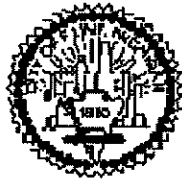


# City of Flint, Michigan

*Third Floor, City Hall  
1101 S. Saginaw Street  
Flint, Michigan 48502  
[www.cityofflint.com](http://www.cityofflint.com)*



## Meeting Agenda - Final

Wednesday, January 19, 2022

5:00 PM

Committee Room

### GOVERNMENTAL OPERATIONS COMMITTEE

*Jerri Winfrey-Carter, Chairperson, Ward 5  
Ladel Lewis, Vice Chairperson, Ward 2*

*Eric Mays, Ward 1  
Judy Priestley, Ward 4  
Allie Herkenroder, Ward 7*

*Quincy Murphy, Ward 3  
Tonya Burns, Ward 6  
Dennis Pfeiffer, Ward 8*

*Eva Worthing, Ward 9*

*Inez M. Brown, City Clerk*

*Davina Donahue, Deputy City Clerk*

## ROLL CALL

## READING OF DISORDERLY PERSONS CITY CODE SUBSECTION

*Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.*

## PUBLIC SPEAKING

*Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), two (2) minutes per speaker. Only one speaking opportunity per speaker.*

## COUNCIL RESPONSE

*Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), Councilpersons may respond to any public speaker, but only one response and only when all public speakers have been heard. Individual council response is limited to two minutes.*

## SPECIAL ORDERS

**220040** Special Order/Resolution 210590.1/Objection to the Transfer of Tax-Reverted Property

A Special Order as requested by Council President Mays to discuss amended Resolution No. 210590.1 -- a resolution objecting to the transfer of tax-reverted property from Genesee County to the City of Flint.

## RESOLUTIONS

**220020** Policy/City of Flint/Mandatory Vaccination Policy

Resolution resolving that the Flint City Council authorizes the City Administrator to do all things necessary to adopt the Mandatory Vaccination Policy. [NOTE: All employees who work in city facilities must be fully vaccinated and provide the proper documentation by January 24, 2022. For workers who choose to remain unvaccinated, beginning February 9, 2022, they will need to be tested for COVID-19 on a weekly basis and must wear an appropriate face covering when around co-workers or when in a city vehicle with other individuals. Employees who do not comply with the policy will face disciplinary action up to and including termination.]

**220038** Public Hearing/Rules Governing Meetings of the Flint City Council

Resolution resolving that the appropriate city officials are hereby authorized to do all things necessary to conduct a public hearing for the purpose of public input on

the proposed amendments to the Rules Governing Meetings of the Flint City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, in City Council Chambers, 1101 S. Saginaw Street, Flint.

**220039** Approval/Processes/Flint City Council Investigative Hearing/Waste Collection Services

Resolution resolving that the rules and procedures as outlined in the resolution shall be used for Investigative Hearings regarding Waste Collection Services.

## APPOINTMENTS

**220021** Appointment/Human Relations Commission/Sandra Smith Jones/Ward 8

Resolution resolving that the Flint City Council approves the appointment of Sandra Smith Jones (2222 Colfax Avenue, Flint, MI 48503), to serve on the City of Flint Human Relations Commission for the remainder of a three-year term, commencing upon adoption of this resolution, and expiring October 28, 2023. [NOTE: By way of background, Ms. Jones is replacing Susan Steiner Bolhouse, who passed away in August.]

**220022** Appointment/Hurley Board of Hospital Managers/Gwendolyn Huddleston

Resolution resolving that the Flint City Council approves the appointment of Gwendolyn Huddleston (1225 Eldorado Drive, Flint, MI 48504) to serve the remainder of a five-year term on the Hurley Board of Hospital Managers, commencing upon adoption of this resolution and expiring April 30, 2022. [By way of background, Ms. Huddleston is replacing the Rev. Herbert Miller II, who has resigned from a term on that expires April 30, 2022.]

## OUTSTANDING DISCUSSION ITEMS

**210099** Discussion Item/Community Updates/City of Flint Web Site

A discussion item as requested by Councilperson Mays to discuss what constitutes a community update on the City of Flint's Web site. [Referral Action Date: 2/22/2021 @ City Council Electronic Public Meeting.]

**210100** Discussion Item/Multi-Member Bodies

A discussion item as requested by Councilperson Mays to discuss multi-member bodies. [Referral Action Date: 2/22/2021 @ City Council Electronic Public Meeting.]

**210114** Discussion Item/Eighteen (18) Properties in the City of Flint Pilot Program

A Discussion Item as requested by Councilperson Mays to review the 18 properties City Council retained from the Genesee County Land Bank, including a history of the finances for Jefferson School. [Referral Action Date: 2/17/2020 @ Electronic

Governmental Operations Committee Meeting.]

**210118** Discussion Item/Snow Plowing Strategy

A Discussion Item as requested by Councilperson Winfrey-Carter to talk about the city's snow plowing strategy with Transportation Director John Daly. [Referral Action Date: 2/22/2020 @ Electronic City Council Meeting.]

**210205** Discussion Item/Names of Those Driving City-Owned Vehicles

Referral by Councilperson Mays to ADMIN/FLEET, re: He would like the names of employees/appointees driving city-owned vehicles. [Referral Action Date: 4/14/2021 @ City Council Electronic Public Meeting.]

**210551** Discussion Item/Dead Trees

A Discussion Item as requested by Councilperson Winfrey-Carter to talk about dead trees and the impacts on sidewalks. [Referral Action Date: 10/11/2021 @ City Council Special Affairs Committee Electronic Public Meeting.]

**210614** Discussion Item/Parking Meters

Discussion item as requested by Councilperson Winfrey-Carter: re, she would like to discuss parking meters. [Referral Action Date: 12/13/2021 @ Special Affairs Committee Meeting.]

## ADJOURNMENT



220020

RESOLUTION NO.: \_\_\_\_\_

JAN 19 2022

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

**RESOLUTION TO ADOPT THE CITY OF FLINT MANDATORY VACCINATION  
POLICY**

**BY THE CITY ADMINISTRATOR:**

**WHEREAS**, COVID-19 continues to be spreading in the United States at a rapid rate. Health professionals describe the most recent variant Omicron as being more contagious than expected. These developments have prompted the federal government to require a vaccine mandate for employers with 100 or more employees. This mandate applies to most organizations including the City of Flint.

To guide companies on how to enact this requirement, the Occupational Safety and Health Administration's ("OSHA") has issued an Emergency Temporary Standard ("ETS") that the City of Flint must follow. OSHA's ETS details safety measures intended to protect you and fellow employees from contracting and spreading COVID-19 in the workplace.

**WHEREAS**, All employees who work in City facilities must be fully vaccinated and provide the proper documentation by **January 24, 2022**. For workers who choose to remain unvaccinated, beginning **February 9, 2022**, you will need to be tested for COVID-19 on a weekly basis and must wear an appropriate face covering when around co-workers or when in a city vehicle with other individuals.

To avoid mandatory testing, employees must get vaccinated by February 9, 2022. Employees will be paid up to four hours per dose to obtain full vaccination status. A list of places to get the inoculations is provided at the end of this policy.

Employees who do not comply with the policy will face disciplinary action up to and including termination.

**WHEREAS**, The City has prepared a policy for Vaccinations. The policy is attached.



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

WHEREAS, The City Administrator, recommends adopting The City of Flint Mandatory Vaccination Policy.

THEREFORE, BE IT RESOLVED that the Flint City Council authorized the City Administrator to do all things necessary to adopt the City of Flint Mandatory Vaccination Policy.

APPROVED AS TO FORM:

\_\_\_\_\_  
Angela Wheeler, Chief Legal Officer

FOR THE CITY OF FLINT:

  
\_\_\_\_\_  
Clyde D. Edwards, City Administrator

APPROVED BY CITY COUNCIL:

\_\_\_\_\_  
Eric B. Mays, City Council President



# CITY OF FLINT

## RESOLUTION STAFF REVIEW FORM

**TODAY'S DATE:** 1.12.2022

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** The City of Flint Mandatory Vaccination Policy

**PREPARED BY** Victoria Cooper  
*Legal Department*

**VENDOR NAME:** N/A

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

COVID-19 continues to be spreading in the United States at a rapid rate. Health professionals describe the most recent variant Omicron as being more contagious than expected. These developments have prompted the federal government to require a vaccine mandate for employers with 100 or more employees. This mandate applies to most organizations including the City of Flint.

To guide companies on how to enact this requirement, the Occupational Safety and Health Administration's ("OSHA") has issued an Emergency Temporary Standard ("ETS") that the City of Flint must follow. OSHA's ETS details safety measures intended to protect you and fellow employees from contracting and spreading COVID-19 in the workplace.

Therefore, all employees who work in City facilities must be fully vaccinated and provide the proper documentation by **January 24, 2022**. For workers who choose to remain unvaccinated, beginning **February 9, 2022**, you will need to be tested for COVID-19 on a weekly basis and must wear an appropriate face covering when around co-workers or when in a city vehicle with other individuals.

To avoid mandatory testing, employees must get vaccinated by February 9, 2022. Employees will be paid up to four hours per dose to obtain full vaccination status. A list of places to get the inoculations is provided at the end of this policy.

Employees who do not comply with the policy will face disciplinary action up to and including termination.

**FINANCIAL IMPLICATIONS:** None

**BUDGETED EXPENDITURE?** YES  NO  IF NO, PLEASE EXPLAIN: N/A

Dept.	Name of Account	Account Number	Grant Code	Amount







## **CITY OF FLINT MANDATORY VACCINATION POLICY**

### **1. MANDATORY TESTING PURSUANT TO OSHA EMERGENCY TEMPORARY STANDARDS:**

COVID-19 continues to be spreading in the United States at a rapid rate. Health professionals describe the most recent variant Omicron as being more contagious than expected. These developments have prompted the federal government to require a vaccine mandate for employers with 100 or more employees. This mandate applies to most organizations including the City of Flint.

To guide companies on how to enact this requirement, the Occupational Safety and Health Administration's ("OSHA") has issued an Emergency Temporary Standard ("ETS") that the City of Flint is required to follow. OSHA's ETS details safety measures intended to protect you and fellow employees from contracting and spreading COVID-19 in the workplace.

Therefore, all employees who work in City facilities must be fully vaccinated and provide the proper documentation by **January 24, 2022**. For workers who choose to remain unvaccinated, beginning **February 9, 2022**, workers shall be required to be tested for COVID-19 on a weekly basis until fully vaccinated and must wear an appropriate face covering when around co-workers, in common areas or when in a city vehicle with other individuals.

To avoid mandatory testing, employees must be fully vaccinated by February 9, 2022. Employees will be paid up to four hours per dose to obtain full vaccination status. A list of places to get the inoculations is provided at the end of this policy.

Employees who do not comply with the policy will face disciplinary action up to and including termination of employment. All employees covered by this policy are required to be fully vaccinated as a term and condition of employment at the City of Flint. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine.

All employees are required to report their vaccination status and to provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy will be subject to discipline.

## 2. EXEMPTIONS

An employee may request an exception from their supervisor which has to be approved by Human Resources if they are unable to receive the vaccine due to an illness or condition or a delay is recommended by a medical professional. Individuals may be entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. All such requests must be submitted to your manager which will be handled in accordance with applicable laws and the City's policies and procedures as review.

## 3. ACCEPTABLE FORMS OF PROOF OF VACCINATION

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted to your manager. **Employees must remove any medical information from your vaccine documents before submitting the information.**

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof

Providing **false information** related your vaccination status will result in disciplinary action up to and including termination.

- Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

#### 4. POSITIVE COVID-19 CASES

City of Flint requires employees to promptly notify their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. If you have symptoms or feel sick, you should stay home to prevent the spread of this virus.

If you receive a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, you must immediately leave your workstation and notify your supervisor.

The City of Flint will follow the applicable CDC's "Isolation Guidance" on determining whether asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

#### 5. COVID-19 TESTING

**If an employee covered by this policy is not fully vaccinated and if they are granted an exception from the mandatory vaccination requirement, the employee will be required to comply with the testing policy.**

Unvaccinated Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to Human Resources no later than the seventh day following the date on which the employee last provided a test result.

**All unvaccinated employees are also required to wear an appropriate face covering at all times when in the presence of other employees.**

Any employee who works remotely and does not report to a city facility does not have to test except:

(A) within seven days prior to returning to the workplace; **and**

(B) must provide documentation of that test result to Human Resources. upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will not be allowed in the workplace and will not be paid until they provide a test result.

## 6. FACE COVERINGS

If an employee covered by this policy is not fully vaccinated and has an exemption, the employee will also be required to wear a face covering which must completely cover the nose and mouth.

Acceptable face coverings include:

- be made with two or more layers of a breathable fabric that is tightly woven
- Secured to the head with ties, ear loops, or elastic bands that go behind the head, including clear window face covers.
  - If neck gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- Fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- Does not contain visible holes, punctures, or other openings.
- Other approved face coverings

The following are exceptions to City of Flint's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where City of Flint has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

## 7. CONFIDENTIALITY AND PRIVACY:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

## 8. DEFINITIONS

### 1. Primary Vaccination

A *primary series* is the initial dose(s) of a COVID-19 vaccine. For Pfizer and Moderna mRNA vaccines, the primary series is two vaccine doses. For the Johnson & Johnson (J&J) COVID-19 vaccine, the primary series is a single vaccine dose.<sup>1</sup>

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<sup>1</sup> Texas Health and Human Services, <https://www.dshs.state.tx.us/coronavirus/immunize/vaccine-faqs.aspx>

2. **Fully Vaccinated:** A person is considered fully vaccinated two weeks after their second dose in a two-dose series, such as the Pfizer-BioNTech or Moderna vaccines, or two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine.<sup>2</sup>
  
3. **Partially Vaccinated** For two-dose vaccines (Pfizer-BioNTech or Moderna), you're considered "partially vaccinated" if you've received just one dose or if two weeks haven't yet passed since your second dose. For a one-dose vaccine (Johnson and Johnson (J&J)/Janssen), you're considered "partially vaccinated" if two weeks haven't yet passed since you got your shot.<sup>3</sup>
  
4. **Neck gaiter:** a fabric covering in the form of a closed loop worn around the neck that can extend to cover the lower part of the face.<sup>4</sup>

The aforementioned rules are subject to change in accordance with OSHA and MIOSHA. Any questions may be referred to Human Resources by calling 810.766.7280.

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<sup>2</sup> MDHHS Frequently Asked Questions, January 10, 2022,

[https://www.michigan.gov/documents/coronavirus/COVID-19\\_Vaccine\\_Public\\_FAQ\\_FINAL\\_710077\\_7.pdf](https://www.michigan.gov/documents/coronavirus/COVID-19_Vaccine_Public_FAQ_FINAL_710077_7.pdf)

<sup>3</sup> Washington State Coronavirus Response, Life After Vaccine: Common Questions and Answers,

<https://coronavirus.wa.gov/information-for/you-and-your-family/life-after-vaccine/life-after-vaccine-common-questions-and>

<sup>4</sup> Merriam-Webster dictionary, <https://www.merriam-webster.com/dictionary/neck%20gaiter>

## RECURRING TESTING SITES

**Tuesdays** 12:00 pm – 2:00 pm  
Our Lady of Guadalupe  
Address: 2316 W. Coldwater Rd, Flint, MI  
**Vaccines Offered:** Pfizer (5+) and Moderna (18+)

**Wednesdays** 10:00 am – 12:00 pm  
Central Church of the Nazarene  
Directions: 1261 W. Bristol Rd, Flint, MI  
**Vaccines Offered:** Pfizer (5+) and Moderna (18+)

**Thursdays** 3:00 pm – 6:00 pm  
Shiloh Missionary Baptist  
Directions: 2120 N. Saginaw St, Flint, MI  
**Vaccines Offered:** Pfizer (5+) and Moderna (18+)

**CVS**

**Meijer**

**Kroger**

**Rite Aid**

Presented: January 19, 2022

Adopted: \_\_\_\_\_

Resolution # \_\_\_\_\_

Department: Human Resources

Last Revised: \_\_\_\_\_

**RESOLUTION NO.: 220038**

**PRESENTED: January 19, 2022**

**ADOPTED:**

**Resolution to Approve a Public Hearing Regarding the Amended Changes to Rules Governing Meetings of the Flint City Council**

**By the Flint City Council:**

**WHEREAS**, an ad hoc Rules committee was established on November 15, 2021, for the purpose of revision to the Rules Governing Meetings of the Flint City Council (the Rules), which were adopted as amended on June 12, 2017; and

**WHEREAS**, significant amendments to the Rules have been made by the ad hoc Rules committee for the purposes of clarity and consistency therein; and

**WHEREAS**, Section 1-801 et seq. of the Flint City Charter requires a public hearing for proposed amendments of the Rules.

**THEREFORE BE IT RESOLVED**, that the appropriate City officials are hereby authorized to do all things necessary to conduct a public hearing for the purpose of public input on the proposed amendments to the Rules Governing Meetings of the Flint City Council on the \_\_\_\_ day of \_\_\_\_\_, in City Council Chambers, 1101 S. Saginaw Street, Flint.

**APPROVED AS TO FORM:**

**CITY COUNCIL:**

\_\_\_\_\_  
**Angela Wheeler, Chief Legal Officer**

\_\_\_\_\_  
**Eric Mays, City Council President**

**RULES GOVERNING MEETINGS OF THE FLINT CITY COUNCIL**

**GENERAL**

PREAMBLE

OPEN MEETINGS ACT (OMA)

FREEDOM OF INFORMATION ACT (FOIA)

RULE 1 PARLIAMENTARY AUTHORITY

RULE 2 SUSPENSION AND AMENDMENT OF RULES

**ORGANIZATION #1**

RULE 3 COUNCIL PRESIDENT; PRESIDING AT MEETINGS

RULE 4 APPOINTMENT OF COMMITTEES

**ORGANIZATION #2**

RULE 5 TIME AND PLACE OF MEETINGS AND SPECIAL MEETINGS

RULE 6 AGENDA FOR REGULAR MEETINGS OF COUNCIL; AGENDAS FOR COMMITTEE MEETINGS

RULE 7 ORDER OF BUSINESS FOR REGULAR MEETINGS OF COUNCIL

**ORGANIZATION #3**

EXECUTIVE OR CLOSED SESSIONS

**ACTION BY COUNCIL**

RULE 8 FORM OF ACTION; DIVISION OF QUESTION

RULE 9 VOTING; VOTING – ABSTAINING VOTES

RULE 10 INTRODUCTION AND ENACTMENT OF ORDINANCES

**MOTIONS #1**

RULE 11 CONSIDERATION OF MOTIONS

RULE 12 SUPPORT FOR MOTIONS

RULE 13 MOTION TO ADJOURN

RULE 14 MOTION TO RECESS

RULE 15 MOTION TO POSTPONE TEMPORARILY (LAY ON THE TABLE)



RULE 16 MOTION TO VOTE IMMEDIATELY (PREVIOUS QUESTION OR CALL THE QUESTION)

RULE 17 MOTION TO LIMIT OR EXTEND DEBATE

**MOTIONS #2**

RULE 18 MOTION TO POSTPONE DEFINITELY

RULE 19 MOTION TO REFER (COMMIT)

RULE 20 MOTION TO AMEND

RULE 21 MOTION TO POSTPONE INDEFINITELY

RULE 22 MOTION TO RECONSIDER

RULE 23 MOTION TO RESCIND

RULE 24 REQUEST TO WITHDRAW A MOTION

**MOTIONS #3**

RULE 25 INCIDENTAL MOTIONS – POINT OF ORDER

RULE 26 INCIDENTAL MOTIONS – ~~POINT OF~~ REQUEST FOR INFORMATION

**PUBLIC PARTICIPATION AND MAINTENANCE OF ORDER**

RULE 27 MAINTENANCE OF ORDER AND DEBATE

RULE 28 RIGHT TO SPEAK IN DEBATE

RULE 29 PUBLIC MEETINGS AND PARTICIPATION BY PUBLIC

**CONDUCT, ETHICS AND DISCIPLINARY ACTIONS**

RULE 30 GENERAL CONDUCT AND STANDARDS OF CONDUCT

RULE 31 ETHICS

RULE 32 DISCIPLINARY ACTIONS

**REVIEW OF CITY COUNCIL RULES**

RULE 33 ANNUAL REVIEW OF CITY COUNCIL RULES

**GENERAL**

**PREAMBLE**

These are rules governing the orderly conduct of Flint City Council meetings in accordance with Robert's Rules of Order and certain laws.

**OPEN MEETINGS ACT (OMA)**

City Council meetings are subject to the Open Meetings Act, Public Act 267 of 1976, MCL 15.261 through 15.275.

**FREEDOM OF INFORMATION ACT (FOIA)**

All documents of the meetings of the Flint City Council (i.e. agendas, minutes, attachments, transcripts, recordings) are public documents subject to the FOIA, MCL 15.231 *et seq.*, unless subject to exemptions rule in FOIA.

**PARLIAMENTARY AUTHORITY**

Rule 1.1 All matters of procedure not covered specifically by Council Rules, State, or Local law, shall be governed by Robert's Rules of Order 11<sup>th</sup> Ed. If a conflict arises between Council Rules and Robert's Rules of Order, Council Rules take precedence.

Rule 1.2 The President or Chair (Presiding Officer) ~~SHALL (is required to)~~ shall decide all questions arising under these rules and general parliamentary practice, subject to appeal. ~~While on all questions of order, and of interpretation of the rules, and of priority of business, it is the DUTY of (The Chairman to shall first decide the question, and it is the privilege of any member to may "appeal from the decision."~~ If the appeal is seconded, the Chairman shall state his ~~their~~ decision, and that it has been appealed from, and then states the question thus: "Shall the decision of the Chair stand as the judgment of Council?" The Chairman can then, ~~without leaving the chair,~~ state the reasons for his ~~their~~ decision, after which it is open to debate. ~~Unless The appeal shall be determined by a majority of the Council persons Councilmembers-elect, vote against the Chair's ruling, the ruling stands.~~

Rule 1.3 City Council can appoint a person of their choosing to be the Parliamentary Authority, but any Councilmember may make reference to either City Council Rules, which take precedence over Robert's Rules, or reference to Robert's Rules when the issue is not covered in City Council Rules.

**Commented [WK1]:** Per 3-204(A) of the City Charter, "Except as otherwise provided by this Charter no action of the City Council shall be effective unless a majority of the members elect of the City Council vote in favor of the action."

**SUSPENSION AND AMENDMENT OF RULES**

Rule 2.1 ~~Any individual The rules may be suspended on the vote of two-thirds of the Council persons Councilmembers-elect, to allow for consideration of business that would not otherwise be allowed, unless other rules provide for an alternative means of conducting said business. A motion to suspend a rule is not debatable.~~

Rule 2.2 The rules may be amended in accordance with Section 1-801 of the Flint City Charter.

## **ORGANIZATION #1**

### **COUNCIL PRESIDENT; PRESIDING AT MEETINGS**

- Rule 3.1 The Council shall have a President and a Vice-President, each chosen by a majority of the ~~Councilpersons~~Councilmembers-elect for a one-year term which shall end on the second Monday in November.
- Rule 3.2 The President shall preside at the meetings of the Council and, in the absence of the President, the Vice-President shall preside. If both the President and Vice-President are absent, a Chairperson from a Council Committee shall preside in the following order: Finance, Governmental Operations, Legislative, Grants.

### **COMMITTEES**

- Rule 4.1 The President, unless otherwise directed by the Council, shall appoint all committee chairs and vice-chairs for a one-year term which shall end on the second Monday in November.
- Rule 4.2 The standing committees of the City Council are Finance, Governmental Operations, Legislative, Grants, and Special Affairs. The Council President may determine in which order they are addressed.
- Rule 4.3 Finance Committee - Business conducted consists of all matters relating to City finances (e.g. spending, revenue, contracts, fees, budgets, audits, etc.). Finance Committee shall meet at 5:00 pm on the Wednesdays a week before regular Council meetings. [Note - see Rule 6.8A]
- Rule 4.4 Legislative Committee - Business conducted consists of all matters relating to City legislation (e.g. ordinances, policies, etc.). Legislative Committee shall meet after Finance Committee. [Note - see Rule 6.8B]
- Rule 4.5 Governmental Operations Committee - Business conducted consists of all matters relating to governmental function (e.g. multi-member bodies, policies and procedures, matters related to City government and City departments, etc.). Governmental Operations Committee shall meet after Legislative Committee. [Note - see Rule 6.8C]
- Rule 4.6 Grants Committee - Business conducted consists of all matters relating to City grant programs and grant awards (e.g. applying for grants, accepting and monitoring of grants, federal and state grant monies, and local grant dollars, etc.). Grants Committee shall meet after Governmental Operations Committee. [Note - see Rule 6.8D]
- Rule 4.7 Special Affairs Committee - Reserved for any standing committee agenda item needing additional discussion or information, as well as for any emergency agenda submission. Special Affairs Committee shall meet at 4:30 p.m. right before regular Council meetings on the 2nd and 4th Mondays of the month. [Note - see Rule 6.8E]
- Rule 4.8 All standing committees of Council shall be comprised of all members of Council who are not under disciplinary actions/restrictions.

- Rule 4.9 The President, at his~~her~~<sup>their</sup> own discretion, may create ad hoc committees and shall appoint these committees' chairs and members. The President shall determine the number of ~~Council member~~<sup>Councilmembers</sup> comprising these committees.

## ORGANIZATION #2

### TIME AND PLACE OF MEETINGS AND SPECIAL MEETINGS

- Rule 5.1 All meetings of the City Council and all committees of the Council shall take place in the Council Chambers on the third floor of City Hall or at such other places as the Council may determine.
- Rule 5.2 The regular meeting of the City Council is 5:30 p.m. on the second and fourth Monday of every month.
- Rule 5.3 The Flint City Council may schedule other committee meetings as deemed necessary.
- Rule 5.4 In the event of a call for a special meeting or a change in the time or place of a meeting, the Clerk shall be notified and shall see that each ~~Councilperson~~<sup>Councilmember</sup> and the public are informed as is required by the Open Meetings Act.
- Rule 5.5 The Mayor shall be notified of all meetings of the City Council.

### AGENDA FOR REGULAR MEETINGS OF COUNCIL

- Rule 6.1 Matters shall be placed on the agenda of any meeting of the City Council by action of the Council President or any presiding Chair of any committee of the Council, or at the request of the Mayor or Clerk, prior to the start of the meeting. After roll call, the presiding officer shall ask for "any additions or changes to the agenda". Agenda changes or additions need to be approved by the presiding officer.
- Rule 6.2 Any agenda matters that require official Council action at the meeting for final adoption (i.e., resolutions, budget amendments, grant acceptances, etc.) must be accompanied by the appropriate documentation such as staff review reports, etc., and must be signed by the required signatories.
- Rule 6.3 The deadline for contacting City Council staff for the purpose of adding matters to an agenda shall be by 12:00 pm (noon) on Thursdays.
- Rule 6.~~5~~<sup>4</sup> The presiding officer shall choose a person to lead the Pledge of Allegiance.
- Rule 6.~~5~~<sup>6</sup> Opening Ceremonies will consist of Pledge of Allegiance, a short prayer or blessing, and may include requests for moments of silence for deceased or ailing individuals. Spiritual leaders (of many faiths) ~~will~~<sup>may</sup> be invited and scheduled to offer a short prayer after the Pledge of Allegiance. The City Clerk will be responsible for making these arrangements.

**AGENDAS FOR COMMITTEE MEETINGS**

- Rule 6.8 Items denoted with \*\* will only appear on a committee agenda if necessary. If there is no such matter to be addressed, then it will not appear on the agenda.
- Rule 6.8a Finance Committee Agenda - Roll Call, \*\*Closed Session [Executive Session], \*\*Special Order, Resolutions, Discussion Items, Outstanding Discussion Items, Adjournment
- Rule 6.8b Legislative Committee Agenda - Roll Call, \*\*Resolutions, Ordinances, Discussion Items, Outstanding Discussion Items, Adjournment
- Rule 6.8c Governmental Operations Committee Agenda - Roll Call, \*\*Special Order, \*\*Licenses, Resolutions, Appointments, Discussion Items, Outstanding Discussion Items, Adjournment
- Rule 6.8d Grants Committee Agenda - Roll Call, Resolutions, Discussion Items, Outstanding Discussion Items, Adjournment
- Rule 6.8e Special Affairs Agenda - Roll Call, \*\*Closed Session [Executive Session], \*\*Special Order, Resolutions, Appointments, Ordinances, Discussion Items, Additional Council Discussion, Adjournment
- Rule 6.9 Rules 6.1, 6.2, 6.3 and 6.4 concerning regular Council meetings also apply here to Committee meetings, except that any Committee member may request that an agenda item be placed on the agenda for that Committee. Section 31.12 of the Disorderly Persons Ordinance applies to all committee meetings.

**ORDER OF BUSINESS FOR REGULAR MEETINGS OF COUNCIL**

- Rule 7.1 The order of business at Regular Meetings of the City Council shall be as follows:
  - I Call to Order, Roll Call and opening ceremonies
  - II Reading of Disorderly Persons Section
  - III Request for Changes and/or Additions to Agenda  
(Council shall vote to adopt any amended agenda.)
  - IV Presentation of Minutes  
(Council shall vote to accept minutes.)
  - V Special Orders  
(~~Any Councilperson~~Councilmember may request that permission for a Special Order be placed on the agenda, but it must first be approved by both the Council President, and Committee Chair if raised during a Committee meeting.)
  - VI Public Hearings
  - VII Public Speaking  
(Three {3} minutes per speaker. Only one speaking opportunity per speaker. Numbered slips will be provided prior to the start of a meeting to those wishing to speak during this agenda item. No additional speakers or slips will be accepted after the meeting begins. Speakers may not allocate or "donate" their allotted time to another person. Council

members may not speak during public speaking, nor may they make response comments to speakers. Council members may use their five (5) minutes for final comments to address any issues that have been addressed by public speakers.)

- VIII Petitions and Unofficial Communications
- IX Official Communications – From Mayor and Other City Officials

- X Additional Communications
- XI Appointments
- XII Licenses

XIII Resolutions (A Council member who desires to speak in debate must obtain

the floor by being recognized by the presiding Chair. In the debate, each member has the right to speak twice [for a maximum of five (5) minutes] on the same question on the same day, but cannot make a second speech on the same question so long as any member who has not spoken on that

question desires the floor. A member who has spoken twice on a particular question on the same day has *exhausted his/her right to debate* that question for that day. A timer will be utilized. No "banking" of time or division of time for future use is allowed.

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Council members may request to ask questions of Administrative staff, etc. During debate on any agenda item, Guest speaker time allowed shall be determined by the presiding Chair and is not considered to be part of the limited debate time allocated to council members.

- XIV Liquor Licenses
- XV Introduction and First Reading of Ordinances
- XVI Second Reading and Enactment of Ordinances
- XVII Additional Discussion Items
- XVIII Final Council Comments
- XIV Adjournment

### **ORGANIZATION #3**

### **CLOSED SESSIONS**

**Rule 7.2** Pursuant to the Open Meetings Act, the Flint City Council may meet in Closed Session for one or more of the following purposes; The Open Meetings Act provides exemptions to the rule that government body meetings must be open to the public:

Meeting in closed session—a public body may meet in a closed session only for one or more of the permitted purposes specified in Section 8 of the OMA:

The limited purposes include, among others:

- (1) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.
- (2) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- (3) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- (4) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
- (5) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.
- (6) To consider material exempt from discussion or disclosure by state or federal statute. ~~But note—a board is not permitted to go into closed session to discuss an attorney's oral opinion, as opposed to a written legal memorandum.~~

~~7.3 A closed session must be conducted during the course of an open meeting.~~

~~Section 2(e) of the OMA defines "closed session" as "a meeting or part of a meeting of a public body that is closed to the public." Section 9(1) of the OMA provides that the minutes of an open meeting must include "the purpose or purposes for which a closed session is held."~~

~~—Rule 7.43 — GOING INTO CLOSED SESSION [EXECUTIVE SESSION] — A 2/3 roll call vote of the Councilmembers-Elect is required to meet in closed session for purposes (3) through (6), as listed in Rule 7.2. A majority vote of the Councilmembers-Elect is sufficient for purposes (1) and (2), as listed in Rule 7.2. The roll call vote and the purpose or purposes for meeting in closed session shall be recorded in the minutes of the meeting at which the vote is taken.~~

~~SECTION~~

~~7(1) OF THE OMA SETS OUT THE PROCEDURE FOR CALLING A  
CLOSED SESSION: A 2/3 ROLL CALL VOTE OF MEMBERS ELECTED  
OR APPOINTED AND SERVING IS REQUIRED TO CALL A CLOSED~~

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~~SESSION, EXCEPT FOR THE CLOSED SESSIONS PERMITTED UNDER SECTION 8(A), (B), (C), (G), (I), AND (J). THE ROLL CALL VOTE AND THE PURPOSE OR PURPOSES FOR CALLING THE CLOSED SESSION SHALL BE ENTERED INTO THE MINUTES OF THE MEETING AT WHICH THE VOTE IS TAKEN. THUS, A PUBLIC BODY MAY GO INTO CLOSED SESSION ONLY UPON A MOTION DULY MADE, SECONDED, AND ADOPTED BY A 2/3 ROLL CALL VOTE OF THE~~  
~~MEMBERS APPOINTED AND SERVING DURING AN OPEN MEETING~~  
~~FOR THE PURPOSE OF (1) CONSIDERING THE PURCHASE OR LEASE~~  
~~OF REAL PROPERTY, (2) CONSULTING WITH THEIR ATTORNEY, (3)~~  
~~CONSIDERING AN EMPLOYMENT APPLICATION, OR (4)~~  
~~CONSIDERING MATERIAL EXEMPT FROM DISCLOSURE UNDER~~  
~~STATE OR FEDERAL LAW. A MAJORITY VOTE IS SUFFICIENT FOR~~  
~~GOING INTO CLOSED SESSION FOR THE OTHER OMA PERMITTED~~  
~~PURPOSES.~~

Rule --7.45 ~~LEAVING A CLOSED SESSION [EXECUTIVE SESSION] - The City Council may leave a closed session upon a majority vote of the Councilmembers-elect. THE OMA IS~~  
~~SILENT AS TO HOW TO LEAVE A CLOSED SESSION. SUGGESTED~~  
~~IS~~  
~~FOR A MOTION TO BE MADE TO END THE CLOSED SESSION WITH~~  
~~A MAJORITY VOTE NEEDED FOR APPROVAL. ADMITTEDLY, THIS~~  
~~IS A DECISION MADE IN A CLOSED SESSION, BUT IT CERTAINLY~~  
~~ISN'T A DECISION THAT "EFFECTUATES OR FORMULATES PUBLIC~~  
~~POLICY." WHEN THE PUBLIC BODY HAS CONCLUDED ITS CLOSED~~  
~~SESSION, THE OPEN MEETING MINUTES SHOULD STATE THE TIME~~  
~~THE PUBLIC BODY RECONVENED IN OPEN SESSION AND, OF~~



COURSE, ANY VOTES ON MATTERS DISCUSSED IN THE CLOSED SESSION MUST OCCUR IN AN OPEN MEETING.

Rule 7.56 ——— DECISIONS ON MATTERS DISCUSSED IN CLOSED SESSION TO BE MADE DURING OPEN SESSION DECISIONS MUST BE MADE DURING AN OPEN MEETING, NOT THE

————— CLOSED SESSION [EXECUTIVE SESSION]— SECTION 3(2) OF THE  
————— OMA— REQUIRES THAT "ALL DECISIONS OF A PUBLIC BODY  
SHALL  
————— BE MADE AT A MEETING OPEN TO THE PUBLIC." SECTION 2(D) OF  
————— THE OMA DEFINES "DECISION" TO MEAN "A DETERMINATION,  
————— ACTION, VOTE, OR DISPOSITION UPON A MOTION, PROPOSAL,  
————— RECOMMENDATION, RESOLUTION, ORDER, ORDINANCE, BILL,  
OR  
————— MEASURE ON WHICH A VOTE BY MEMBERS OF A PUBLIC BODY  
IS  
————— REQUIRED AND BY WHICH A PUBLIC BODY EFFECTUATES OR  
————— FORMULATES PUBLIC POLICY.- All determinations, actions, votes, or  
dispositions of motions, proposals, recommendations, resolutions, orders,  
ordinances, bills, or measures by which the City Council effectuate or formulates  
public policy must be made during an open session."

Rule 7.76 ——— All matters discussed in closed session are privileged and not to be shared with any person outside of the closed session. ALL MATTERS DISCUSSED IN

————— CLOSED SESSION [EXECUTIVE  
————— SESSION] AND MATERIALS PROVIDED ARE PRIVILEGED  
————— INFORMATION AND ARE NOT TO BE SHARED WITH ANY  
————— PERSON(S) OUTSIDE OF THE SESSION.

**ACTION BY COUNCIL**

**FORM OF ACTION BY COUNCIL: DIVISION OF QUESTION**

(NOTE — THIS ACTION IS OFTEN UTILIZED BY COUNCIL FOR MASTER RESOLUTIONS AND SEPARATION OF SPECIFIC RESOLUTIONS)

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Rule 8.1 All official action of the Council as required by the City Charter shall be by ordinance or resolution, but decisions on parliamentary procedure may be made upon motion. Other action may be made upon motion, including decisions on parliamentary procedure.

Rule 8.2 No motion may be debated by the Council until it has been stated by the presiding officer and it must be reduced to writing if requested by the presiding officer or any Councilperson/Councilmember.

Rule 8.3 If a question before the Council is susceptible of division, it shall be divided on the demand of any Councilperson/Councilmember.

### VOTING

Rule 9.1 The determination of any question at a regular City Council meeting shall require a roll call vote.

Rule 9.2 The determination of any question at a committee meeting shall be by voice vote unless a member objects, in which case upon call of the Chair for a vote, if there is an objection, a roll call vote shall be taken.

Rule 9.3 The voting on all roll calls shall be rotated so that the Councilperson/Councilmember representing the First Ward shall cast the first vote on the first roll call of any meeting, the Councilperson/Councilmember from the Second Ward shall cast the first vote on the second roll call at any meeting, and so on throughout the meeting so that the first vote on a roll call shall be solicited from the succeeding Councilperson/Councilmember. Following the first vote on any roll call, the remaining Councilperson/Councilmembers shall be called in consecutive order until all nine Councilperson/Councilmembers have been afforded an opportunity to vote on any question.

Rule 9.4 A Councilmember must be seated at their designated seating place in order to vote. Proxy votes are not allowed.

Rule 9.5 INTERRUPTION OF VOTES – Interruptions during the taking of a vote are permitted only before any member has actually voted, unless, as sometimes occurs in ballot voting, other business is being transacted during voting or tabulating.

Rule 9.6 RULE AGAINST EXPLANATION BY MEMBERS DURING VOTING - A member has no right to “explain his vote” during voting, which would be the same as debate at such a time.

Rule 9.7 CHANGING ONE'S VOTE – A member has a right to change his vote up to the time the result is announced by the Chair. A request to change a vote after the Chair's announcement requires After that s/he can make the change only by the unanimous consent of the assembly requested body and granted, without debate, and may only be made immediately after the Chair's announcement, immediately following the chair's announcement of the result of the vote.

Rule 9.8 ABSTAINING VOTES – To “abstain” means to not vote at all.

Rule 9.9 ABSTAINING FROM VOTING ON A QUESTION OF DIRECT PERSONAL INTEREST – No member should vote on a question in which he/she has a direct personal or pecuniary interest not common to the other members of the organization. Voting on questions which affect oneself – the rule on abstaining from voting on a question of direct personal interest does not mean that a member should not vote for him/herself for an office or other position to which members generally are eligible, or should not vote when other members are included with him in a motion.

### INTRODUCTION AND ENACTMENT OF ORDINANCES

(~~BOTH Any City Councilmember or the Mayor may introduce an Ordinance~~ CITY COUNCIL AND THE LEGAL DEPARTMENT MAY INTRODUCE

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AN ORDINANCE))

Rule 10.1 Upon the introduction of any ordinance, the City Clerk shall proceed as directed in Section 3-30201 *et seq* of the Flint City Charter.

Rule 10.2 After a public hearing has been completed, any ~~Councilperson~~Councilmember may move the enactment of the ordinance.

Rule 10.3 If the ordinance is amended to the extent that there has been inadequate notice to the public of the content of the ordinance, it shall not be enacted until the procedures of Section 3-301 *et seq* of the Flint City Charter ~~Section 3-302~~ are complied with.

Rule 10.4 Every ordinance must state the date that it becomes effective. After the vote on the enactment of the ordinance, any ~~Councilperson~~Councilmember may move that it be given immediate effect upon publication, rather than the date stated. Any effective date earlier than thirty days after enactment requires a two-thirds vote of the ~~Councilperson~~Councilmembers-elect.

Rule 10.5 Every ordinance shall be submitted to the Chief Legal Officer of the City (FOR CORRECT FORMAT, NOT CONTENT) for review and approval as to form prior to enactment.

### MOTIONS

#### CONSIDERATION OF MOTIONS

Rule 11.1 When a question is under debate, the Chair will receive only the following motions:

- Rule 13 to adjourn
- Rule 14 to recess
- Rule 15 to postpone temporarily (lay on the table)
- Rule 16 to vote immediately (previous question)
- Rule 17 to limit debate
- Rule 18 to postpone definitely

- Rule 19 to refer (commit)
- Rule 20 to amend
- Rule 21 to postpone indefinitely
- Rule 22 to reconsider
- Rule 23 to rescind
- Rule 24 to withdraw a motion
- Rule 25 point of order
- Rule 26 ~~point of request for information~~

Rule 11.2 If more than one of the above motions are made, they shall be considered in the order listed.

**SUPPORT FOR MOTIONS**

Rule 12.1 No motion may be considered or debated unless it has ~~the support of~~ been seconded by at least one other Councilperson/Councilmember and has been properly stated by the Chair. The Chair does not have to recognize a member before that member may second a motion.

Rule 12.2 Nominations need not be seconded.

**MOTIONS #1**

**MOTION TO ADJOURN**

Rule 13.1 A motion to adjourn is always in order. If it is made during the count of a vote, it will not be considered until after the vote is announced.

Rule 13.2 A motion to adjourn ~~will be decided without debate~~ is not debatable. However, the issue of the time to reconvene may be debated if it is introduced by the maker of the motion or by amendment.

**MOTION TO RECESS**

Rule 14.1 A motion to recess shall state the length of the recess and ~~shall be decided without debate~~ is not debatable

Rule 14.2 When a recess is taken during the pending of any question, the consideration of the question shall be resumed upon the reassembling of the Council.

Rule 14.3 The Chair may order a recess without objection.

**MOTION TO POSTPONE TEMPORARILY (LAY ON THE TABLE)**

Rule 15.1 The Council may decide to postpone temporarily any matter pending before it. ~~The motion may be referred to as a motion to lay on the table.~~

~~Rule 15.2~~ A decision to lay upon the table shall have the effect of postponing the question involved, all pending amendments, and other adhering motions, until later in that meeting.

~~Rule 15.23~~ If a decision is made to resume consideration of a matter or to take up from the table, it shall return in exactly the same form as when it was postponed temporarily. A motion to resume consideration must be made at the same meeting.

~~Rule 15.3~~ If a motion to resume consideration fails or is not made, the pending matter shall be added to the next meeting agenda.

~~Rule 15.4~~ All matters postponed temporarily shall be considered at the meeting at which they were postponed. If the motion to take up from the table fails, the issue is considered to have failed.

~~Rule 15.54~~ A motion to postpone temporarily or to resume consideration shall be decided without debate. is not debatable

#### **MOTION TO VOTE IMMEDIATELY (PREVIOUS QUESTION OR CALL THE QUESTION)**

~~Rule 16.1~~ Any Councilperson/Councilmember may move to vote immediately. If the motion is supported, debate will cease immediately. A two-thirds vote is required for the motion to carry. Failure to cease talking shall result in disciplinary action. Violators shall be removed from the meeting.

~~Rule 16.2~~ If the motion receives a majority of the votes of the Councilperson/Councilmembers-elect, in accordance with Section 3-204(a) of the Charter, the Council shall vote on the pending question or questions in their regular order.

~~Rule 16.3~~ A motion to vote immediately is not debatable.

#### **MOTION TO LIMIT OR EXTEND DEBATE**

~~Rule 17.1~~ The Council may decide, by majority vote, to limit or determine the time that will be devoted to discussion of a pending motion or to modify or remove limitations already imposed on its decision. This may include a limit of time for each councilperson/Councilmember to speak to the issue. Failure to cease talking when a time limit has been reached shall result in disciplinary action. Violators shall be removed from the meeting.

~~Rule 17.2~~ If each councilperson/Councilmember has a limited time to speak, this time limit shall include any questions asked and/or answered per the councilperson/Councilmembers request.

~~Rule 17.3~~ A motion to limit or extend debate is not debatable.

## **MOTIONS #2**

### **MOTION TO POSTPONE DEFINITELY**

- Rule 18.1 The Council may decide to put off consideration of a pending main motion and to fix a definite time for its consideration.
- Rule 18.2 The debate on the motion to postpone definitely shall be limited to the reasons for the postponement and the time the main motion shall be taken up.

### **MOTION TO REFER (COMMIT)**

- Rule 19.1 If a motion to refer a matter to a committee or other agency has been made, the Council shall proceed to decide the question of the referral.
- Rule 19.2 There shall be no further debate on the merits of the main motion or amendments to the main motion until the referral motion is decided.

### **MOTION TO AMEND**

- Rule 20.1 A motion to amend must be germane to the main motion.
- Rule 20.2 An amendment may be amended but an amendment to an amendment may not be amended.

### **MOTION TO POSTPONE INDEFINITELY**

- Rule 21.1 The Council may decide to prevent discussion or further discussion on a question by voting to postpone it indefinitely.
- Rule 21.2 A motion that has been postponed indefinitely cannot come up again at the same meeting. If it is reintroduced at a later meeting, it shall be treated as a new motion.

### **MOTION TO RECONSIDER**

- Rule 22.1 A motion to reconsider any decision of the City Council may be made by any Councilperson/Councilmember that voted in the affirmative on the motion in question.
- Rule 22.2 A motion to reconsider may be made at the same meeting or not later than the next succeeding regular meeting of the Council provided that notice has been given to the Council prior to the start of the meeting.
- Rule 22.3 No question may be reconsidered more than once.
- Rule 22.4 If a decision of the Council has gone into effect, the motion to reconsider shall not be in order.

### **MOTION TO RESCIND**

- Rule 23.1 Action to rescind, repeal or annul a previous action may be by resolution unless the previous action is an ordinance. Action to repeal a published ordinance may only be by ordinance regardless of whether the ordinance has gone into effect.

- Rule 23.2 Notice of a motion to rescind a previous action must be given to the Clerk at least two days prior to the meeting at which the motion is to be made. However, the Council may vote by two-thirds of ~~Councilperson~~Councilmembers-elect to waive the notice.
- Rule 23.3 Motions to rescind may be reconsidered regardless of whether the vote was affirmative or negative.

### **MOTIONS #3**

#### **REQUEST TO WITHDRAW A MOTION**

- Rule 24.1 Any ~~Councilperson~~Councilmember may withdraw his or her motion before it has been restated by the Chair and placed before the assembly. The ~~Councilperson~~Councilmember need not obtain concurrence of any other person.
- Rule 24.2 After the motion has been placed before the assembly, it may only be withdrawn by majority consent of all ~~Councilperson~~Councilmembers present. A request to withdraw is undebatable.
- Rule 24.3 No request to withdraw a motion may be made after the vote on the motion has commenced.

#### **INCIDENTAL MOTIONS – POINT OF ORDER**

- Rule 25.1 The purpose of a point of order is to correct a breach in the rules when the presiding officer does not correct it, or when the presiding officer makes a breach of the rules.
- Rule 25.2 A point of order should not be used for minor infractions: that do not affect the substantive rights of the City Council, or a member
- Rule 25.3 A point of order does not need a second, can interrupt a speaker, is not debatable, and is decided by the chair.
- Rule 25.4 A point of order cannot be ignored by the presiding officer. A ruling of “agreement – out of order” or “disagree – denied” must be given. All debate and/or talking shall cease immediately when a point of order is raised, in order for the presiding officer to rule. Failure to cease talking shall result in disciplinary action. Violators shall be removed from the meeting
- Rule 25.5 Any two members have the right to appeal the presiding officer’s decision on a point of order. ~~This requires one member making (or taking) the appeal and another seconding (or supporting) it. Lack of support means the motion fails. If the motion is supported, the Council body votes to decide the question, as set forth in Rule 1.2. Members have no right to question the decision or ruling of the presiding officer unless they appeal from his/her decision.~~

#### **INCIDENTAL MOTIONS – POINT REQUEST FOR INFORMATION**

- Rule 26.1 A ~~requestpoint~~ request for information generally applies to information desired from a speaker.

- Rule 26.2 Its purpose is to help one understand the process and the potential consequences of the next voting.
- Rule 26.3 A request for information cannot be ignored by the presiding officer, but the presiding officer – upon hearing the request – may decide whether the request is legitimate and can proceed, or whether the speaker is misleadingly utilizing this motion to secure the floor for other purposes. The Presiding Officer must rule with either “Proceed” or “Denied”.
- Rule 26.4 A request for information point of information can be given made with a very short explanation but using this tactic as an opportunity to gain the floor is not allowed. Multiple abuses of use of point of information is cause for disciplinary action.

## **PUBLIC PARTICIPATION AND MAINTENANCE OF ORDER**

### **MAINTENANCE OF ORDER AND DEBATE**

(The public and City Council are both subject to the disorderly ~~person~~ persons ordinance section 31-101 and the general code of conduct. Additionally, the Chair or Presiding Officer has a responsibility and duty to enforce these rules and sanctions for the purpose of maintenance of order. Only the Chair or Presiding Officer may determine and rule on who/what is in or out of order. Violations of this rule shall result in removal from the meeting.)

- Rule 27.21 When a member has been called to order, the Chair shall determine whether or not he or she is in order. Every question of order shall be decided by the Chair subject to an appeal to the Council by any member. If a member is called to order for words spoken, the exceptional words shall be immediately taken down in writing so that the presiding officer or Council may be better able to judge the matter.
- Rule 27.32 During any portion of any meeting, ~~council member~~ Councilmembers may not engage in any type of argumentative discourse with members of the audience, at any time, for any reason. Any council member or audience member who engages in this behavior during a meeting shall be removed from the meeting.
- Rule 27.43 Only the presiding officer may call an individual (or staff member, or department head, etc.) up to the podium (and/or table) to speak. Other ~~council member~~ Councilmembers would have to petition the presiding officer to make this request.

### **RIGHT TO SPEAK IN DEBATE**

- Rule 28.1 Every ~~Councilperson~~ Councilmember and every person granted the privilege of speaking to the City Council, on any matter before the City Council, shall address all remarks to members of the Council and shall not speak until recognized.
- Rule 28.2 When two or more Councilmembers address the Chair at the same time, the Chair shall name the ~~Councilperson~~ Councilmember who is first to speak.
- Rule 28.3 A Councilmember who desires to speak, on any matter before the City Council, must obtain the floor by being recognized by the presiding Chair. Unless otherwise specified by these rules each member has the right to speak up to twice on the same



question on the same day, for 5 minutes during each round, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day or who has exhausted their allocated time has exhausted his/her right to debate on that question for that day. The Clerk shall utilize a timer and track members time.

Rule 28.4 Councilmembers may request, from the presiding Chair, the opportunity to ask questions of Administrative Staff, etc., during debate on any agenda item. Any such questions and responses shall be incorporated as part of the Councilmember's allotted time.

### **PUBLIC MEETINGS AND PARTICIPATION BY PUBLIC**

Rule 29.1 All meetings of the Council shall be open to the public in accordance with law.

Rule 29.2 If a member of the public wishes to address the City Council, they may do so at the regular City Council meeting. He or she shall submit, prior to the start of the meeting, a statement in writing containing his or her name and address and the topic to be covered. A box will be placed at the entrance to the Council Chambers for the collection of the statements.

Rule 29.3 Members of the public shall have no more than 3 minutes per speaker during public comment. Only one speaking opportunity per speaker. Numbered speaker slips will be provided prior to the start of a meeting to those wishing to speak during this portion of the agenda. No additional speakers or slips will be accepted after the meeting begins. ~~City council member~~Councilmembers may not also address ~~councilspeak~~ as a member of the public at this time. Public Speakers may not allocate or "donate" their allotted time to another person.

Rule 29.4 If a member of the public is addressing the Council at a scheduled public hearing, he or she shall stand to obtain recognition by the President at the opening of the hearing or at the conclusion of the remarks of the previous speaker.

Rule 29.5 Members of the public shall have no more than ~~10~~3 minutes to address the City Council during a public hearing.

~~Rule 29.6~~ Councilmembers may not speak during public hearings nor may they make response comments to speakers.

~~Rule 29.76~~ Any person ~~while being heard~~speaking at a Council meeting may be called to order by the President or any ~~Councilperson~~Councilmember for failure to be germane, for vulgarity, for personal attack of persons or institutions, or for speaking in excess of the allotted time.

~~Rule 29.87~~ Any person who is called to order shall thereupon yield the floor until the President shall have determined whether he or she is in order. Every question of order shall be decided by the President subject to an appeal by any ~~Councilperson~~Councilmember to the Council. If a person so engaged in presentation shall be determined by the Council to be out of order, that person shall not be permitted to continue at the same meeting except on special leave of the Council.

Rule 29.98- ~~Councilperson~~Councilmembers may not respond to any public speakers, but only one response and only when all public speakers have been heard. Individual council response is limited to two minutes and is subject to all rules of decorum and discipline. until Final Council Comments.

**CONDUCT, ETHICS AND DISCIPLINARY ACTIONS**

**GENERAL CONDUCT AND STANDARDS OF CONDUCT**

Rule 30.1 Every ~~councilperson~~Councilmember is subject to the established rules or general conduct and the standards of conduct as may be adopted by the City Council.

**ETHICS**

Rule 31.1 Every ~~councilperson~~Councilmember is subject to the established ethics rules of the City of Flint Charter and Ethics Ordinance.

**DISCIPLINARY ACTIONS**

Rule 32.1 Every ~~councilperson~~Councilmember is subject to the established rules and disciplinary actions for violations of rules and city ordinances.

**REVIEW OF CITY COUNCIL RULES**

Rule 33.1 Every December, the City Council shall place an item on the Special Affairs Committee agenda for a review of these rules.

Rule 33.2 At his/her own discretion, the Council President may at any time appoint a committee and its members to review and offer revisions of City Council Rules.

~~Rule 33.3~~ The rules may be revised upon a 2/3 majority vote of City Council members, per the City Charter. ~~All Council members are subsequently and immediately subject to the approved rules.~~

Rule 33.43 It is the responsibility and duty of the Council President, Vice President, and all the Committee Chairs to ensure that these rules are adhered to and to apply the recommended disciplinary actions if they are not. Failure to do so is itself a violation of the rules and can subjects the violator to disciplinary actions.

RULES ORIGINALLY ADOPTED: MAY 10, 1976

1ST AMENDMENT ADOPTED: MAY 24, 2010

2ND AMENDMENT ADOPTED: APRIL 27, 2015

3RD AMENDMENT ADOPTED: JUNE 12, 2017

4<sup>TH</sup> AMENDMENT ADOPTED: \_\_\_\_\_

**RESOLUTION NO.: 220039**

**PRESENTED: January 19, 2022**

**ADOPTED:**

**RESOLUTION REGARDING FLINT CITY COUNCIL INVESTIGATIVE HEARING**

**WHEREAS**, the Flint City Council is empowered to do investigative hearings; and

**WHEREAS**, the Flint City Council has elected to have an investigative hearing; and

**WHEREAS**, the scope of the investigative hearing is to consider the facts and circumstances relative to the Request For Proposals for Waste Collection Services and all other actions from the initial URP until the awarding of the actual contract; and

**WHEREAS**, all actions by the Flint City Council will be in compliance with the Open Meetings Act; and

**WHEREAS**, procedures need to be adopted relative to the conducting of such investigative hearings, including the calling of witnesses to testify before the Council and present evidence to the Council.

**NOW THEREFORE BE IT RESOLVED:**

That the following shall be the rules and procedure for such hearing:

1. The scope of the Council's investigation is for fact finding only.
2. A witness will not be required to testify sooner than 7 days after they are personally served with either a notice to appear to testify or a subpoena to testify.
3. A witness preserves all the rights guaranteed under the constitutions of the United States and State of Michigan, and all privileges recognized by law.
4. A witness has the right to have and confer with legal counsel present during any interview and while testifying.
5. The witness shall not be compelled to testify for longer than 90 minutes absent a court order. Under no circumstances can a witness be compelled to testify for longer than 90 minutes in any 24-hour period.
6. The hearing will be conducted as a questions-answer format. The witness will be presented one question at a time and afforded an opportunity to answer same without interruption.
7. Questioning of the witness must be conducted in a professional and respectful manner. Questions and questioning in a manner intended to harass, embarrass and/or intimidate a witness are prohibited.
8. The witness and counsel are to appear before City Council in person at a public hearing, unless otherwise agreed upon by the witness and Council.
9. The witness reserves the right to request examination in executive session. Any examination in executive session must be in compliance with the Open Meetings Act.

10. A witness shall not be compelled to testify in executive session, but may voluntarily agree to do so.
11. A witness shall not be compelled to answer any question that is outside the subject matter specified in the subpoena. A witness who appears without a subpoena shall not be compelled to answer any questions that are outside the subject matter of the investigation.
12. The witness is to testify in person. This will allow the witness to confer with counsel as desired.
13. If members of the Flint City Council intend to make charges and/or complaints, or are making charges and/or complaints against any of the witnesses to be questioned, prior to the interview of the witness, specific notification in writing of the charges / complaints are to be given to the witness at least 7 days in advance so that he or she can exercise any right afforded to him or her under the Open Meetings Act regarding closed sessions of the council, pursuant to MCL 115.268(a).

**APPROVED AS TO FORM:**

**CITY COUNCIL:**

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Angela Wheeler, Chief Legal Officer

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Eric Mays, President  
Flint City Council

**RESOLUTION: 220021**

**PRESENTED: 1-19-22**

**ADOPTED:**

**Resolution Approving the Appointment of Sandra Smith Jones  
to the Human Relations Commission**

**BY THE CLERK:**

Per the City Charter that went into effect on Jan. 1, 2018, the Human Relations Commission shall be comprised of nine members, one from each ward in the City of Flint; and

Susan Steiner Bolhouse was appointed to represent the 8<sup>th</sup> Ward on October 21, 2020, but has since passed away; and

8<sup>th</sup> Ward Councilman Dennis Pfeiffer recommends appointing Sandra Smith Jones (2222 Colfax Avenue, Flint, MI, 48503) to replace Ms. Bolhouse on the Human Relations Commission.

**THEREFORE, BE IT RESOLVED**, that the Flint City Council approves the appointment of Sandra Smith Jones to the Human Relations Commission for the remainder of a three-year term, beginning upon adoption of this resolution and ending on October 28, 2023.

**APPROVED AS TO FORM:**

**APPROVED BY FLINT CITY COUNCIL:**

\_\_\_\_\_  
Angela Wheeler, Chief Legal Officer

\_\_\_\_\_  
Eric Mays, City Council President

# Sandra Smith Jones

Flint, Michigan 48503 / 810-233-0727 /Email: ssjones@rljonescoc.org

## Summary:

Successful Marketing and Sales Professional with 40+ years experience in large scale Marketing & Communication environments. Implement Marketing Development, Account Planning, Quantified Business Objectives, Strategic Planner, Sales Management Training and Development, Maintained Revenue with Continued Growth with No Losses, Effective Selling Skills/Special Qualifications, Industry Experience, Specialized Education/Continued Degrees/Certifications.

**Strengths:** Focused, Strategic Planner, Loyal and Industry Proficient

## Experience:

**12/2016 to Current Founder/Executive Director**

**\*R. L. Jones Community Outreach Center, Inc.-Flint, MI.** (Nonprofit)/independent 501(C)3 on the Campus of Greater Holy Temple COGIC in response to the Water Crisis.

- 2017 - Expanded services to include Catherine's Closet, Access & Functional Needs (AFN) Delivery Network and Resource Center.
- 2018 - Became one of 3 Help Centers in the City to distribute Water & Food for the Flint Community as a pickup site every Thursday. Opened the Youth/Adult Job-readiness Training Program.
- 2019 – Full transition to a Community Outreach Center offering extended hours, programming and dynamic community partnerships.
- Weekly services impact over 7,200 residents in Flint and surrounding areas. Growing base of Resource Providers in our Thursday Help Center Program. Launched of new program partnerships health, IC-2, MSU, U of M, Genesee Health Plan, Hamilton Health Clinic, Well Care, etc. Growth of organizational capacity.

**2012 to Current Chairman of Capital Assets Management Committee/National Board of Trustees Church Of God In Christ, Inc. Memphis, Tennessee**

**2008 – 2013 Vice Chairman of Marketing/Publishing Board/ Church Of God In Christ, Inc. Memphis, Tennessee**

**October 1999 – 2002 Senior Sales & Marketing Account Manager (National)**

**\*Teligent, Inc. (AT&T) Houston, Texas**

- **Established:** A module designed to be effective in prospecting and cold calling for quality business accounts. Exceeded and met sales objectives each quarter, and have been the top sales person each quarter. Received top honors from the team, the Houston Director and Sales Vice President. The consistent forerunner in the entire Teligent Houston Blitz.
- **Responsible:** For \$5000 sales quota each month or 90% for the quarter. Developed a sales prospecting plan, which would accomplish my goal of obtaining a flow of appointments, thereby ultimately closing the sale. No losses of client accounts or personnel.
- **Introduced:** Revenue growth, Customer Retention, Certified Building growth, Customer Satisfaction, Continued Sales Growth, built and maintained a backlog of prospects.
- **Presented:** Differentiated business process to Administrative Assistants, Directors, Vice Presidents, Presidents, Chief Financial Officers and Owners.

**December 1997 – 1999 Director of Sales and Marketing (AT&T) Y2K (National)**

**\*BIZtech Systems, Inc. Houston, Texas - Established:** Marketing and Sales focus for the corporation with direct target objectives both nationally and internationally.

- **Responsible:** For Market Development, Account Planning, Quantified Business Objectives, Sales and Marketing Personnel and Implementation of the aforementioned. No losses, maintained client base with multiple increases in revenue both nationally and internationally.
- **Introduced:** Project Management, Client Maintenance and Retention, Revenue growth and a Direct Sales System. Which resulted in gross profit of more than 1.6m in new business sales for 1998. Exceeded objective by more than 53% the first year. Retained and grew existing business by more than 110%.
- **Presented:** Differentiated business processes to the various Vice Presidents, Presidents, Chief Financial Officers, Vice Presidents of Information Technology Companies, etc.

**1995 – 1997 Major Account Manager... (Southwest) \*ProNet Communications Houston, Texas**

- **Established:** Value added sales approach for the sales team. Exceeded sales by 6% the first three months.
- **Responsible:** For Sales focusing on revenue growth to existing accounts and new accounts of 15 but not more than 20 accounts with revenue of \$36,000 or more.
- **Introduced:** Revenue growth by 40%... Customer Retention by 10%... System Sales by 20%... Pager Sales by 20%... Account Receivables by 10%.
- **Presented:** Differentiated business process to Directors, Vice Presidents, Presidents, Chief Financial Officers and Chief Executive Officer Levels.

**1992 – 1995 Assistant Superintendent... (Local) \* City of Houston Parks and Recreation**

- **Established:** Policies and procedural revisions for staff implementation.
- **Provided:** Guidance to department staff in various activities necessary to attained operational goals. Responsible: For the preparation of the analyses for the department's annual budget. Managed the expenses and monitored all revisions.
- **Introduced:** A plan that was strategic as well as tactical in focus.
- **Collected:** And evaluated national account resources, revenue, result-data, and managed systems supported by national account programs. Consistent measurements of productivity with plans of strategy for long range objectives.
- **Presented:** All of the above information to Assistant Deputy Directors, Assistant Directors, and the Director of Houston Parks and recreation.

**1966-1992 Majors National Account Manager ... \* AT&T (Received Numerous Awards) (National)**

- **Provided:** The sales force through out the country with support programs and tools to manage and develop their accounts.
- **Manager and Liaison:** For the team between the client and AT&T. (Exceeded objectives and Attainments for 1988-1990 by 5 – 20% each year) met the competition head-on and won.
- **Responsible:** For 22 million in revenue base with growth increases of 5% or more annually each year.
- **Account Executive Industry Certified... (National)**
- **Provided:** Team leadership and direction. Planned strategy, prioritized goals, issues, planned action and developed time frames for the team.
- **Responsible:** For the assessment and appropriate resources needed to increase the revenue base. Managed: The Account Team and consistently exceeded scheduled project objectives and attainment. Revenue base was more than 5 million, increased that base by

more than 5%. (Received awards for High Achiever) Met the competition head-on and Won.

- **AT&T Staff Manager Basking Ridge, New Jersey (National-Headquarters)**
- **Provided:** Corporate with Strategies and Tactics for AT&T Communications during the Divestiture of the Bell System. Worked closely with Legal to establish Carrier Selection Procedures for AT&T.
- **Established:** And set up focus groups throughout the country.
- **Directed:** Public Relations and the Media both printed and TV, Radio, etc. for AT&T.
- **Managed:** And monitored the response of the competition through focus groups for Long Distance Dialing for AT&T.
- **Introduced:** The selection process used today for your 1+ Carrier, which affected all Long Distance across the world.
- **Phone Power Specialist (800 Service Manager)... Account Executive... Communications Consultant... Business Service Representative... Operator Services.**

## Education And Training

**2018**      **Midwest Theological University, MTh. @Flint, Michigan**  
Theology

**1965-1970**      **Texas Southern University - Houston, Texas** Chemistry/Mathematics

**1981**      **National Sales Training Institute AT&T-Denver, Colorado**

## Certifications - National Account Manager

**1982-1988**      **Harvard University @Boston, Massachusetts**

- Account Executive Selling
- System Selling Strategies Telemarketing Campaigns
- Account Management
- Financial Management & Consulting
- National Computer Science Systems
- Computer Languages I & II

**Massachusetts Institute of Technology (MIT)@Boston, Massachusetts**

- Data Connectivity and Networking

**1992-1993**      **University of Houston – Houston, Texas ABS**

- Real Estate, Marketing & Brokerage

**1993-1995**      **Charles Harrison Mason Bible Institute/Houston, Texas ABS**

- Theological Seminary

**1978-1988**      **AT&T National Sales Training Institute Certifications**

- Business Fundamentals...Marketing System-Business Basics...System Theory and Business...ROI-Basics for Non-Financial Executives...Accounting-Fundamentals for Non-Financial Executives...Business Market Management
- Skills and Knowledge
- Computer Knowledge in SDN... T1.5's... Microwave... DDS... ASDS... Local Area Network...Office ...Access ...PowerPoint ...Excel ...Windows...Windows Vista...Tele-Magic...Internet...Data Connectivity and Networking, Disaster Recovery.

## Business Clientele Accounts Valued @ \$170 million Annual Revenue for AT&T:

Panhandle Eastern Gas Transmission (National), Telecheck – Southwest Division, MW Kellogg (National Data Division of Brown & Root), Keplinger (National), CRS Serrine (National), Bechtel (National), Raymond Brown & Root Mowlem, McClelland Engineering.

\* **National:** Handled accounts globally References provided upon request





RESOLUTION NO.: 220022  
PRESENTED: JAN 19 2022  
ADOPTED: \_\_\_\_\_

**RESOLUTION FOR THE APPOINTMENT OF GWENDOLYN HUDDLESTON TO THE HURLEY BOARD OF HOSPITAL MANAGERS.**

**BY THE MAYOR:**

Gwendolyn Huddleston to be appointed to fulfill the remaining term for Mr. Herbert Miller who has resigned from the Hurley Board of Hospital Managers; and

Mayor Sheldon A. Neeley appoints Gwendolyn Huddleston to complete the remaining term on the Hurley Board of Hospital Managers, with such term that commences immediately, and expires April 30, 2022.

**THEREFORE, BE IT RESOLVED** that the Flint City Council approves the appointment of Gwendolyn Huddleston to serve the remaining term on the Hurley Board of Hospital Managers, with such term commenced immediately, and expires April 30, 2022.

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Angela Wheeler, Chief Legal Officer

FOR THE CITY OF FLINT:

  
\_\_\_\_\_  
Sheldon A. Neeley, Mayor

APPROVED BY CITY COUNCIL:

\_\_\_\_\_  
Eric Mays, City Council President

# GWENDOLYN D. HUDDLESTON

1225 Eldorado Drive

Flint, MI 48504

Phone: 810-423-5044 E-mail: GwenHuddleston1@gmail.com

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## **PROFESSIONAL EXPERIENCE**

### **Hurley Medical Center**

**Flint, MI**

#### ***Nursing Quality Specialist***

***January 2019-January 2020***

Monitor and evaluate compliance to external standards and relative to quality and patient safety. Participate in development, implementation and accomplishment of departmental goals and objectives. Ensure hospital delivers high quality of care. Evaluate nursing practice within the department to maximize efficiency and optimize patient care. Suggesting and implementing change to ensure hospital requirements are consistently followed.

### **HCare/Bison Home Medical**

**Flint, MI**

#### ***Nurse Liaison***

***July 2010-July 2017***

Facilitate, coordinate staff relationship with Hurley Medical center and HCare/Binson and HCare referral. Knowledge of insurance and referral process. Assist with the Home Care and DME referral. Extensive knowledge of company inventory. Advise staff and physician of alternatives for care in the home. Make referral to other agencies based on insurance and patient preference. Manage HCare staff. Disciple orientation, educate and evaluate.

### **Genesys Regional Medical Center**

**Flint, MI**

#### ***Case Manager/Health Access***

***July 2002-June 2004***

Assess indigent clients for hospital and community services, negotiated with local hospitals and clinic to provide free care, patient teaching and home assessments.

### **Hurley Medical Center**

**Flint, MI**

#### ***Geriatric Nurse Case Manager***

***August 1996-August 1998***

Coordinate clinical patient services, assist physicians, effectively manage and supervise staff. Executed patient assessments including MMSE, clock drawing, depression scale and nutrition assessment. Administered patient and family education, medication, EKG and lab draws.

#### ***Nurse Case Manager I***

***1992-1996***

Coordinate clinical patient services and ensure efficient resource utilization to ensure optimal clinical quality outcome by reviewing charts, assessing patients and patient families, evaluating care needs and recommending changes to patient care and standards.

***Manager, Discharge Planning Department***

***1989-1992***

Directed, organized, and coordinated operation of continuity of care. Formulated and recommended goals and objectives for discharge planning services. Monitored ongoing budget. Formulated and recommended policies and procedures, interviewed, scheduled assigned department work, evaluated and disciplined staff. Identified analyzed and resolved work related problems and issues. Planned and conducted in-service/training. Reviewed external discharge planning regulatory and third-party payer requirement. Formulated revision in plans, procedures, and policies to facilitate regulatory compliance.

***Discharge Planning Coordinator***

***1983-1989***

Performed early assessment of patient/family regarding discharge comprehensive plan. Coordinated services as it related to other disciplines. Utilized extensive knowledge of third-party payer and reimbursement issues including Medicare and Medicaid regulations.

***General Duty Charge Nurse-Infertility Clinic***

***1973-1983***

Assisted Physician in both the office and OB Clinic, Office management, scheduling of appointments and patient screening. Provided services for oncology, medical, surgical, pediatric, and various patient areas.

**PROFESSIONAL ACTIVITIES**

National Black Nurses

Greater Flint Black Nurse

**AWARDS**

Employee of Year, Hurley Medical Center

Corporate Women of Achievement Nominee, YMCA

Hurley Hero, Hurley Medical Center

**EDUCATION**

**Genesee Community College**  
**Associate in Nursing**

**Flint, MI**  
**May 1973**

**University of Michigan**  
**Bachelor of Science of Nursing**

**Flint, MI**  
**May, 1989**