

# Region 2 Planning Commission



## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: August 3, 2015

SUBJECT: Cancellation of Executive Committee Meeting of August 13, 2015

The Region 2 Planning Commission Executive Committee meeting scheduled for August 13, 2015, at the Hillsdale City Hall, **has been canceled** due to a light agenda and staff vacations.

The next meeting of the Region 2 Planning Commission Full Commission will be held at the **Jackson County Tower Building on Thursday, September 10, 2015**. Formal approval of the August submitted bills will be requested at this meeting. To maintain solid business dealings with our creditors, I would like to pay the submitted bills as enclosed with this mailing. Please review the bills, and if you believe any may require Commission consideration prior to payment, let me know and we will withhold those bills for action at the September meeting.

Thanks and enjoy the summer.



**REGION 2 PLANNING COMMISSION**  
**Treasurer's Report - Monthly Summary**  
**as of July 31, 2015**

<b>Balance ending June 30, 2015</b>	\$ 622,096.82
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**Deposit Summary:**

<i>July 2015 EFT Deposits</i>	\$ 38,874.16
<i>July Bank Deposits</i>	7,908.43
<i>July Adjustments</i>	<u>(378.37)</u>
<b>Total Deposits plus Bank Balance</b>	<u><u>\$ 668,501.04</u></u>

**Expenses:**

<i>Submitted Expenses - July 9, 2015</i>	\$ (9,849.10)	
<i>Interim Expenses</i>	(7,112.50)	
<i>Payroll/Related Expenses</i>	<u>(25,158.36)</u>	
<b>Subtotal of Expenses</b>	<u>\$ (42,119.96)</u>	<u>\$ (42,119.96)</u>
<i>Balance Checking Account ending July 31, 2015</i>		\$ 626,381.08
 <i>Balance CD Investments ending July 31, 2015</i>		 <u>\$ 101,114.27</u>
 <b>Total Cash on Hand</b>		 <u><u>\$ 727,495.35</u></u>

**REGION 2 PLANNING COMMISSION**  
**Deposits and Adjustments to Cash**  
**as of July 31, 2015**

**EFT Deposits:**

MDOT Regional Transportation Planning Q2 2015 - Invoice		
7/31/2015	3377	\$ 6,877.27
	MDOT FTA Q2 2015 - Invoice 3380	7,129.00
	MDOT FHWA Q2 2015 - Invoice 3381	17,891.14
	Lenawee Quarterly Membership Dues	6,976.75
	<b>Subtotal - EFT Deposits</b>	<b>\$ 38,874.16</b>
7/31/2015	JTSP May 2015 Revenue	\$ 6,844.50
	City of Jackson Planning Services - Invoice 3383	\$ 594.00
	Village of Britton Planning Services - Invoice 3384	\$ 439.93
	Lenawee Annual Dinner Fee	30.00
	<b>Subtotal - Check Deposits</b>	<b>\$ 7,908.43</b>
7/31/2015	Adjustments to cash:	
	<i>Bank fees - July</i>	\$ (60.61)
	<i>Paycor Fees - July</i>	(295.31)
	<i>Credit Card Charges - Supplies</i>	(22.45)
	<b>Subtotal - Adjustments to Cash</b>	<b>\$ (378.37)</b>
<b>Total Net Deposits for July 2015</b>		<b>\$ 46,404.22</b>

**REGION 2 PLANNING COMMISSION  
INTERIM BILLING and PAYROLL EXPENSES  
as of July 31, 2015**

**Interim Billing for July, 2015**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Anderson Printing	R2PC July Pkt. Copy/mailling	\$ 348.06	13734
Daily Telegram	Planner Position Advertising	\$ 507.00	13742
Fitness Council of Jackson	FY 2015 Grant Apr.-July 2015	\$ 3,910.11	13737
Hillsdale Daily News	Planner Position Advertising	\$ 424.20	13743
Jackson County	Accounting Services June 2015	\$ 1,180.40	13736
Jackson County	Phone Charges May 2015	\$ 30.96	13736
Mlive	JACTS/JTSP/Planner Position Advertising	\$ 711.77	13739

**Total Interim Billing for July 31, 2015**

\$ 7,112.50

**Payroll & Travel Related Expenses:**

*Paid July 3, 2015*

*by Direct Deposit/EFT*

Paycor	Payroll Disbursement	\$ 7,849.62
G. Bauman	Travel Reimbursement	\$ 161.58
S. Duke	Travel Reimbursement	\$ 164.63
		<u>\$ 8,175.83</u>

*Paid July 17, 2015*

Paycor	Payroll Disbursement	\$ 8,242.76
G. Bauman	Travel Reimbursement	\$ 80.31
S. Duke	Travel Reimbursement	\$ 143.10
S. Richardson	Travel Reimbursement	\$ 60.22
		<u>\$ 8,526.39</u>

*Paid July 31, 2015*

Paycor	Payroll Disbursement	\$ 8,321.14
G. Bauman	Travel Reimbursement	\$ 135.00
		<u>\$ 8,456.14</u>

**Total Payroll Expenses for July 2015**

\$ 25,158.36

**Region 2 Planning Commission**  
**Outstanding Accounts Receivable**  
**FY 2015**

Municipality/Source	Date	Inv. No.	Amount
MDOT Regional Transportation Planning	8/5/2015	3383	\$ 3,930.68
MDOT Rural Task Force		3384	\$ 432.05
MDOT Asset Management		3385	\$ 3,171.19
MDOT FTA		3386	9,934.00
MDOT FHWA		3387	25,151.00
MDOT Regional Transit Study		3388	\$ 5,000.00

***FY 2015 Balance as of July 31, 2015***

***Total Accounts Receivable*** \$ 47,618.92

REGION 2 PLANNING COMMISSION  
Submitted Bills  
August 13, 2015

Vendor	Description	Amount Due
AMS Developers	Website Hosting May-July 2015	\$ 375.00
BS&A Software	Annual Service/Support Fees	\$ 517.00
Blue Cross Blue Shield	Health Insurance for August 2015	\$ 1,427.11
County of Jackson	Rent Expense for June 2015	\$ 2,787.18
Direct Office Buys	Supplies for July 2015	\$ 114.29
ICMA Retirement Corporation	Quarterly Fee	\$ 250.00
ICMA Retirement Trust	ICMA 401 Contribution - June 2015	\$ 1,439.29
Jackson County Health Dept.	Car Seat Program FY 2015	\$ 10,000.00
Public Sector Consultants, Inc.	RPI Grant Services	\$ 12,600.00
VantagePoint Transfer Agents	ICMA RHS Contribution - June 2015	\$ 131.63
Water Store	Supplies for July 2015	\$ 31.25
Total Submitted Billing - August, 2015		<u>\$ 29,672.75</u>

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## JACKSON TRAFFIC SAFETY PROGRAM

Financial Reimbursement Form

October 1, 2014 – September 30, 2015

Project Name: CAR SEAT PROGRAM

Agency: JACKSON COUNTY HEALTH DEPARTMENT

Mailing Address: 1715 Lansing Ave, Suite 221, Jackson, MI 49202

Activity Reimbursement Date: October 1, 2014 to June 30, 2015

### Expenditures:

Personnel	<u>\$29,987</u>
Contractual	<u>\$ - 0 -</u>
Operating Costs	<u>\$ 1,890</u>
Indirect Costs	<u>\$ - 0 -</u>

Total Cost to Agency: \$31,877

Total Amount of Request: \$10,000

I have attached the following supporting documentation:

Required Progress Report:	<u>Yes</u>	or	No
Required Financial Records:	<u>Yes</u>	or	No

Rafasha Thompson  
Signature of Agency/Title

Date: \_\_\_\_\_

Please submit Financial Reimbursement Request and all supporting documentation to:

Susan Richardson, Director  
Jackson Traffic Safety Program  
Region 2 Planning Commission  
120 W. Michigan Avenue  
Jackson, MI 49201



Region 2 Planning Commission  
JTSP Reimbursement Request  
Jackson County Health Department  
October 1, 2014 -June 30, 2015  
Year ended FY 2015

	Totals
Wages and Salary Expense:	
Wages - Part Time	\$ 26,048.70
Wages - Casual	450.88
OSADI (FICA)	2,102.76
Retirement	1,351.79
Worker's Compensation	<u>33.14</u>
Subtotal - Wages and Salary Expenses	\$ 29,987.27
Operating Expenses	
Office Supplies	\$ 58.00
Operating Supplies	1,646.02
Postage	0.98
Telephone	54.35
Mileage/Gasoline Usage	-
Employee Training	100.00
Refunds	<u>30.00</u>
Subtotal - Operating Expense	\$ 1,889.35
Total Expenses	<u>\$ 31,876.62</u>
JTSP Reimbursement	\$ 10,000.00

# CAR SEAT SAFETY PROGRAM

Activity Report: October 1, 2014 - September 30, 2015

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b>Car Seat Sales</b>													
Wholesale-Infant Carrier & Ed. Session	0	0	0	0	0	0	0	0	0	0			
WIC/Medicaid-Infant Carrier & Ed. Session	8	8	0	5	10	6	3	1	4				
	8	8	0	5	10	6	3	1	4				45
<b>Short Term Rental</b>													
Total	0	2	0	0	0	0	5	1	4				12
<b>OHSP Car Seat &amp; Education Session</b>													
Total	18	12	34	41	23	28	9	29	25				219
Total Car Seats Provided	26	22	34	46	33	34	17	31	33				276
<b>Car Seat Check-CSSP</b>													
Total Car Seat Checks	3	2	3	5	4	8	9	1	5				40
<b>WIC/Medicaid Clients</b>													
Number of adults served	28	22	36	53	34	40	23	31	29				296
Number of children served	36	32	53	67	39	46	28	43	48				392
Education sessions provided	29	24	37	51	37	42	26	32	38				316
Community Presentations/Car Seat Events	27	22	37	48	35	39	21	32	38				299
Number of Participants	2	3	0	1	1	6	2	5	2				22
	18	36	0	11	10	165	11	71	61				383

The Car Seat Safety Program (CSSP), at the Jackson County Health Department, has been providing safe, brand new, low-cost car seats and car seat safety education in the Jackson Community for over 20 years. Motor vehicle crashes are the number one killer of children ages 0-14. Research on the effectiveness of child restraints has found them to reduce the risk of fatal injury by 71% for infants (under 1 year old) and 54% for toddlers (1-4 years old), when used correctly. Also, children ages 4-8 restrained in booster seats are 59% safer than in a seat belt alone. Approximately 86% of Jackson County families do not buckle their children in correctly, putting them at risk of serious or fatal injuries.

## Car Seat Safety Program Highlights from April-June 2015:

- provided 5 Infant Carrier Car Seat Safety Presentations for expectant parents at Allegiance Health Stork Club, 36 participants.
- attended WIC Pregnancy Classes and Bosom Buddies Breastfeeding support group weekly at JCHD, to offer car seat assistance and answer car seat questions.
- hosted Operation Homefront Military Baby Shower at JCHD, April 19th, 9 expectant moms, received car seat safety education and a free convertible car seat.
- provided car seat safety presentation to the Adoptive Support Foster Parent Group, May 11th, at Immanuel Lutheran Church, 14 foster parents attended.
- participated at Free Car Seat Check Event, sponsored by the WSP, Jackson Post, at the Allegiance Health Green Market, May 21st and at Jackson Kids' Fest Free Car Seat Check Event, June 12th at American 1 Fair Events Center, inspected 84 car seats, distributed 59 brand new car seats, and destroyed 41 unsafe car seats. total at both events.
- continuing to distribute infant carrier car seats provided by the Jackson Traffic Safety Program to families in Jackson County. Also, distributing convertible, high back booster with harness and high-back belt-positioning booster seats provided by OHSP to WIC/Medicaid eligible families. All families receive a car seat safety education session.
- The CSSP is open to all income levels for infant carrier car seats, short-term car seat rentals and car seat checks. The family must be WIC/Medicaid eligible to receive a convertible, high back booster with harness car seat or high back belt positioning booster seat. During the 2013/14 Fiscal Year, the Car Seat Safety Program served over 400 children by either providing them with a safe car seat or by inspecting their current car seat for proper use and installation. Our Certified Child Passenger Safety Technicians have educated over 450 parents/caregivers on how to correctly buckle their child in the car seat and how to properly secure the car seat in their vehicle. Through the CSSP every family receives a car seat safety education session with a certified technician. The technician accompanies each family to their vehicle to ensure that the parent/caregiver correctly installs the car seat in the vehicle and properly buckles their child in the car seat. Currently, through the Office of Highway Safety Planning (OHSP), WIC/Medicaid eligible families pay \$15 for a car seat safety education and receive a free car seat (if needed) at the completion of the session. Infant carrier car seats do not apply. They can be purchased at a discounted rate, including the education session, regardless of income level. The CSSP is the only low cost car seat safety education program in Jackson County. This vital service in our community is greatly utilized by families, schools, and agencies/organizations that work with families and children.

## JACKSON TRAFFIC SAFETY PROGRAM

### Financial Reimbursement Form

October 1, 2014 – September 30, 2015

Project Name: Springport Township Traffic Safety Program  
Agency: Springport Township Police Department  
Mailing Address: 137 E. Main St P.O. Box 186 Springport, MI 49284  
Activity Reimbursement Date: July 2015

#### Expenditures:

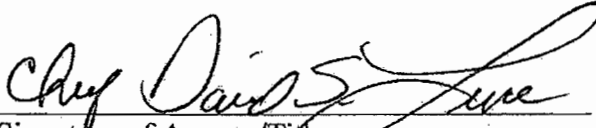
Personnel	<u>\$921.94</u>
Contractual	<u>\$0</u>
Operating Costs	<u>\$159.00</u>
Indirect Costs	<u>\$59.10</u>
<b>Total Expenditures</b>	<b><u>\$1,140.04</u></b>

Total Cost to Agency (15% Match): \$171.00

Total Amount of Request: ~~\$969.04~~

I have attached the following supporting documentation:

Required Progress Report: Yes or No  
Required Financial Records: Yes or No

  
Signature of Agency/Title

Date: 8/5/2015

Please submit Financial Reimbursement Request and all supporting documentation to:

Susan Richardson, Director  
Jackson Traffic Safety Program  
Region 2 Planning Commission  
120 W. Michigan Avenue  
Jackson, MI 49201

## JTSP PROGRESS REPORTS

It is important that monthly/quarterly progress reports accompany every billing that you submit for JTSP funds. Please include any press releases or copies of other articles involving your project.

We would like to have these reports available for the committee members at each meeting.

1. Please list briefly project activities during the month of July, 2015.

During the month of July, Springport Township Police Department worked 26.5 hours of traffic patrol. We made 28 traffic stops, issued 21 speeding citations, 1 other citation, and 14 verbal warnings. OWI patrol was also incorporated into the July 4<sup>th</sup> patrol with no one being pulled over who had been drinking.

2. Please list any donations to your program this month.

3. Any additional relevant information:

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Date: 08/05/2015

Project Director/Coordinator:

