



Wexford County

FINANCE AND APPROPRIATIONS COMMITTEE

Michael Musta, Chair

NOTICE OF MEETING

The Finance & Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Thursday, October 8, 2020 beginning at 4:00 p.m. in the Commissioners' Room, Third Floor, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE SEPTEMBER 24, 2020, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Approval of Claims (*A. Nyman, County Clerk*)
 - 2. MIDC FY 21 Agreement.....6
 - 3. Jail Roster39
 - 4. Budget Amendment(s)40
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES
September 23, 2020

E.

The meeting was called to order by Chairman Musta at 4:00 p.m. in the Commissioners' Room of the Courthouse.

- Members Present: Mike Musta and Gary Taylor
- Members Absent: Brian Potter and Julie Theobald
- Also Present: Travis Baker, Emergency Management Director; Norma Kijorski, Senior Executive Assistant; Kathy Kimmel, COA Director; Janet Koch, County Administrator; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director; Roxanne Snyder, Chief Deputy Register of Deeds; Annie Strom, Chief Deputy Treasurer; Corey Wiggins, Chief Assistant Prosecuting Attorney

Chairman Musta cancelled the meeting due to no quorum. It was then rescheduled for Thursday, September 24, 2020, at 12:00 p.m. in the Commissioners Room. The minutes to the rescheduled meeting follow.

COUNTY OF WEXFORD
FINANCE & APPROPRIATIONS COMMITTEE MEETING
RESCHEDULED REGULAR MEETING MINUTES
September 24, 2020

The meeting was called to order by Chairman Musta at 12:00 p.m. in the Commissioners' Room of the Courthouse.

- Members Present: Mike Musta, Brian Potter, Gary Taylor, and Julie Theobald
- Members Absent: None
- Also Present: Norma Kijorski, Senior Executive Assistant; Janet Koch, County Administrator; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director; Roxanne Snyder, Chief Deputy Register of Deeds; Annie Strom, Chief Deputy Treasurer; Corey Wiggins, Chief Assistant Prosecuting Attorney

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Taylor and supported by Potter to approve the agenda. A vote was requested. All in favor.

APPROVAL OF THE MINUTES

A motion was made by Theobald and supported by Taylor to approve the September 10, 2020 Regular Meeting Minutes. A vote was requested. All in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Potter and supported by Theobald to pay the bills in the amount of \$1,593,931.87.

Ms. Nyman stated one gas credit card invoice was added to the report and the one very large claim was to the State Treasury Department for taxes.

A vote was called. All in favor.

G.2. Year-to-Date Revenue and Expense Reports – August

No questions were noted; however, Ms. Koch and Ms. Nyman stated that Elections was high due to unforeseen costs.

G.3. Council on Aging FY 2021 Draft Budget

A motion was made by Taylor and supported by Theobald to forward the Council on Aging FY 2021 Budget to the full board with a recommendation to approve.

Ms. Kathy Kimmel could not make the rescheduled meeting. It was stated that the committee reviewed the draft budget and no concerns were cited.

A vote was called. All in favor.

G.4. Emergency Management Performance Grant FY 2020

A motion was made by Theobald and supported by Potter to forward the EMPG Fiscal Year 2020 in the amount of \$9,393 for the period of October 1, 2019 to September 30, 2020 to the full board with a recommendation to approve.

Mr. Travis Baker, Emergency Management Director, could not attend the rescheduled meeting. No questions or concerns were stated.

A vote was called. All in favor.

G.5. Emergency Management Performance Application FY 2021

A motion was made by Potter and supported by Theobald to forward the EMPG Application for Fiscal Year 2021 including the Quarterly Reports containing various quarterly training and exercises to the full board with a recommendation to approve. A vote was called. All in favor.

G.6. Recreation Passport Grant RFP Bid Opening Results- ATTACHMENT 1

Chairman Musta reported that the bid opening was held yesterday and only one firm submitted a bid. The amount was significantly higher than the grant. Ms. Koch stated she will communicate with Boon Sports Management regarding a Structural Engineer be considered to provide information on the roof. There is another year and a half to spend the grant funds.

G.7. Clarification of MERS Contribution

A motion was made by Taylor and supported by Theobald to clarify the 9/16/2020 Board motion regarding MERS; to forward to the full board a recommendation that the first MERS payment be

50% of the originally intended contribution made immediately and that the second payment

amount be determined at the December 16th board meeting.

Ms. Koch, County Administrator, noted that more clarification was needed to be sure the Board's intent was followed.

A vote was called. All in favor.

G.8. FY 2021 Budget Discussion

Chairman Musta requested a discussion take place and then referenced page 64 of the packet that a few points need clarification. Ms. Koch asked Joe Porterfield to speak about the projected revenues.

Ms. Joe Porterfield, Equalization Director, reported that the taxable values are projected to increase by 1.4%. He also believes that the CPI, Consumers Price Index, should be the same, 1.4%.

Ms. Koch noted that State revenue sharing should be the same amount in 2021 as in 2020. She stated that the Treasurer's office received a payroll reimbursement check for over \$300,000. The original application was for \$700,000.

The consensus was not to budget \$20,000 requested by Veterans Serving Veterans for the Octagon Building.

Mr. Corey Wiggins, Chief Assistant Prosecutor, stated that an extra prosecutor is still needed. The felonies are the same as last year and misdemeanors are down slightly from last year. He did however state that 30 trials are scheduled for Circuit Court. He did state that the previously approved part-time prosecutor is not needed as early as previously anticipated.

The committee agreed to include an additional full-time prosecutor to the 2021 budget for now.

Ms. Koch asked for direction regarding the administrative fee for the Building Department. A discussion took place and it was stated to waive the fee for the 2021 budget.

A discussion took place on the Community Corrections budget. The General Fund is currently subsidizing that fund. It is time to relook at that department and bring them under the General Fund. Ms. Koch will speak with Mistine Stark, Community Corrections Manager, regarding this.

Ms. Koch stated that Health Insurance is expected to increase at 7%. Until she hears differently, she will calculate the health insurance with an increase of 7%.

She reminded the committee that the County usually under budgets revenues and over budgets expenditures. In 2019 over a million was put back in the general fund.

Joe Porterfield stated that he believes more money should be put in the tax tribunal fund due to revenue losses by businesses only operating at 50%. The businesses probably will be requesting tax breaks.

Alaina Nyman stated that a training session for bringing payroll in house is scheduled for late November, after the election. Baird, Cotter, Bishop has stated that they are willing to assist us with reports due in the new year.

G.9. Lake Street Server Room AC Unit

A motion was made by Theobald and supported by Taylor to forward the quote received from

Maveric Mechanical in the amount of \$5,248 for the replacement of the Lake Street Server Room air condition unit using line item 101.890.999.10, Reserved/Other.

Chairman Musta stated that the current unit is at its end of life. If no replacement is made, the potential for failure would be financially significant.

A vote was called. All in favor.

G.10. Ottawa County Juvenile Bed Rental Agreement

A motion was made by Potter and supported by Taylor to forward the Ottawa County Juvenile Detention Center Bed Rental agreement beginning October 1, 2020 to the full board with a recommendation to approve. A vote was called. All in favor.

G.11. Budget Amendment(s)

A motion was made by Taylor and supported by Potter to forward to the full board for approval the budget amendment dated 10/07/2020. A vote was called. All in favor.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

None.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion to adjourn was made by Taylor and supported by Theobald at 12:27 p.m. A vote was called. All in favor.

Michael Musta, Chairman

Norma Kijorski, Recording Secretary



ATTACHMENT 1

G.6.

Wexford County Bid Summary

WEX Capital Improvements – HVAC

Sealed Bid Due Date: September 23, 2020 @ 2:30 p.m.

Bid Opening Date: September 23, 2020 @ 3:00 p.m.

Present at Bid Opening: Michael Musta, Chairman, Finance Committee; Janet Koch, County Administrator; Adam Kerr, Maintenance Director; Norma Kijorski, Senior Executive Assistant

Firm	Bid Total	Comments
Chris Berg Berg Electric LLC & Trane Commercial 5825 Timber Flats Dr. Kingsley, MI 49649 bergelectric67@gmail.com Cell: 231.218.2848	No Bid	
John Advanced Mechanical Services john@amshvac.net Cell: 231.388.4002	No Bid	
Andy J. Egan Scott Lavanway lanways@andyegan.com Cell: 616.304.3347	No Bid	Rec'd email 9/20/2020 passing on the project
Pat Law Temperature Control, Inc. 1623 Northern Star Drive Traverse City, MI 49696 plaw@tcius.net Office: 231.922.1862	No Bid	
Eric Timmer Allied Mechanical Services etimmer@alliedmechanical.com Cell: 616.581.4479	\$280,000.00	

Recommendation:



MICHIGAN INDIGENT
DEFENSE COMMISSION

Dear Grantee:

Attached is the fiscal year 2021 indigent defense grant contract for your local funding unit. If you are receiving this letter, the Michigan Indigent Defense Commission (MIDC) has approved your plan and cost analysis for compliance with approved MIDC Standards.

Fiscal Year 2021 Grant Contract

This contract covers any spending occurring between **October 1, 2020 and September 30, 2021** that has been approved as part of the cost analysis. Please read the grant contract and review the attachments carefully.¹ The contract should be shared with any person in your funding unit that may be responsible for implementation, compliance reporting, or financial reporting related to the grant. The grant contract contains important information and dates regarding distribution of grant funds, compliance, and requirements for reporting.

Once the grant contract is signed by the authorized signatory for the funding unit, please return the signed contract by email to **LARA-MIDC-Info@michigan.gov**. You should include your Regional Manager on this email. The contract will be signed by MIDC and LARA upon appropriation of sufficient funds and then entered into SIGMA for payment. You will receive a fully executed copy of the contract by email.

Funding, Disbursements and Unexpended Funds

Please note that the funding for this grant is contingent upon an appropriation by the legislature that is signed by the Governor. As noted in Section 1.0 - Statement of Work, in the event that the funds appropriated by the legislature is insufficient to fully fund this grant, “the amount of the grant will be reduced by the Grantor and the funding unit will not be required to fully comply with the minimum standards the original approved grant was designed to allow.”

The initial state grant disbursement will be processed for advance payment once the contract is fully executed. Pursuant to section 1.4 – Payment Schedule, the second and third disbursements of funds will be equally reduced to reflect the amount of any unexpended grant funds from the prior fiscal year.

Grant Reporting and Webinars

The first quarterly compliance and financial reports will be due **January 31, 2021**. This report should reflect compliance and financial information for the period of October 1, 2020 through December 31, 2020. *Budget adjustment and substantial plan change requests should only be submitted with the quarterly reports.* In submitting requests for budget adjustments and plan changes, I encourage you to review the [grant manual](#) approved by the Commission in June 2020 and to work with your Regional Manager in submitting those requests.

¹ Attachment A shows the state travel rates for FY20. Please note that the applicable FY21 travel rates will be published October 1, 2020.

MIDC staff will host informational webinars regarding first quarter reporting prior to the due date. Registration information for the webinars will be distributed and posted on the MIDC website.

Please do not hesitate to contact me if you have any feedback, or your Regional Manager if you have questions about implementation under the grant contract. We encourage you to continue to check our [website](#) regularly, where you can find information regarding the Commission's meetings, grants and other updated information.

Sincerely,

Loren Khogali, Executive Director
Michigan Indigent Defense Commission
Phone: (517) 275-2845

GRANT BETWEEN
THE STATE OF MICHIGAN
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC)
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)
AND
Wexford County

GRANTEE/ADDRESS:

Gary Taylor, Chairman
Board of Commissioners
437 E. Division
Cadillac, MI 49601
231-429-3102

GRANTOR/ADDRESS:

Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
611 W. Ottawa St.
Lansing, MI 48933
517-657-3060

GRANT PERIOD:

From October 1, 2020 to September 30, 2021

TOTAL AUTHORIZED BUDGET: \$998,590.32

State Grant Contribution: \$851,831.78
Local Share Contribution: \$146,758.54

ACCOUNTING DETAIL: Accounting Template No.: 6411113T032

SIGMA Vendor Code: 0048507

GRANT

This is Grant #2021-66 between the Michigan Indigent Defense Commission (MIDC) (Grantor), and Wexford County (Grantee), subject to terms and conditions of this grant agreement (Agreement).

1.0 Statement of Purpose

The purpose of this Grant is to provide funding to assist the Grantee to comply with the Compliance Plan and Cost Analysis approved by the MIDC for the provision of indigent criminal defense services through the Standards approved by LARA on May 22, 2017, and the process described in the Michigan Indigent Defense Act. The funding for this grant is contingent upon an appropriation by the legislature that is signed by the Governor. Consistent with the MIDC Act, in the event that the funds appropriated apply to less than all of the minimum standards, the funding unit will not be required to fully comply with all of the minimum standards. In the event that an appropriation is insufficient to fully fund this grant, the amount of the grant will be reduced by the Grantor and the funding unit will not be required to fully comply with the minimum standards the original approved grant was designed to allow.

1.1 Definitions

- A. Budget means a detailed statement of estimated costs consistent with the Grantee's approved Cost Analysis and required to implement the Compliance Plan.
- B. Budget Category means the aggregate of all funds in each of the high-level categories within Attachment B to the funding unit's grant budget.
- C. Compliance Plan is the plan submitted by the local funding unit and approved by the MIDC that specifically addresses how the Grantee shall meet the approved minimum standards established by the MIDC.
- D. Cost Analysis is a statement of the types of expenditures and funding necessary to bring Grantee's indigent defense system into compliance with the approved minimum standards established by the MIDC, including a statement of the funds in excess of the Grantee's local share as defined under the MIDC Act and as outlined in the Compliance Plan.
- E. MIDC Act means the Michigan Indigent Defense Commission Act, Public Act 93 of 2013, MCL 780.991 *et seq* as amended, enacted for the purpose of creating the Michigan Indigent Defense Commission and creating minimum standards for the local delivery of indigent criminal defense services that meet the constitutional requirements for the effective assistance of counsel.
- F. MIDC means the Michigan Indigent Defense Commission.

- G. Subgrantee means a governmental agency or other legal entity to which an MIDC subgrant is awarded by the Grantee. Attorneys representing indigent defendants, including both public defenders and attorneys contracted to represent indigent defendants, public defender office employees, judges, magistrates, court personnel, and professional service contract vendors shall not be considered subgrantees.
- H. “Substantial Change” to a Compliance Plan is a change to the plan or cost analysis that alters the method of meeting the objectives of the standard(s) in the approved plan.

1.2 Statement of Work

The Grantee agrees to undertake, perform and complete the services described in its approved Compliance Plan and in accordance with the Michigan Indigent Defense Act, MCL 780.991 *et seq.*, specifically Standards 1 through 4. The Parties to this Agreement enter into this Agreement to facilitate the process described in the MIDC Act, which controls or supersedes any terms of this Agreement. Consistent with the Act and when applicable, an indigent criminal defense system shall comply with the terms of the grant in bringing its system into compliance with the minimum standards established by the MIDC within 180 days after receiving funds from the MIDC. Grantee may exceed 180 days for compliance with a specific item needed to meet minimum standards as set forth in the Act. Grantee’s Compliance Plan, as submitted and approved by the MIDC (Attachment A), addresses the prescribed methods the grantee has chosen to provide indigent criminal defense services pursuant to MCL 780.993(3). Any substantial changes to the work described in the Compliance Plan must be submitted to the MIDC for approval as set forth in this Agreement prior to any changes being implemented. All provisions and requirements of this Agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this Agreement and Grantee shall be responsible for the performance of any Subgrantee work, as defined in subsection 1.1.

1.3 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the MIDC.
- C. Attachment B is the Budget. The Grantee agrees that all funds are to be spent as detailed in the Budget, unless a budget adjustment request is approved, in accordance with section 1.3(E).

- D. Grantee will maintain a restricted fund within their Local Chart of Accounts for the sole purpose of accounting for the expenses and revenue sources for operation of this grant and the local adult indigent defense system.
- E. All requests for a budget adjustment or substantial changes to the Grantee's Compliance Plan will be submitted quarterly with the Grantee's quarterly report. MIDC staff shall respond to a request in writing within 30 days of receipt.
 - 1) Budget adjustments less than or equal to 5% of the Budget Category total, including adjustments between Budget Categories, do not require approval by MIDC staff, but must be reported quarterly in the next financial status report.
 - 2) A Budget adjustment involving greater than 5% of the aggregate of all funding within a Budget Category requires prior written approval by MIDC Staff and must be reported to the MIDC as soon after the Grantee is aware of the necessity of the Budget adjustment and reported in the Grantee's quarterly report.
 - 3) Any substantial change to a Compliance Plan requires prior approval by MIDC staff and MIDC Commission.

1.4 Payment Schedule

The maximum amount of grant assistance approved is \$851,831.78.

The Grantee must report and certify to Grantor by October 31st of each year the balance of any unexpended indigent defense grant funds from the prior fiscal year grant plus any interest earned on the advancement of the state grant funds in the previous fiscal year. Any funds from the previous fiscal year contained in an approved extension of the previous fiscal year's grant for projects that will be completed after September 30, 2020 will be carried over into the current fiscal year and shall not be considered unexpended funds, nor be included in the balance of unexpended funds. The current fiscal year indigent defense grant funds advanced will be reduced by the amount of unexpended funds from the prior fiscal year's grant by reducing the 2nd and 3rd disbursement equally.

An initial advance of 50% of the State Grant shall be made to the Grantee upon receipt by the Grantor of a signed Agreement. The Grantor shall make subsequent disbursements of 25% up to the total state grant amount in accordance with the following schedule:

Initial Advance of 50% of total grant – Within 15 days of receipt of executed agreement
 25% disbursement – May 15, 2021
 25% disbursement – August 14, 2021 (final payment).

The above schedule of disbursement of funds is contingent after receipt of quarterly reporting as addressed in this section and section 1.5 of this document. Any disputed matters shall not cause delay in remitting any disbursements or in issuing a grant contract and funds for the next fiscal year. Disputed matters shall be acted on independently from undisputed matters.

The financial status report (FSR) report must be submitted on the form provided by the MIDC/LARA and indicate:

- Grant funds received to date;
- Expenditures for the reporting period by budget category;
- Cumulative expenditures to date by budget category;

The quarterly FSR must be supported and accompanied by documentation of those grant funded expenditures incurred for the reporting period, including but not limited to:

- The general ledger for the restricted local indigent defense fund, including a detailed expenditure report with all expenditure detail within the budget categories, which must include documentation of payments to contract attorneys either by individual invoice or by report of payments made, by attorney;
- All invoices related to experts and investigators;
- All invoices related to construction;
- Personnel detail including full-time equivalency of any grant funded positions, including total compensation for that position;

Upon request, the Grantee shall provide the MIDC with additional documentation/verification of expenditures under the grant within 30 days of the making of the request. Any additional documentation/verification of expenditures shall not delay issuance of a grant contract or grant disbursements. Documentation of expenditures shall be maintained according to record retention policies for audit purposes in order to comply with this Agreement. Grantee will be held to the full contribution of the Local Share within the original one-year grant period.

The quarterly FSR as provided in Attachment D and standards compliance report as addressed in Section 1.5, shall be provided in accordance with the following schedule:

- Initial FSR and compliance report for 10/1/20–12/31/20 – January 31, 2021
- 2nd FSR and compliance report for 1/1/21-3/31/21 – April 30, 2021
- 3rd FSR and compliance report for 4/1/21-6/30/21 – July 31, 2021
- Final FSR and compliance report for 7/1/21-9/30/21 – October 31,2021

1.5 Monitoring and Reporting Program Performance

A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work is being accomplished.

B. Quarterly Reports. The Grantee shall submit to the Grantor quarterly progress reports on compliance with the Standards and participate in follow up and evaluation activities. Compliance reports include narrative responses containing a description of the Grantee's compliance with standards 1-4, identifying problems or delays, actual, real or anticipated and any significant deviation from the approved Compliance Plan. The grantee will use its best efforts to provide data relevant to assessing compliance as

contained in the compliance reporting template requested by MIDC. If Grantee is unable to provide the information requested on the template, Grantee will demonstrate in writing the steps taken to assess what information is currently available and how to retrieve it. Grantee also agrees to work with MIDC Research staff to seek additional options or ideas for the collection and retrieval of this information.

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain prior written approval for substantial changes to the compliance plan from the Grantor.

2.2 Delegation

Grantee must notify the MIDC at least 90 calendar days before the proposed delegation with reasonable detail of subgrantee and the nature and scope of the activities delegated. If any obligations under this grant are delegated, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant activities and compliance with the terms of this Grant.

2.3 Program Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be recorded in the Grantee's restricted Indigent Defense fund and included in the quarterly FSRs. The grant award shall not be increased by the amount of interest earned. Any grant funds attributable to interest and not spent at the end of the grant period shall be returned to the State or included in future grant awards from the MIDC consistent with MCL 780.993(15), as amended 12/23/18.

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee in proportion of the grant funds to the local share.

2.5 Purchase of Equipment

The purchase of equipment must be made pursuant to the Grantee's established purchasing policy and if not specifically listed in the Budget, Attachment B, must have prior written approval of the Grantor. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

2.6 Accounting

The Grantee must establish and maintain a restricted indigent defense fund in their local chart of accounts to record all transactions related to the indigent defense grant. The restricted

fund will not lapse to the local general fund at the close of the Grantee's fiscal year. The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all indigent defense funds received. Accounting records must be supported by source documentation of expenditures including, but not limited to, balance sheets, general ledgers, payroll documents, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.7 Records Maintenance, Inspection, Examination, and Audit

The State or its designee may audit the Grantee and the restricted indigent defense fund account to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors have occurred, the amount in error must be reflected as a credit or debit on subsequent disbursements until the amount is paid or refunded. Any remaining balance must be reported by the Grantee to the Grantor by October 31 of each year as required under the MIDC Act.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

2.8 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition, consistent with Grantee's purchasing policies. Sole source contracts should be negotiated to the extent that such negotiation is possible. Attorney contracts, including managed assigned counsel contracts for representation of indigent or partially indigent defendants, are exempt from a competitive bid process, but must meet standard internal procurement policies, as applicable.

3.0 Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the total grant amount.

3.1 Safety

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.2 Indemnification

Each party to this grant must seek its own legal representation and bear its own legal costs; including judgments, in any litigation which may arise from the performance of this Grant and/or Agreement. It is specifically understood and agreed that neither party will indemnify the other party in any such litigation.

3.3 Failure to Comply and Termination

- A. Failure to comply with duties and obligations under the grant program as set forth in Public Act 93 of 2013, as amended, is subject to the procedures contained in sections 15 and 17 of said Act.
- B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, for State approved Grant responsibilities. If parties cannot agree to the cost to be paid by the State, the parties shall attempt to resolve the dispute by mediation pursuant to MCL 780.995. The Grantee's duty to comply with MIDC standards is limited to funding covering the cost of compliance as set forth in section 17 of Public Act 93 of 2013, as amended.

3.4 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of this Section. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

3.5 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 to 37.2804, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

3.6 Unfair Labor Practices

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

3.7 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees except where the Commission determines that an unforeseeable condition prohibits timely compliance pursuant to MCL 780.993, Sec. 13(11).

4.0 Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

4.1 Illegal Influence

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.2 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved as outlined in Sec. 15 of PA93 of 2013, as amended.

4.3 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") that arises during the term of the Grant against a public defender office, an attorney employed by a public defender office, or an attorney contracted to perform indigent defense functions funded by the Grantee that involves: (a) a criminal Proceeding; (b) a civil Proceeding involving a claim that, after consideration of Grantee's insurance coverages, would adversely affect Grantee's viability; (c) a civil Proceeding involving a governmental or public entity's claim or written allegation of fraud related to performance of the Grant; or (d) a Proceeding challenging any license that an attorney practicing on behalf of a public defender office or an attorney practicing pursuant to a contract to perform indigent defense functions for the Grantee is required to possess in order to perform under this Grant.

4.4 Assignment

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

4.5 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant activities. Pursuant to the MIDC Act, the MIDC shall promulgate policies necessary to carry out its powers and duties. The MIDC may also provide guides, instructions, informational pamphlets for the purpose of providing guidance and information with regard to the Grant and MIDC policies. This Grant Agreement supersedes all terms of MIDC policies, guides, instructions, informational pamphlets and any other explanatory material that is in conflict with the Grant Agreement. This Grant may not be amended except by a signed written agreement between the parties.

4.6 Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees. Prior performance does not modify Grantee's status as an independent Grantee.

4.7 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with section 15 of Public Act 93 of 2013. The dispute will be referred to the parties' respective representatives or

program managers. Such referral must include a description of the issues and all supporting documentation. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance or performance would require Grantee to spend in excess of its local share as defined by MCL 780.983(h).

5.0 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

5.1 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

LeAnn Droste, Director
Bureau of Finance and Administrative Services
Department of Licensing and Regulatory Affairs
State of Michigan

Date

Loren Khogali, Executive Director
Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
State of Michigan

Date

Gary Taylor
Chairman, Board of Commissioners
Wexford County

Date

GRANT NO. 2021-66

Submitter Information

Funding Unit(s)/System Name:

Submitted By (include name, title, email address and phone number):

Is this a FINAL SUBMISSION or DRAFT?

Date:

Signature: _____

Please identify the following points of contact (include name, title, email address and phone number):

Authorizing official who will sign the contract:

Mailing address for authorizing signatory _____

Primary point of contact for implementation and reporting:

Financial point of contact:

Please identify any other person in the system who should receive communications from MIDC about compliance planning and reporting, including name, title, and email address:

Delivery System Model

What type of indigent defense delivery system do you have in 2020? (indicate all that apply):

- Public Defender Office (county employees)
- Public Defender Office (non-profit/vendor model)
- Managed Assigned Counsel System
Name of MAC Attorney Manager and P#:
- Assigned Counsel System
- Contract Defender System
- Other, please describe:

Are you planning to change the type of indigent defense delivery system uses?

Yes

No

Unsure

If yes, what model do you plan to use in FY21?

Standard 1

Training of Attorneys

Number of attorneys as of October 1, 2020 _____

Please include in the cost analysis a list of all attorneys who accept adult criminal defense case assignments in your system, including conflict counsel and counsel for youths charged as adults.

Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2020 _____

Any changes in your training plan from FY20? Yes | No

Please describe your plan, including any changes:

Any changes in your funding needs from FY20 for Standard 1? Yes | No

If yes, please describe:

Standard 2

Initial Client Interviews

How and when are defense attorneys notified of new assignments?

How are you verifying that in-custody attorney client interviews occur within three business days?

How are you verifying introductory communications from the attorney with defendants who are not in custody?

How are you compensating attorneys for initial interviews? Please provide details:

Any change in the initial interview procedure from your FY20 plan? Yes | No

Please describe your policy:

Any change from your FY20 funding needs for initial interviews? Yes | No

Please explain:

Confidential Meeting Spaces

How many confidential meeting spaces are in the jail?

Please explain or describe:

MIDC FY21 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

How many confidential meeting spaces are in the courthouse for *in-custody* attorney-client meetings?

Please explain or describe:

How many confidential meeting spaces are in the courthouse for *out-of-custody* attorney-client meetings?

Please explain or describe:

Any change from the FY20 plan for meeting spaces? Yes | No

Please explain or describe:

Any change in FY20 funding needs for meeting spaces? Yes | No

Please explain or describe:

Standard 3

Experts and Investigators

Describe your policy for attorneys to request expert witness assistance:

Any change in the process from FY20? Yes | No

If yes, please explain:

Describe your policy for attorneys to request investigative assistance:

Any change in the process from FY20? Yes | No

If yes, please explain:

How are you tracking requests for experts and investigators by assigned counsel?

Any change in your *funding needs* from FY20 for Standard 3? Yes | No

If yes, please explain:

Standard 4

Counsel at First Appearance and Other Critical Stages

How are you providing counsel at first appearance and all arraignments in the District Court? And in the Circuit Court (if applicable)? Please provide details:

How are you providing counsel at all other critical stages? Please provide details:

How are you calculating compensation for Standard 4? Please provide details:

MIDC FY21 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

Do you have a prison in your County? How is counsel provided to people charged with crimes while incarcerated in the prison? Do you seek reimbursement for the cost of counsel from the Michigan Department of Corrections?

Are there any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, etc. Yes | No

Please describe how counsel is offered under these circumstances:

Will there be any change from FY20 in this process? Yes | No

If yes, please explain:

Any change from FY20 in how you are paying attorneys for Standard 4? Yes | No

If yes, please explain:

Will there be any change from FY20 in your funding needs for this standard?

Yes | No

If yes, please explain:

Personnel

In the cost analysis please provide detail about all personnel employed by the funding unit. This should include DIRECT SERVICE PROVIDERS (Public Defender Chief, Deputy Chief, Assistant Defenders, and staff of the defender office employed by the system) as well as ANCILLARY STAFF (court clerks, sheriff employees, etc.)

For existing ANCILLARY STAFF are there any personnel positions/hours eliminated, reduced, or increased from FY20? Yes | No

If yes, please explain in cost analysis.

Any additional ANCILLARY STAFF positions/hours requested for FY21? Yes | No

If yes, please explain in cost analysis.

Any change from FY20 in fringe benefits? Yes | No

If yes, please explain in the cost analysis. This can include economics, cost of living increases, increased premiums, etc.

Supplies & Other

Please list any supplies or equipment requested, and provide a brief explanation of need or use in FY21.

Supplies:

Equipment:

Case-related travel expenses (please include the system’s policy for reimbursement):

Reimbursement Costs for Creating Plan

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY21, if seeking reimbursement under this provision.

Are you submitting a request for reimbursement of planning costs? Yes | No

If yes, do you have receipts showing that non-funding unit employees have been paid?

Yes | No

What is the amount you are seeking in reimbursement? \$_____

Attachments Submitted

- ✓ Have you attached your FY21 cost analysis? Yes | No
- ✓ Did you include a list of the attorneys providing services with the cost analysis template? Yes | No
- ✓ If applicable, did you attach documentation supporting reimbursement for compliance planning? Yes | No

Indigent Defense System Cost Analysis

Grant Year October 1, 2020 - September 30, 2021

Funding Unit Name(s)

Wexford-Missaukee

DATE SUBMITTED: May 26, 2020

Personnel	Position	Calculation	hours and rate	Total
Johanna Carey	Chief Director - full time	\$	45.59	\$ 88,900.00
Geoffrey Harrison	Staff Attorney - full time	\$	33.28	\$ 64,900.00
Nathanael Karnes	Staff Attorney - full time	\$	31.77	\$ 61,950.00
Nicholas Klaus	Staff Attorney - full time	\$	31.77	\$ 61,950.00
Stephany Anderson	Clerical Staff - full time	\$	19.35	\$ 37,733.00
Sierra Golden	Clerical Staff - full time	\$	15.95	\$ 31,103.00
TBD	Corrections Officer	\$	18.48	\$ 38,438.40
Category Summary				384,974.40

Personnel Justification - List all positions to be funded by the grant budget (state grant/local share). Please * highlight all positions that are new personnel requests for FY2021 and provide justification for need.

FY20 request for paralegal has been removed due to difficulty of finding a qualified candidate. The position has been replaced by a lower wage clerical staff member. FY21 wages are based on previously agreed-upon wage increases through union contracts and other action by the Board of Commissioners. The hiring of a corrections officer that would be dedicated to escorting inmates to and from appointments public defenders is still greatly desired, however, the jail administrator has not been able to fill that position to date. Attached is the 2019 request letter. Calculation for hourly rate based on 1950 hours/year.

Fringe Benefits	Percentage	Amount
FICA	7.65%	\$ 29,838.00
Retirement	7.26%	\$ 28,325.00
Health, dental, vision insurance		\$ 150,000.00
Workers' Compensation		\$ 2,250.00
Life Insurance		\$ 300.00

Other (Sick & Accident) \$ 4,600.00

Category Summary 215,313.00

Fringe Benefits Justification

Staff members have stabilized in the public defender's office, which allows more accurate benefits costs to be determined.

Contractual

Contracts for Attorneys	Services Provided	Calculation rate	hours and	Total
King & King Law Offices	Managed Assigned Counsel Admin.	Annual contract/pd. monthly		\$ 41,600.00
Roster*	Conflict Attys-misdemeanor	\$100/hr		\$ 70,000.00
Roster*	Conflict Attys-low severity felonies (up to 15 years)	\$110/hr		\$ 110,000.00
Roster*	Conflict Attys-high severity felonies (above 15 years)	\$120/hr		\$ 70,000.00
Category Summary				\$ 291,600.00

Contract Attorney Justification - list all possible rate scenarios for attorney contracts that apply (i.e. hourly, event based, annual contract paid monthly) and the type work whether generally indigent defense or specific like counsel at first appearance. Please * highlight rates or attorney line requests that are a change from your FY20 approved contract and contract rates.

The MAC Administrator, who held his rates for FY19 to FY, has indicated that he's willing to extend the FY19 rates through FY21.

Increased conflict attorney costs are due to indications of a rising number of misdemeanors and CSC cases.

Contracts for Experts and Investigators	Services Provided	Calculation	hours and rate	Total
	Investigators & Experts - staff attorneys			\$ 15,000.00
	Investigators & Experts - conflict attorneys			\$ 10,000.00

Category Summary	25,000.00
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Experts and Investigators Justification - Provide explanation and justification if there are changes to the requested amounts for experts and investigators from the FY20 approved contract along with an explanation if requesting to adjust the rates from your FY20's approved contract rates.

The extremely variable nature of our system's need for experts and investigators makes this cost extremely difficult to anticipate.

Contracts for Construction Projects	Services Provided	Calculation	Total
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	Soundproofing at Wexford County jail-interview rooms/arraignment room		\$ 2,865.00
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Category Summary	2,865.00
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Construction Project Justification - Provide as much detail as possible for the requested construction project identifying the need for the construction project, the component costs if possible, whether an estimate or if you were provided a documented quote. Attach a separate document if needed. Please attach the quote to the submission of the application.

Dampening and deadening the noise between the public defenders and their jail clientele is still needed to provide privacy and confidentiality. A detailed estimate is attached.

Contracts Other	Services Provided	Calculation	Total
Rent	CanDew, LLC	\$1,500/month	\$ 18,000.00
Copier/printer lease	Applied Imaging	\$177.81/month	\$ 2,133.72
Summer Intern - seasonal	Intern	\$ 12.00	\$ 7,680.00
Category Summary			\$ 27,813.72

Contracts Other Justification - Provide justification for all other contract costs associated with the local indigent defense system with a * highlight to new request for FY21. // The FY20 cost analysis included funds for a larger office. However, our current landlord has accommodated our need for one additional office with a minimal increase in rent cost. Also, rent now includes most utility costs, including lawn maintenance and snowplowing. Calculation for intern based on 640 hours per year at \$12/hour.

Equipment	Vendor	Calculation	Total
Blinds for office windows			\$ 200.00
Stand-up computer desk riser			\$ 350.00
Laptop computer at jail to allow Zoom w/ attorneys			\$ 1,350.00
Category Summary			1,900.00

Equipment Justification - Provide justification for new equipment requests for FY21. // Office blinds are needed to reduce glare on computer screen for office staff and a stand up desk riser would be of great benefit to a staff attorney. // Funds to purchase a laptop are being requested as the jail/public defenders have been using Zoom extensively. To make that happen a laptop from elsewhere in the jail is currently being used, but that computer was obtained for a different use and an additional one is needed. This request is in place of purchasing a Polycom for the public defender's office; Zoom use also allows conflict attorneys to meet virtually with clients.

Training/Travel	Vendor	Calculation	Total
Staff Attorneys			
Mileage to Missaukee County	Per County policy	26 miles round trip to Miss.	\$ 6,219.20
Training	Criminal Defense Assoc. of Mich.	\$360 for 4 attorneys	\$ 1,520.00
Skills training - staff attorneys		\$875 for 1 attorney	\$ 875.00
SADO memberships	SADO	\$50 x 4	\$ 200.00

NAPD membership	NAPD	\$30 x 4	\$	120.00
Hotel for conferences	Per County policy	\$175/night, 2 nights/4 attys	\$	1,400.00
Mileage to conferences	Per County policy		\$	1,000.00
Conflict Attorneys				
Training	Criminal Defense Assoc. of Mich.	\$360 for 8 attorneys	\$	2,880.00
Skills training - conflict attorneys		\$875 for 1 attorney	\$	875.00
Hotel for conferences	SOM rates		\$	1,020.00
Mileage to conferences	SOM rates		\$	340.00
Category Summary			\$	16,449.20

Training and Travel Justification - Provide travel and training justification and *highlight new or changed requests for FY21
Suggested rates for training registration would be \$30/hour; SADO membership is \$50/year; NAPD membership is \$30/year

As our system matures, we have begun to realize the importance of funding the required training for the conflict attorneys. We have had a difficult time retaining conflict attorneys and the training requirements have been cited as a contributing factor for their reluctance to remain on the roster. While we expect all our system's attorneys to make as much use of the no-cost or low-cost training made available, having funding available could assist with conflict attorney attraction and retention.

Supplies/Services	Vendor	Calculation	Total
Postage			\$ 1,000.00
General office supplies			\$ 1,500.00
Case Management software		\$25/month per user	\$ 1,800.00
State Bar license renewal		\$315/attorney	\$ 1,260.00
Westlaw subscription*		\$820/month	\$ 9,840.00
Transcripts			\$ 1,200.00
Cost allocation**			\$ 11,263.00
Utilities: Internet access/fax	Spectrum Business	\$90/month	\$ 1,080.00
Utilities: phone	Anavon Technology Group	App. \$175/month	\$ 2,100.00
Utilities: electric	Consumers Energy	App. \$130/month	\$ 1,560.00
Utilities: recycling	Miss Green	\$6/month	\$ 72.00
Utilities: heat	Now included in rent		\$ -
Utilities: lawn maintenance	Now included in rent		\$ -
Utilities: snowplowing	Now included in rent		\$ -

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET

**VEHICLE AND TRAVEL SERVICES (VTS)
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED
EMPLOYEES
Effective October 1, 2019**

MICHIGAN SELECT CITIES *

	Individual	Group Meeting pre-arranged and approved
Lodging**	\$85.00	\$85.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting pre-arranged and approved
Lodging**	\$85.00	\$85.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00
Per Diem	\$87.00	
Lodging	\$51.00	
Breakfast	\$ 8.50	
Lunch	\$ 8.50	
Dinner	\$19.00	

OUT-OF-STATE SELECT CITIES *

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50
Per Diem	\$97.00	
Lodging	\$51.00	
Breakfast	\$10.25	
Lunch	\$10.25	
Dinner	\$23.50	

Incidental Costs (per overnight stay) \$5.00

Mileage Rates

Premium Rate	\$0.580 per mile
Standard Rate	\$0.340 per mile

*See Select High Cost City Listing

**Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or www.somtravel.com

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
VEHICLE AND TRAVEL SERVICES (VTS)
SELECT HIGH COST CITY LIST**

**TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES EFFECTIVE
October 1, 2019**

Michigan Select Cities / Counties

Cities	Counties
Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse Oakland Wayne

Out of State Select Cities / Counties

State	City / County	State	City / County
Arizona	Phoenix, Scottsdale, Sedona	Maryland	Baltimore City, Ocean City (Counties of Montgomery & Prince Georges)
California	Los Angeles (Counties Los Angeles, Orange, Mendocino & Ventura) Edwards AFB, Arcata, McKinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Massachusetts-Boston (Suffolk County), Burlington Cambridge, Woodburn Martha's Vineyard	
		Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
		Nevada	Las Vegas
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	New Mexico	Santa Fe
Connecticut	Bridgeport, Danbury	New York	Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens and Staten Island), Melville, New Rochelle, Riverhead, (Suffolk County), Ronkonkoma, Tarrytown, White Plains
DC	Washington DC, Alexandria, Falls Church, Fairfax (Counties of Arlington & Fairfax in Virginia) (Counties of Montgomery & Prince George's in Maryland)	Ohio	Cincinnati
		Pennsylvania	(Bucks County) Pittsburgh
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West	Rhode Island	Bristol, Jamestown, Middletown, Newport (Newport County), Providence
Georgia	Brunswick, Jekyll Island	Texas	Austin, Dallas, Houston, LB Johnson Space Center
Idaho	Ketchum, Sun Valley	Utah	Park City (Summit County)
Illinois	Chicago (Cook & Lake Counties)	Vermont	Manchester, Montpelier, Stowe (Lamoile County)
Kentucky	Kenton	Virginia	Alexandria, Falls Church, Fairfax
Louisiana	New Orleans	Washington	Port Angeles, Port Townsend, Seattle
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	Wyoming	Jackson, Pinedale

**Department of Licensing and Regulatory Affairs
Michigan Indigent Defense Commission
FINANCIAL STATUS REPORT**

1. Name and Address of Grantee	2. Funding Unit(s)			3. Grant Number		4. Grant/Contract Period From: _____ To: _____			
	5. Current Report Period From: _____ To: _____			6. Amended Report YES _____ NO _____		7. Total Grant Amount State Grant _____ Local Share _____			
8. Expenditure Categories	Salaries Fringes	Contract Attorneys	Experts Investigators	Construction	Other	Equipment	Travel Training	Supplies Services	Total
9a. Expenditures for Report Period 10/1/19 -12/31/19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
b. Expenditures for Report Period 1/1/20 - 3/31/20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Expenditures for Report Period 4/1/20 - 6/30/20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
d. Expenditures for Report Period 7/1/20 - 9/30/20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Total Expenditures to date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 State Grant Advancements					11. Certified Local Share				
a. Received this reporting period					\$0.00	a. Deposited to the local MIDC fund this reporting period			\$0.00
b. Received to date this grant year					\$0.00	b. Deposited to the local MIDC fund to date this grant year			\$0.00
12. Remarks	13. Certification: I certify that to the best of my knowledge and belief this report is correct and complete and that all expenditures are for the purposes set forth in the approved compliance plan and consistent with the grant contract and attachments. _____ Authorizing Signature _____ Date _____ Email _____ Position _____ Phone				14. MIDC Approval				
					Grant Manager's Signature			Date	
					State Office Admin. Signature			Date	

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance Committee
FROM: Janet Koch, Administrator
FOR MEETING DATE: October 8, 2020
SUBJECT: Jail Roster

SUMMARY OF ITEM TO BE PRESENTED:

During preparations for the 2021 budget, we have sorted out that the 2020 budget included funding from 101-351 for the following positions:

- Jail Administrator.....1
- Sergeant Corrections Officer4
- Corrections Officer21
- Administrative Assistant.....1

However, the 2020 employee roster approved by the Board was carried over from the 2019 budget and included 20 corrections officers.

RECOMMENDATION:

A motion to forward to the full board an amendment of the 2020 employee roster for 101-351.

10/7/2020

G.4.

**Wexford County Board of Commissioners
Amendments to the 2020 Budget**

Adj #	Acct	Acct Description	Revenue	Expense a.
20201003	101.275.538.00	Beaches Grant	\$ 2,510	
	101.275.800.10	Contracted Services		\$ 2,510

Additional revenue for the Beaches Grant has been received.