



GENESEE COUNTY
— M I C H I G A N —

Genesee County
Human Services Committee
Agenda

Wednesday, February 11, 2026

5:30 PM

324 S.Saginaw St., Bryant "BB"
Nolden Auditorium

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

[RES-2026-0184](#) Approval of Meeting Minutes - January 21, 2026

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. [RES-2026-0005](#) Approval of the contract between Genesee County and the City of Flint (Mays Senior and Community Service Center) for the fiscal year 2025-2026 in the amount not to exceed \$54,744.00

2. [RES-2026-0024](#) Approval of an agreement between Genesee County and the Michigan Department of Health & Human Services, in the amount of \$492,633.00, for continued Community Services Block Grant Services at Genesee County's Community Action Resource Department

VIII. OTHER BUSINESS

IX. ADJOURNMENT



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2026-0184

Agenda Date: 2/11/2026

Agenda #:

Approval of Meeting Minutes - January 21, 2026



**Genesee County
Human Services Committee
Meeting Minutes**

Wednesday, January 21, 2026

5:30 PM

**324 S.Saginaw St., Bryant "BB"
Nolden Auditorium**

I. CALL TO ORDER

Commissioner Winfrey called the meeting to order at 8:30 PM.

II. ROLL CALL

Present: Charles Winfrey, James Avery, Delrico J. Loyd, Gary L. Goetzinger, Beverly Brown, Shaun Shumaker, Martin L. Cousineau, Dale K. Weighill and Brian K. Flewelling

III. APPROVAL OF MINUTES

[RES-2026-0042](#) Approval of Meeting Minutes - December 3, 2025

RESULT: APPROVED

MOVER: James Avery

SECONDER: Brian K. Flewelling

Aye: Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. **[RES-2025-2780](#)** Approval of the 2026 Genesee County Veteran Organization Relief Program

RESULT: REFERRED

MOVER: James Avery

SECONDER: Brian K. Flewelling

- Aye:** Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling
2. [RES-2025-2800](#) Approval of a request to accept and expend Great Start Readiness Program (GSRP) carryover funds in an amount not to exceed \$115,109.00 for the 2025-2026 program year
- RESULT:** REFERRED
MOVER: Shaun Shumaker
SECONDER: James Avery
- Aye:** Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling
3. [RES-2025-2806](#) Approval of an agreement between Genesee County and Preferred Removal Service to provide for two (2) Opioids and Emerging Drug Death (OEDD) Analyst positions; the cost of this agreement is fully grant funded
- RESULT:** REFERRED
MOVER: James Avery
SECONDER: Brian K. Flewelling
- Aye:** Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling
4. [RES-2025-2807](#) Approval of an agreement between Genesee County and Compassus MIHP to provide for case management and care coordination to participants of Genesee County's Healthy Start program
- RESULT:** REFERRED
MOVER: Shaun Shumaker
SECONDER: James Avery
- Aye:** Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

5. [RES-2025-2822](#) Approval to amend RES-2025-2271, by adding an additional \$5,000.00, to provide for drug and pharmaceutical purchases with various vendors, the cost of this amendment will be paid from the accounts listed
- RESULT:** REFERRED
MOVER: Shaun Shumaker
SECONDER: James Avery
- Aye:** Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling
6. [RES-2025-2828](#) Approval of a Health-Related Academic Program Affiliation Agreement between Genesee County Health Department and Grand Valley State University to provide experiential learning opportunities for University students
- RESULT:** REFERRED
MOVER: Beverly Brown
SECONDER: Brian K. Flewelling
- Aye:** Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling
7. [RES-2025-2864](#) Approval of an agreement between Genesee County and Oakland Livingston Human Service Agency, in an amount not to exceed \$12,359,679.00, to provide staffing and operation of Genesee County's Head Start Program; the cost of this agreement is fully grant funded and will be paid from the accounts listed
- RESULT:** REFERRED
MOVER: James Avery
SECONDER: Shaun Shumaker
- Aye:** Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

8. [RES-2025-2867](#) Approval of an agreement between Genesee County and the Genesee Intermediate School District, in an amount not exceed \$687,300.00, to provide for our Great Start Readiness Program; the cost of this agreement is fully grant funded and will be paid from account 277-698.01-558.000

RESULT: REFERRED

MOVER: Beverly Brown

SECONDER: James Avery

Aye: Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

9. [RES-2026-0022](#) Approval of an agreement between Genesee County and Genesee Health Plan, in an amount not to exceed \$7,700,000.00, to provide for a health care delivery system for low-income Genesee County residents; the cost of this agreement will be paid from the Genesee County Health Millage

RESULT: REFERRED

MOVER: James Avery

SECONDER: Shaun Shumaker

Aye: Chairperson Winfrey, Vice Chair Avery, Commissioner Loyd, Commissioner Goetzinger, Commissioner Brown, Commissioner Shumaker, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

VIII. OTHER BUSINESS

IX. ADJOURNMENT

The meeting was adjourned at 8:39 PM.



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2026-0005

Agenda Date: 2/11/2026

Agenda #: 1.

To: Charles Winfrey, Human Services Committee Chairperson

From: Lynn M. Radzilowski, Senior Services Director

RE: Approval of the contract between Genesee County and the City of Flint (Mays Senior and Community Service Center) for the fiscal year 2025-2026 in the amount not to exceed \$54,744.00

BOARD ACTION REQUESTED:

The Genesee County Department of Senior Services (GCDSS) requests approval of the contract between Genesee County and the City of Flint (Mays Senior and Community Service Center) for the fiscal year 2025-2026 in the amount not to exceed \$54,744.00.

BACKGROUND:

This annual contract enables senior centers to receive reimbursement for approved, budgeted monthly expenses from the Genesee County Senior Millage. This will be a partial year contract for 9 months starting January 1, 2026 for budgeted and eligible reimbursements.

DISCUSSION:

The Mays Senior and Community Service Center (owned by the City of Flint) is requesting funding from the senior millage to provide quality services and programs to Genesee County Senior Citizens aged 60 and older.

IMPACT ON HUMAN RESOURCES:

N/A

IMPACT ON BUDGET:

All contracts and services that come from the Genesee County Department of Senior Services are funded by the Genesee County Senior Services Millage. The General Fund is not used for these contracts and services. #2231-691.00-867.019

IMPACT ON FACILITIES:

N/A

IMPACT ON TECHNOLOGY:

N/A

CONFORMITY TO COUNTY PRIORITIES:

The contracts facilitate a range of services that directly contribute to the well-being and safety of

seniors, by funding programs and services that promote health, safety, and a high quality of life. The contracts additionally support the provision of free services to seniors that directly impact on their financial well-being. By offering no-cost services, we can help alleviate financial burdens on seniors and help them manage their resources more effectively. By continuing partnerships with senior centers and service providers, the contracts foster an inclusive and collaborative culture. Moreover, the contracts contribute to community growth by expanding the reach and scope of services available to seniors.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Senior Services Director to authorize entering into the FY 2025-2026 contract between Genesee County and the City of Flint to fund the Mays Senior and Community Service Center for the term commencing January 1, 2026, through September 30, 2026, in an amount not to exceed \$54,744.00 to be paid from account #2231-691.00-867.019, with a budget amendment that is attached, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the February 11, 2026 meeting of the Human Services Committee of this Board), the Chairperson of this Board is authorized to execute the contract on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.



LEGISTAR SUBMISSION CHECKLIST*

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

DOES THE PROJECT NEED A CONTRACT?

1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)

Yes: ____ (Go to Question 2)

No: ____ (Go to Question 4)

2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?

Yes: ____ This project requires a contract, skip to the contracts section.

No: ____ (Go to Question 3)

3) Has the vendor presented a document for the county to sign?

Yes: ____

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No: ____

- Use a **Purchase Order** You do not need to complete the remainder of this form.

4) Is this a request for services, an IT submission, or construction work?

Yes: ____ This project requires a contract, skip to the contracts section.

No: ____ Contact Corporate Counsel office prior to submitting into Legistar.

CONTRACTS

*** After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. * If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

1) Is this a new contract or a renewal/extension? _____

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

2) How is the contract funded?

- a. Budgeted or General Funds: _____(Go to Question 3)
- b. Grant Funded: _____(Go to Question 4)
- c. Millage Funded: _____ (Go to Question 5)

3) What is the vendor providing?

- a. Services: _____
 - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel _____
 - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact Corporate Counsel prior to submitting into Legistar.

*** To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. ***

4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact Corporate Counsel office for review of the agreement/template.

5) Is this a new contract/agreement?

Yes: _____ No: _____

- a. If **yes** - contact Corporate Counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by Corporate Counsel since August 1, 2023?

If **yes**, use the template/previous agreement.
If **no**, contact Corporate Counsel regarding template/previous agreement.

6) Is a contract that is not a County prepared contract being submitted for review?

Yes: _____ No: _____

- a. If yes, submit the contract to Corporate Counsel office for review prior to submitting to Legistar.

* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (Fiscal Services, Purchasing, Risk Management, or Corporate Counsel) to address your question prior to submission into Legistar.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lighthouse, an Alera Group Company 56 Cesar E Chavez Ave SW Ste 300 Grand Rapids MI 49503	CONTACT NAME: Carly Sullivan PHONE (A/C, No, Ext): (800) 344-3531 E-MAIL ADDRESS: csullivan@lighthousegroup.com	FAX (A/C, No): (616) 455-9489	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED City Of Flint 1101 S Saginaw St. Room 203 Flint MI 48502	INSURER A: Old Republic Union Insurance Company		NAIC # 13604
	INSURER B: Midwest Employers Casualty Company		
	INSURER C: Starr Surplus Lines Insurance Co		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 24-25 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			8223000627968	11/23/2024	11/23/2025	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ Retention \$ 3,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Retention \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>			8223000627968	11/23/2024	11/23/2025	EACH OCCURRENCE \$ AGGREGATE \$ RETENTION \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ RETENTION \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	EWC009030	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Vehicle Physical Damage			ITC11819023	12/25/2024	12/25/2025	Veh cles \$18,081,185 Deductible \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 If special provisions apply, endorsements will be attached.

CERTIFICATE HOLDER For Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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JUL 01 2025
BY: BJD 9:15am

Genesee County Senior Millage
Senior Center Application for Fiscal Year 2024-2025

1. Senior Center Name: Mays Senior and Community Service Center
Address: 1002 W. Holmes Ave.
Flint, MI 48505

2. Mailing Address: Flint City Hall,
1001 S. Saginaw St.
Flint, MI 48503

3. Senior Center phone number: 8109552563 / 8102372444

4. Website and/or Facebook: cityofflint.com

5. The center is run by the Government (Municipality): Everything is submitted to the Flint City Council which is voted and approved by the Flint City Council.

City of Flint
Ed Taylor, contact person
(810) 955-2563
gwiggins@cityofflint.com

6. Senior Center Director's:
Contact information Gennois R. Wiggins
4546 Nolen
Flint, MI 48504
Email: gwiggins@cityofflint.com

7. Senior center's Staff is not a member of a union.

8. Attached: Annual Documentation:
 1. Professional Liability Insurance, and Workmen's compensation
 2. Senior Center meets local building, fire, ADA and other applicable codes
 3. Satisfactory Health Department inspection.

Section 1- Senior Center Staff Job Descriptions:

A. Title: Community Center Liaison Lead I Job Code Number: 26-C-223

Established: January 2017 Bargaining Unit: Exempt

GENERAL STATEMENT OF DUTIES:

Directs and participates in the City of Flint's activities within assigned community centers. Performs a variety of administrative functions, including but not limited to, fund development (fundraising), planning, meeting with internal and external stakeholders, public relations, facility management, personnel recruitment, hiring and evaluation, and other functions associated with the operation of sustainable, high-quality, community-wide recreation programs for adults, youth and the disabled.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the mayor or his/her designee and the City Administrator.

SUPERVISION EXERCISED:

Exercises administrative direction over support staff, including but not limited to, full-time, part-time, contractual staff. Additionally, the Community Center Liaison Lead I will oversee the recruitment, training and evaluation of volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works collaboratively with Community Based Organizations (CBO) Boys & Girls Club of Greater Flint (BGC), Community Foundation of Greater Flint, Crim Fitness Foundation (CFF), Flint Olympian & CANUSA Games Association (FOCGA), Young Men's Christian Association of Greater Flint (YMCA), and others to plan, implement and evaluate a city-wide recreation programming to meet the current and future needs of adults, the disabled, seniors and youth in the City of Flint.
2. Leads the recruitment, hiring, evaluation and supervision of program staff that will oversee, year-round recreational programming, at various sites in the City of Flint, for adults, the disabled, seniors and youth. Offer professional development and/or training to ensure that continuity of programming is achieved with consistent, reliable professional staff.
3. Develops and disseminates marketing material that aims to attract the attention, interest and support of donors, parents/caregivers, participants, partners and stakeholders at the local, state and national levels. Develop and disseminate data, reports to collaborative members on a regular basis.
4. Develops a volunteer program that includes, but is not limited to, recruitment, training, management and evaluation of community volunteers. Additionally, the volunteer program must attract community groups interested in supporting community based, recreational programming for adults, disabled, seniors and youth in the City of Flint. Every effort will be made to ensure that the volunteer experience is safe, productive and impactful for the volunteer and program participants.

5. Assists with the development and implementation of program sustainability strategies that will ensure that community-based, recreational programming will be offered for residents of the City of Flint.
6. Works effectively with members of the collaborative to ensure that high-quality, recreational programming is offered at various sites in the City of Flint, without interruption, at a low cost.
7. Works closely with City of Flint Public Relations staff to ensure that community based, recreational programming is promoted, widely, to participants and stakeholders at the local, state and national level.
8. Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of departmental operations. Assures compliance with established policies and procedures.
9. Develops annual program and site budgets to ensure that effective planning, implementation and evaluation of year-round, community based, recreational programming is offered for residents in the City of Flint.
10. Other duties associated with program management, marketing and sustainability.

MINIMUM ENTRANCE REQUIREMENTS:

- A. Bachelor's degree in recreation, social work, sociology, criminal justice, education and/or any closely related field of study. A Master of Social Work is preferred.
- B. Five (5) years of experience operating community based, recreational programming.
- C. Working knowledge of the principles and practices of recreation and youth development.
- D. Ability to work with diverse groups of people.
- E. Ability to manage and complete multiple projects at the same time.
- F. Ability to work effectively without close supervision.
- G. Ability to accept and offer constructive criticism.
- H. Effective verbal and written communication.

NECESSARY SPECIAL REQUIREMENT:

- A. Valid state of Michigan driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required for this position include, but is not limited to, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The job description does not constitute an exhaustive list of all responsibilities, duties, and skills. It is also not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

B. Title: Community Center Liaison Lead II Job Code Number: 24-C-226

GENERAL STATEMENT OF DUTIES:

Provides comprehensive support to the Community Center Liaison Lead I in the management and oversight of community center activities and programs. Assists with program planning and implementation, volunteer coordination, administrative duties, and stakeholder communication. The Community Center Liaison Lead II will also assume the responsibilities of the Community Center Liaison Lead I in their absence.

SUPERVISION RECEIVED:

Works under the direct supervision of the Community Center Liaison Lead I.

SUPERVISION EXERCISED:

Direct supervision of subordinate employees as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in the planning, development, and implementation of recreational programs for adults, youth, and the disabled.
2. Collaborates with the Community Center Liaison Lead I to develop and implement sustainability strategies.
3. Assists with the recruitment, training, and supervision of program staff and volunteers.
4. Develops and maintains relationships with community partners and stakeholders.
5. Assists with the preparation and management of program budgets.
6. Assists with the marketing and promotion of community center programs.
7. Maintains accurate records and prepares reports as required.
8. Assumes the duties and responsibilities of Community Center Liaison Lead I in their absence.
9. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience working with diverse populations.
2. Knowledge of community resources and organizations.
3. Knowledge of the principles and practices of recreation and youth development.
4. Ability to work effectively with people of all ages and backgrounds.
5. Ability to manage multiple tasks and meet deadlines.
6. Excellent written and verbal communication skills.
7. Proficient in Microsoft Office Suite.
8. Strong organizational, communication, and interpersonal skills.
9. Ability to work independently and as part of a team.

MINIMUM ENTRANCE REQUIREMENTS:

Bachelor's degree in recreation, social work, education, or a related field.

Two (2) years of experience in community-based recreational programming.

NECESSARY SPECIAL REQUIREMENTS:

Must possess a valid State of Michigan Driver's License.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle or operate objects, tools or controls, reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

C. Title: Community Center Services Facilitator Job Code Number: 14-A-019

GENERAL STATEMENT OF DUTIES:

Provides support to the Community Center Liaison Lead I and Community Center Liaison Lead II in the daily operations of assigned community centers. Assists with program implementation, customer service, administrative tasks, and facility upkeep as required.

SUPERVISION RECEIVED:

Works under the direct supervision of the Community Center Liaison Lead I.

SUPERVISION EXERCISED: Serves as a lead worker in program activities as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with the implementation of recreational programs for adults, youth, and the disabled.
2. Provides excellent customer service to community center patrons.
3. Assists with the registration and intake of program participants.
4. Monitors and supervises program activities as needed.
5. Assists with the upkeep of community center facilities as required.
6. Performs administrative tasks such as answering phones, data entry, and filing.
7. Assist with special events and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong communication and interpersonal skills.
2. Ability to work independently and as part of a team.
3. Ability to work a flexible schedule, including evenings and weekends.
4. Ability to work effectively with people of all ages and backgrounds.
5. Ability to follow instructions and work independently.
6. Excellent customer service skills.
7. Basic computer skills.

MINIMUM ENTRANCE REQUIREMENTS:

1. High school diploma or equivalent.
2. One (1) year of experience working in a customer service or community-based setting.

NECESSARY SPECIAL REQUIREMENT: 1. CPR and First Aid certification.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently

required to stand, sit, walk, talk or hear; use hands to operate technical equipment and/or instruct others with the use of models or other manipulatives. The employee is required to communicate, receive, process and share information. The employee is required to occasionally lift and/or move up to 10 pounds. Ability to meet travel requirements for the job, occasional long-distance travel may be required.

The job description does not constitute an exhaustive list of all responsibilities, duties, and skills. It is also not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job

Section 2 - Program Activities

Attached

Section 3 - Budget

Attached

Section 4 - Senior Center Influence on Effectiveness: The projected number of seniors to be served annually is 1,430.

According to the Census, "In Flint, Michigan, individuals aged 65 and older constitute 12% of the city's population, with 9-16% residing in individual wards, and on average, 10% of seniors live in poverty." City of Flint Ward 1, which houses the Mays Senior and Community Service Center, located in the northwest corner of the City of Flint covers approximately 2.4 square miles and is the 2nd smallest ward. Approximately 10,000 people live within the ward. The population has the oldest median age of any ward at 39 years and is majority African American (approximately 92%; the highest percentage of African American residents among all wards), 3% White, and 2% Hispanic.

The average median income for the area is around \$22,000 with approximately 41% of the population living below the federal poverty level. The federal poverty level is set each year by the U.S. Department of Health and Human Services to determine who is eligible for federal subsidies and aid including food and cash assistance. It is based upon household income and cost of living, which are tracked by the U.S. Census Bureau.

The purpose of the center is to

Empower senior citizens to embrace their golden years by staying active, prioritizing mental health and wellness, eating healthy, strengthening social connectedness and embracing lifelong learning.

- Feed low-income seniors
- Host programs that promote healthy living and exercise
- Provide entertainment and fun activities to reduce stress
- Serve as a beacon for seniors who would otherwise have nowhere to turn in crisis

This is important because the death rate for seniors in the City of Flint is alarming (see chart below) and we need to provide services that promote a healthy environment for socializing, entertainment, healthy meals, and mental stress that is specialized for senior needs.

Cause of Death	All Ages	Under 25 Years	25-54 Years	55-64 Years	65-74 Years	75-84 Years	85+ Years
All Causes of Death	1,093	38	229	217	248	192	169
1.Heart Disease	273	-	30	51	78	62	52
2.Cancer	170	2	23	35	54	39	17
3.Unintentional Injuries	140	7	80	39	10	3	1
4.Stroke	46	-	3	5	16	11	11
5.Chronic Lower Respiratory Diseases	47	-	5	11	17	9	5
6.Alzheimer's Disease	30	-	-	-	1	12	17
7.Diabetes Mellitus	50	1	9	11	8	9	12
8.Kidney Disease	35	-	3	9	11	5	7
9.COVID-19	12	-	2	3	2	2	3
10.Chronic Liver Disease and Cirrhosis	20	-	6	8	2	3	1
All Other Causes	270	28	68	45	49	37	43

Source: 2023 Geocoded Michigan Death Certificate Registry. Division for Vital Records & Health Statistics, Michigan Department of Health & Human Services

Last Updated: 02/03/2025

April, 2025

Calender

City of Flint

Sheldon Neely, Mayor

Mays Senior and Community Service Center Programs

1102 Home Avenue

Flint, MI 48505

(810) 237-2444

(Seven days a week Cards, Dominoes, Checkers, Billiards)

Classes begin April 7th

Coffee Break

Monday thru Friday

8:30 am- 10:30 am

Stop in and sit down at Mays Center's coffee Bar for a cup or two of fresh brewed coffee, tea or hot chocolate. Come in and meet and chit chat with the Mays Center's staff. While you're sipping your hot drink a surprise guest or dignitary may drop by and have a coffee break with all of us. Join Us!

Game Day

Monday 1:00pm-5:00pm

Corn Hole, Ladder, Bocce Ball, Bingo, Pickleball and More!

Copy Station

Monday-Friday

9:00am -3:00pm

Seniors can copy documents free up to 10 copies per month

Notary On Site

Monday 11-12

Appointment are available

Substance Abuse Class

Instructor : Mr Coleman

Tuesdays

12pm-1pm

Advance Hustle Class

Tuesdays 2:30 pm -5:30 pm

Taught by Sheila Love. You will be introduced to new steps, have a great time and meet new friends.

Advance Hustle Class

Wednesdays 3:00 pm -6:00pm

Taught by Linda Shculer. You will be introduced to new steps, have a great time and meet new friends.

Beginning Computer Classes.

Tuesday- Thursday 10am - 12pm

You will be taught the basics from how to turn the computer on/off to what a mouse is, how to hold it and the mouse's functions and purpose.

Drop-in-Computer class

Monday, Tuesday, Wednesday and Thursday

8:30am -10:00am and 1:30 pm - 4:30 pm

This is an opportunity to come in and ask questions or use the computer.

Senior Citizens' Community Chorus

Thursday, April 24

3:00 pm-4:00 pm

Instructor: Rev. David Alexander and Mr., Richardson,

Music is a source of pleasure and a way for conveying passions especially for older adults. Singing gives a sense of wellness. It allows the vocal chords to enter into a soothing and powerful activity. The chorus can enrich a person social circle and improve personal fulfillment. To join this fun and exciting group you must be ready to shine.

Travel

Date: TBA Time: TBA Destination: TBA

One day trips that will be arranged and/or escorted by staff and/or travel agency.

Each excursion is structured for a safe and pleasurable destination. Emergency

forms must be filled out and turned into the center to take part in the field trip. Transportation is provided by licensed motor coaches or by a 16-passenger vehicle.
2025 Field Trips

Biblical Perspective

Date Tuesday 11am-12pm

Students will be taught the structure of the bible and what is a religion. The history and various translations of the bible. As well as the study of different beliefs, Gods and religions, from New Age to Atheist.

Book Chat

Date: 1st Monday of the Month 9:30

Join and relax with us as we explore new ideas, challenge beliefs, and develop a deeper understanding of yourself and others. As we read and discuss books. Let's together escape our daily stressors and enter a new world of books. We will together prepare discussion questions, encourage each other to share their insights, encourage respectful dialogue and open-mindedness, and ensure that everyone will have an opportunity to contribute to the discussion

Stroke and Blood Pressure Screening

Day: Wednesday April 2nd

10am- 3pm

Senior Cinema

Day: Mondays and Thursdays

10:30 am and 2:00 pm

April Features: Selected Entertainers in Concert

Enjoy a movie, fresh popcorn and punch with your friends. You will have a screen date with one of your movie stars. So come out! Setback and let's laugh together, cry together and shout at the movie screen together. Let's make it a movie date

(Intergeneration) Morning Coffee

Monthly: 2nd Saturday 10:30am-11:30pm Must pre-register

Senior women will gather weekly and exchange stories of failure, successes and dreams with young women. Topics will focus on health, fitness, nutrition, survival, depression, loneliness and more.

Grandfathers & Granddaughters Dance (Intergeneration)

Date: Saturday June 21st 1:00 pm -3:00pm

This intergeneration event objective is to strengthen the relationship between grandfathers and their granddaughters as Grandfathers can dance the night away with their favorite girl. Music provided by a local DJ. Refreshments will be served.

Introduction to Spanish

Mondays 1:00 PM - 2:00 PM

Pre-register

The class is designed to teach the fundamentals of the Spanish language and a few simple phrases in Spanish.

Beginners Hustle with Gardell On the Move Hustlers

Days & times: Mondays and Thursdays 3:30 - 4:30

Beginners the dance will be taught as a slow paced dance. The hustle is a fast-paced partner dance, related to swing, and commonly danced to disco and modern pop. The hustle involves four basic moves: stepping, twirling, and turning

Karaoke with Gardell

Friday 3:00-4:30

Come have some fun. Bring your own song or one will be provided.

Beginners Pickleball (Be Sure To Consult Your Doctor before Starting)

Date: Friday Time: 1:00

Participants will be taught the basics of Pickleball: hold the racket, swing the racket and hit the ball.

Pickleball is a low-impact sport that can help older adults stay active and independent.

The objective of Pickleball for older adults is to promote physical activity, social interaction, and mental stimulation.

Gardening

Day: Everyday, Time 8:00 am

Gardening will consist of growing various herbs. The time will include learning about the nutritional value of the herb, type of soil to use, how to care for it and harvest the herbs.

Dominoes Tournament

Date: TBA

The Single elimination tournament. Match Format: At start of any round in the match,

- Dominoes are all placed face-down in middle of table and shaken up (i.e. randomized) by the players
 - Each player will then randomly draw 7 dominoes that only they can look at. If any player draws 4 or more "double" dominoes (i.e. blank-blank, 1-1, 2-2, 3-3, 4-4, 5-5, or 6-6) into their hand, they can reveal them to the table so as to trigger a re-shake and re-draw.
- Opening play of first round of game is to player with double-six domino in hand.
Play to 250 pts. Winner goes to next round

Jewelry ((beads) Making class

Friday

10:30 am -11:00

Financial Workshop

April 17th

Elga Credit Union

Park Strolling

Tuesdays

Taking registration

9:00am

Group walks provide exercise and conversation. Groups will meet up at designated locations. The walks will take place in city parks and parks throughout Genesee county Transportation provided upon request.

Chair Stretch- er-cise

Day: 9:30am to 10:30 am Monday Wednesday, Friday

Slow pace exercises performed while sitting in a chair or standing with the support of a chair.

Chair Aerobics

Monday and Wednesday

12:00-1:00

Lunch N Learn

Date: Every Tuesday and Thursday

11:30-1:00

Every Tuesday a motivational speaker will introduce and teach a subject that will expand your knowledge as well as your curiosity. Lunch is provided only for those who sign up in advance.

Home Repairs

Tuesdays Time: 10:00 pre-register

This class is a hands-on class with some demonstrations. The class will highlight how to fix small repairs for the home. Including was to secure doors and windows. Licensed contractors will make appearances as well as hardware store personnel.

Health Screening

(Every other Monday) April 7th, April 21st

Hamilton Network

Every other Monday

1pm - 4pm Covid and Flu Vaccinations

My Body is Changing!

1st Friday 1:00 pre-register

Every month a speaker will talk about information concerning the aging process and living alone, intimacy, medication reactions, dental changes, digestive issues and more.

Healthy Eating Tips

3rd Mondays 11:30

This monthly workshop will give demonstrations, use you-tube and involve hands-on demonstrations centered around eating tips. But, don't feel like you have to accomplish everything at once. It's better to change a few small things at a time and increase effort as you go, rather than letting yourself get overwhelmed by a radical diet change.

On-line Dating Support Group

Day: 2nd Thursday Time: 10:00am **pre-register**

There are several pros and cons to online dating. It is important to weigh the positives and negatives and decide for oneself if this approach to meeting people is

worth it. This group is designed to share experiences, and ideas. The group is also for those who have discontinued online dating, and those who are thinking about starting on line dating and those who have parents over 55. Judgment is not allowed in the group's sessions!!! A professional counselor will navigate the group's agenda and answer questions.

Writing Your Story

4weeks Day: Tuesday 10:30 -11:30

Leave your history, your legacy and you words to your children and you grandchildren. Nobody can write your story better than you. This class will assist you in getting your story started and help when brain freeze sets in.

Seniors To Seniors Program

Day: Saturdays Time: TBA

High School Seniors will be matched by their high school counselors to senior citizens that volunteer for this program. On Saturdays a prepared script will be given to each High schooler. They will read/memorize the script and give a wellness check call to the volunteer from the Senior Center. The high School Seniors will be given refreshments, credit and will meet the senior citizen volunteer at a Thank you Luncheon.

Grace and Beauty

Day: Mondays 1:00pm-2pm

Pre-register

These sessions will address the changes that woman's body go through as it ages. bodies as we age. How to adapt to those changes, enjoy those changes, find humoring in those changes and embrace them. Special guest will include licensed barbers, hairstylist, fashion models, skin care specialist and a visit from Ms Senior Michigan.

Gathering Place

Day: Saturday time: 12 pm-4pm

A Gathering place for those who want to engage in table games, and watch Sports on the big screen. Included monthly Speakers on topics as men's health, health screening wellness, sports (fishing, golf, and outdoor sports), online dating and more.

Grief Support Group

Tuesday 11-12 Pre-register

The group provides a safe space to talk about grief and receive support from others who are experiencing similar emotions.

Caregivers Support
Tuesday 10-11

Grandparents raising Grandchildren Support Group

Thursday 11-12

Grandparents will meet with other grandparents raising grandchildren to discuss subjects relevant to the challenges, resources, and solutions raising their grandchildren. A Social worker will assist in the discussions

Mentorship (Intergeneration)

Start date April 26th

Description 4-week classes, Saturdays, Time 10:00-11:00am

Description Senior Citizens will teach checkers, chess, dominoes and billiards to teens from different organizations, sports teams and clubs. These teenagers will be supervised by a representative from their various organizations and or parents.

HASSELBRING SENIOR CENTER ADVISORY BOARD
MEETING
Monday December 30, 2024
1:00 pm.
Mayor's office

Meeting called to order

1. Introductions Gennois Wiggins, Community Center Liaison Lead I
2. Hasselbring Update Ed Taylor, Chief Staff
3. Purpose/Goal
 - a. Advisory Board
 - a. Build trust in the senior community
 - b. Program suggestions
4. Up-Coming Event
 - a. All paid Senior Field trip to Soaring Eagle Casino
Tentative Date 1/9/25
5. Next meeting

MEETING ADJOURNED

Hasselbring Senior Advisory Committee

Tuesday, January 7, 2025

Minutes 12/30/24

Present: Justus Thigpen, John Billings, Joyce Wilson, Bonnie Grass, Doris Hawkins, Councilman El Amin, Sam Stewart, Warren Love, (staff) Gennois Wiggins

The meeting opened at 1:00pm. Introductions of each person present made.

Discussed that this group attending is not a board. The group's purpose is to recommend programs and services to staff for the betterment of those who attend/participate in the Hasselbring Center. This group is a committee/council. A president will be elected. A Staff member of Hasslebring is the facilitator.

Program suggests Game Night, Billiards from 12pm until closing, center opened on weekends, computer class water exercise, and Bingo.

Suggestion that 1-2 televisions be put in the Billiard room and computer room.

Discussed closing of center when Flint public schools are closed. G. Wiggins stated the center via the city of Flint closes due to weather when the City Hall is closed.

Next meeting Tuesday January 7, 2025.

Meeting Adjourned 2:00pm

Hasselbring Senior Advisory Committee
Tuesday January 7, 2025
Mayors Office
Agenda

- I. Meeting called to order
 - II. Introductions
 - III. Hasselbring Committee member criteria
 - IV. Visitation to the City of Flint Service Center
 - A. 4805 Clio rd. Flint MI
 - V. Tour Flint Service Center
 - VI. Discussion
 - VII.
- Meeting Adjourned

Hasselbring Senior Advisory Committee
Tuesday January 21, 2025
Minutes 1/7/25
Mayors Office

Present: Sam Stewart, Bonnie Grass, John Billings: Staff G. Wiggins, T. Rodriquez

The advisory committee called to order at 1pm. G. Wiggins briefly discussed the process of becoming a member or advisory committee. The process includes submitting an application and or resume that will be reviewed by center staff.

G. Wiggins dismissed the meeting to resume at 1:00pm at the City of Flint Service Center 4805 Clion rd Flint, Mi.

The purpose of the meeting's relocation was to tour the center as a location for future tentative place for senior citizen programs.

Next meeting 1/21/25 1pm, location to be determined

Meeting adjourned at 2pm
Submitted G. Wiggins

HASSELBRING SENIOR CENTER ADVISORY BOARD
MEETING

Tuesday, January 21, 2025

1:00 pm.

Mayor's office

Agenda

Meeting called to order

1. Introductions
2. Minutes
3. Hasselbring Center Up-date
4. Initial Advisory Board Member selection
 - a. Application
 - b. Administration appointment
5. Board Discussion
 - a. Round-table
 - b. Group
6. Center Update
 - a. Program review
 - b. Comments
 - a. Program suggestions
7. Up-Coming Event
 - a. Soaring Eagle Casino
8. Next meeting

MEETING ADJOURNED

HASSELBRING SENIOR CENTER ADVISORY BOARD

Tuesday, January 27, 2025 ~~28~~ Jan 25, 2025

Minutes

In attendance: Doris Hawkins, Sam Stewart, Councilman El Amin. Staff: G. Wiggins. Quest: Shelli Green (City of Flint Chief Resilience officer)

Meeting called to order at 1:00 pm by G. Wiggins. S. Green discussed the process needed to select an advisory council for Hasselbring which included submission of an application from the candidates. This process will include recommendations for officers based on the input information on the application.

HASSELBRING SENIOR CENTER ADVISORY council Applications issued and returned by individuals who were present in today's meeting.

Round table discussion:

- Should the center be closed on snow days based on the public school system. G. Wiggins Stated city senior centers close when Flint City Hall is closed.
 - What to do with senior citizens who have been suspended from previous vendors? Group recommendation: Participants can return without question and fresh start. However a rules and regulation manual to be put in place and signed by all program participants as part of registration.
 - Youth advisory board or committee to assist with transgenerational programs (future programming).
 - Monthly Community Sunday Dinner
 - Back ground check if working with youth(?)
 - Community program and activities forum, (Include suggestion box)
 - Mindfulness support groups/program
 - More technological classes
- Vision for Center: active throughout the centers open hours; more wellness programs

Next meeting Tuesday, January 28, 2025 at 1:00pm.

Minutes submitted by Gennois Wiggins, Staff

HASSELBRING SENIOR CENTER ADVISORY BOARD
MEETING

Tuesday, January 28, 2025

1:00 pm.

Mayor's office

Agenda

Meeting called to order

1. Introduction James Richardson
2. Minutes
3. Hasselbring Center Up-date
 - a Court Thursday Burton Mi
 - b. Temporary Location
4. Advisory Board Council Applications
 - a. Member selection
Application due January 30, 2025
5. Board Discussion
 - a. Round-table
 - b. Group
6. Center Update
 - a. Hamilton Network
 - a. Program review
 - b. Comments
 - a. Program suggestions
7. Next meeting

MEETING ADJOURNED

Hasselbring Senior Advisory Committee
Tuesday February 4, 2025
McKinley Center
3002 Collingwood PL
Minutes January 28, 2025

Present: Councilman El-Ahmin, John Billings, Justus Thigpen, Sam Stewart, Warren Love

The meeting opened at 1:10pm. Introductions were made. Those who submitted applications/resumes as well as those recommended are as follows: Councilman El-Ahmin, John Billings, Justus Thigpen, Sam Stewart, Warren Love, K. McKinney, Doris Hawkins, Martha Jefferies, Larry Lay.

Discussed upcoming Casino trip.

Next meeting February 18, 2025

Meeting Adjourned at 1:45pm

Hasselbring Senior Advisory Committee
Tuesday February 18, 2025
McKinley Center
3002 Collingwood PL

Minutes, February 4, 2025

The meeting opened at 1:12pm. Introductions were made.

G. Wiggins (staff) read off names of the Hasselbring Advisory Committee which are as indicated: Councilman El-Ahmin, John Billings, Justus Thigpen, Sam Stewart, Warren Love, K. McKinney, Doris Hawkins, Martha Jefferies, Larry Lay.

All members toured McKinley Center for future use.
Update of Hasselbring center given by G. Wiggins.

Next meeting 2/18/25

Meeting Adjourned
Next meeting will be announced

Hasselbring Senior Advisory Committee
Tuesday February 18, 2025
McKinley Center
3002 Collingwood PL
Agenda

1. Meeting Called to order
2. Hasselbring update
3. Programs/services temporary at McKinley Center
4. Committee applications
5. Discussion
6. Continuation of Hasselbring Senior Advisory Committee meetings

Meeting Adjourned



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lighthouse, an Alera Group Company 56 Cesar E Chavez Ave SW Ste 300 Grand Rapids MI 49503	CONTACT NAME: Carly Sullivan PHONE (A/C, No, Ext): (800) 344-3531 E-MAIL ADDRESS: csullivan@lighthousegroup.com	FAX (A/C, No): (616) 455-9489	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED City Of Flint 1101 S Saginaw St. Room 203 Flint MI 48502	INSURER A: Old Republic Union Insurance Company		13604
	INSURER B: Midwest Employers Casualty Company		
	INSURER C: Star Surplus Lines Insurance Co		
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** 24-25 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			8223000627968	11/23/2024	11/23/2025	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/OP AGG \$ Retention \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			8223000627968	11/23/2024	11/23/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Retention \$ 3,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	EWC009030	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Vehicle Physical Damage			ITC11819023	12/25/2024	12/25/2025	Veh des \$18,081,185 Deductible \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 If special provisions apply, endorsements will be attached.

CERTIFICATE HOLDER For Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

CITY OF FLINT FIRE PREVENTION BUREAU FIRE & LIFE SAFETY INSPECTION

ADDRESS 1002 Home Ave ZIP 48505

BUSINESS / OCCUPANT Mays Senior & Community Service center PHONE 810-237-2444

PROPERTY OWNER City of Flint PHONE _____

ADDRESS _____

AFTER HOURS CONTACT PERSON Grenois Wiggins PHONE 810-237-2444

BUILDING

- Condition
- Aisles
- Exiting
- Storage
- Fire Doors
- Electrical
- Heating
- Out Side Storage

FIRE SAFETY EQUIPMENT

- Portable Fire Extinguisher
- Suppression System - Water
- Suppression System - Hood
- Suppression System - Fire Dept. Connection
- Stand Pipe
- Auto Detection System
- Alarm System Tested
-

MISCELLANEOUS

- | | |
|---|--|
| <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Grounds |
| <input checked="" type="checkbox"/> Employee Knowledgeable of Suppression Equipment | <input type="checkbox"/> Access to Building |
| <input type="checkbox"/> Knowledgeable on how to sound alarm / report fire | <input type="checkbox"/> UST |
| | <input checked="" type="checkbox"/> Knowledgeable on how to shut off Gas & Electric supply |

X - O.K O - REQUIRES ATTENTION N/A - NOT APPLICABLE

REMARKS AND/OR VIOLATIONS No Fire Code Violations at this time.

CONTACT PERSON AT TIME OF INSPECTION X Grenois Wiggins

INSPECTOR [Signature] DATE 04-01-25

Hasselbring Budget

	2025 Budget	2026 Budget	2027 Budget
208-752.160-752.000 Supplies	\$ 9,600.00	\$ 5,000.00	\$ 9,000.00
208-752.160-801.000 Professional Services	\$ -	\$ -	\$ -
208-752.160-920.000 Utilities	\$ 6,000.00	\$ 21,000.00	\$ 21,000.00
	\$ 15,600.00	\$ 26,000.00	\$ 30,000.00



GENESEE COUNTY HEALTH DEPARTMENT

630 South Saginaw Street - Flint, MI 48502 - Phone (810) 257-3603

Food Establishment Inspection Report

Name:

Mays Senior and Community Service Center

Address: 1002 W Home

City: FLINT

State: MI

Zip: 48505

District: F05 Flint City

License/Permit Number:

Assigned Inspector: Eric Somsky

Follow Up Inspection Required:

Follow Up Inspection Date Due: MM/DD/YYYY

Onsite Wastewater System : Municipal

Water Supply: Municipal

INSPECTIONS

Inspection Date: 06/27/2025

Purpose: Pre-Opening

Follow Up Inspection Required:

Follow Up Inspection Date Due: MM/DD/YYYY

Number of Violations: 0

Number of Repeat Violations: 0

License Posted: NA

No Smoking Posted: Yes

Certified Food Manager Required: Exempt

Temperature Log

Name: Reach in Cooler

Type: Equipment

Temp (F): 37

Sanitizer Type:

PPM:

Summary of Cited Violations

Repeat Recurring

none cited

Comments:

The purpose of today's visit was to conduct a change of ownership pre-opening inspection of Mays Senior and Community Service Center located at 1002 W. Home Ave in the city of Flint.

Facility is a serving site only with food provided by Eastern Michigan Food Bank and other licensed facilities. No changes to equipment, plumbing, electrical or mechanical.

Annual Food License payment of \$360.00 received by the front office. Receipt # 11993

There are no violations to cite and no need for a follow up at this time.

This facility is approved to open and operate under the new ownership of City of Flint - Mays Senior Center.

This facility was inspected to determine the level of compliance with Food Law of 2000 Act No. 92. Violations cited in this report shall be corrected with the time frames specified below, but within a period not to exceed 10 calendar days for priority or priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in license suspension and/or other legal action. You have the right to appeal any violation listed.

This signature does not imply agreement or disagreement with any violation noted.

PIC Signature:

Inspector Signature:



PIC Name: Gennois Wiggins

Inspection Conducted by: Daniel Porter

CONTRACT BETWEEN

The County of Genesee,
a Municipal Corporation,
Acting By and Through
Genesee County Department of Senior Services
324 South Saginaw Street, Suite 7A
Flint, Michigan 48502

And

City of Flint
1101 South Saginaw Street
Flint, Michigan 48502
A Local Unit of Government

hereinafter referred to as the "OPERATING ENTITY,"
the entity operating the **Eric Mays Senior and Community Service Center,**
hereinafter referred to as the "Senior Center" or "**CENTER.**"
The COUNTY and OPERATING ENTITY together hereinafter referred to as the
"**PARTIES.**"

For the period from January 1, 2026, through September 30, 2026

WHEREAS, the Genesee County Board of Commissioners adopted a 2025-2026 Senior Millage – Senior Center Program ("Program") budget with the objective of providing Senior Citizen Services Millage (the "Senior Millage") funds to county senior centers for the purpose of increasing and enhancing senior citizen services, beyond those offered by senior centers prior to the Senior Millage, with funding from the Senior Millage previously authorized by the electorate of Genesee County; and

WHEREAS the objective of the Senior Millage is to fund services that improve the health, safety, and quality of life for Genesee County residents aged 60 years or older; and

WHEREAS Genesee County hereinafter referred to as the "COUNTY" is responsible for administering and expending the Senior Millage as adopted and amended by the Genesee County Board of Commissioners, and for assuring compliance with Program requirements; and

WHEREAS the OPERATING ENTITY operates a CENTER that has been designated as a preferred focal point for comprehensive and coordinated service to seniors in their own neighborhood; and

WHEREAS the OPERATING ENTITY has adequately represented in its application to the COUNTY that it intends to undertake or continue programs that will provide comprehensive and coordinated services to Genesee County seniors, and that it is eligible to receive Program funding; and

WHEREAS, because the objectives of the Program coincide with the objectives of the OPERATING ENTITY, the two parties have, therefore, entered this Contract.

NOW, THEREFORE, in consideration of the mutual covenants and premises set forth herein, the parties agree as follows:

1. The Contract term commences on January 1, 2026, and continues through September 30, 2026. The Contract is effective upon approval by the Genesee County Board of Commissioners.

The County has the option to extend this Contract for one (1) additional one-year term (the "Extension Term"). The Senior Services Director is authorized to execute the Extension Term on behalf of Genesee County.

2. The OPERATING ENTITY agrees to accept the terms of this Contract and those stated in its submitted application for Senior Millage funding and further agrees to perform the services described in this Contract, the Center's application, and in the attachments listed below, all of which are incorporated by reference to this Contract:

- Attachment A: 2025-2026 Senior Millage – Senior Center Program Budget & Revenue Sheet
- Attachment B: 2025-2026 Senior Millage – Senior Center Program Monthly Reimbursement Request Form
- Attachment C: ICHAT Form
- Attachment D: Genesee County Senior Services Purchasing Regulations and Genesee County Travel Regulations
- Attachment E: Levels of Monthly Service and Programming Definitions
- Attachment F: Event Sign-in Sheet and Monthly Address Report

This document governs if a conflict exists between this document and those incorporated by reference or the application.

3. The OPERATING ENTITY agrees that the terms and conditions set forth herein are a reasonable and appropriate means to assure that the use of Senior Millage funds complies with all 2025-2026 Senior Millage – Senior Center Program requirements, and further agrees to perform within the policies applicable to program requirements stated:
 - a. Senior Centers shall continue to provide the level of service to maintain the associated funding level. For centers failing to meet the benchmarks for two consecutive months following notification, the funding may be reduced to the dollar amount calculated for the level of service.

- b. Senior Centers may solicit and accept funds such as donations from many sources including foundations, the public or private sector, individuals, fundraiser events, and other activities, to enhance center programming and operations. Membership fees may also be classified as donations if the service included as part of the fee is offered by the senior center to seniors who choose to not purchase a membership. A center's request for donations shall not be directly tied to the provision of a millage-supported service nor shall a donation result in undue influence over a center for the donating party's private or personal interests. The OPERATING ENTITY shall, within 30 days of receipt of funds, disclose to Genesee County all funds received as alternate sources of income, including donations, membership fees, and revenue.
4. The COUNTY agrees to award the OPERATING ENTITY a total amount not to exceed \$54,744.00 for the full term of the Contract for support of services for seniors through the expenditures described in the approved budget submitted by the OPERATING ENTITY, Attachment A to this Contract, said amount to be disbursed and reimbursed as stated in paragraphs 5 of this Contract; subject, however, to limitations contained in this Contract as to the use of Senior Millage funds and possible termination of the Contract due to failure to comply with Program requirements. This Operating Entity is awarded \$54,744.00 and is funded at Level 1.
5. The OPERATING ENTITY shall submit to the COUNTY monthly Reimbursement Request Reports, using the format provided in Attachment B of this Contract. All 2025-2026 Program funds will be reimbursed by the COUNTY to the OPERATING ENTITY based on approval of monthly reimbursement requests as documented by invoices and other supporting documentation. Monthly supporting documentation includes the following but is not intended to be all-inclusive: time sheets, copies of payroll/invoices, bank statements, canceled checks, credit card statements, and profit and loss statements. Monthly reimbursement payments will begin in February 2026 for January reimbursements, or as soon thereafter as requests are submitted and approved.
 - a. The total amount of fees collected for any program, class, or event for which Senior Millage reimbursement is sought shall be noted on the reimbursement request and deducted from the submitted cost.
 - b. All operating and equipment expenditure reimbursement requests for credit and/or debit card purchases must be made using a card issued in the name of the senior center or the municipality under the governing body. Each reimbursement request must include a copy of the full credit or debit card invoice and a copy of the issued check.
 - c. OPERATING ENTITY shall not be reimbursed for any reimbursement request including a receipt or invoice in which a portion of the receipt or invoice has been redacted, obscured, or blacked out.

6. The OPERATING ENTITY shall track, maintain, and report senior event participation and address information. The monthly address report and event sign-in forms, as set forth in Attachment F, must be submitted no later than the 21st of each month.
7. Properly documented requests for reimbursement submitted to the COUNTY by the 21st of each month will be processed and, if approved, disbursed by the 15th of the next month. Requests submitted later than the 21st of each month and incomplete requests (e.g., inadequate supporting documentation) will be processed in the following reimbursement cycle. At its sole discretion, the COUNTY will deem expenditures as either eligible or ineligible for each reimbursement. The COUNTY may, at its discretion and upon reasonable notice, require the OPERATING ENTITY to complete reports additional to those attached to this Contract regarding the CENTER'S expenses and activities.
8. The following criteria apply for reimbursements:
 - a. The monthly reimbursement will not exceed 1/9 of the total funding award (approximately \$6,083) unless the Operating Entity has obtained prior approval from the Department of Senior Services. If the Center or Operating Entity is found to be in noncompliance, reimbursement requests may not receive approval until the concern(s) of non-compliance are corrected to the satisfaction of the County.
 - b. Senior Millage funds may be used to provide increases in salaries or compensation packages for any employee or contractor. Any employee wages will comply with any state and federal minimum wage law.
 - c. Senior Millage funds may not be used to buy gifts or gift cards for employees, interns, senior citizen participants, or board members. Senior Millage funds cannot be used for volunteer or intern stipends, or housing.
 - d. All requested reimbursement receipts for this Contract term must be received by the Department of Senior Services by October 31, 2026, including utility payments. Receipts received after this date will not be reimbursed. Submitted items must be invoices or receipts; purchase orders are not reimbursable.
 - e. Subject to subparagraph 8d above, reimbursement requests must be submitted within 90 days of the date of service of the activity for which reimbursement is sought, or within 45 days of the date of invoice or receipt, whichever occurs later. Exceptions apply to requests related to annual bills, memberships, or services extending beyond the current fiscal year. This includes but is not limited to payroll, utility bills, phone bills, software subscriptions, memberships, service contracts, trainings or conferences, and credit card purchases. The remaining portions of

the reimbursement requests may be submitted at the start of the following fiscal year.

- f. Monthly reimbursement requests can include no more than two months of supplies for the center, including office, operating, or food supplies.
 - g. All equipment purchases and any facility improvements must be purchased and/or completed by August 2026, to allow Department of Senior Service staff to confirm purchases and improvements before the end of the fiscal year.
 - h. Senior Millage funds may not be used to purchase daily meals for the senior center without prior approval from the Department of Senior Services.
9. The OPERATING ENTITY agrees to document all revenue. Monetary transactions (cash or check) must be documented, and a receipt issued. Keep documentation related to revenue such as receipts on-site at the CENTER for review by the Department of Senior Services.
 10. The OPERATING ENTITY may submit a maximum of one budget amendment per quarter. All budget adjustments must be approved by the Department of Senior Services, and the Board of Commissioners, when required. All budget adjustments must be approved by the Department of Senior Services, not to exceed \$29,999,99. The Board of Commissioners' approval is required for budget amendments over the amount of \$30,000.
 11. The OPERATING ENTITY agrees to provide to all Genesee County senior residents aged 60 and over wishing to use services at the CENTER, without any fee differential based on where within the County the senior citizen resides, and a minimum of activities per month for Level 1, respectively for the following services: educational programs (4); health programs (8); and social services (available) as set forth in Attachment E.
 12. The OPERATING ENTITY agrees to offer and have available daily, congregate meals and/or nutritional programs; transportation services which may be provided by the CENTER or through the Mass Transportation Authority.
 13. The OPERATING ENTITY agrees to adhere to senior programming, state, and federal guidelines, and regulations, including but not limited to meal regulations.
 14. The OPERATING ENTITY agrees to employ a full-time, on-site Director of the CENTER.
 15. The OPERATING ENTITY agrees to keep the CENTER open and accessible to seniors a minimum of forty (40) hours; 5 days per week, except for County or State recognized holidays or other local units of government-approved building

closures. Programming must be scheduled for a minimum of forty (40) hours per week.

16. The OPERATING ENTITY agrees to implement the 2025-2026 Program in accordance with the projected budget contained in its application and included as Attachment A to this Contract, subject to any prior approval limitations set forth therein.
17. The OPERATING ENTITY agrees to implement appropriate and adequate methods to evaluate and report on its operational and programmatic performance, including, but not limited to, individual activity participation numbers of seniors, financial record keeping, revenue and expenditures incurred, local maintenance of effort commitments and other applicable supportive documentation of expenditures supported by 2025-2026 Program funds.
18. The OPERATING ENTITY agrees to perform criminal background checks annually on paid staff or volunteers with access to personal information within 15 days of the individual's commencement or submit the proper paperwork to the Department of Senior Services to do the background checks. See Attachment C. Proof of performance of the required background check shall be submitted to the Department of Senior Services within 21 days of the individual's commencement. The Operating Entity agrees to perform yearly criminal background checks on all board members. See Attachment C. The OPERATING ENTITY further agrees that costs associated with persons meeting the following criteria will not be paid utilizing Senior Millage funds:
 - a. Persons having a felony conviction in this state or elsewhere within the last 10 years; or
 - b. Persons having a felony charge pending in this state or elsewhere; or
 - c. Persons having a misdemeanor conviction in this state or elsewhere within the last 10 years involving theft, assault, battery, drug-related, or any abusive crimes; or
 - d. Persons having a misdemeanor charge pending in this state or elsewhere involving theft, assault, battery, drug-related, or any abusive crimes.

The COUNTY retains the right to deny reimbursement for salary requests, or recapture paid reimbursements by withholding from future requests if it determines that the individual for whom the request is/was made falls within any of the above categories.

19. The OPERATING ENTITY agrees to perform tests for tuberculosis for all paid staff and volunteer workers who will have direct contact with food preparation and/or distribution tasks and shall submit to the COUNTY proof of said tests within 15 days of their commencement. All other paid staff and volunteers are

only required to have a tuberculosis test at the time of hire. It is recommended that all paid staff and volunteers are tested for tuberculosis on an annual basis. The OPERATING ENTITY further agrees that individuals having positive test results will not be permitted to continue in such functions.

20. The OPERATING ENTITY agrees to perform face-to-face CPR/FIRST AID and AED training for all paid staff and contracted employees (excluding instructors and seasonal workers) and shall submit to the COUNTY proof of training within 30 days of their commencement. The OPERATING ENTITY agrees to have on-site an AED machine.
21. The OPERATING ENTITY agrees to comply with mandatory fire, safety, public health codes and standards and local building codes, and to provide annually evidence of continued compliance with current documentation, certifications and/or licenses, as applicable.
22. The OPERATING ENTITY agrees to include the **exact** statement and the Genesee County logo in all printed materials, newsletter, program and registration materials, special events, center's website, advertisements, program presentations, etc. funded in whole or in part with Senior Millage dollars: ***"This program and/or service is fully or partially funded by Genesee County Senior Millage funds. Your tax dollars are at work."***
23. The OPERATING ENTITY agrees to email the monthly newsletter by the 5th of each month to the Department of Senior Services. The OPERATING ENTITY also agrees to allow the Department of Senior Services or their Commissioner to place an ad in the newsletter six times per year with statistics or correspondence concerning programs funded by the Senior Millage.
24. The OPERATING ENTITY shall complete the expenditures described in its approved budget (Attachment A of this Contract) no later than the end of the Program Year, September 30, 2026.
25. The OPERATING ENTITY acknowledges that, at any time, the COUNTY may withhold payment of reimbursements if, in its sole assessment, the COUNTY determines that the OPERATING ENTITY has failed to comply with any Program requirements. In addition, any funds provided pursuant to the 2025-2026 Program are subject to repayment to the COUNTY if, in its sole assessment, the COUNTY determines that the OPERATING ENTITY has failed to comply with Program requirements at any time during the 2025-2026 Program period or a prior period.
26. The COUNTY may terminate this Contract without notice at any time during the Contract term if it determines that the OPERATING ENTITY has failed to substantially comply with Contract requirements. At the COUNTY'S option, the OPERATING ENTITY may be given fourteen (14) days' notice and the opportunity to cure the deficiencies in its Program. Furthermore, this Contract may be terminated by the County for any reason related to changing objectives

of the Senior Services Program or due to diminution of funds by giving the OPERATING ENTITY written notice of the effective date of termination. All costs and liabilities associated with this Contract will cease as of the effective date of termination. Requests for funding for costs up to that date will be subject to the COUNTY assessment of acceptability.

27. This Contract may be modified by the parties only by a written document signed by authorized representatives.
28. The OPERATING ENTITY agrees that, during its tenure and for one year thereafter, none of its members, officers, or employees who exercise any functions or responsibilities with respect to the performance of the activities which are subject to this Contract shall have any interest, direct or indirect, in any subcontract or the proceeds thereof for work to be performed in connection with this Contract. The OPERATING ENTITY further agrees to incorporate a provision prohibiting such interest in all subcontracts regarding the performance of such activities.
29. The OPERATING ENTITY agrees that no individual who serves as a member of the governing board or is a member of a Board Committee or advisory committee may be employed as a staff member during his/her term of office. The OPERATING ENTITY further agrees that no Senior Millage funds shall be used to pay for the services of any employee or contractor who is a member of the immediate family of a member of the OPERATING ENTITY's governing board or of the director of the CENTER unless the individual was hired before the year 2006 and has been in continuous employment with the CENTER since being hired. A member of an immediate family shall include any of the following persons: Husband, Wife, Father, Father-in-law, Mother, Mother-in-law, Sister, Sister-in-law, Brother, Brother-in-law, Son, Son-in-law, Daughter, Daughter-in-law, niece, nephew, grandchildren, aunt, uncle, cousin, stepparent, step-sibling, or domestic partner.
30. The OPERATING ENTITY agrees that no individual who serves as a member of the OPERATING ENTITY's governing board or is a member of a board committee or advisory committee will receive any payment for services from the OPERATING ENTITY.
31. The OPERATING ENTITY agrees that the Director of the CENTER will be an employee of the OPERATING ENTITY and will not hold a voting position on the governing board of the OPERATING ENTITY. The OPERATING ENTITY further agrees that the Director shall have no authority regarding the selection, evaluation, nomination, appointment, or election of any member of the governing board. It shall be the responsibility of the governing board to review and approve decisions by the Director.
32. The OPERATING ENTITY and its employees are not Genesee County employees.

33. The OPERATING ENTITY shall comply with all federal, state, or local laws, regulations and standards, processes, and any amendments thereto, as they may apply to the performance of this Contract.
34. The OPERATING ENTITY agrees to adhere to its own procurement standards or, in the absence of such acceptable standards, to the Genesee County Senior Services Purchasing Regulations as set forth in Attachment D to this Contract. The OPERATING ENTITY agrees to adhere to its own travel regulations or, in the absence of such acceptable regulations, to the Genesee County Travel Regulations as set forth in Attachment D to this Contract. Notwithstanding the preceding, no reimbursements for overnight travel or travel outside of Genesee County shall be made from Senior Millage funds without prior approval of the Genesee County Board of Commissioners. Additionally, reimbursement costs for any travel shall not exceed those rates set forth in the Genesee County Travel Regulations.
35. The OPERATING ENTITY agrees to allow the COUNTY to enter a contract with a firm to administer an annual Audited Financial Report of the CENTER operations. It is understood that a copy of the audit is required as part of the application for funding. No reimbursements for the performance period of this Contract will be made prior to a copy of the audit being provided. The OPERATING ENTITY shall submit a copy of the filed 990, 1099, and W-2 forms for the current year.
36. The OPERATING ENTITY agrees that political campaign intervention, including directly or indirectly participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for elective public office, is prohibited.
 - a. Political campaign intervention includes:
 - i. Contributing to political campaign funds.
 - ii. Making public statements of position (verbal or written) by or on behalf of the senior center in favor or opposition to any candidate for public office.
 - iii. Distributing statements prepared by others that favor or oppose any candidate for public office.
 - iv. Making public statements of position.
 - v. Allowing a candidate to use the center's assets or facilities if the equivalent opportunity is not provided to all other candidates.
 - vi. Making partisan comments in official senior center publications or at official functions of the senior center.
 - vii. Political fundraising at the senior center.

- b. Political campaign intervention does not include:
 - i. Taking a position on public policy issues as a senior center, so long as the message does not favor or oppose a certain candidate or otherwise violate the political campaign intervention prohibition.
 - ii. Promotion of voter registration in a non-partisan manner.
 - iii. Encouragement of voter participation in a non-partisan manner.
 - iv. Providing voter education / voter guides in a non-partisan manner.
 - v. Non-partisan candidate forums or debates at the senior center.
 - vi. Candidates appearing or speaking at events of the senior center in a non-candidate capacity.
 - vii. Supporting the Senior Millage

37. The OPERATING ENTITY agrees to permit its Commissioner to conduct town halls and/or community events for the purpose of communicating with constituents.

The OPERATING ENTITY agrees that title to any approved equipment purchased in whole or part using Senior Millage funds shall vest with the County of Genesee upon acquisition. The Senior Services Director may, in writing, waive the requirements of this paragraph for any purchase. Waiver in one instance, shall not constitute automatic future waiver regarding the requirements of this paragraph. For this section, equipment is defined as tangible, non-expendable, personal property having a useful life of more than 1 year and an acquisition cost of \$1,000.00 or more per unit. Equipment purchases not included in the submitted budget are automatically unapproved unless a formal budget amendment is submitted to the Senior Services Director.

38. The OPERATING ENTITY agrees to notify the Senior Services Director of damage, theft, or replacement of any equipment purchased with Senior Millage funds within 48 hours of such occurrence. When applicable, a copy of the police report must be submitted to the Senior Services Director within two weeks of the occurrence. The OPERATING ENTITY further agrees to repair or replace damaged or stolen equipment or to reimburse the COUNTY with the millage-funded purchase cost utilizing non-senior millage funds. Failure to repair or replace such equipment shall result in repayment to the COUNTY of the millage-funded purchase cost by reducing payments to the OPERATING ENTITY of submitted reimbursement requests by the cost of the equipment until repayment has been achieved.

39. The OPERATING ENTITY shall indemnify, defend, and hold harmless the COUNTY against any and all expenses and liability of any kind which the

COUNTY may sustain, incur, or be required to pay to arise out of this Contract; provided, however, that the provision of this paragraph shall not apply to liabilities or expenses caused by, or resulting from, the willful or negligent acts or omissions of the COUNTY or any of its officers or employees. Further, in the event the OPERATING ENTITY becomes involved in, or is threatened with, litigation related to this Contract, or the activities supported by the 2025-2026 Senior Millage – Senior Center Program, the OPERATING ENTITY shall immediately notify the COUNTY, wherein the COUNTY may enter into such litigation to protect the interests of the COUNTY as they may appear.

40. The OPERATING ENTITY shall not discriminate against any employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (including, but not limited to, pregnancy, sexual orientation, or gender identity), disability, marital status, height, weight, or genetic information.
41. The OPERATING ENTITY agrees that the COUNTY may, at reasonable times and without notice, visit and inspect the CENTER and discuss or survey the CENTER'S activities with seniors who agree to participate.
42. The OPERATING ENTITY gives the COUNTY, or any other representatives designated by the COUNTY, the right to visit the CENTER at reasonable times and without notice, to examine all records, books, and papers related to the performance of activities which are the subject of this Contract.
43. The OPERATING ENTITY acknowledges that the COUNTY as a public body is subject to the Michigan Freedom of Information Act. Records held by the COUNTY are public unless exempted. Notwithstanding the foregoing, confidential information collected and provided to the COUNTY by the OPERATING ENTITY as part of its reporting requirements shall be used solely for purposes of performing and evaluating the performance of this Contract and will not be retained.
44. That failure by the COUNTY to insist upon strict adherence to any terms of this Contract shall not be considered a waiver or deprive the COUNTY of the right thereafter to insist upon strict adherence to that term, or any other term, of this Contract.
45. The Contract Administrator of this Contract is the Senior Services Director, Lynn M. Radzilowski. Obligations of or to the COUNTY in this Contract will be performed by or provided to, the Contract Administrator, or her designee.

The individual or officer signing this Contract certifies by their name that they are authorized to sign this Contract on behalf of the responsible governing board, official, entity, or contractor.

COUNTY OF GENESEE

CITY OF FLINT

By: _____
Dale K. Weighill, Chairperson
Genesee County Board of Commissioners

By: _____
Sheldon Neely, Mayor
City of Flint

Date

Date

Name of Center:	FY 2024-2025 Senior Millage Budget	Proposed FY 2025-2026 Senior Center Budget Expenditures - Senior Millage
ADMINISTRATION		
Salaries – Administrative	\$ -	\$ -
Salaries – Support Staff	\$ -	\$ -
Fringes -- Employer FICA	\$ -	\$ -
Fringes – Medical	\$ -	\$ -
Fringes – Other	\$ -	\$ -
SUBTOTAL	\$ -	\$ -

PROGRAMMING		
Special Projects / Events	\$ -	
Volunteer Expenses	\$ -	\$ -
SUBTOTAL	\$ -	\$ -

OPERATIONS		
Facility Maintenance	\$ -	\$ -
	\$ -	\$ -
Equipment Maintenance	\$ -	\$ -
Grounds Maintenance	\$ -	\$ -
Insurances & Bonds	\$ -	\$ -
Legal Services	\$ -	\$ -
Memberships / Publications	\$ -	\$ -
Office Supplies	\$ -	\$ -
Operating Supplies	\$ -	\$ -
Postage	\$ -	\$ -
Service Contracts/Licenses	\$ -	\$ -
Phone/ Fax/ Internet/ Web Services	\$ -	\$ -
Vehicle Maintenance / Insurance	\$ -	\$ -
Outreach	\$ -	\$ -
		\$ -
SUBTOTAL	\$ -	\$ -

COMPUTERS SOFTWARE		
XAVUS SOLUTIONS	\$ -	\$ -
Equipment Purchases	\$ -	\$ -
SUBTOTAL	\$ -	\$ -

TOTAL AWARD EXPENDITURES	\$ -	\$ -

Attachment A for Contract: 2025 - 2026 Budget and Administration

	2024-2025 Budget Revenue	2025-2026 Proposed Revenue
Name of Senior Center:		
	\$ -	
SUBTOTAL	\$ -	\$ -
General Fund		
Local School District	\$ -	\$ -
Local Special Millage	\$ -	\$ -
In-Kind Value		
LEASE/		
VAN GAS		
		\$ -
Federal CDBG	\$ -	\$ -
State of Mich. Office of Services to the Aging	\$ -	\$ -
Michigan Department of Transportation	\$ -	\$ -
Valley Area Agency on Aging	\$ -	\$ -
Private Contributions/Donations		
Special Projects Grants		
		\$ -
		\$ -
Program Service Fees / TRAVEL		
Rental Income	\$ -	
Interest Income		
Membership		
Newsletter Fees	\$ -	\$ -
Fundraising Events		\$ -
Other Revenue Sources		
MEMORIALS/COMMISSIONS		
SUBTOTAL	\$ -	\$ -
		\$ -
Total Revenue		\$ -
Identify the supporting Local Unit of Government(s):		

2025-2026 SENIOR MILLAGE MONTHLY REIMBURSEMENT REQUEST

Senior Center: Eric Mays Senior and Community Service Center
Pay to (Operating Entity): City of Flint
Mail Address: 1101 South Saginaw Street
Flint, Michigan 48502

SENIOR MILLAGE FUNDING

2025-2026 Millage Allocation: \$ 54,744.00

Funds Previously Requested

Balance Remaining Prior to this Request:

SENIOR MILLAGE FUNDING

Time Period of Expenditures for this Request:

Total Claimed in this Request:

Balance Remaining After this Request: \$ -

AUTHORIZED SIGNATURE

I certify to the best of my knowledge and belief, the billed costs of disbursements are in accordance with the terms of the agreement and that the reimbursement request represents the Millage share due and has not been previously requested and is true and correct.

Prepared by: _____
Name and Title Phone

Approved by: _____
Signature of Authorized Official Date



GENESEE COUNTY SENIOR SERVICES

County Administration Building
324 Saginaw St., 7th Floor
Flint, Michigan 48502
(810) 424-4478

Lynn M. Radzilowski
Director

Authorization for Michigan ICHAT (Internet Criminal History Access Tool)

Reason for ICHAT (please circle one): Employment Volunteer
Other: _____

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____ Race: _____ Gender: _____

Other Last Name(s): _____

Other First Name(s): _____

Other Middle Initial: _____

Senior Center _____

I authorize the Genesee County Department of Senior Services and/or its agents to conduct a background check, including, but not limited to, the information I have indicated above. I understand that the information obtained will be used for lawful purposes only.

By checking this box, I authorize the Genesee County Department of Senior Services to perform annual background checks while volunteering or employed at the senior center, and I release all persons, companies, or agencies from any liability that may result from furnishing such information.

Signature of Applicant

Date

Witness

Date

Please return original to:

Department of Senior Services
324 S. Saginaw St. 7A
Flint, MI 48502

ATTACHMENT D GENESEE COUNTY PURCHASING REGULATIONS &
GENESEE COUNTY TRAVEL REGULATIONS

Genesee County Purchasing Regulations:

[04.002: Purchasing Policy effective: 06/12/2024 – RES-2024-582](#)

Genesee County Travel Regulations:

[02.001:Travel Policy effective: 07/24/2024 – RES-2024-699](#)

Programming Definitions

Education – A class or seminar **lead by an instructor** to show “how to do” or give information on a specific topic. Education examples but are not limited to:

Computer Classes, Craft Classes, Driver Safety Classes, Quilting or Sewing Classes, Gardening, Investments, Tech Class, Painting Classes, Music Lessons, Woodshop, Woodcarving, Diabetic Classes

Health – Services/Classes/Exercise – Programming which falls under medical services. Health examples but are not limited to:

Brain Games, Chess, Puzzles, Vaccinations, Exercise, Dance Classes, Tai Chi, Yoga, Wii Games, Podiatrist, Chiropractor, Health Screenings (blood pressure, blood sugar, vision, hearing, etc.)

Nutrition Services – Provision for healthy meals and healthy eating, which includes but is not limited to:

Congregate Meals, Senior Center Meals, Cooking Classes, Food Pantry, Commodities, TEFAP, Senior Project Fresh, Nutrition education

Transportation – Transportation is limited to transporting older adults in Senior Center vehicles or MTA transportation set up through the senior center. A ride is considered as one way. *Example – You pick up Jan Doe at her home to the Senior Center. She has requested to go to the post office and then to her home. This would be logged as three rides.* Transportation does not include rented Motorcoach Transportation.

Transportation includes but not limited to:

Grocery shopping, to/from the senior Center, Doctor/Medical appointments, Personal needs

Socialization – Programming to enhance the older adult’s social experience. Socialization includes but is not limited to:

Bingo, Cards, Entertainment events, Coffee/socializing, social groups such as knitting/crocheting without Instructor, travel programs

Social Services – Services performed (one to one) by volunteers or staff personnel. Social services include but are not limited to:

Housing information, Intake – Assessment and Referral*, Legal Services, My Bridges, Medicare Part D, MMAP, Tax Assistance, Medical Loan Closet, Support Groups*, CHAP/Social Workers, Medical Program Registration (Genesee Health Plan Dental, Advanced Care Planning, etc.)

Outreach – Outreach includes but is not limited to:

Newsletters, Presentations/Speaking engagements regarding the Senior Center, Information and Assistance, Marketing efforts, Senior Center Website visits

Volunteerism – Unpaid service to the Senior Center, includes but are not limited to:

Center maintenance, AARP tax volunteers, Committee/Board members, Reception Desk/Greeters, Instructors, Kitchen help

** - It is understood a program may fall within the definition of more than one area. It should be used in only one category per month. **Example:** you normally put line dancing in Health however, during the month of February you had plenty of events in health but needed extra in education. For the month of February, you could move line Dancing from Health and put it under Education. For unduplicated yearly statistics the event would only be used in one category.*

** - Not to be confused with Information and Assistance.*

ATTACHMENT E 2025-2026 SENIOR MILLAGE SENIOR CENTER LEVELS OF SERVICE

2025-2026 Levels of Service - Senior Citizen Centers

Activity / Service Type	Minimum Average Number of Activity / Service Type Provided Each Month		
	Level 3	Level 2	Level 1
Education	10	6	4
Health	14	10	8
Nutrition	Available	Available	Available
Transportation	Available	Available	Available
Social Services	10	6	Available
Outreach	Distribute Newsletter	Distribute Newsletter	Distribute Newsletter
Reports of Participation	MySeniorCenter	MySeniorCenter	Sign-in sheets
Volunteerism / Planning	Available	Available	Available
Support Groups	Available	Available	Not Required
Legal Services	Available	Available	Not Required
Health Screenings	Available	Available	Not Required
Unduplicated Seniors	1,000+	250+	100+

ATTACHMENT F

ERIC MAYS SENIOR AND COMMUNITY SERVICE CENTER

Month & Year: _____

	ACTIVITY/PROGRAM	NAME	STREET ADDRESS	APT. / LOT #	CITY	ZIP CODE	AGE	GENDER	RACE (AA/A/C/H /NA/U)
1									
2									
3									
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Mays Senior Center Address reporting form 2025-2026

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Mays Senior Center Address reporting form 2025-2026

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DESCRIPTION: Addition of new Senior Center (Mays Senior and Community Service Center)

GL #	Description	Increase/(Decrease)
2231-691.00-867.019	CNTR OF MAYS SR SERV	54,744.00

APPROVED BY: _____



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2026-0024

Agenda Date: 2/11/2026

Agenda #: 2.

To: Charles Winfrey, Human Services Committee Chairperson

From: Pamela Coleman, GCCARD Director

RE: Approval of a request to accept Amendment No. 1 to the Community Services Block Grant 25 - 2026

BOARD ACTION REQUESTED:

The Genesee County Community Action Resource Department (GCCARD) requests authorization from this committee to accept Amendment No. 1 to the Community Services Block Grant 25 - 2026 (CSBG) between the Michigan Department of Health and Human Services (MDHHS) and Genesee County, with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

BACKGROUND:

GCCARD has received notice from MDHHS of an amended "true-up" of the CSBG 25 - 2026 agreement amount from \$625,673.00 to \$492,633.00. These funds, originally accepted via RES-2025-2474, are from the continuation of a two-year grant originally approved via RES-2024-982. This agreement commences October 1, 2025, through September 30, 2026.

DISCUSSION:

These funds give GCCARD the opportunity to work through a network of Community Action Agencies for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Approval of true-up funds for the second year of the two-year CSBG 25 -2026 will offer supplemental funding to GCCARD's various programs. CSBG 25 - 2026 funds are to be utilized for both administration and direct program.

IMPACT ON HUMAN RESOURCES:

There will be no impact on Human Resources.

IMPACT ON BUDGET:

The budget will need to be adjusted to ensure expenditures align with proposed revenue. **No General Fund appropriation is required for this request.**

IMPACT ON FACILITIES:

There will be no impact on Facilities and Operations.

IMPACT ON TECHNOLOGY:

There will be no impact on Information Technology.

CONFORMITY TO COUNTY PRIORITIES:

This memorandum conforms to Genesee County's priorities of Long-Term Financial Stability and Healthy, Livable and Safe Communities as GCCARD strives to utilize all available resources to alleviate poverty in Genesee County by offering emergency services to eligible county residents seeking economic security.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department (GCCARD) to authorize accepting Amendment No. 1 to the Community Services Block Grant 25 - 2026 agreement between Genesee County and the Michigan Department of Health and Human Services, said amendment being necessary as GCCARD received a notice of true-up funds in the amount of \$492,633.00, for the period commencing October 1, 2025, through September 30, 2026, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the February 11, 2026 meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to execute the agreement on behalf of Genesee County.

**Amendment No. 1 to the
Agreement Between
the Michigan Department of Health and Human Services
and
County of Genesee
for
Community Services Block Grant 25 - 2026**

1. Period of Agreement

This agreement shall commence on October 1, 2025 and continue through September 30, 2026. This agreement is in full force and effect for the period specified.

2. Program Budget and Agreement Amount

The total agreement amount is decreased from \$625,673.00 to \$492,633.00, and the Department's agreement amount is decreased from \$625,673.00 to \$492,633.00. as shown on the Attachment B budget pages.

3. Amendment Purpose

The purpose of this amendment is to decrease the Department's agreement amount for \$133,040.

4. Original Amendment Conditions

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

5. Signature Section

FOR the Michigan Department of Health and Human Services

Terri Smith

01/09/2026

Terri Smith, Director

Date

Bureau of Grants and Purchasing

Attachment B1 - Program Budget Summary

PROGRAM Community Services Block Grant 25 - 2026			DATE PREPARED 1/9/2026	
CONTRACTOR NAME County of Genesee			BUDGET PERIOD From : 10/1/2025 To : 9/30/2026	
MAILING ADDRESS (Number and Street) 324 S. Saginaw St.			BUDGET AGREEMENT <input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment	
			AMENDMENT # 1	
CITY Flint	STATE MI	ZIP CODE 48502	FEDERAL ID NUMBER 38-6004849	

	Category	Total	Amount
1	Allocation Amount	492,633.00	492,633.00
TOTAL EXPENDITURES		492,633.00	492,633.00

Source of Funds

SOURCE OF FUNDS

	Category	Total	Amount
1	State Agreement	492,633.00	492,633.00
	Totals	492,633.00	492,633.00

Attachment B2 - Program Budget - Cost Detail Schedule

	Line Item	Total
1	Allocation Amount	
	Allocation Amount	492,633.00
TOTAL EXPENDITURES		492,633.00

Modified Documents