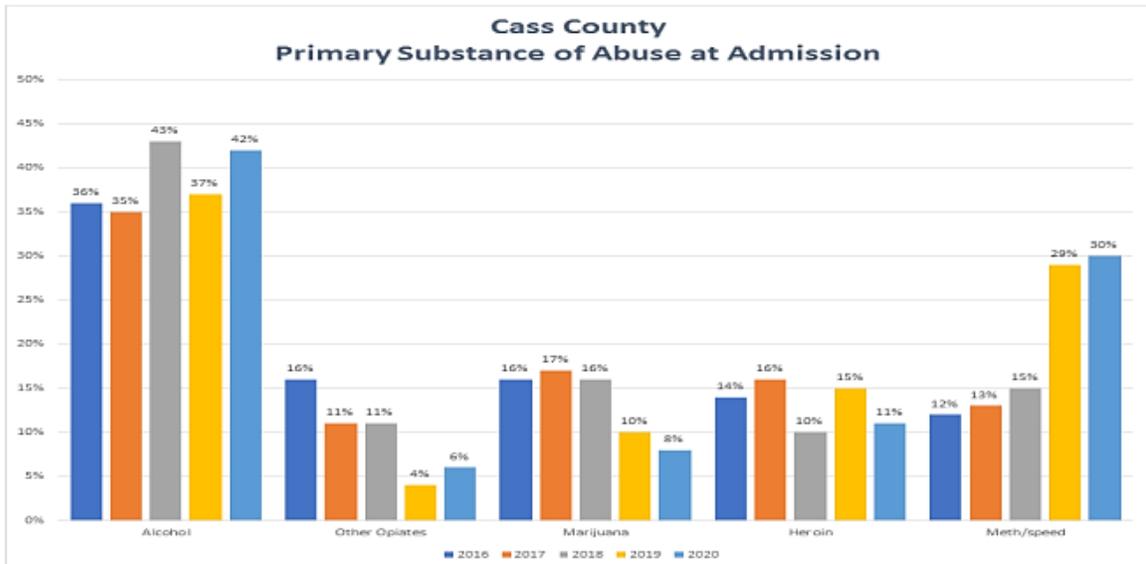
Opioid Settlement Funding Plan

Recommended by Cass County Opioid Settlement Advisory Committee, 2/2/24

1. Overview

- a. Cass County's Board of Commissioners established an Opioid Settlement Advisory Committee on 8/10/23 to plan for spending of the Opioid Settlement Funds directed to Cass County.
- b. Cass County's Opioid Settlement Advisory Committee is comprised of:
 - (1) Chair, Carol Montavon Bealor, Chief Judge, Cass County Courts;
 - (2) Vice Chair, Bob Weber, SUD Director, Woodlands Behavioral Healthcare Network;
 - (3) Commissioner Marchetti;
 - (4) Commissioner Lee;
 - (5) Sheriff Behnke;
 - (6) Matthew Newton, County Administrator;
 - (7) Jennifer Rentfrow, County Finance Director;
 - (8) Danielle Persky, Director, Cass Van Buren Health Department;
 - (9) Mary Middleton, CEO, Cassopolis Family Clinic Network;
 - (10) Dr. James Wierman; and,
 - (11) Prosecutor Victor Fitz.
- c. Impact of Substance Abuse in Cass County:
 - (1) Opioid-related deaths in Michigan increased by more than 300% starting in 2013.
 - (2) Opioid-related deaths accounted for over 80% of all drug related deaths in the state in 2017, and prescription opioids were involved in over 70% of those deaths.
 - (3) Approximately 17% of Cass County Residents smoke or use tobacco which is slightly less than state average (18%).
 - (4) Alcohol and marijuana use/abuse continue to have the highest negative impacts on Cass County residents, but heroin and other drug use were 6-12% of hospital admissions in 2020 and disproportionately high in the court system.

- (5) Cass County Primary Substance Abuse at Admission per Woodlands' 2023 Community Needs Assessment is set forth in the graph below:



- d. This funding plan provides a mechanism to request funding proposals from organizations, groups, or individuals addressing or providing services related to opioid use prevention, harm reduction, treatment, recovery, and wrap around community supports to apply for funding to serve individuals and families impacted by opioid use who also have a connection to Cass County. This includes services focused on or related to substance use disorders, polysubstance use, and co-occurring mental health and substance use disorders.
- e. There are several funding tracks:
- (1) Emergency or crisis response funding to address issues that are emergent and time-sensitive with a total cost of more than \$5,000.00;
 - (2) Emergency or crisis response funding to address issues that are emergent and time-sensitive with a total cost of \$5,000.00 or less;
 - (3) Funding for non-emergency and non-crisis response services or interventions with a total cost of \$5,000.00 or less; and,
 - (4) Funding for non-emergency and non-crisis services or interventions with a total cost of more than \$5,000.00
- f. The amount of funds available for awards will differ annually as a budget will be established each fiscal year and then proposals will be accepted annually beginning October 1st for each fiscal year.
- g. This funding plan and recommendation is approved and recommended by the Cass County Opioid Settlement Advisory Committee as of 2/2/24.

2. Background on Opioid Litigation & Settlement Funds

- a. In 2021, a \$26 billion nationwide settlement was reached to resolve all Opioids litigation brought by states and local political subdivisions against the three largest pharmaceutical distributors: McKesson, Cardinal Health and AmerisourceBergen (“Distributors”), and manufacturer Janssen Pharmaceuticals, Inc. and its parent company Johnson & Johnson (collectively, “J&J”).
- b. The state of Michigan is slated to receive approximately \$776 million over 18 years. Fifty percent (50%) of the settlement amount will be sent directed to county and local governments. The national agreement also requires significant industry changes that will help prevent this type of crisis from ever happening again.
- c. In 2022, additional settlements with pharmacies and manufacturers were announced, including CVS, Walmart, Allergan and Teva. These four settlements are expected to bring in around \$450 million to Michigan, divided with fifty percent (50%) directed to local governments.
- d. Michigan can also expect additional funds received through companies Purdue Pharma, Mallinckrodt PLC and Endo, which are pursuing bankruptcy plans that include funding opioid abatement trusts. Currently, Cass County has received opioid settlement funds totaling \$276,769.06. Projections are changing as more settlements are made with current projections of funding of at least \$50,000 per year for the next 15 years.

3. Goal & Spending Plan

- a. Cass County’s goal is to spend the Opioid Settlement Funds in a way that addresses the unique needs of individuals and families impacted by opioid use who have a connection to Cass County by:
 - (1) using the money to save lives;
 - (2) using evidence to guide spending;
 - (3) investing in youth prevention;
 - (4) focusing on racial equity; and,
 - (5) using a fair and transparent process for deciding what funding requests to spend opioid settlement funds on.
- b. The Advisory Committee formulated a plan for spending prioritizing:
 - (1) Agile and informed decision making: The Committee recognized the need to be agile in considering urgent or critical needs (since we have money available to spend to address those needs) balanced against informed decision making that takes into account diverse community perspectives (to preserve these funds for the intended uses);
 - (2) Streamlined Application/Administration and Accountability for Awarded Funds: The Committee wanted to create an application and administration process that doesn’t discourage individuals, groups, and organization from

seeking funds and also provide accountability for awarded funds to ensure that funds awarded are used for proper purposes and that the impact of the funds used is measured;

- (3) Fund Use that has wider community impact and Fund Use that meets particular individual/family needs: The Committee wanted to create mechanisms to fund initiatives that have a wider community impact as well as providing a means for individuals/families to apply for smaller awards to meet particular needs drive by the opioid crisis; and,
- (4) Need for a Plan Now and the need for the Plan to Evolve over time as more funds are received and we learn from the initiatives funded.

4. The Cass County Opioid Settlement Advisory Committee recommends that the Board of Commissioners adopt a Motion Approving this Opioid Settlement Funding Plan, including the administration provisions set forth herein, and more specifically which:

- a. Maintains Cass County's Opioid Settlement Funds in a separate fund;
- b. As part of the regular budgeting process, establish a budget for expenditure through awards for non-emergency and non-crisis response funding of \$50,000, or an amount equal to the projected annual allocation, whichever is greater;
- c. For FY 2024, establish a budget for expenditure through awards for non-emergency and non-crisis response funding of \$50,000;
- d. As part of the regular budgeting process, establish a budget for expenditure through awards for emergency or crisis response funding of up to an amount equal to 1/3 of the total fund balance;
- e. For FY 2024, establish a budget for expenditure through awards for emergency or crisis response funding of \$100,000;
- f. Adopt the funding application and administration process set forth in this Funding Plan including the application and administration process and specifically:
 - (1) The Eligibility criteria set forth in 5. Below
 - (2) The Availability of Funds details set forth in 6. Below
 - (3) The Funding Priorities and Requirements set forth in 7. Below
 - (4) The Reporting requirements set forth in 8. Below
 - (5) The Allowable Uses of Funding and Funding Restrictions set forth in 9. Below
 - (6) The Selection and Awards Process set forth in 10. Below including using a Scoring Rubric created by the Advisory Committee
 - (7) Direct Questions as set forth in 11. Below
 - (8) Utilize the Cass County Opioid Settlement Funds Request for Funding Application set forth below or as otherwise updated by the Cass County Opioid Settlement Advisory Committee

- g. Continue operation of the Cass County Opioid Settlement Advisory Committee so long as Opioid Settlement Funds are on deposit with Cass County with a Chair and Vice Chair elected from the Committee's membership at the first meeting after the start of each fiscal year, with the current members as appointed by the Cass County Board of Commissioners after recommendation by the appointments committee and future members added as appointed by the Cass County Board of Commissioners after recommendation by the appointments committee.

5. Eligibility

- a. Organizations, groups, or individuals addressing or providing services related to opioid use prevention, harm reduction, treatment, recovery, and wrap around community supports are eligible to apply for funding to serve individuals and families impacted by opioid use who have a connection to Cass County. This includes services focused on or related to substance use disorders, polysubstance use, and co-occurring mental health and substance use disorders.
- b. There are several funding tracks:
 - (1) Emergency or crisis response funding to address issues that emergent and time-sensitive with a total cost of more than \$5,0000;
 - (2) Emergency or crisis response funding to address issues that emergent and time-sensitive with a total cost of \$5,0000 or less;
 - (3) Funding for non-emergency and non-crisis services or interventions with a total cost of \$5,000 or less; and,
 - (4) Funding for non-emergency and non-crisis services or interventions with a total cost of more than \$5,000.
- c. Organizational applicants must be a governmental entity or a 501(c)(3) entity.

6. Availability of Funds

- a. The number of awards will be dependent on the amount of funds available for annual allocation. The amount of funds available will differ annually.
- b. Proposals for non-emergency and non-crisis response funding will be accepted annually between October 1st through July 1st.
- c. Proposals for emergency or crisis response funding will be accepted year-round.
- d. Funds must be utilized during that fiscal year (from October 1st through September 30th) of the year in which the award is made unless otherwise approved and agreed upon.

7. Funding Priorities and Requirements

a. Funding Priorities:

- (1) Serving individuals and families impacted by opioid use with a connection to Cass County leveraging wrap around community supports
- (2) Investing in youth prevention
- (3) Focusing on racial equity
- (4) Impacting underserved populations
- (5) Addressing unmet community needs
- (6) Partnering with other counties or other county service providers to leverage a greater outcome impact

b. Funding Requirements:

- (1) Plan to utilize funds within the associated fiscal year
- (2) Plan to ensure utilization of funds supplements, rather than supplants, existing funding
- (3) Plan to ensure all funds are used in alignment with Exhibit E and the definition of opioid remediation
- (4) Ensure indirect costs, if any, do not exceed 5%
- (5) Provide data on funded outcomes and impacts as directed by Cass County
- (6) Complete required expenditure report(s)
- (7) Timeline for your expenditure of funds

8. Reporting Requirements

a. Reporting Requirements for awards of \$5,000 or less, unless otherwise approved and agreed upon:

- (1) Initial Report within 30 days of award by email to cassopioidsettlementfunds@cassco.org
- (2) Final Report by September 1st during the year in which the funds are awarded by email to cassopioidsettlementfunds@cassco.org

b. Reporting Requirements for awards of more than \$5,000

- (1) Initial Report within 30 days of award by email to cassopioidsettlementfunds@cassco.org
- (2) Mid-project Report mid-way between receipt of funding and September 1st of the year in which the funds are awarded by email to cassopioidsettlementfunds@cassco.org
- (3) Final Report by September 1st during the year in which the funds are awarded by email to cassopioidsettlementfunds@cassco.org

c. Minimum Reporting Contents for all awards:

- (1) Names of individuals involved
- (2) Community partners involved, if any
- (3) Challenges and barriers experienced within the reporting period
- (4) Successes experienced within the reporting period
- (5) Amount of funds expended during reporting period with details on expenditures
- (6) Anticipated next steps
- (7) Reporting topics agreed upon at the time of funding
- (8) For Final Reports, data on funded outcomes and impacts as directed by Cass County and at a minimum to include number of people and/or families served

9. Allowable Uses of Funds & Funding Restrictions

a. Specific to the J&J, Distributor, CVS, Teva, Allergan and Walmart settlements,

- (1) funds must be spent on opioid remediation. Opioid Remediation is defined as,¹
 1. Care, treatment, and other programs and expenditures (including reimbursement for past such programs or expenditures except where this Agreement restricts the use of funds solely to future Opioid Remediation) designed to (1) address the misuse and abuse of opioid products, (2) treat or mitigate opioid use or related disorders, or (3) mitigate other alleged effects of, including on those injured as a result of, the opioid epidemic.
- (2) Activities must meet the definition of opioid remediation², be evidence-based strategies³ or promising practices and align with allowable uses outlined by [Exhibit E](#).⁴

10. Selection and Award Process

a. All funding requests must include:

- (1) the completed Cass County Opioid Settlement Funds Request for Funding Application document below which includes budgetary details including both itemized financial breakdown as well as narrative details describing all fund usage;
- (2) additional documentation available to support the funding request

¹ <https://nationalopioidsettlement.com/>

² <https://www.lac.org/assets/files/TheOpioidEbatement-v3.pdf>

³ <https://www.cdc.gov/drugoverdose/pdf/pubs/2018-evidence-based-strategies.pdf>

⁴ <https://www.attorneygeneral.gov/wp-content/uploads/2021/12/Exhibit-E-Final-Distributor-Settlement-Agreement-8-11-21.pdf>

- b. Proposals must be submitted by email to cassopiodsettlementfunds@cassco.org
- c. Proposals for non-emergency and non-crisis response funding are accepted each fiscal year from October 1st through July 1st
- d. Proposals for emergency and crisis response funding are accepted year round
- e. Review of Proposals:
 - (1) Proposals will be reviewed and scored by the County Administrator, the Finance Director, the Opioid Settlement Advisory Committee Chair, and the Opioid Settlement Advisory Committee Vice-Chair within 14 days of submission of a funding application request using a scoring rubric created by the Advisory Committee after which a recommendation will be presented at the next Board of Commissioners' Committee of the Whole Meeting with the Board of Commissioners then either: (1) approving the recommended action and scheduling a special meeting or moving the matter to the next scheduled Board of Commissioners Meeting, as appropriate; (2) denying the recommended action; or (3) taking other action as determined appropriate by the Board of Commissioners.
 - (2) If any of the initial reviewers identified in (1) above have a conflict of interest due to being a part of or affiliated with any funding request, then the following persons shall be contacted to replace such persons as an initial reviewer on a rotating basis as an alternate reviewer:
 - 1. Cass County Sheriff
 - 2. Director, Cass Van Bruen Health Department
 - (3) In the event that the initial reviewers determine that the approval process for a funding request should be expedited because the funding request is for emergency or crisis response funding, the initial reviewers may take appropriate steps to expedite consideration by the Board of Commissioners of such a funding request so that the approval process can also be expedited.
- f. Once a determination has been made by the Board of Commissioners, the County Administrator shall promptly notify the applicant as to the action taken by the Board of Commissioners. If an award is made, a meeting will be scheduled within 14 days to discuss the specific terms of the funding awarded.

11. Questions:

- a. Questions regarding Opioid Settlement Funds Requests for Funding may be submitted by email to cassopiodsettlementfunds@cassco.org or by telephone to the County Administrator, Matthew Newton, at 269-445-4420.

Cass County Opioid Settlement Funds Request for Funding Application

To Be Completed by Applicant

(attach additional sheets of paper in response to any question as necessary):

1. Applicant Information	
Applicant Name	
Street Address	
Email Address	
Phone Number	
If Organization is the Applicant, the Name of the Project Director	
If Organization is the Applicant, the Name of the Authorized Representative (who signs the application and award contract)	
Signature of Authorized Representative (if Organization is the Applicant)	
Date	
2. Applicant Description	
3. Is this funding request for an emergency or crisis response or a regular request? (attach details as to the exact nature of the emergency/crisis)	
4. Description of what the funding is sought for including details of the need for the funds and what outcome is being sought with the use of the funds (use attachments as necessary)	

5. Populations Served/Target Population and Geographic Area Served	
6. Data to Support Need for Project (if available)	
7. Proposed timeline (use attachments as necessary)	
8. Details regarding Funded Activities (use attachments as necessary)	
Activity/Activities e.g. media campaign about Naltrexone	Desired Outcomes Increase awareness
	Timeline 2 months
9. Success – How will success be measured?	
10. Sustainability – How will the project be sustained after funding cycle?	
11. Budget – Total amount requested	\$
12. Budget Documentation—attach a breakdown of exactly how the requested funds will be used.	
13. If new, is the project evidence-based or based on promising practices? (Check one and provide link to information on evidence base)	<input type="checkbox"/> - Yes <input type="checkbox"/> - No Link: _____

14. Attachments – Supporting Documents	<ul style="list-style-type: none"> • Resume and/or biography of project director • Budget itemization with narrative of details regarding each expenditure • Any other attachments that will provide a more complete picture of the funding requested • Letters of support from partner organizations (optional) • Materials demonstrating experience, organizational impact and/or commitment to addressing the drug overdose epidemic (optional)
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Resources

- Principles for Spending
 - [Principles for the Use of Funds From the Opioid Litigation](#)
- Evidence-Based Strategies and Promising Practices
 - [Evidence Based Strategies for Abatement of Harms from the Opioid Epidemic](#)
 - [Evidence-Based Strategies for Preventing Opioid Overdose: What's Working in the United States](#)
- Local data
 - [Michigan Overdose Data to Action Dashboard](#)
 - Data on overdose deaths, emergency department visits and emergency medical services (EMS) calls and Substance Use Vulnerability Index
 - [Michigan Department of Health and Human Services Opioids Webpage - EMS Responses](#)
 - “Public Use Dataset EMS Responses to Probable Opioid Overdose”, found under “Overdose Reports”
 - [Michigan Substance Use Disorder Data Repository \(SUDDR\)](#) and [Data Visualizations](#)
 - Suspected fatal overdoses and emergency medical services naloxone administration data
 - [University of Michigan Injury Prevention Center System for Opioid Overdose Surveillance \(SOS\)](#)
 - County-level data on overdose deaths, emergency department visits and emergency medical services (EMS) calls
 - [Overdose Detection Mapping Application Program \(ODMAP\)](#)
 - Near real-time tracking of fatal and non-fatal overdoses and naloxone administration by public health and public safety
 - [Wayne State University’s School of Social Work Center for Behavioral Health and Justice Dashboard](#)
 - Customizable dashboard that shows multiple topics including, behavioral health, public health, criminal justice, housing, demographic and other data
 - Data and information may also be accessed through local communities within health departments, prevention coalitions, harm reduction providers, behavioral health providers, recovery support providers and other groups.

Cass County Opioid Settlement Advisory Committee Funding Application Scoring Rubric

Funding Priorities	Possible Score	Actual Score	Reasoning
Serving individuals and families impacted by opioid use with a connection to Cass County leveraging wrap around community supports	1		
Investing in youth prevention	.5		
Focusing on racial equity	.5		
Impacting Underserved Populations	.5		
Addressing Unmet Community Needs	.5		
Partnering with other counties or other county service providers to leverage a greater outcome impact	1		
Funding Requirements			
Plan to utilize funds within the associated fiscal year	1		
Plan to ensure utilization of funds supplements, rather than supplants, existing funding	1		
Plan to ensure all funds are used in alignment with Exhibit E and the definition of opioid remediation	1		
Ensure indirect costs, if any, do not exceed 5%	1		
Plan to provide data on funded outcomes and impacts as directed by Cass County	1		
Timeline for expenditure of funds	1		
TOTAL	10		

Other notes:

Completed by: _____

Date: _____