

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

Forest Township Area Senior Center, Inc.
130 East Main Street
Otisville, Michigan 48463
A Michigan Non-profit Corporation
hereinafter referred to as the "OPERATING ENTITY,"
the entity operating the **Forest Township Senior 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 October 1, 2025, 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 Genesee County; 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 October 1, 2025, 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:	Monthly MySeniorCenter Activity log 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 \$144,819.00 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 \$144,819.00 and is funded at Level 2.
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 November 2025 for October 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 agrees to purchase, maintain, and utilize MySeniorCenter software for intake, compiling, and reporting of attendance and programming statistics. All users will complete and sign the MySeniorCenter policy before access is given to the database. A monthly activity report provided in Attachment F must be submitted no later than the 5th of every 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 1/12 of the total funding award 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 3 and Level 2, respectively for the following services: educational programs (10, 6); health programs (14, 10); and social services (10, 6). Each center will continue support groups, legal services, and health screenings. By March 31, 2025, each center must reach 90% of its required yearly unduplicated count. Level 3 – 1,000: 900; Level 2 – 250: 225.
- 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 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

Delrico Loyd
By: [Delrico Loyd \(Sep 22, 2025 15:42:07 EDT\)](#)

Delrico Loyd, Chairperson
Genesee County Board of Commissioners

Sept 22, 2025

Date

**FOREST TOWNSHIP AREA SENIOR
CENTER, INC.**

Janet Fettig
By: [Janet Fettig \(Sep 22, 2025 22:27:20 EDT\)](#)

Janet Fettig, President
Forest Township Area Senior Center

Sept 22, 2025

Date

Attachment A for Contract: 2025 - 2026 Budget and Administration

	2024-2025 Budget Revenue	2025-2026 Proposed Revenue
Name of Senior Center:		
Forest Township Area Senior Center	\$ 137,923.00	\$ 137,923.00
SUBTOTAL	\$ 137,923.00	\$ 137,923.00
General Fund	\$ 50,000.00	\$ 59,000.00
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	\$ 13,000.00	\$ 8,500.00
Valley Area Agency on Aging	\$ -	\$ -
Private Contributions/Donations	\$ 1,500.00	\$ 1,500.00
Special Projects Grants	\$ 100,000.00	
		\$ -
		\$ -
Program Service Fees / TRAVEL	\$ 3,500.00	\$ 5,000.00
Rental Income	\$ -	
Interest Income	\$ 3,500.00	\$ 3,000.00
Membership		
Newsletter Fees	\$ 75.00	\$ 75.00
Fundraising Events	\$ 7,500.00	\$ 7,500.00
Other Revenue Sources	\$ 1,000.00	\$ 1,000.00
MEMORIALS/COMMISSIONS	\$ 2,500.00	\$ 2,000.00
SUBTOTAL	\$ 182,575.00	\$ 87,575.00
		\$ -
Total Revenue	\$ 320,498.00	\$ 225,498.00
Identify the supporting Local Unit of Government(s):		

Name of Center:	FY 2024-2025 Senior Millage Budget	Proposed FY 2025-2026 Senior Center Budget Expenditures - Senior Millage
ADMINISTRATION		
Salaries – Administrative	\$ -	\$ -
Exec Director - Kelly Jacobs	\$ 40,000.00	\$ 42,612.00
Asst Director - Heather Lang	\$ 16,600.00	\$ 21,311.00
Salaries – Support Staff	\$ -	\$ -
Lead Cook - Kim Schmidt	\$ 22,500.00	\$ 24,250.00
Asst Cook 1 - Rebecca Hart		\$ 14,600.00
Asst Cook 2 - Veronica Wilson	\$ 2,775.00	\$ 4,150.00
Asst Cook 2 - Becky Hanner		
Fringes -- Employer FICA	\$ 6,800.00	\$ 8,000.00
Fringes – Unemployment	\$ 2,000.00	\$ -
SUBTOTAL	\$ 90,675.00	\$ 114,923.00
PROGRAMMING		
Special Projects / Events	\$ 6,000.00	\$ 8,000.00
Staff Education (CPR)	\$ 500.00	\$ -
SUBTOTAL	\$ 6,500.00	\$ 8,000.00
OPERATIONS		
Facility Maintenance	\$ -	\$ -
Rent	\$ 27,000.00	
	\$ -	\$ -
Insurances	\$ 7,000.00	\$ 7,000.00
Office Supplies	\$ 348.00	\$ 400.00
Operating Supplies	\$ 1,400.00	\$ 2,500.00
Postage	\$ 1,000.00	\$ -
Phone/ Fax/ Internet/ Web Services		\$ -
Outreach	\$ 1,000.00	\$ 1,000.00
Mileage	\$ 2,000.00	\$ 3,000.00
		\$ -
SUBTOTAL	\$ 39,748.00	\$ 13,900.00
COMPUTERS SOFTWARE		
XAVUS SOLUTIONS	\$ 1,000.00	\$ 1,100.00
Equipment Purchases	\$ -	\$ -
SUBTOTAL	\$ 1,000.00	\$ 1,100.00
TOTAL AWARD EXPENDITURES	\$ 137,923.00	\$ 137,923.00

2025-2026 SENIOR MILLAGE MONTHLY REIMBURSEMENT REQUEST

Senior Center: Forest Township Area Senior Center

Pay to (Operating Entity): Forest Township Area Senior Center

Mail Address: 130 E Main St.

Otisville, MI 48463

2025-2026 SENIOR MILLAGE FUND BALANCE

2025-2026 Millage Allocation: \$ 144,819.00

Funds Previously Requested \$ -

Balance Remaining Prior to this Request: \$ -

Time Period of Expenditures for this Request: October 1 - October 31, 2025

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

2025-2026 SENIOR MILLAGE MONTHLY REIMBURSEMENT REQUEST

Recipient of Funds	Amount	Items Purchased/Use of Funds	Invoice Number and Check Number / Confirmation of Payment
ADMINISTRATION EXPENDITURES			
SUBTOTAL - ADMINISTRATION	\$ -		
PROGRAMMING EXPENDITURES			
SUBTOTAL - PROGRAMMING	\$ -		

Recipient of Funds	Amount	Items Purchased/Use of Funds	Invoice Number and Check Number -- Confirmation of Payment
OPERATIONS EXPENDITURES			
SUBTOTAL - OPERATIONS	\$ -		
EQUIPMENT PURCHASES EXPENDITURES			
SUBTOTAL - EQUIPMENT	\$ -		
TOTAL MONTHLY EXPENDITURES			
TOTAL MONTHLY EXPENDITURES	\$ -		
TOTAL MONTHLY REIMBURSEMENT REQUEST			
TOTAL MONTHLY REIMBURSEMENT REQUEST	\$ -		



GENESEE COUNTY SENIOR SERVICES

County Administration Building
324 S. Saginaw St.
7th Floor - Suite 7A
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.
7th Floor – Suite 7A
Flint, MI 48502

Revised on 7/25/2025

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](#)

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

2025-2026 Levels of Service - Senior Citizen Centers

	Minimum Average Number of Activity / Service Type Provided Each Month		
Activity / Service Type	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+

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.*

2025-2026 Senior Millage Monthly Activity Log

Number of New Senior Participants During This Activity Period:	
Number of Duplicated Senior Participants During This Activity Period:	
Cumulative Number of Unduplicated Senior Participants Year to Date:	

Senior Center Name:	Month:
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Education Activities			Health Activities			Nutrition Activities			Transportation Activities			Social Services			Outreach			Volunteerism/Planning		
Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Units	Activity Title	Activity Frequency	# of Hours of Service
Total Education	0	0	Total Health	0	0	Total Nutrition	0	0	Total Transportation	0	0	Total Social Services	0	0	Total Outreach	0	0	Total Volunteer/Planning	0	0

Forest Twp Senior Center FY 2025-2026 Contract

Final Audit Report

2025-09-23

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