

# AGENDA

## COUNTY SERVICES COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw MI 48602

**Wednesday, January 14, 2026 - 4:00 p.m.**

Members: Michael Webster – Chair, Dennis Harris – Vice-Chair, John Kaczynski, Gerald Little, Jack Tany  
Others: County Clerk, Administrator, Finance Director, Civil Counsel, Board Staff, *Media*

- I. Call to order
- II. Welcome
- III. Correction/Approval of Minutes (***December 3, 2025 - Attached***)
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda

1. **Tom Miller Jr., President & CEO, Saginaw Future**, re:

- **1-20-5** Requesting consideration of a sixth amendment to the contract between County of Saginaw and Saginaw Future Inc. not to exceed \$250,000 for metrics-based funding, performance funding, and direct services (*Board Report*)

2. **Jonathan T. Webb, President/CEO Castle Museum of Saginaw County History**, re:

- **1-20-6** -Submitting its 2025 3<sup>rd</sup> quarter report (*Receive & File*)
- Requesting consideration and approval of its 2026 millage renewal proposal

3. **Andrew Klaczkiewicz, Director, Information Technology**, re:

- **1-20-7** Requesting approval and adoption of proposed policies:
  - Policy 504 Mobile Device Management
  - Policy 506 Web Content Accessibility Guidelines
  - Policy 507 Data Classification
  - Policy 508 Artificial Intelligence

4. **Mary Catherine Hannah, County Administrator**, re:

- **1-20-8** Submitting for review amended Travel Policy #351 incorporating language regarding a preference for using MBS Airport for County work purposes
- **1-20-9** Requesting approval and adoption of the proposed Saginaw County Brand Identity Guide Policy

5. Any other matters to come before the committee

- VI. Miscellaneous
- VII. Adjournment

## MINUTES

## COUNTY SERVICES COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw MI 48602

Wednesday, December 3, 2025 - 4:00 p.m.

Present: Michael Webster – Chair, Dennis Harris – Vice-Chair, John Kaczynski, Gerald Little, Jack Tany  
Others: Mary Catherine Hannah, Dave Gilbert, Dennis Borchard, Ed Wasmiller, Dan Armentrout, Lacey Ziola, Darcie Totten, Jaime Ceja, Suzy Koeplinger, and Catherine Hicks

- I. Call to order – ***Chair Webster at 4:00 p.m.***
- II. Welcome
- III. Correction/Approval of Minutes (***November 5, 2025***)
  - ***Moved by Vice-Chair Little, seconded by Commissioner Harris, to approve. Motion carried.***
- IV. Public Comment – ***None***
- V. Agenda

1. **Brian Wendling, Public Works Director**, re:
  - ***12-16-1 Requesting approval of (1) Resolution Approving Apportionment of Operational Costs and Accepting for File the FY 2026 Budget of the Saginaw Area Storm Water Authority; and (2) Resolution Appointing Trustee and Alternate Trustee of the SASWA Board of Trustees (Res. 2025-19/Res. 2025-20)***
  - ***Moved by Chairman Tany, seconded by Vice-Chair Little, to approve. Administrator Hannah asked that the motion include an increase to the FY 2026 budget of \$4,723. Motion carried. (Board Report/Res. 2025 - 19)***
  - ***Moved by Commissioner Kaczynski, seconded by Chairman Tany, to approve. Motion carried. (Resolution 2025 - 20)***
2. **Dennis Borchard, Managing Director; Dan Armentrout, Director of Engineering; Lacey Ziola, Director of Finance; and Board Member Ed Wasmiller Saginaw County Road Commission**, re:
  - ***12-16-2 Submitting its report on how additional funding will impact our roads and a list of 2026 proposed primary road projects (On file)***
  - ***Moved by Vice-Chair Little, seconded by Commissioner Kaczynski, to receive and file. (Receive & File)***
3. **INFORMATIONAL COMMUNICATIONS - None**
4. Any other matters to come before the committee – ***None***

- VI. Miscellaneous – ***None***
- VII. Adjournment
  - ***Moved by Harris, seconded by Kaczynski, to adjourn. Motion carried; time being 4:44 P.M.***

Respectfully Submitted,  
Michael Webster, Committee Chair  
Suzy Koeplinger, Committee Clerk

1-20-5

**Saginaw Future Inc.  
Funding Request to County of Saginaw  
FY 10/1/2025 – 9/30/2026**

Board of Directors

Kevin Albosta\*  
Chair

Tim Hausbeck\*  
Vice Chair

AB Ghosh\*  
Secretary/Treasurer

Seth Perigo\*  
Past Chair

Tom Miller Jr.\*  
President & CEO

Tim Morales\*

Eugene Seals, Jr.\*

Michael Webster\*

Scott Baldauf

Kyle Bandlow

Laura Bierlein

Dan Dralle

Paul Furlo

Gavin Goetz

Dr. George Grant

Mary Catherine Hannah\*\*

Shane Hunt

Kristin Karwat

Torrie Lee

Kyle McCree

Angie Miller

Kathy Moodie

Brenda Moore\*\*

Justin Pomerville

Bridget Smith

Eric Snidersich

Greg Turner

Kristen Wenzel\*\*

Beth Wright

Chad Wurtzel

\* Executive Committee  
\*\*Ex Officio Member

In FY 2021, the County of Saginaw amended its contract with Saginaw Future Inc., to include a metrics-based funding formula. The agreed upon performance metrics included activities that resulted in the creation of new jobs, investment and securing government contracts.

The County of Saginaw and Saginaw Future are currently operating under a fifth amendment, which covers activity between 10/1/2024 to 9/30/2025.

Saginaw future is proposing a sixth amendment to cover 10/1/2025 to 9/30/2026 (FY 2026) with the following performance metrics and budget request:

<ul style="list-style-type: none"> <li>➤ Total Metrics Based Funding Request</li> <li>➤ During the new Fiscal Year 2026, SFI is also requesting additional funding in the amount of <b>\$50,000</b> for performance 25% above and beyond the stated metrics.</li> <li>➤ Saginaw Future will also continue assisting the County of Saginaw with direct services, through its <b>\$50,000</b> in General Fund appropriation including:           <ul style="list-style-type: none"> <li>• Great Lakes Tech Park</li> <li>• Economic Development Corporation of the County of Saginaw</li> <li>• Saginaw County Brownfield Redevelopment Authority</li> <li>• PACE Financing</li> <li>• Annual Economic Report</li> <li>• County of Saginaw Newsletters</li> <li>• Response to Administrator on specific requests</li> </ul> </li> </ul>	<b>\$150,000</b>
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*SFI will meet or exceed the goals established by the SFI Board on an annual basis. A copy of those metrics and progress reports will be included with all funding requests, which will be submitted no less than quarterly.*

<ul style="list-style-type: none"> <li>➤ Total Metrics Based Funding Request</li> <li>➤ Performance of 25% Above Stated Metrics</li> <li>➤ Saginaw Future Inc., Direct Services to County of Saginaw</li> </ul>	<b>\$150,000</b>
	<b>\$50,000</b>
	<b>\$50,000</b>

**Total SFI budget request not to exceed \$250,000 for FY 2026.**

Sincerely,



Tom Miller Jr.  
President & CEO

SAGINAW COUNTY BOC  
DEC 19 '25 PM12:44

# COUNTY SERVICES



CASTLE | SAGINAW  
MUSEUM | COUNTY  
of HISTORY

1-20-6

## *Historical Society of Saginaw County, Inc.*

500 Federal Ave. • Saginaw, Michigan 48607

Telephone: (989) 752-2861

*Chairperson*  
Brad Jarvis, Ph.D

*Vice-Chairperson*  
Tamara Carter

*Treasurer*  
Amy French, Ph.D

*Secretary*  
Kathy Gonzales

*Executive Committee*  
Jack Tany  
Bryan Konieczka

*Directors*  
Robert Emrich  
Hon. Elian Fichtner  
Joaquin Guerrero  
Chip Hendrick  
Alex Mixter  
Dorian Phelps  
Larry Rodarte  
Delena Spates-Allen

*President/CEO*  
Jonathan T. Webb

Michael Webster, Chair  
County Services Committee  
111 S. Michigan Ave.  
Saginaw, MI 48602

Dear Chair Webster:

I'm attaching financials for Q3 2025 to be presented and recorded at the County Services Committee meeting on January 14, 2026. If we have completed our Q4 reconciliation by the meeting date, I will also forward those to you.

Also attached is verbiage for our 2026 millage renewal proposal. This has been reviewed and approved by the County's attorney, Bill Smith. I would also like to be added to the agenda at the County Services committee meeting in order to formally request inclusion on the Summer 2026 ballot for renewal of our current millage.

Thank you.

President & CEO  
Castle Museum of Saginaw County History

**Statement of Activity**  
**HISTORICAL SOCIETY OF SAGINAW COUNTY, INC.**  
 July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
400 Contract Revenue	310,704.25
436 Contracted Services-County	310,704.25
<b>Total for 400 Contract Revenue</b>	<b>\$310,704.25</b>
407 Museum Store Revenue	1,830.39
410 Membership	179.93
420 Gifts and Grants	1,750.00
420.4 Grant Income	1,750.00
422 Donations	6,990.71
<b>Total for 420 Gifts and Grants</b>	<b>\$8,740.71</b>
430 Admissions	\$3,034.59
428 Special Events	106.80
443.1 Room Rentals	300.00
443 Tours	66.00
<b>Total for 430 Admissions</b>	<b>\$3,507.39</b>
432 Miscellaneous	\$69.83
440 Interest Income	27,296.04
<b>Total for 432 Miscellaneous</b>	<b>\$27,365.87</b>
450.1 Museum Store	18.09
409 Store Sales Tax	18.09
<b>Total for 450.1 Museum Store</b>	<b>\$18.09</b>
<b>Total for Income</b>	<b>\$352,346.63</b>
<b>Gross Profit</b>	<b>\$352,346.63</b>
Expenses	
500.1 Personnel	163.83
503 Employee Benefits	163.83
534 Contract Labor	13,800.00
<b>Total for 500.1 Personnel</b>	<b>\$13,963.83</b>
510.1 Castle Building Operation	5,310.57
506 Insurance-Other	5,310.57
551 Utilities	19,251.99
557 Building Repair & Maintenance	5,382.03
561 Elevator	2,195.58
563 Janitor Supplies	290.62
<b>Total for 510.1 Castle Building Operation</b>	<b>\$32,430.79</b>
520 Museum & Society Operation	4,302.90
507 Office Operations & Equipment	4,302.90
517 Telephone/Internet	885.48
518 Uniform Clothing	459.60
519 Postage	3.80

**Statement of Activity**  
**HISTORICAL SOCIETY OF SAGINAW COUNTY, INC.**  
 July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
520.1 Bank Service Fees	155.81
521 Printing	699.71
523 Dues & Subscriptions	1,484.66
525 Professional Fees	2,050.00
527 Training & Conferences	568.00
537 Promotions/Publicity	5,976.15
541 Activities & Special Events	1,484.43
<b>Total for 520 Museum &amp; Society Operation</b>	<b>\$18,070.54</b>
530.1 Grants to Out County Museums	31,070.43
545 Collections/Exhibits/Education	
511 Collections Supplies & Equipment	5,375.92
513 Exhibits Plan, Design, & Production	418.71
516 Educational Activities & Supplies	\$73.96
516.1 Time Machine Operating	\$230.77
516.3 Education & Program Materials	31.70
<b>Total for 516.1 Time Machine Operating</b>	<b>\$262.47</b>
<b>Total for 516 Educational Activities &amp; Supplies</b>	<b>\$336.43</b>
<b>Total for 545 Collections/Exhibits/Education</b>	<b>\$6,131.06</b>
546 Museum Store Operations	1,196.83
Payroll Expenses	
Company Contributions	
Retirement	13,037.26
<b>Total for Company Contributions</b>	<b>\$13,037.26</b>
Taxes	13,080.72
Wages	168,092.75
<b>Total for Payroll Expenses</b>	<b>\$194,210.73</b>
<b>Total for Expenses</b>	<b>\$297,074.21</b>
<b>Net Operating Income</b>	<b>\$55,272.42</b>
Other Expenses	
Miscellaneous Expense	256.18
<b>Total for Other Expenses</b>	<b>\$256.18</b>
<b>Net Other Income</b>	<b>-\$256.18</b>
<b>Net Income</b>	<b>\$55,016.24</b>

**Statement of Financial Position**  
**HISTORICAL SOCIETY OF SAGINAW COUNTY, INC.**  
As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Bank Accounts	
101 Cash & Cash Equivalents	\$0.00
100 Huntington Checking Account	24,430.06
105 Petty Cash	250.00
106 Change Bags	160.00
107 Cash in Drawer	37.72
116 Huntington Money Market - 3.55%	50,947.62
131 FCU Savings	5.11
159 FCU CD 15 - 11/9/25 - 5.0%	270,053.58
170 Mercantile Bank MM - 5.4%	252,676.89
190 Misc. CDs	
154 Federated Hermes Trust MM	130.47
181 Charles Schwab BK SSB Westlake 4.1%	200,000.00
182 Goldman Sachs Bk USA NY 4.25%	105,000.00
183 Morgan Stanley Private BK	118,000.00
184 Wells Fargo Bk N A Sioux Falls 4.2%	139,000.00
185 Bank Amer NA Charlotte NC 3.85%	105,000.00
186 Wells Fargo BK N A Sioux Falls 4.3%	101,000.00
187 Bank Amer Na Charlotte NC 4.05%	125,000.00
188 Morgan Stanley BK N A Salt 3.9%	240,000.00
189 Pioneer Bk Mapleton Minn 3.8%	240,000.00
<b>Total for 190 Misc. CDs</b>	<b>\$1,373,130.47</b>
<b>Total for 101 Cash &amp; Cash Equivalents</b>	<b>\$1,971,691.45</b>
<b>Total for Bank Accounts</b>	<b>\$1,971,691.45</b>
Accounts Receivable	
Other Current Assets	
244 Assets held by others	243,055.56
<b>Total for Other Current Assets</b>	<b>\$243,055.56</b>
<b>Total for Current Assets</b>	<b>\$2,214,747.01</b>
Fixed Assets	
<b>Total for Assets</b>	<b>\$2,214,747.01</b>

**Statement of Financial Position**  
**HISTORICAL SOCIETY OF SAGINAW COUNTY, INC.**  
As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
CC Payable - Huntington	8,880.02
Total for Credit Cards	<b>\$8,880.02</b>
Other Current Liabilities	
2100 Payroll Liabilities	\$0.00
MI Local Tax	395.68
MI Unemployment Tax	222.00
Total for 2100 Payroll Liabilities	<b>\$617.68</b>
2200 Sales Tax Payable	20.31
Total for Other Current Liabilities	<b>\$637.99</b>
Total for Current Liabilities	<b>\$9,518.01</b>
Long-term Liabilities	
Total for Liabilities	<b>\$9,518.01</b>
Equity	
293 Endowment	112,268.10
294 Designated for future repairs	100,000.00
295 Fund Balance	1,236,918.00
3900 Retained Earnings	539,968.17
Net Income	216,074.73
Total for Equity	<b>\$2,205,229.00</b>
Total for Liabilities and Equity	<b>\$2,214,747.01</b>

**Proposed ballot language for renewal of the  
Castle Museum of Saginaw County History  
millage**

*"Shall the County of Saginaw, Michigan ("County") RENEW the previously approved amount of general ad valorem taxes which may be imposed for all purposes upon real and personal property in the County, as provided in Article 9 Section 6 of the Michigan Constitution of 1963, as amended, which last resulted in a levy of .1997 mill (\$0.1997 per \$1000.00) of taxable valuation for levy in the years 2027 to 2036, both inclusive, which levy is estimated to raise up to \$ \_\_\_\_\_ in the first year, for the purpose of continuing operations of the Castle Museum of Saginaw County History, the historical museums in Bridgeport, Chesaning, Frankenmuth, and St. Charles, and other activities of historical importance within the entire Saginaw County?"*



# COUNTY OF SAGINAW

111 S. Michigan Ave | Saginaw, MI 48602

COUNTY  
SERVICES

January 6, 2026



Commissioner Michael Webster, Chair  
County Services Committee  
Saginaw County Board of Commissioners  
111 S. Michigan Ave.  
Saginaw, MI 48602

1-20-7

SAGINAW COUNTY BOC  
JAN 7 '26 AM9:34

Re: Policy 504: Mobile Device Management (Revisit)  
Policy 506: Web Content Accessibility Guidelines  
Policy 507: Data Classification  
Policy 508: Artificial Intelligence (AI)

Dear Chair Webster,

The additional information that was requested during the County Services Committee meeting in October 2025 has been compiled. Accordingly, I respectfully request that the County Services Committee revisit the proposed Policy 504: Mobile Device Management.

Attached is proposed Policy 506, developed in response to updates to Title II of the Americans with Disabilities Act (effective April 24, 2024). These updates require local governments to ensure that digital content—including websites, documents, and online services—is accessible to individuals with disabilities. The policy establishes clear expectations for producing content that is perceivable, operable, understandable, and robust, thereby ensuring equitable access to government information and services.

Also attached is proposed Policy 507, which establishes a formal Data Classification framework to ensure information is consistently identified and handled according to sensitivity and risk. The policy supports the protection of confidential and regulated data, strengthens compliance with applicable legal and regulatory requirements, and reduces ambiguity by clearly defining data handling responsibilities. It further enables the organization to apply appropriate safeguards and allocate resources proportionate to data criticality.

Attached is proposed Policy 508, which provides governance for the responsible, ethical, and secure use of artificial intelligence within the organization. The policy addresses key risks related to data privacy, bias, transparency, and regulatory compliance, while providing clarity for employees and leadership as AI technologies continue to evolve. It also promotes accountability and informed decision-making when deploying or relying on AI-enabled tools.

All proposed policies have been reviewed and approved by Legal Counsel. I will be available at the January 14, 2026, County Services Committee meeting to address any questions or provide additional information the Commissioners may require.

Warmest Regards,



Andrew Klaczkiewicz  
Director  
County of Saginaw Information Technology

cc: Mary Catherine Hannah, County Administrator

Proposed Motions:

1. Committee moves to recommend approval and adoption of Policy 504: Mobile Device Management.
2. Committee moves to recommend approval and adoption of Policy 506: Web Content Accessibility Guidelines.
3. Committee moves to recommend approval and adoption of Policy 507: Data Classification.
4. Committee moves to recommend approval and adoption of Policy 508: Artificial Intelligence.



Title: Mobile Device Management Policy  
Effective Date:  
Amended:  
Issuing Authority: Board of Commissioners  
Responsible Officer: Director of Information Technology

Category: 500  
Number: 504

## Purpose

The purpose of this policy is to establish guidelines for the secure use and management of County owned mobile devices, including smartphones, tablets, and other portable devices, that access County resources. This policy ensures the protection of County data, compliance with security standards, and appropriate use of mobile devices.

## Responsibility

County of Saginaw Information Technology (COSIT) is responsible for all Mobile Device Management (MDM) functions. All mobile devices must be configured by COSIT prior to their issuance.

## Scope

This policy applies to all County of Saginaw Elected Officials, Judges, employees, contractors, third-party vendors, or anyone else who has access to or uses County mobile devices. Noncompliance with this policy subjects the user to disciplinary action outlined in the County of Saginaw Standards of Conduct.

## Policy

### Enrollment

- All County owned mobile devices must be enrolled in the company's MDM solution.
- Devices not enrolled in MDM will not be granted access to company systems.

### Security Requirements

- A passcode/PIN must be enabled on all devices.
- Use of encryption on all devices is mandatory (iPhones & Pixel devices use encryption by default).
- COSIT reserves the right to enforce security settings remotely through MDM.
- Jailbroken or rooted devices are strictly prohibited.

### Access Control

- Access to County data via mobile devices is limited to approved applications deployed to mobile devices by COSIT.
- County, ePHI, PII, or CJI data must never be stored in unapproved third-party applications or cloud services.
- Lost or stolen devices must be reported to COSIT & Department Head immediately.

## Monitoring and Management

- Requests to have applications remotely installed or removed from a county device can be made through the COSIT Service Desk.
- The MDM platform will monitor device compliance, including operating system version, installed applications, and security settings.
- COSIT will remotely wipe a county device in cases of loss, theft, or termination of employment.
- Users shall not attempt to disable or circumvent County MDM controls.

## County Administrator Legal Counsel Review

The County Administrator has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

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Approved as to Substance:  
Saginaw County Administrator

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Approved as to Legal Content:  
Saginaw County Civil Counsel

## Definitions

Criminal Justice Information (CJI) refers to all data collected, stored, transmitted, or exchanged by criminal justice agencies that is necessary for the administration of criminal justice.

ePHI or PHI are any of 18 HIPAA identifiers used in conjunction with a person's physical or mental health condition, health care, or a person's payment for health care, which can be stored on paper or electronically.

Jailbroken or rooted refers to a mobile device that has been modified to remove the manufacturer's built-in restrictions and security controls. Jailbreaking gives the user elevated or "root" access to the operating system, allowing them to install unauthorized applications, change system files, and bypass security protections.

Mobile Device(s) are portable, electronic computing equipment designed to support wireless communication, data processing, and application functionality. Mobile devices typically operate on battery power, utilize cellular and/or wireless networks for connectivity, and may include features such as touchscreens, cameras, sensors, and integrated storage.

Mobile Device Management (MDM) is a type of security and administrative technology used by organizations to monitor, manage, and secure employees' mobile devices—such as smartphones, tablets, and laptops—that access corporate systems and data.

PII is any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.



Title: Web Content Accessibility Guidelines Policy

Effective Date:

Category: 500

Number: 506

Amended:

Issuing Authority: Board of Commissioners

Responsible Officer: Director of Information Technology

## Purpose

This policy explains how the County of Saginaw will keep its website accessible to the public by following the Web Content Accessibility Guidelines (WCAG) 2.1 AA. The goal is to make sure everyone, including people with disabilities, can use and understand the County website.

## Responsibility

**Users:** Anyone who adds, updates, or publishes content on the County website or social media presence, must follow this policy and make sure their content is accessible.

**Management:** County leaders must ensure that their staff understand and use accessibility practices when posting website content.

**County of Saginaw Information Technology (COSIT):** The I.T. Department is responsible for reviewing website accessibility each year, updating tools or guidelines when needed, and supporting staff in meeting WCAG requirements.

## Scope

This policy applies to all County of Saginaw Elected Officials, Judges, employees, contractors, third-party vendors, or anyone else who adds content to the County's social media or on-line presence. Anyone mentioned who fails to comply with this, or any County of Saginaw policy, is subject to disciplinary action outlined in the County of Saginaw Standards of Conduct.

## Policy

Any County published website and/or social media presence must comply with the WCAG 2.1 AA standards. The following requirements apply:

1. Live videos must have captions.
2. Recorded videos must include a spoken description of important visual information.
3. Content must work whether the screen is held vertically or horizontally (unless orientation is essential).
4. Ensure every image includes descriptive alt text that clearly conveys its purpose or content so users who rely on assistive technologies receive equivalent information.
5. Online forms must identify what type of information they are asking for, such as name, email, or phone number.
6. Text must be easy to read with enough contrast against the background.

7. People must be able to make text larger without breaking the page or losing information.
8. Words should not be shown as images unless absolutely necessary.
9. Pages must still work and be readable on small screens or when zoomed in.
10. Buttons, icons, and other visual parts must have enough contrast to be clearly seen.
11. If someone changes spacing between lines or letters, the content must still work and stay readable.
12. Pop-ups or tooltips must be easy to dismiss and should not trap the user.
13. There should be more than one way to find important pages or information.
14. Headings and labels must clearly describe what follows or what is required.
15. It must be easy to see which item on the page is currently selected or focused.
16. Any change in language (such as a phrase in Spanish on an English page) must be marked so assistive tools can read it correctly.
17. Navigation menus must stay in the same place and work the same way across the site.
18. Buttons, icons, and features that do the same thing must look and be named consistently.
19. Error messages must explain what went wrong and how to fix it.
20. Important transactions—like signing documents or submitting financial information—must allow users to review and correct mistakes before final submission.
21. Important status updates (like “saved,” “sent,” or “error”) must be announced in a way that assistive tools can detect.
22. Ensure all posted PDFs include proper tagging, logical reading order, searchable text, descriptive headings, and alt text for images.
23. If the county contracts with a third party (vendor) to build or run customer-facing software (payment portals, scheduling systems, etc.), that software must comply with WCAG 2.1 AA.

#### County Administrator Legal Counsel Review

The County Administrator has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

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Approved as to Substance:  
Saginaw County Administrator

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Approved as to Legal Content:  
Saginaw County Civil Counsel

## Regulatory Information

Category: Americans with Disabilities Act

Version: Title II Updated 4-24-2024

Reference: <https://www.federalregister.gov/documents/2024/04/24/2024-07758/nondiscrimination-on-the-basis-of-disability-accessibility-of-web-information-and-services-of-state>

Category: Web Content Accessibility Guidelines

Version: W3C May 6, 2025

Reference: <https://www.w3.org/TR/WCAG21>

## Definitions

Alternate Text (alt) is a brief, meaningful description added to an image so people who cannot see the image can understand its purpose. It is read aloud by screen readers, shown when images fail to load, and used by search engines to interpret visual content.

Web Content Accessibility Guidelines (WCAG) is a set of internationally recognized accessibility requirements developed by the World Wide Web Consortium to ensure digital content can be used by people with a wide range of disabilities. Level AA represents the middle tier of conformance: more rigorous than Level A but not as stringent as Level AAA.



Title: Data Classification Policy

Effective Date:

Category: 500

Number: 507

Amended:

Issuing Authority: Board of Commissioners

Responsible Officer: Director of Information Technology

## Purpose

This policy defines how the County of Saginaw classifies and protects information based on its sensitivity, legal requirements, and potential impact if disclosed. It supports compliance with Criminal Justice Information (CJI), Personally Identifiable Information (PII), Electronic Protected Health Information (ePHI), and Payment Card Industry Data Security Standards (PCI DSS). The goal is to ensure appropriate handling, storage, access, and disposal of County data.

## Responsibility

**Users:** All County employees, elected officials, judges, contractors, temporary staff, and vendors are responsible for following this policy when creating, accessing, storing, transmitting, or disposing of County data.

**Management:** County leadership must ensure that staff understand data sensitivity levels and follow secure handling practices.

**County of Saginaw Information Technology (COSIT):** Is responsible for maintaining classification guidelines, providing secure technical tools, conducting reviews, and supporting compliance with all applicable regulations.

## Scope

This policy applies to all County of Saginaw Elected Officials, Judges, employees, contractors, third-party vendors, or anyone else who handles CJI, PII, ePHI, and/or PCI DSS. Anyone mentioned who fails to comply with this, or any County of Saginaw policy, is subject to disciplinary action outlined in the County of Saginaw Standards of Conduct.

## Policy

Before storing and using any new data or information, those identified in the policy scope must classify the data and information.

## **Public Information**

Public information is specifically authorized for broad distribution and may be shared freely without infringing on anyone's privacy or creating risk to individuals or the organization. For example:

- The County of Saginaw website
- Brochures
- Media Releases

## Internal Information

Internal information may be shared within the department, as it is not considered sensitive. For example:

- Policies and procedures
- Non-sensitive operational reports

## Confidential Information (PII, ePHI, PCI)

- Includes PII, ePHI, and PCI data.
- Access that is limited to authorized personnel.
- Must be encrypted in transit and at rest.
- Paper copies must be locked and secured.
- Information that requires secure disposal methods.
- Third-party systems must comply with relevant standards.

## Restricted Information

- Includes Criminal Justice Information (CJI).
- High-risk data that requires the strongest protection.
- Strict need-to-know access.
- MFA required.
- Encrypted storage, transmission, and backups.
- External sharing is prohibited without explicit authorization.

## County Administrator Legal Counsel Review

The County Administrator has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

---

Approved as to Substance:  
Saginaw County Administrator

---

Approved as to Legal Content:  
Saginaw County Civil Counsel

## Regulatory Information

Category: FBI CJIS Security Policy

Version: 6.0 12/27/2024

Reference: [https://le.fbi.gov/file-repository/cjis\\_security\\_policy\\_v6-0\\_20241227.pdf/view](https://le.fbi.gov/file-repository/cjis_security_policy_v6-0_20241227.pdf/view)

Category: HIPAA Security Rule

Version: 45 CFR Parts 160 & 164

Reference: <https://www.ecfr.gov/current/title-45 subtitle-A/subchapter-C/part-164>

Category: Payment Card Industry Data Security Standard (PCI DSS)

Version: 4.0 06/2024

Reference: [https://www.pcisecuritystandards.org/document\\_library/](https://www.pcisecuritystandards.org/document_library/)

Category: NIST SP 800-122

Version: 04/06/2010

Reference: <https://csrc.nist.gov/pubs/sp/800/122/final>

## Definitions

Criminal History Record Information (CHRI) is a subset of CRI that specifically includes arrest cycles, charges, and disposition information that is protected under the FBI CJIS Security Policy.

Criminal Justice Information (CJI) is any information collected, created, received, or maintained by criminal justice agencies that is needed for law enforcement, public safety, or criminal justice operations.

Criminal Record Information (CRI) is information created, collected, or maintained by a criminal justice agency that documents an individual's interaction with the criminal justice system, including arrest records, booking information, warrants, charges, court data, and correctional or supervision records. CRI may include, but is not limited to, Criminal History Record Information (CHRI) and is considered sensitive data requiring controlled access and protection.

Data classification is the process of organizing information into categories based on its sensitivity, value, and the level of protection it requires. Classification helps an organization determine how data should be accessed, stored, transmitted, and disposed of to reduce risk and comply with legal or regulatory requirements.

Encrypted Storage is the protection of data at rest by converting information into an unreadable format using cryptographic algorithms. Data stored on devices, servers, or cloud platforms can only be accessed or decrypted by authorized users or systems possessing the appropriate encryption keys, helping prevent unauthorized disclosure if the storage medium is lost, stolen, or compromised.

Encrypted Transmission is the process of securing data while it is being sent between systems or networks by encrypting the data in transit. This ensures that information exchanged over wired or wireless connections cannot be intercepted, read, or altered by unauthorized parties, typically using secure protocols such as TLS or VPN.

Encrypted Backups are copies of data that are encrypted before being stored for recovery purposes. This ensures that backup data, whether stored on-site, off-site, or in the cloud, remains protected from unauthorized access while maintaining confidentiality and integrity during storage and restoration operations.

Health Insurance Portability and Accountability Act (HIPAA) is a federal law that sets national standards for safeguarding the privacy and security of health information. HIPAA regulates the use, disclosure, protection, and breach notification requirements for Protected Health Information (PHI)

and Electronic Protected Health Information (ePHI). Covered entities and business associates must comply with the HIPAA Privacy Rule, Security Rule, and Breach Notification Rule.

Multifactor Authentication or 2FA / MFA is a security process that requires users to provide two or more verification factors to access a resource, such as an application, online account, or network. These factors typically fall into three categories:

1. *Something You Know*: Includes passwords, PINs, or security questions.
2. *Something You Have*: Physical security tokens, mobile phones, or hardware keys.
3. *Something You Are*: Biometric verification methods like fingerprints, facial recognition, or voice recognition.

Payment Card Industry Data Security Standards (PCI DSS) is a global security standard that establishes technical and operational requirements for protecting payment card information. PCI DSS applies to any entity that stores, processes, or transmits credit card data and mandates controls for securing cardholder data, preventing fraud, and safeguarding sensitive authentication information.

Personally Identifiable Information (PII) is any data that can identify an individual on its own or when combined with other information. PII includes both direct identifiers (which uniquely identify a person) and indirect identifiers (which can be used to identify someone when linked with other data).

Virtual Private Network (VPN) is a secure technology that creates an encrypted connection between a user, device, or network and a remote system over a public or untrusted network, such as the internet. By encrypting data in transit and masking network traffic, a VPN helps ensure confidentiality, integrity, and secure access to internal resources, while reducing the risk of unauthorized access, interception, or data exposure.



Title: Artificial Intelligence & Generative AI Policy

Effective Date:

Amended:

Issuing Authority: Board of Commissioners

Responsible Officer: Director of Information Technology

Category: 500

Number: 508

## Purpose

This policy establishes requirements, responsibilities, and governance for the use, procurement, development, and oversight of Artificial Intelligence (AI), including Generative AI (GenAI). It ensures that AI is deployed responsibly to improve efficiency and services while protecting privacy, civil rights, data security, and public trust.

## Responsibility

### Users:

- Must avoid entering unauthorized, restricted, or legally protected information into AI tools unless formally approved.
- Are responsible for verifying the accuracy, appropriateness, and compliance of AI-generated content before use.
- Should promptly report misuse, unexpected behavior, or risks associated with AI systems to their supervisor.

### Management:

- Ensures departmental compliance with this policy and oversee responsible AI use.
- Must submit all proposed AI projects to COSIT for review and approval prior to development, procurement, or implementation.
- Ensure staff are trained in AI risks, ethical use, and compliance requirements.

### County of Saginaw Information Technology (COSIT):

- Evaluates AI system architecture, cybersecurity, and vendor risk in accordance with NIST AI Risk Management Framework (RMF).
- Ensures compliance with security, logging, transparency, and accountability requirements.
- Supports deployment, monitoring, incident response, and lifecycle risk management of AI systems.

## Scope

This policy applies to all County of Saginaw Elected Officials, Judges, employees, contractors, third-party vendors, or anyone with access to the County's protected network. It covers all AI and GenAI systems, whether hosted on-premises, in the cloud, or accessed via third-party platforms, including pilots, proofs of concept, development, and production deployments. Non-compliance may result in disciplinary action under the County's Standards of Conduct.

## Policy

Establish the requirements, expectations, and controls governing the use, development, procurement, and oversight of Artificial Intelligence (AI) and Generative AI technologies within the County.

The County permits the use of AI technologies only when they support operational efficiency, enhance service delivery, or improve decision-making without compromising security, privacy, or public trust. Any AI system, whether developed internally, procured from a vendor, or accessed as a third-party service, must meet County standards for data protection, cybersecurity, accessibility, ethical use, transparency, and accountability.

AI systems shall not be used to make final determinations affecting an individual's rights, eligibility, or access to services without human review and validation. Generative AI output must be evaluated for accuracy, appropriateness, bias, and alignment with County values before it is used in any official capacity. Employees are prohibited from entering restricted, confidential, or legally protected information into AI systems unless those systems have been formally approved for such use, see the County's Data Classification Policy (507).

AI systems must be designed and evaluated to prevent discriminatory outcomes in accordance with the Elliott-Larsen Civil Rights Act (ELCRA), which prohibits discrimination based on religion, race, color, national origin, age, sex, height, weight, familial status, or marital status in Michigan.

All AI systems and interfaces must comply with Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA standards to ensure accessibility for individuals with disabilities.

In the event of a data breach involving AI systems, COSIT must follow the Michigan Identity Theft Protection Act (MCL 445.72), including notifying affected individuals and the Michigan Attorney General within the legally required timeframe.

All proposed AI initiatives, tools, pilots, and integrations must be reviewed and approved by COSIT before work begins. This requirement applies to new solutions, modifications to existing systems, and vendor-provided AI features. COSIT will evaluate each proposal for security, compliance, risk, data handling, and operational impact.

#### County Administrator Legal Counsel Review

The County Administrator has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

---

Approved as to Substance:  
Saginaw County Administrator

---

Approved as to Legal Content:  
Saginaw County Civil Counsel

#### Regulatory Information

Category: National Institute of Standards and Technology  
Version: AI 600-1  
Reference: July 2024

Category: Elliott-Larsen Civil Rights Act (ELCRA)  
Version: MCL 453  
Reference: <https://legislature.mi.gov/Laws/MCL?objectName=MCL-ACT-453-OF-1976>  
Category: Americans with Disabilities Act  
Version: Title II Updated 4-24-2024

Reference: <https://www.federalregister.gov/documents/2024/04/24/2024-07758/nondiscrimination-on-the-basis-of-disability-accessibility-of-web-information-and-services-of-state>

Category: Michigan Identity Theft Protection Act

Version: MCL 445.72

Reference: <https://www.legislature.mi.gov/Laws/MCL?objectName=MCL-445-72>

## Definitions

Artificial General Intelligence (AGI) refers to a theoretical form of artificial intelligence capable of understanding, learning, and applying knowledge across a wide range of tasks at a level comparable to human intelligence.

AI (Artificial Intelligence): Systems that perform tasks that normally require human intelligence, including but not limited to classification, prediction, generation of text, images or other media.

Automated decision system (ADS): Any system that makes or substantially influences administrative decisions without meaningful human review.

Decision-support system: AI that aids humans but does not make final administrative or legal decisions.

Generative AI (GenAI): A subset of AI that generates new content (text, images, code, audio) based on learned patterns.

Machine learning is a subset of artificial intelligence that enables computer systems to automatically learn from data and improve their performance on specific tasks without being explicitly programmed. By using statistical models and algorithms, machine learning systems identify patterns, make predictions, or support decision-making, and refine their results over time as they are exposed to new data.

NIST AI Risk Management Framework (AI RMF): is a voluntary guidance framework from the National Institute of Standards and Technology designed to help organizations develop, deploy, and use AI systems responsibly. It provides a structured approach for managing risks throughout the AI lifecycle—from design and development to implementation and ongoing monitoring.

Web Content Accessibility Guidelines (WCAG) is a set of internationally recognized accessibility requirements developed by the World Wide Web Consortium to ensure digital content can be used by people with a wide range of disabilities. Level AA represents the middle tier of conformance: more rigorous than Level A but not as stringent as Level AAA.



# County of Saginaw

**COUNTY  
SERVICES**  
111 South Michigan Avenue  
Saginaw, MI 48602

Mary Catherine Hannah  
County Administrator

December 23, 2025

1-20-8

Michael Webster, Chairman  
County Services Committee  
111 S. Michigan Avenue  
Saginaw, MI 48602

SAGINAW COUNTY BOC  
JAN 2 '26 PM1:30

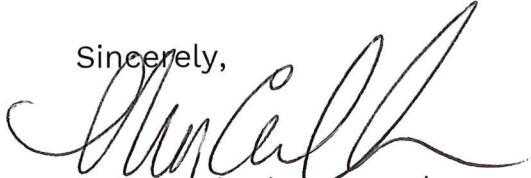
**RE: AMENDMENT TO TRAVEL POLICY #351**

Dear Chair Webster,

Attached please find a draft of an amended Travel Policy incorporating the discussed language regarding a preference for travel out of/from MBS Airport for County work purposes.

I will be at the January 14, 2026, County Services Committee should you or other committee members have any questions.

Sincerely,



Mary Catherine Hannah  
County Administrator

Cc: Koren Thurston, Finance Director



(989) 790-5210



administratorsoffice@saginawcounty.com

Category: 300  
Number: 351

Subject: **TRAVEL AND EMPLOYEE EXPENSE REIMBURSEMENT**

1. PURPOSE: The purpose of this policy is to establish guidelines for travel and employee reimbursement of expenses incurred by County Officials and Employees as a result of their official duties established by the Board of Commissioners and in accordance with the specific provisions enumerated herein. This policy is intended to reimburse for employee expenses. If you are traveling with non-employees, those individuals shall cover their own expenses.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: The rules and regulations herein set forth apply to all personnel paid by Saginaw County, pursuant to Policy # 301 as well as applicable volunteers.
4. RESPONSIBILITY: The Board of Commissioners shall be responsible for the implementation of this policy. The Administrator shall be responsible for the administration of this policy.
5. DEFINITIONS: NONE
6. POLICY:
  - 6.1 Employee requests for reimbursement of travel and expenses. Employees shall submit an employee expense claim through the Employee Self Service (ESS) portal. The employee expense claim shall not cover a time period of more than 30 calendar days.
    - 6.1.1 Employee travel and expense reimbursements must be submitted and received by Financial Services within 45 calendar days after month end in order to be eligible for reimbursement. Employee travel and expense reimbursements submitted and received by Financial Services after 45 calendar days of month end will under no circumstances be reimbursed.
      - 6.1.1.1 Each conference should be submitted under a separate employee expense claim and should not be combined with other travel or conferences.
    - 6.1.2 Economical use of County funds has priority over personal convenience or preference.

- 6.1.3 Employee travel and expense reimbursements must include all supporting documentation such as: itemized and detailed receipts for all expenses, detailed conference agendas, approval for out of state travel and any other necessary documentation. Failure to include itemized and detailed receipts for expenses will render those expenses ineligible for reimbursement. Altered documents (i.e. itemized and detail receipts with items crossed out) will not be accepted.
  - 6.1.4 Each employee must submit their own travel and expense reimbursement request. An employee cannot be reimbursed for another employee's travel and expenses.
- 6.2 Mileage. Mileage will be paid at the rate established by the Internal Revenue Service to those officials and employees required to use their privately owned vehicle in conducting County business.
  - 6.2.1 When traveling to out-of-county activities transportation should be shared whenever possible.
  - 6.2.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:
    - 6.2.2.1 Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.
    - 6.2.2.2 If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.
    - 6.2.2.3 Under no circumstances is mileage allowed between residence and normal work location.
      - Normal work location may be altered from time to time by the employee's supervisor or department head as deemed necessary. For example, a change in work location, or mandatory trainings and meetings.
  - 6.2.3 Charges for gasoline, oil, repairs, antifreeze, towage and other expenditures will not be allowed as reimbursable items when privately owned vehicles are used.

6.2.4 If choosing to drive to an approved and authorized out-of-state conference or training, reimbursement for mileage shall be at the prevailing mileage rate, provided that the total reimbursement for mileage does not exceed the commercial air carrier coach rate to the same destination.

6.3 Transportation. Expenses associated with transportation while travelling shall include the following:

6.3.1 Rideshare, taxi and shuttle service may be used to transport to and from conference locations as necessary. Detailed receipts must accompany the reimbursement request and no tips are allowed.

6.3.2 Rental cars must be pre-approved by the County Administrator. Personnel will be allowed to rent a vehicle while out of town, provided that advance approval from the County Administrator has been obtained and proof is provided that the cost is less than alternative methods of transportation. Must include County Administrator's approval in reimbursement request.

6.3.3 Airfare is allowed at the lowest economy or basic fare available at the time of booking based on preapproval and budget, and if required by the distance and/or timing of the conference or training and may be booked using a County issued credit card. The County has a preference for using MBS [Midland/Bay/Saginaw Airport] to support local airport usage, but lowest cost (taking into account mileage, parking, hotel, meals, etc. to travel to another airport) should be the primary consideration. If personnel wish to book using their own resources, reimbursement will only be approved for the lowest economy or basic fare available at the time of booking.

6.4 Meals. Meals will be reimbursed based on actual costs incurred by the employee up to a maximum amount of \$50 per day.

6.4.1 Official travel, which takes the individual outside the boundaries of Saginaw County during the entire mealtime hours, will render eligibility for a meal allowance, based on when the employee was required to leave and return.

6.4.2 Employee is required to submit itemized and detailed receipts.

6.4.2.1 Alcohol is not an allowable expense and if included on your itemized and detailed receipt, will render the entire meal ineligible for reimbursement.

6.4.2.2 Gratuity is acceptable for reimbursement up to 15% of meal total.

6.4.2.3 In no circumstances will the daily meal reimbursement plus gratuity, if added, be reimbursed at a rate higher than \$50 per day.

6.4.3 Per policy 243 Section 6.5.2 the credit card shall not be used to pay for any employee eligible reimbursable food, beverages or meals. Food purchased for departmental training sessions and departmental board or commission meetings or lunches, conferences or related travel must have prior written approval by the Administrator. This exemption does not apply to food/beverage purchases for resale and/or departmental program use.

6.5 Accommodations. Actual expenditures for overnight accommodations subject to the following restrictions and limitations:

- 6.5.1 If the temporary work location duration is more than one day, the nights between such workdays may be spent in the immediate vicinity of lodging at established rates.
- 6.5.2 If the destination is more than 50 miles from normal work location and if the employee must be at the destination at or before 9:00 a.m., an employee may leave the afternoon of the day prior to the start of the conference and be covered for overnight accommodations.
- 6.5.3 Coverage for out-of-state travel is limited to the lowest cost available at prevailing rates for accommodations normally used in business.
- 6.5.4 Baggage claims/charges. Air travel baggage claims or baggage charges while traveling on County business are limited to one checked bag each way within the airlines standard weight limit.
- 6.5.5 Parking. Expenses are covered at the standard rate. This includes Hotel parking, airline parking, conference center parking, and other parking facilities.
- 6.5.6 Valet. Valet parking is not a covered/reimbursable expense.
- 6.5.7 Employees must include detailed hotel folio in reimbursement request.

6.6 Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget. Routine mileage allowance associated with day-to-day business within the County will be a separate line item.

- 6.6.1 Department Heads are allowed to attend their national and state professional conferences or conventions, provided it is within the travel budget and has been approved by the Administrator. Employee expenses

to be reimbursed for out-of-state travel shall be in proportion to the cost/benefit of the conference to be attended and shall require Department Head recommendation and submission of a request to the Administrator as applicable on an approved form.

- 6.6.2 Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the Administrator.
- 6.6.3 Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head and if no overnight stay is required.
- 6.7 The County credit card may be used for advance payment of anticipated expenses in compliance with the established credit card policy, number 243. Payment to employees, elected officials, department or agency personnel employed by (or conducting business with) Saginaw County for travel, meals, lodging or attendance at events, will not be advanced prior to the event in question.
- 6.8 Non-reimbursable. expenses Saginaw County maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed or charged to the county purchasing card as such expenses are considered inappropriate by county government. Expenses that are not allowable include, but are not limited to, travel insurance, first class tickets or upgrades, airline seat upgrades, tips for maid or valet services, hired car travel, participation in sporting events, unapproved entertainment, movies, mini-bar items, damage to personal vehicles, theft and loss of goods, expenses for spouses, friends or relatives, laundry, cleaning or pressing of clothing, alcohol, valet.
- 6.9 Documentation. All requests to purchasing card changes and/or reimbursement requests shall be accompanied by supporting documentation necessary to justify that the expense is eligible and within reasonable expenditure guidelines. This documentation includes, but not limited to, itemized and detailed receipts.
- 6.10 Violation of Policy. If there is any violation of this policy no reimbursement of expenses will be allowed. Should the departmental credit card be used in violation of this policy, the employee will be required to reimburse the County for those expenses, or the credit card will be terminated.

7. ADMINISTRATIVE PROCEDURES: NONE

8. Administrator/ LEGAL COUNSEL REVIEW: The County Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance

in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:

Approved as to Legal Content:

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Saginaw County Administrator

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Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: November 17, 2009; October 19, 2010; November 16, 2010; January 18, 2011;  
March 22, 2022; November 19, 2024; January 21, 2025



## County of Saginaw

**COUNTY  
SERVICES**  
111 South Michigan Avenue  
Saginaw, MI 48602

Mary Catherine Hannah  
County Administrator

December 23, 2025

SAGINAW COUNTY BOC  
JAN 2 '26 PM1:37

1-20-9

Michael Webster, Chairman  
County Services Committee  
111 S. Michigan Avenue  
Saginaw, MI 48602

### **RE: COUNTY OF SAGINAW BRAND IDENTITY GUIDE**

Dear Chair Webster,

In September 2025, Information Technology introduced an updated and copyrighted logo for the County of Saginaw. The logo was created to enhance security and public trust in County email communications and to strengthen the County's digital presence.

To further enhance the security of the County of Saginaw, I submit the Brand Identity Guide Policy and supplemental guide. These guidelines will be used not only by internal County departments, but external partners as well.

I ask the County Services Committee to recommend to the full board the adoption of the policy and Brand Identity Guide.

I will be at the January 14<sup>th</sup> County Services Committee meeting should you or other commissioners have any questions.

Sincerely,

Mary Catherine  
County Administrator



(989) 790-5210



administratorsoffice@saginawcounty.com



**Title: Brand Identity Guide**  
**Effective Date:** November 1, 2025  
**Amended:**  
**Issuing Authority:** Board of Commissioners  
**Responsible Officer:** County Administrator/CAO

**Category: 000**  
**Number: 000**

## Purpose

To formulate clear and precise standards for use of the County of Saginaw logo and identity elements. Consistent use of the brand guide, designated logos and branding elements strengthen their value and the County's ability to protect them from unauthorized use.

## Responsibility

The County of Saginaw Board of Commissioners shall be responsible for the implementation, and the County Administrator shall be responsible for the adherence of this policy.

## Scope

The County of Saginaw logo and brand elements may only be used by departments and employees in strict accordance with this policy.

## Policy

- County departments and individuals are required to use the County of Saginaw logo and branding elements in connection with their respective official County business.
- County departments and individuals may use the County of Saginaw logo and branding elements only as outlined in the County of Saginaw Brand Identity Guide.
- Neither the County of Saginaw logo, name or elements may be used in any manner that could adversely affect the County's image or standing.
- No County department or individual employee may use the County of Saginaw logo or branding elements for anything that is something other than official County of Saginaw business.
- The logo and branding elements may not be used in any way that states or implies endorsement of a product, service, political stance, gives a false impression, is misleading, or could cause confusion.

## Administrator/CAO Legal Counsel Review

The Administrator/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the County of Saginaw Board of Commissioners.

Approved as to Substance:

Approved as to Legal Content:

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Saginaw County Administrator/CAO

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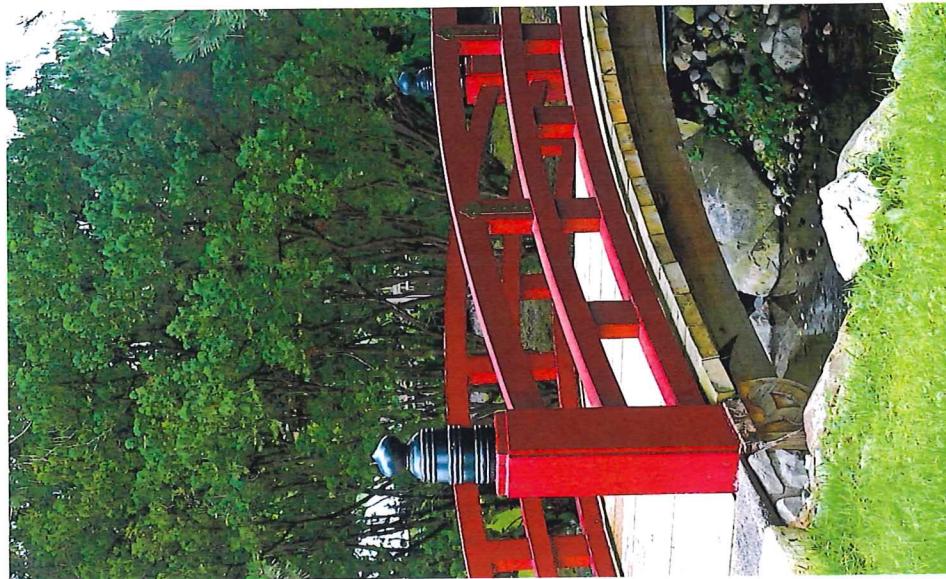
Saginaw County Civil Counsel

# County of Saginaw Brand Identity Guide



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COLORS	06
TYPOGRAPHY	09
PHOTOGRAPHY	13
CONTACT US	17



# ABOUT

UNVEILING OUR STORY  
INSPIRING CONNECTIONS

## PRIMARY SEAL LOGO

The County of Saginaw originates from a star, the symbol of American independence and perseverance. The symbol blossoms into many petals depicting our County heritage.



- White Pine – Symbolizes the first giant industry.
- Sheaf of Wheat – Rich in agriculture.
- Native American – Our heritage.
- Gear – Our significant place in the automotive industry.
- Fish & Water – For the mighty Shiawassee, Tittabawassee & Saginaw rivers.

The County of Saginaw seal is copyrighted. This includes the image on all text, photos, and graphic images and may not be used by others for any purpose without prior express written permission of County of Saginaw.

The County of Saginaw has no control over personal websites and is not responsible for their accuracy or content. The County of Saginaw is only responsible for those pages created for its official website.

# ABOUT

## UNVEILING OUR STORY HERITAGE & ACHIEVEMENTS

### BRANDING ELEMENT - THE COUNTY FLAG



The County of Saginaw is rich in heritage and the flag symbolizes, through its color and pattern, our highest ideals, our greatest achievements and our richest wealth in natural resources. This flag, with its poignant reflection of our heritage, serves to nurture an appreciation of the past, a greater understanding of the present, and a growing perspective for the future.

- Field of Green - Represents agricultural land
- Gold Star - Represents those who died defending this land
- Blue Star - Represents those who stand ready in defense
- Eleven Stripes
  - 6 Blue - Represents the 6 rivers: Saginaw, Shiawassee, Flint, Tittabawassee, Bad, Cass
  - 5 Gold - Four stripes represent North, South, East, & West. The fifth stripe symbolizes the wealth and cultural exchange brought to Saginaw County.
- Blue Border - Represents both unbroken and individualism.
- Red, White & Blue Colors - Represent allegiance to the Country, individualism and freedom.
- Arrowheads - Hope for increased brotherhood of man.
- “God be With Us” - Our highest aspirations.
- White Pine “SC” - Significant of the industry’s major emphasis regionally.

# USE OF LOGO AND ELEMENTS

## **PRIMARY SEAL LOGO AND FLAG ELEMENT**

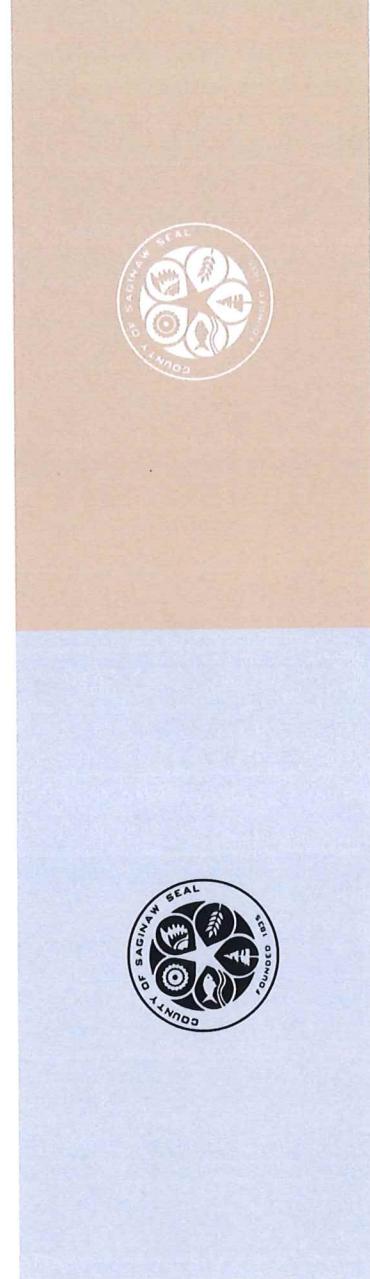
The primary logo will be used most frequently. It exists to develop a strong, positive image.

1. All visual media used for promotional items, web pages, brochures, signs, notices, fliers, posters, advertising, press and news releases, stickers etc. must include the seal logo.
2. The seal logo and flag element must be reproduced from originals. They may not be redrawn, reportioned, or modified.
3. The seal logo may be printed in either positive or reverse negative form. (Color/White/Black/Transparent (no background)).



# LOGO

## COUNTY OF SAGINAW SEAL



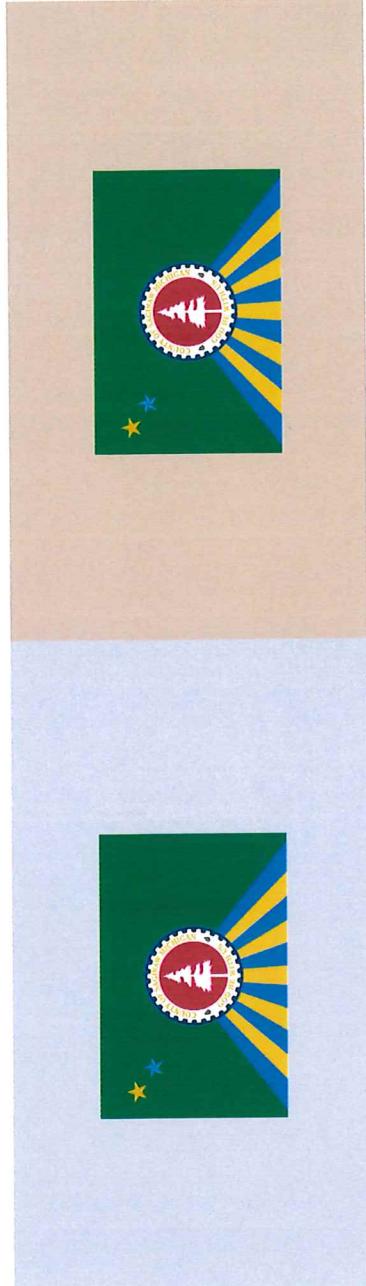
### CLEAR SPACE GUIDELINES

The area around the logo must be free of other graphic elements such as headlines, text, or an outside edge/border. The required clear space is  $\frac{1}{4}$  of the logo's height



# BRANDING ELEMENT

## COUNTY OF SAGINAW FLAG



### CLEAR SPACE GUIDELINES

The area around the logo must be free of other graphic elements such as headlines, text, or an outside edge/border. The required clear space is  $\frac{1}{4}$  of the logo's height

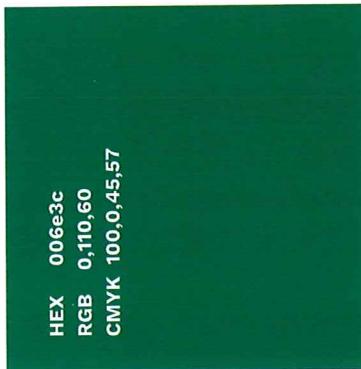


# COLORS

## COLOR USAGE RULES

Nearly as important as the logo are the established brand colors.

Colors are a distinct and crucial part of our identity and make our brand easily recognizable. When applied consistently, colors also provide a strong visual link across various materials and communications and set the County of Saginaw apart from others. No colors other than the ones specified may be used (aside from white or black).



# COLORS

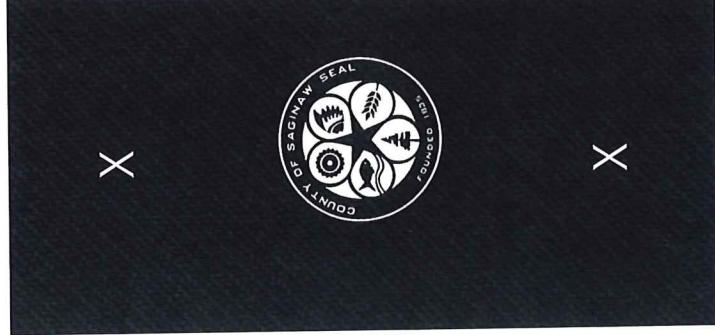
## COLOR USAGE RULES

Nearly as important as the logo are the established brand colors.

Colors are a distinct and crucial part of our identity and make our brand easily recognizable. When applied consistently, colors also provide a strong visual link across various materials and communications and set Sagianw County apart from others. No colors other than the ones specified may be used (aside from white or black).



# COLOR VARIATIONS



Full Color Logo



Reversed  
White Logo



One Color  
Black Logo

One color black, reverse white are only allowed when the application does not allow for full color due to legibility or production limitations.

# TYPOGRAPHY

HEADING

Libre Baskerville

AaBbCcDdEeFfGgHhIiJjKk  
LlMmNnOoPpQqUuRrSsTt  
UuVvWwXxYyZz

Aa

1234567890

!@#\$%^&\*()\_-+<>?/\`

The brand font Libre Baskerville is a fundamental part of our visual style that helps achieve a unique and consistent look across our materials

regular    bold

# TYPOGRAPHY

## ACCENT

AaAa

## Bad Script

AaBbCcDdEeffGgHhIiJjKk  
LlMmNnOoPpQqUuRrSsTtUu  
VvWwXxYyZz

1234567890  
!@#\$%^&\*()\_+<>?/\

*The brand font Bad Script is a fundamental part of our visual style that helps achieve a unique and consistent look across our materials*

# TYPOGRAPHY

*BODY*

Work Sans

AaBbCcDdEeFfGgHhIiJjKk  
LlMmNnOoPpQqUuRrSsTtUu  
VvWwXxYyZz

1234567890

!@#\$%^&\*()\_+<>?/\^

Aa

The brand font Work Sans is a fundamental part of our visual style that helps achieve a unique and consistent look across our materials

**black**   **bold**   regular   light

# TYPOGRAPHY HIERARCHY

## For hero copy or headlines:

Libre Baskerville - Medium or Semibold, Title  
Leading: font size (Use best judgement)  
Kerning: 0

# Headline

## For subheadings:

Bad Script - Regular or Light, sentence case  
Leading: font size +2pt  
Kerning: 25

## *Subheading*

## For eyebrows:

Libre Baskerville - Semibold or Bold, All Caps  
Leading: font size (use best judgement)  
Kerning: 40

## EYEBROW HERE

Always follow the typographic hierarchy. While different applications and interfaces may have different sizing, strive to maintain the overall proportions.

## Body Copy

Work Sans - Regular, sentence case  
Leading: font size +5  
Kerning: 0

Body Copy lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Kerning:** The process of adjusting space between individual letter pairs to improve readability and visual appeal.

**Leading:** The vertical space between adjacent lines of text, measured from the baseline to baseline.

# TYPOGRAPHY INCORRECT USAGE

- Do use only the approved County of Saginaw typefaces.
- Do left align copy (center and justified is acceptable for certain compositions).

## *Subheading*

Body Copy lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

## EYEBROW

# Headline

- **Do Not** use unapproved brand typefaces.
- **Do Not** use cursive font.
- **Do Not** right align copy.
- **Do Not** distort the typeface by adding special effects (shadows, skew, rotation, etc.).
- **Do Not** show type in all caps (exceptions allowed for eyebrows).

Adhere to the dos and don'ts associated with using the County of Saginaw approved typefaces.

## E Y E B R O W

# Headline

## SUBHEADING

Body Copy lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

# PHOTOGRAPHY

*VISIONS UNLEASHED,  
STORIES CAPTURED*



## IMAGE USAGE RULES

Images evoke powerful emotions and create recognition. Selecting the proper photographs to represent the County of Saginaw is essential to attracting audience attention.

# PHOTOGRAPHY CATEGORIES

## PEOPLE

Look for moments when the subject is comfortable and engaged with a task, activity, or conversation. Avoid photographs where subjects look directly at the camera (except for announcement photographs). Shoot photographs in an environment that lends itself to the story you're creating. Look for elements related to what the subject does, their accomplishments, or items that add interest.

Strive to use natural lighting. Avoid overly dramatic scenery or dark locations. Do not use black and white or filtered images.



Do not stage a photo  
(exceptions allowed for  
announcements)

Do not capture the subject in a  
dark, overly dramatic scene.

Do not overly crop or show  
subject too close

# PHOTOGRAPHY CATEGORIES

## GROUP PHOTOS



When posed photography is required, make sure subjects are in clear view. Photographs should celebrate their passion and community spirit. Do not use black and white or filtered images.

Do not capture subjects at unnatural angles.

Do not choose an environment that does not reflect the County's personality.

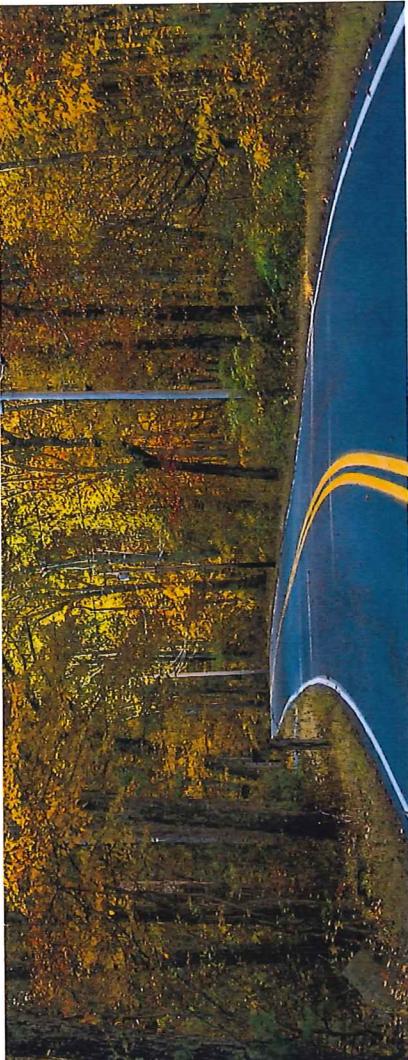
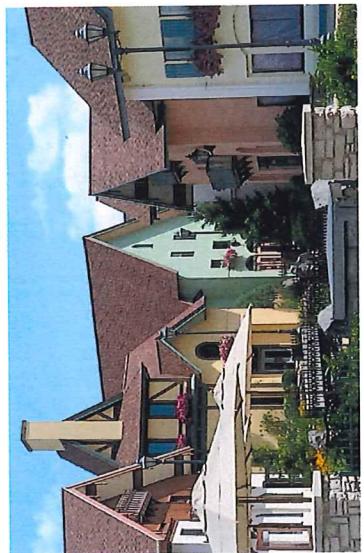
Do not use images that are void of emotion.

# PHOTOGRAPHY CATEGORIES

## ENVIRONMENTS

When photographing architecture, spaces, and places throughout the County of Saginaw, start with the light. Shoot early in the morning or late in the afternoon for the best results. This time of day creates beautiful shadows and the ideal depth and dimension to bring the images to life. Architecture is often amplified by exterior lighting that gives buildings a glow against a twilight sky.

Do not use black and white or filtered images. Incorporate seasonality into exterior/environmental photographs to showcase the full range of seasons that enrich the County of Saginaw experience.

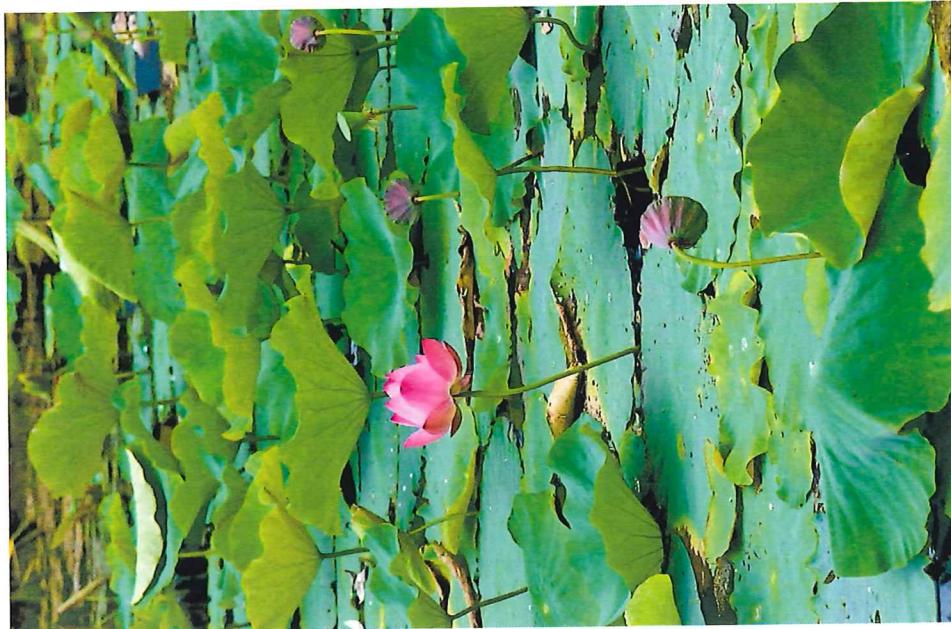


Do not capture lifeless and empty compositions.

Do not capture the environment in overly dark, dramatic settings.



Do not use tightly cropped photos unless you're looking for architectural detail.



# CONTACT US

CONNECTING THROUGH EVERY  
INTERACTION

County of Saginaw  
Administrator's Office  
111 S. Michigan Avenue  
Saginaw, MI 48602  
[administratorsoffice@saginawcounty.com](mailto:administratorsoffice@saginawcounty.com)  
(989) 790-5211