



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, October 21, 2020 beginning at 4:00 p.m. in the Commissioners' Room of the Historic Courthouse in Cadillac, MI, 49601.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
 - 1. Northern Lakes CMH 2019 Annual Report (*Joanie Blamer, Acting Chief Executive Officer*) 1
- H. PUBLIC COMMENTS

The Board welcomes all public input.
- I. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.

 - 1. Approval of the October 7, 2020, Regular Meeting Minutes..... 11
- J. AGENDA ITEMS
 - 1. Public Hearing – COVID-19 Grant (*Executive 10/13/2020*)..... 16
 - 2. CDBG Authorizing Resolution-COVID-19 Grant (*Executive 10/13/2020*)..... 17
 - 3. Resolution Condemning Threats to Governor/Politician (*Executive 10/13/2020*) 21
 - 4. Employee Roster Increase – Jail (*Finance 10/08/2020*) 22
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NORTHERN LAKES COMMUNITY MENTAL HEALTH AUTHORITY
SUMMARY OF SERVICES DELIVERED IN FISCAL YEAR 2019 BY COUNTY

G.1.

SIX COUNTY SERVICE DISTRIBUTION							
Broad Area of Service	CRAWFORD	GRAND TRAVERSE	LEELANAU	MISSAUKEE	ROSCOMMON	WEXFORD	GRAND TOTAL
Assessments	\$ 207,865	\$ 778,806	\$ 73,628	\$ 137,142	\$ 405,878	\$ 516,261	\$ 2,119,580
Case Mgmt. & Assertive Community Treatment	\$ 702,680	\$ 2,887,194	\$ 237,942	\$ 335,905	\$ 1,068,021	\$ 1,388,982	\$ 6,620,725
Crisis /Inpatient Screening	\$ 217,638	\$ 903,678	\$ 54,905	\$ 127,296	\$ 297,434	\$ 418,438	\$ 2,019,389
Inpatient	\$ 402,463	\$ 2,424,364	\$ 134,875	\$ 280,632	\$ 773,084	\$ 1,399,238	\$ 5,414,657
Psychiatric & Outpatient	\$ 703,477	\$ 3,237,410	\$ 168,036	\$ 440,397	\$ 998,943	\$ 1,752,496	\$ 7,300,758
Residential & Living Supports	\$ 2,533,980	\$ 13,297,848	\$ 2,289,307	\$ 2,721,577	\$ 4,376,108	\$ 6,084,836	\$ 31,303,656
Skill Building/Supportive Employment	\$ 176,686	\$ 1,532,824	\$ 154,547	\$ 254,948	\$ 363,949	\$ 1,173,460	\$ 3,656,415
Other Non-Direct Service Costs Includes Administration, Room & Board, DHS Worker Nursing Home Monitoring, Medications, Transportation, & Federal, State & Local Grants	\$ 382,102	\$ 1,936,642	\$ 240,571	\$ 332,114	\$ 640,090	\$ 983,980	\$ 4,515,499
Grand Total Cost by County:	\$ 5,326,890	\$ 26,998,765	\$ 3,353,811	\$ 4,630,012	\$ 8,923,507	\$ 13,717,693	\$ 62,950,678
Number of Registered People Receiving Services:	455	2,226	174	286	794	1,174	5,109
Average Cost per Registered Person Served:	\$ 11,707	\$ 12,129	\$ 19,275	\$ 16,189	\$ 11,239	\$ 11,685	\$ 13,704
<i>Counties with Service Locations = *</i>	*	*			*	*	

Services as a Percentage of Costs	CRAWFORD	GRAND TRAVERSE	LEELANAU	MISSAUKEE	ROSCOMMON	WEXFORD	GRAND TOTAL
Assessments	4.2%	3.1%	2.4%	3.2%	4.9%	4.1%	3.6%
Case Mgmt. & Assertive Community Treatment	14.2%	11.5%	7.6%	7.8%	12.9%	10.9%	11.3%
Crisis /Inpatient Screening	4.4%	3.6%	1.8%	3.0%	3.6%	3.3%	3.5%
Inpatient	8.1%	9.7%	4.3%	6.5%	9.3%	11.0%	9.3%
Psychiatric & Outpatient	14.2%	12.9%	5.4%	10.2%	12.1%	13.8%	12.5%
Residential & Living Supports	51.2%	53.1%	73.5%	63.3%	52.8%	47.8%	53.6%
Skill Building/Supportive Employment	3.6%	6.1%	5.0%	5.9%	4.4%	9.2%	6.3%
Net Total Claimed Services:	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Service Transactions Provided:	30,023	244,243	42,383	30,728	60,224	91,242	498,843
Average Cost per Transaction:	\$ 177	\$ 111	\$ 79	\$ 151	\$ 148	\$ 150	\$ 126

Services by Population of People Served	CRAWFORD	GRAND TRAVERSE	LEELANAU	MISSAUKEE	ROSCOMMON	WEXFORD	GRAND TOTAL
People with Developmental Disabilities	67	424	53	59	125	176	904
People who are Adults with Mental Illness	318	1,389	102	160	502	807	3,278
People who are Children with SED*	70	413	19	67	167	191	927
Total People served	455	2,226	174	286	794	1,174	5,109

Cost by Population with Overhead/Other Costs							
Cost of People with Developmental Disabilities	\$ 2,572,952	\$ 14,794,029	\$ 2,531,596	\$ 3,195,818	\$ 4,651,334	\$ 7,627,850	\$ 35,373,580
Cost of People who are Adults with Mental Illness	\$ 2,275,589	\$ 10,191,663	\$ 744,025	\$ 952,551	\$ 3,517,661	\$ 4,961,360	\$ 22,642,848
Cost of People who are Children with SED*	\$ 478,349	\$ 2,013,074	\$ 78,190	\$ 481,642	\$ 754,512	\$ 1,128,483	\$ 4,934,250
Cost of People Served	\$ 5,326,890	\$ 26,998,765	\$ 3,353,811	\$ 4,630,012	\$ 8,923,507	\$ 13,717,693	\$ 62,950,678

On Average the Cost Per Person							
Ave Cost of People with Developmental Disabilities	\$ 38,402	\$ 34,892	\$ 47,766	\$ 54,166	\$ 37,211	\$ 43,340	\$ 39,130
Ave. Cost of People who are Adults with Mental Illness	\$ 7,156	\$ 7,337	\$ 7,294	\$ 5,953	\$ 7,007	\$ 6,148	\$ 6,908
Ave. Cost of People who are Children with SED*	\$ 6,834	\$ 4,874	\$ 4,115	\$ 7,189	\$ 4,518	\$ 5,908	\$ 5,323

*Serious Emotional Disturbance

NORTHERN LAKES COMMUNITY MENTAL HEALTH AUTHORITY

WEXFORD COUNTY

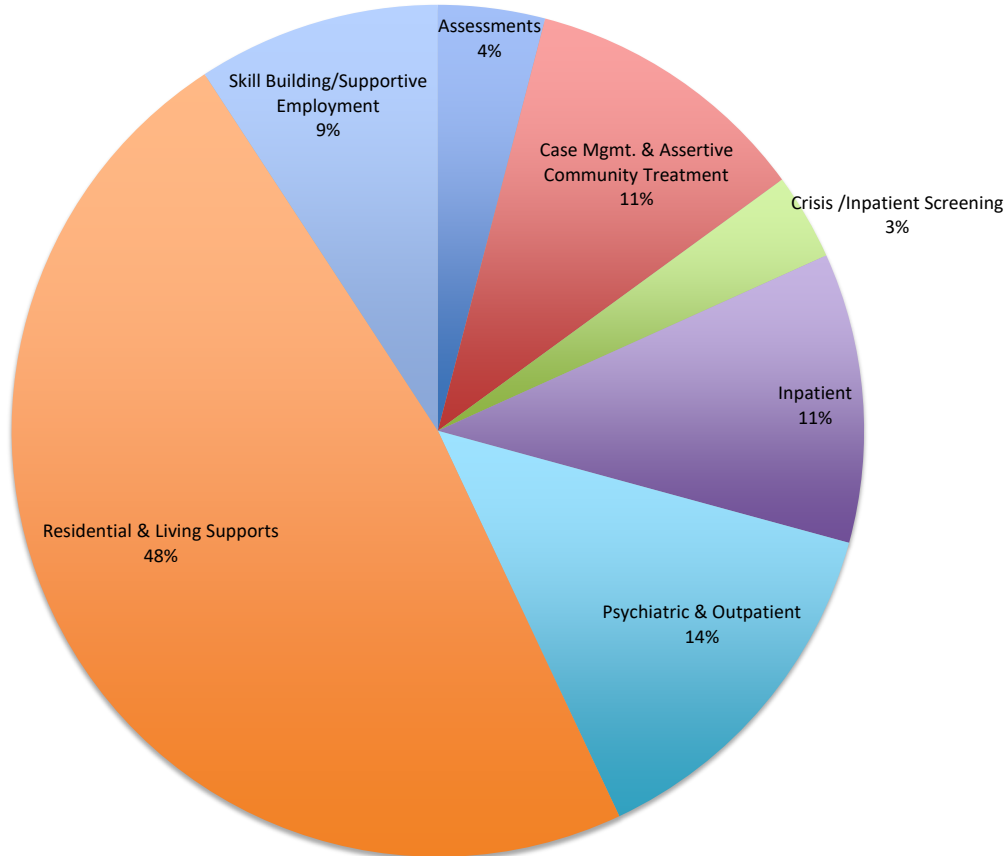
SUMMARY OF SERVICES DELIVERED IN FISCAL YEAR 2019 BY COUNTY

WEXFORD COUNTY	FY 2019 SERVICES	PERCENTAGE
Assessments	\$ 556,154	4.1%
Case Mgmt. & Assertive Community Treatment	\$ 1,496,314	10.9%
Crisis /Inpatient Screening	\$ 450,773	3.3%
Inpatient	\$ 1,507,362	11.0%
Psychiatric & Outpatient	\$ 1,887,918	13.8%
Residential & Living Supports	\$ 6,555,033	47.8%
Skill Building/Supportive Employment	\$ 1,264,138	9.2%
Net Total Claimed Services:	\$ 13,717,692	100.0%

People Served:	1,174
Service Claims or Transactions Provided:	91,242
Average Value of Service or Transaction:	\$ 150

Services by Populations:	People Served	Cost of their Services
People with Developmentally Disabilities:	176	\$ 7,627,850
People who are Adults with Mental Illness:	807	\$ 4,961,360
People who are Children with Serious Emotional Disturbance:	191	\$ 1,128,483
Total People served:	1,174	\$ 13,717,693

FY 2019 SERVICES



NORTHERN LAKES COMMUNITY MENTAL HEALTH AUTHORITY

ALL COUNTIES

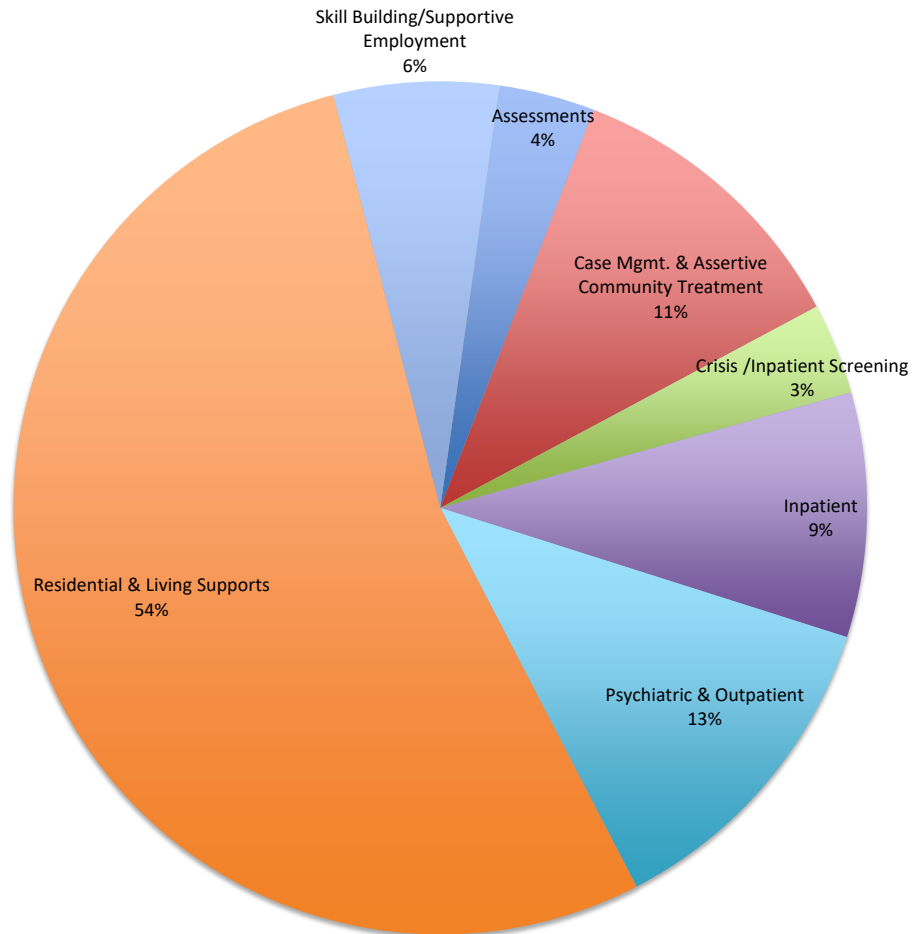
SUMMARY OF SERVICES DELIVERED IN FISCAL YEAR 2019 BY COUNTY

ALL COUNTIES	FY 2019 SERVICES	PERCENTAGE
Assessments	\$ 2,283,367	3.6%
Case Mgmt. & Assertive Community Treatment	\$ 7,132,332	11.3%
Crisis /Inpatient Screening	\$ 2,175,435	3.5%
Inpatient	\$ 5,833,067	9.3%
Psychiatric & Outpatient	\$ 7,864,914	12.5%
Residential & Living Supports	\$ 33,722,603	53.6%
Skill Building/Supportive Employment	\$ 3,938,959	6.3%
Net Total Claimed Services:	\$ 62,950,677	100.0%

People Served:	5,109
Service Claims or Transactions Provided:	498,843
Average Value of Service or Transaction:	\$ 126

Services by Populations:	People Served	Cost of their Services
People with Developmentally Disabilities:	904	\$ 35,373,580
People who are Adults with Mental Illness:	3,278	\$ 22,642,848
People who are Children with Serious Emotional Disturbance:	927	\$ 4,934,250
Total People served:	5,109	\$ 62,950,678

FY 2019 SERVICES



Our Vision

Communities of informed, caring people living and working together.

Our Mission

To improve the overall health, wellness, and quality of life of our individuals, families, and communities that we serve.

Our Values

We shall carry out our responsibilities consistent with our Values:

- In treating all people with compassion, dignity, and respect.
- In respecting diversity and individuality.
- In visionary public leadership, local decision-making, and accountability for our actions and decisions.

**Programs and Services
Accredited by CARF**

Northern Michigan Regional Entity

Jointly owned and operated by the five Community Mental Health Services Programs in the region to manage Medicaid behavioral health services in 21 northern lower Michigan counties:

AuSable Valley CMH Authority

Centra Wellness Network

North Country CMH

Northeast Michigan CMH Authority

Northern Lakes CMH Authority

NLCMHA Board Members

Crawford (2): Lorelei King, Sherry Powers

Grand Traverse (6): Randy Kamps, Dan Lathrop,
Mary Marois, Nicole Miller, Sherise
Shively, Armandina "Nina" Zamora

Leelanau (2): Betty Bushey, Ty Wessell

Missaukee (2): Pam Babcock, Dean Vivian

Roscommon (2): Al Cambridge, Jr., Angela
Griffis

Wexford (2): Ben Townsend, Rose Denny

NLCMHA Board Meeting Schedule 2020

Meetings are open to the Public and begin at 2:15 p.m. Committee of the Whole Meetings are held prior to each Board meeting (12:30 p.m. start time). If any person with a disability needs accommodations, please call the CEO's Office at (231) 935-3677 or (231) 876-3207 three days prior to the dates below. Check the NLCMHA website (www.northernlakescmh.org) for agendas, videoconference options, and call-in numbers during the COVID-19 pandemic. (Locations shown after April 2020 are tentative).

Jan 16, 2020 – 527 Cobb St, Cadillac

Feb 20, 2020 – 204 Meadows Dr, Grayling

Mar 19, 2020 – Canceled due to COVID-19 virus

Apr 16, 2020 – Virtual

May 21, 2020 – Virtual

June 18, 2020 – Virtual

July 16, 2020 – Virtual

Aug 20, 2020 – Virtual

Sept 17, 2020 – 2715 S. Townline Rd, Houghton Lake

Oct 15, 2020 – 105 Hall St, Traverse City

Nov 19, 2020 – 527 Cobb St, Cadillac

Dec 17, 2020 – 105 Hall St, Traverse City



2020 FACT SHEET

For information contact:

24/7 Crisis Services

(833) 295-0616

Customer Services

(800) 337-8598

or Access

(800) 492-5742

Cadillac Office: (231) 775-3463

Grayling Office: (989) 348-8522

Houghton Lake Office: (989) 366-8550

Traverse City Office: (231) 922-4850

TTY: 711 **4**

www.northernlakescmh.org

County Funding

Crawford	\$ 35,600
Grand Traverse.....	\$682,200
Leelanau	\$139,700
Missaukee	\$ 35,272
Roscommon	\$ 57,425
Wexford	\$ 76,543

Sources of Funding

Medicaid	76.5%
MI Choice Waiver	13.4%
State Sources	5.3%
Reimbursements	2.4%
Counties	1.4%
Contracts & Misc.8%
Reinvestment Sources	0.2%

NLCMHA Budget 2020

\$73,036,160

% of Spending by Population

	16/17	17/18	18/19
Adults	36.3%	36.4%	35.5%
Children	7.6%	8.2%	8.1%
I/DD	56.1%	55.4%	56.3%

of Registered Consumers Enrolled by Population for FY19 (%)

Adults with Mental Illness	3278	(59%)
Children with SED	927	(17%)
Intellectual/Develop Disability	904	(16%)
MI Choice Waiver	443	(8%)

Employees

310

2019 Provider Contracts

\$45,415,301 (63% of budget)

2019 Mental Health Spending By Program

Service Type	%	Cost
Comm Living Support/Training	34.9	20,381,076
Personal Care-Spec Residential	16.2	9,468,257
Inpatient Svcs/Partial Hospital	8.5	4,982,809
Supports Coord/Case Management	6.3	3,687,253
ABA / Autism Services	4.9	2,841,794
Assessments/Evaluation/Reviews	4.2	2,441,852
Assertive Community Treatment	3.8	2,208,072
Crisis Intervention/Emergencies	3.5	2,025,263
Home-Based Svcs & Respite	3.5	2,019,179
Therapy & Counseling	2.7	1,565,172
Skill Bldg Assistance/Family Train	2.5	1,486,100
Person Centered Treatmt Planning	1.8	1,042,028
Clubhouse Programs	1.7	972,297
Support/Integ Employment/Train	1.5	890,699
Crisis Residential Services	1.3	783,912
Medication Admin/Review	0.8	468,118
Health Services/Nursing	0.7	395,550
Peer Directed/Operated Svcs	0.6	358,881
All Other Services	0.4	251,234
Nursing Home Monitoring	0.3	165,642

Northern Health Care Management (MI Choice Waiver Program)

(800) 640-7478 or (231) 933-4917
www.northernhealthcare.org

- Serves the elderly and persons with disabilities in 10 counties.
- 443 people were served in FY 2019.
- Provides long-term care services at home.
- Nursing Facility Transition Initiative (helping people in nursing homes return to community living).
- Accredited by National Committee for Quality Assurance (NCQA).

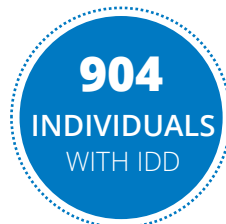
myStrength:

The Health Club For Your Mind.
For a free account, download the app or
sign up at www.myStrength.com with the
access code **NLCMHCommunity**

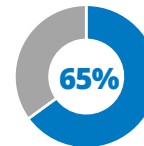
**Northern Lakes
Integrated Health Clinic**
Call (231) 935-3062 for an appointment.

Our mission is to improve the overall health, wellness and quality of life of the individuals, families and communities we serve. We also strive to be good stewards of public funds and provide safety net services, education and other community benefits for the citizens of six Northern Michigan Counties.

Our highest priority are **adults** with serious mental illness (SMI), **children** with serious emotional disturbance (SED), and **individuals with intellectual / developmental disabilities** (IDD).



Recovery from a mental illness **is possible.**



Do not seek
treatment, often
due to stigma

NLCMHA **access** to care and **follow up** are key.

99% Seen within 14 days of request*

10% Low recidivism to psychiatric hospital*

* NLCMHA FY19 Data

Solving community problems.

- 1** FAST (Family Assessment & Safety Team) program provides an **extra layer of care** for families and children/youth aged 0-20 in crisis
- 2** Mental health specialists served over 10,000 people in **new after-hours crisis system** last year
- 3** Provided **law enforcement training** in crisis intervention and iPads for direct connection to mental health professionals
- 4** Wide variety of **evidence-based practices** used according to individual need
- 5** Extensive network of **specialized residential homes** and providers to help people with disabilities live in their home communities
- 6** **Efficient operations** with administration costs of only 6.5%
- 7** Ongoing investment in technology and infrastructure allowed **quick pivot to telehealth** and remote service during COVID-19



People have expressed gratitude
for innovative treatment and
support options during COVID-19.

[LEARN MORE](#)



Northern Lakes

COMMUNITY MENTAL HEALTH AUTHORITY

Growing human potential, cultivating hope, and nurturing dreams



We serve **adults** with serious mental illness, **children** with serious emotional disturbance, **individuals with intellectual/developmental disabilities**, and individuals with **co-occurring substance use disorders** in Crawford, Grand Traverse, Leelanau, Missaukee, Roscommon, and Wexford Counties. We are also a regional MI Choice Waiver agent for the **elderly and disabled** in 22 counties. In addition, we operate the **NLCMHA Integrated Health Clinic** in Traverse City and Grayling open to the community.

VISION

Communities of informed, caring people living and working together.

VALUES

We carry out our responsibilities consistent with our values in:

- Treating all people with compassion, dignity, and respect.
- Respecting diversity and individuality.
- Visionary public leadership, local decision-making, and accountability for our actions and decisions.

BOARD OF DIRECTORS

The Board **represents the community and leads** and ensures appropriate organizational performance.

To promote **excellence in governance**, the Board establishes an annual plan of events, study sessions, stakeholder meetings, expert presentations, and other enriching activities designed to provide Board members with the greatest possible insight into community needs and values. Integration of health care, jail issues, health care compliance and legislation remain priority topics.

The Board is annually updated or receives training in Finance and Compliance, Person Centered Planning, Self-Determination, Recipient Rights and Policy Governance.

FY19 BOARD MEMBERS

- 1 **Crawford (2):** Lorelei King, Sherry Powers
- 2 **Grand Traverse (6):** Randy Kamps, Dan Lathrop, Mary Marois, Nicole Miller, Sherise Shively, Armandina "Nina" Zamora
- 3 **Leelanau (2):** Betty Bushey, Ty Wessell
- 4 **Missaukee (2):** Pam Babcock, Dean Vivian
- 5 **Roscommon (2):** Al Cambridge, Jr., Angela Griffis
- 6 **Wexford (2):** Ben Townsend, Rose Denny



Our mission is to improve the overall health, wellness, and quality of life of the individuals, families and communities we serve.

We also strive to be good stewards of public funds and provide safety net services, education and other community benefits for the citizens of six Northern Michigan Counties.

ANNUAL REPORT TO THE COMMUNITY

FISCAL YEAR 2019 (10/1/18-9/30/19) • PUBLISHED SUMMER 2020

FY 2019 was a year of momentous change for Northern Lakes Community Mental Health Authority (NLCMHA) and, thankfully, all the hard work completed in FY19 positioned the organization well for operating during a pandemic.

We focused on internal improvements: **securing our IT systems** and **upgrading the major software systems and hardware** that are the foundation of our clinical and business operations. We implemented a new general ledger system, migrated to Office 365 for our email and office software applications including the use of Microsoft Teams, and launched a new electronic health record. **All these changes allowed us to pivot** from in-person to remote services almost seamlessly during the weekend of March 13, 2020, when COVID-19 reached our state.

While focusing inward, we also maintained **support and collaboration** of our six Community Collaboratives, schools, the Community Health Innovation Region (CHIR), and many other agencies and units of government. Our contract with Grand Traverse County resulted in increased behavioral health services in the jail.

On a statewide and regional basis, we continued to foster very robust and collaborative relationships with the Northern Michigan Regional Entity (NMRE) and the Community Mental Health Association of Michigan (CMHAM) on financial, operational and clinical issues to **improve our system of care**.

Our staff are our most important resource and we work to instill a culture that supports **integrated care, recovery, the culture of gentleness, and servant leadership**. Our leadership team has worked to enrich our new employee orientation, provide additional tools and training for our supervisors and managers, and promote wellness and self-care for all our staff.

We continue to concentrate on our clinical and operational consistency, effectiveness, efficiency, and use of data with the goal of **improving and increasing our services** to those we have the privilege to serve.

Help is just a phone call away: **reach out!**



24/7 Crisis (833) 295-0616 – When in doubt, call! YOU determine when it is a crisis.



Access / Warm Line (800) 492-5742 – Call this line during business hours to access services or talk about COVID-19 related stress and anxiety.



Customer Services (800) 337-8598 – Call if you have general questions or want help learning about and/or connecting to resources.

TWO AREAS OF RESPONSIBILITY

The Michigan Department of Health and Human Services (MDHHS) contracts with Northern Lakes Community Mental Health Authority (NLCMHA) to serve in two primary roles:

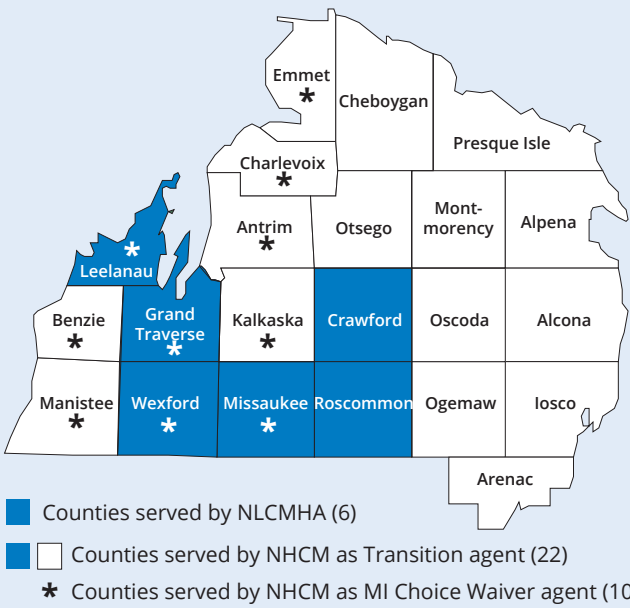


1 Community Mental Health Services Program (CMHSP) – In this role, as defined by the Michigan Mental Health Code, we provide and contract services for adults with serious mental illness, children with serious emotional disturbance, persons with intellectual and developmental disabilities, and individuals with co-occurring substance use disorders in six counties. There are 46 CMHSPs in Michigan.

2 Northern Health Care Management (NHCM) – In this role we are a MI Choice Waiver agent and coordinate the Home and Community Based Services for the Elderly and Disabled Waiver Program, in ten counties. NCHM also serves as a Nursing Facility Transition agent in 22 counties. NHCM serves eligible adults who meet the income and asset criteria to receive Medicaid-covered services like those provided by nursing homes, but who prefer to stay in their own home or another residential setting. For more information on NHCM, please call 1-800-640-7478.



SERVICE AREA



NMRE REGION

We are part of the 21-county Northern Michigan Regional Entity (NMRE) that Northern Lakes and four other CMHSPs created in 2014 to administer Medicaid-covered behavioral health services for the region. (All counties shown above except Arenac.) See www.nmre.org for information.

ACCREDITED PROGRAMS



NLCMHA programs were re-accredited by CARF International in 2018 for three years:

- ADULTS**
- Assertive Community Treatment: Integrated Alcohol and Other Drugs/Mental Health (IAOD/M)
- ADULTS, CHILDREN AND ADOLESCENTS**
- Assessment and Referral
 - Case Management/Services Coordination
 - Crisis Intervention
 - Prevention (IAOD/M)
 - Outpatient Treatment
- CHILDREN AND ADOLESCENTS**
- Intensive Family-Based Services

Northern Health Care Management earned three-year accreditation in FY17 from the National Council for Quality Assurance (NCQA) in Case Management for Long Term Services and Supports.

SERVING COMMUNITY

FAST in emergencies

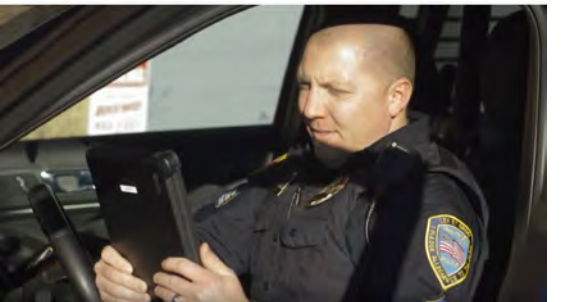


The F.A.S.T. (Family Assessment & Safety Team) mobile crisis team for families with children ages 0-20 helps resolve a crisis over the phone, or at a home, school, or other community setting. The FAST program provides an extra layer of care including 90 days of follow up care after a crisis.

ALL of our crisis services, including FAST, are **available for anyone** in the community, 24 hours a day, 7 days a week. Last year, our Crisis Services Team resolved over **2,000 crises face-to-face**. In addition, in April 2019, we moved to a new after-hours system with **licensed mental health specialists** who resolved over 10,000 calls last year.

iPads for police and remote care

Using federal block grant funds provided through the State of Michigan, we purchased iPads to extend care into the community. Police officers and crisis services specialists can now **connect in real time** with mental health professionals and provide immediate assistance to the person in crisis. The quick connections help police cope with difficult calls for service and increase community safety when faced with an individual experiencing a mental health crisis. **NLCMHA and law enforcement are working together** to build capacity and systems through **training and expert consultation**. Extensive trainings to law enforcement in the region teach de-escalation techniques as well as providing a basic understanding of major mental illnesses. The program reduces unnecessary diversions of people in crisis to **emergency departments and jails** and helps get police back on the streets faster.



Specialized care for our most vulnerable

Only a few decades ago, individuals with intellectual/developmental disabilities (IDD) often were shuttered away in institutions. Now, facilities and services exist that allow people to **live in their own communities, near their families**. It is the right thing to do and it is cost effective.

NLCMHA owns six homes and contracts for many others.

Last year we added another Occupational Therapist to the IDD team to meet the **growing needs across our region** for fine and gross motor development and sensory programming. The additional staff has also enhanced our ability to obtain adaptive equipment, which has also contributed to greater independence for many people we serve. In FY19 we presented our service model at the Culture of Gentleness Conference: "Anatomy of an Autism Home."

Individuals may direct their own supports and services and allocate available resources through their person-centered plan by establishing **self-determination arrangements**. These come with the freedom, authority, support, and responsibility to hire, train, manage, and fire their own staff. There are 122 people served by NLCMHA who have developed their own self-determination arrangements.



Over half of our funding supports people with IDD. Of this, one-third is for residential services.

In FY19, 681 adults and 223 children with IDD were served; 202 individuals resided in Specialized Residential Homes, 438 received Community Living Supports, and 62 received respite services.



High satisfaction

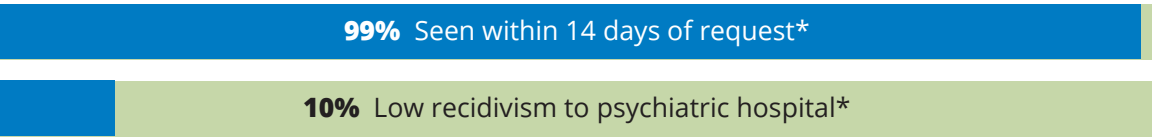
We regularly conduct a Satisfaction Survey for service recipients. We continue to receive feedback that individuals are satisfied with their services. Additionally, the regional NMRE survey indicates people are satisfied and would recommend NLCMHA to others.



Recovery from a mental illness is possible



NLCMHA access to care and follow up are key



* NLCMHA FY19 Data

NHCM services and support help people remain at home

The Northern Health Care Management (NHCM) division of Northern Lakes is a MI Choice Waiver agent, which means it provides home- and community-based services to help people to remain in their own home in the community, rather than in a nursing facility. NHCM staff also provide transition services, to help people who currently live in nursing facilities to return home, move in with family or friends, move into a foster care home, or find new housing.

Through using the many NHCM service choices, an ever-increasing number of eligible people are able to receive the same level of care at home that they would receive in residential or institutional care. This is a positive trend, which allows participants to live a more self-determined life. Studies show that those who take an active role in directing their health care tend to have better health outcomes.

The program is growing! In FY19 NHCM implemented a pilot study to allow staff to work remotely in their communities across its 10-county service area – which has served us well during the pandemic. We are excited to announce that NHCM has received permission to expand its transition services in FY20 to twelve more counties, bringing its service area to 22 counties in the “Tip of the Mitt.”

SERVICE CHOICES

Nursing Facility Transition

Supports Coordination

In-home care and assistance

Home Delivered Meals

Emergency Response Systems

Private Duty Nursing

Counseling

Snow Plowing

Environmental Modifications

Medical Equipment & Supplies

Housing Assistance

Medicaid Eligibility Specialist

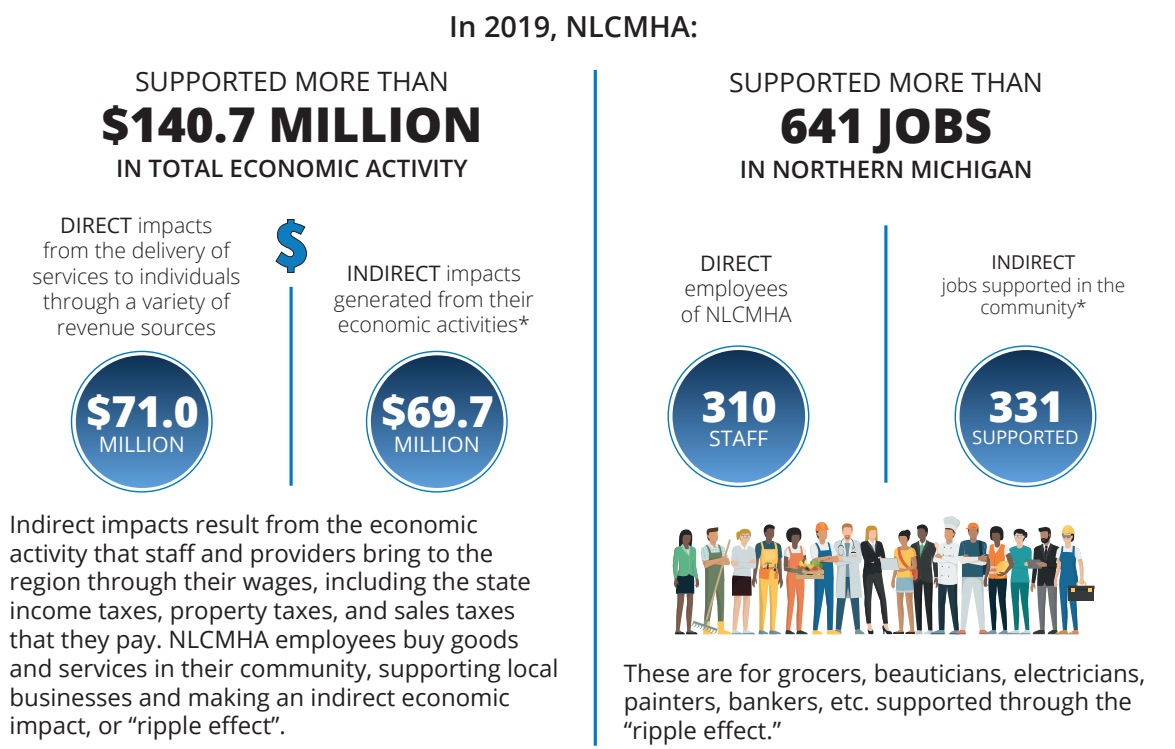
Non-Emergent Medical Transportation

Efficient operations keep focus on people served

As a public provider, our priority is providing services and supports to the people we serve, with a goal to keep administrative costs under 9%. In FY19, our costs were 6.5% – less than half the average 15% spent by the for-profit insurance companies in Michigan which manage the Medicaid Health Plans for physical health.

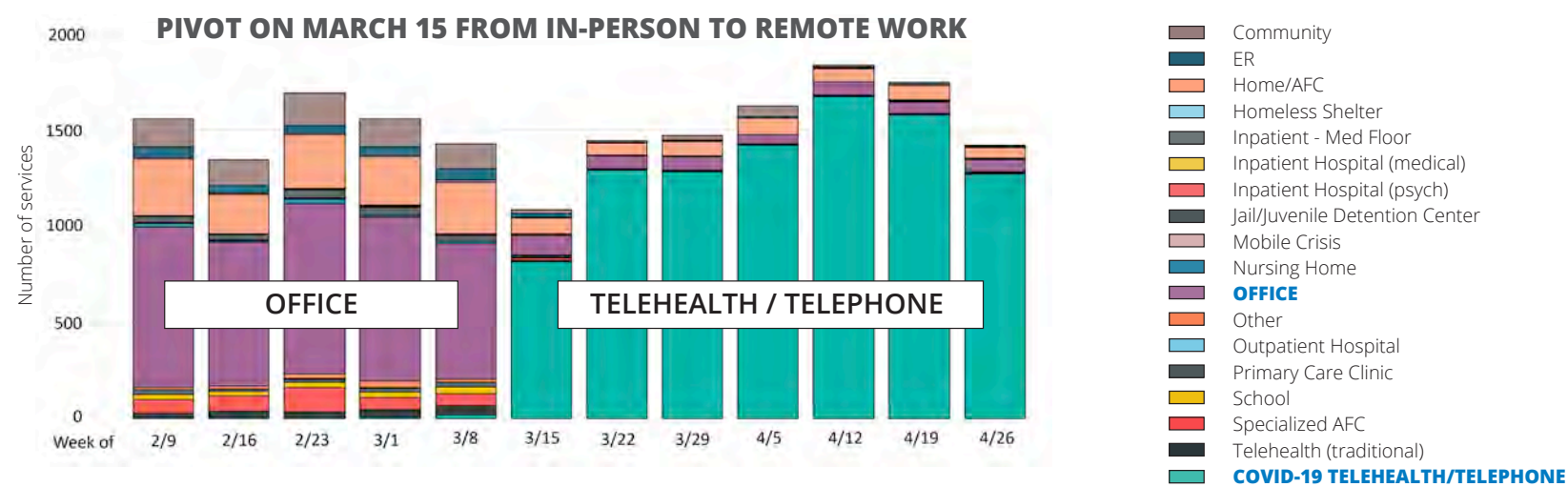
An economic engine

As we leverage the federal, state, and local investments necessary to bring healthcare to our most vulnerable citizens, we also generate economic gains within the communities served.



Services continued seamlessly through the COVID-19 pandemic

On March 13, the bulk of NLCMHA staff dispersed physically and began providing services and supports from home. A small number of staff continued to work in the offices so critical, in-person services could continue. We are pleased and proud to report that through our best and most sincere efforts to continue contacts and outreach and work creatively, **hospitalizations did not increase** among those we serve and **no one was involuntarily laid off**.



Working together to support one another

People have expressed appreciation for the flexibility of support they have received during the crisis. From receiving medication injections from our nurses in the parking lot, to accessing healthcare from Nurse Practitioner Alex Cooper in our Integrated Health Clinic, to receiving food deliveries from Clubhouse staff, to home visits and support packages through the U.S. Mail from case managers, we all have done our best to **stay safe and connected**.

Our community has helped us too, with donations of homemade masks and money and assistance in obtaining PPE. **We are grateful** for the community support and extra safety net funding from the **Michigan Health Endowment Fund** and the **Michigan Department of Health and Human Services**, which allowed us to purchase additional iPads for communications with people. In one case, having an iPad at home made all the difference for an individual who was at risk of needing nursing facility care. The iPad provided the lifeline she needed to receive care as well as the critical connection with family and friends.



People have expressed appreciation for the “drive through” option to receive their medication injections.



Our Integrated Health Clinic is open to anyone in the community, with hours currently offered in Traverse City and Grayling.



**MICHIGAN HEALTH
ENDOWMENT FUND**

MDHHS
Michigan Department of Health and Human Services

SIGN UP TO ACCESS THIS FREE RESOURCE

- 1 Go to www.myStrength.com
- 2 Click “Sign Up”
- 3 Enter the Access Code:
NLCMHCommunity

Feel free to share this with your friends and family!

myStrength

Safe, secure and
personalized—
**the health club
for your mind™**



Northern Lakes Community Mental Health Authority (NLCMHA) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. If you speak a language other than English, language assistance services, free of charge, are available to you. Call 1-800-337-8598 (TTY: 711). NLCMHA is a member of Northern Michigan Regional Entity (www.nmre.org) and receives its principal funding from the Michigan Department of Health and Human Services (MDHHS).

24/7 Crisis **833.295.0616** / Access Services **800.492.5742** / Customer Services **800.337.8598** / northernlakescmh.org

WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting *Wednesday, October 7, 2020

Meeting called to order at 4:00 p.m. by Chairman Taylor.

Roll Call: Present- Commissioners Joe Hurlburt, Ben Townsend, Michael Musta, Mike Bengelink, Mike Bush, Gary Taylor, Judy Nichols and Brian Potter.

Absent- Julie Theobald

*Commissioner Theobald appeared after roll call was taken.

Pledge of Allegiance.

Additions/Deletions to the Agenda- *None.*

Approval of the Agenda

MOTION by Comm Musta, seconded by Comm Bush to approve the agenda.

All in favor.

Employee Recognition-

Marsha Mellish will be presented with an award for her 10 years of service with the County.

Presentation and Reports-

Matt McCauley, CEO of Networks Northwest presented the 2019 annual report. Networks Northwest is a 10 county agency that helps with economic development. In 2019, they saw over 40,000 visitors in the center. One of their biggest areas is the apprenticeship program. These are programs that require an education more than a high school diploma or GED, but do not require a college degree.

One of their most impactful programs is their adult education program. They also see an impact with their Offender Success Program. They help with housing, finding employment, and substance abuse counseling.

For 2019, their revenue was approximately \$9 million dollars. Next year it is anticipated the revenue will be higher. The greater the need is for their assistance, the greater the need is for revenue.

Public Comment- *None.*

Consent Agenda

1. Approval of the September 16, 2020, Regular Meeting Minutes
2. Reappointment to the Construction Board of Appeals

MOTION by Comm Musta, seconded by Comm Nichols to approve the Consent Agenda.

All in favor.

Agenda Items

1. Old Jail Utilities

MOTION by Comm Musta, seconded by Comm Bengelink to approve the Maintenance Director turning off the utilities at the old jail at his discretion.

Roll call: Motion passed unanimously.

2. Draft Personnel Policies

MOTION by Comm Bengelink, seconded by Comm Bush to approve the revisions made to various Personnel Management Policies as presented.

Roll Call: Motion passed 9-0.

3. Resolution 20-21 Remonumentation Grant Administrator

MOTION by Comm Bengelink, seconded by Comm Theobald to approve Resolution 20-21, Designating the Register of Deeds, Roxanne Snyder, as the Grant Administrator for the Remonumentation Program effective January 1, 2021.

Roll Call: Motion passed unanimously.

4. Council on Aging FY 2021 Budget

MOTION by Comm Musta, seconded by Comm Bush to approve the Council on Aging Fiscal Year 2021 Budget.

Roll Call: Motion passed unanimously.

5. Emergency Management Performance Grant FY 2020

MOTION by Comm Nichols, seconded by Comm Theobald to approve Resolution 20-22 Approving the Agreement Between Michigan Department of State Police and Wexford County for the Emergency Management Performance Grant Agreement and authorize the Chairman of the Board to sign the grant on behalf of the County.

Roll Call: Motion passed 9-0.

6. Emergency Management Performance Application FY 2021

MOTION by Comm Musta, seconded by Comm Bengelink to approve the EMPG Application for Fiscal Year 2021 including the Quarterly Reports containing various quarterly training and exercises and authorize the Chairman of the Board to sign the quarterly reports on behalf of the County.

Roll Call: Motion passed 9-0.

7. Clarification of MERS Contribution

MOTION by Comm Potter, seconded by Comm Nichols to clarify the 9/16/2020 Board motion regarding MERS and to approve the full board's 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.

Roll Call: Motion passed unanimously.

8. Lake Street Server Room AC Unit

MOTION by Comm Nichols, seconded by Comm Bush to approve the quote received from Maveric Mechanical in the amount of \$5,248 for the replacement of the Lake Street Server Room air conditioner from 101.890.999.10.

Roll Call: Motion passed 9-0.

9. Ottawa County Juvenile Bed Rental Agreement

MOTION by Comm Bengelink, seconded by Comm Musta to approve the Ottawa County Juvenile Detention Center Bed Rental Agreement beginning October 1, 2020 and authorize the Chairman of the Board to sign the agreement on behalf of the County.

Roll Call: Motion passed unanimously.

10. Budget Amendment

MOTION by Comm Musta, seconded by Comm Bengelink to approve the budget amendments dated 10/7/2020.

10/7/2020

Wexford County Board of Commissioners

Amendments to the 2020 Budget

Adj #	Acct	Acct Description	Revenue	Expense	a.
20201001	249.000.699.00	Appropriate Fund Balance	\$ 500		
	249.000.727.00	Office Supplies		\$ 500	
	Under budgeted office supply line item.				
20201002	101.265.800.00	Contracted Services - B&G		\$ (80,300)	b.
	101.266.800.00	Contracted Services -Lk. St.		\$ 46,900	
	101.268.800.00	Contracted Services -DHD#10		\$ 33,400	
	Courthouse, Lk. St. and DHD#10 were budgeted under the Courthouse. Splitting out the three costs will give a clearer budget for 2021.				

Roll Call: Motion passed 8-0.

Administrator's Report-

Administrator Koch thanked the Board for approving the air conditioner for the Lake Street server room.

Ms. Koch provided the Board an update on the new windows. Right now, delivery was scheduled for December 2nd. There are two installation options. City Glass could install the windows without the sliders in November, or they could install all at once in December.

There will be three crews that can work at once. They will start on the first floor and work their way up. It is anticipated each window will take approximately two hours.

One Commissioner questioned the Clerk and the Treasurer which option they preferred. Both advised the one interruption is better to handle than two.

Ms. Koch also advised the Board that the apportionment report depends upon the November Election which will not be certified until close to the end of the month. That report needs to be approved by December 1st, so a special meeting may be needed.

Correspondence-

1. Department of Labor and Economic Growth

Public Comments- *None.*

Liaison Reports-

Comm Hurlburt informed the Board that North Flight has gone into partnership with Mobile Medical Response. There will be new ambulances on the road now.

Comm Townsend attended a library meeting.

Board Comments

Comm Theobald thanks everyone for their patience with her.

Comm Bengelink read a quote from John F. Kennedy.

Comm Potter pointed out that the draft motion for J9 said forward when it should be approve.

Chairman's Comments

Comm Taylor thanked everyone for coming.

Adjourn

MOTION by Comm Hurlburt, seconded by Comm Nichols to adjourn at 4:30 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

DRAFT

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, County Administrator
FOR MEETING DATE: October 21, 2020
SUBJECT: Public Hearing – CDBG Funding – CARES Funding

SUMMARY OF ITEM TO BE PRESENTED:

The following announcement was published in the Cadillac News on Thursday, October 15, 2020 as part of the requirement of accepting the CDBG Funding.

Wexford County will conduct a public hearing on October 21, 2020 at 4:00 pm in the Board of Commissioners Room in the Wexford County Building at 437 E. Division St., Cadillac, MI 49601 for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

Wexford County proposes to use up to \$355,659.11 in CDBG funds to prevent, prepare for, and respond to Coronavirus (COVID-19) that funds will be available to assist the community at large however a special emphasis will be made to assist those household under 80% of median income. No persons will be displaced as a result of the proposed activities.

Further information is available for review. To inspect the documents, please contact County Administrator Janet Koch at 231-779-9453 or administration@wexfordcounty.org. The documents may also be reviewed at the Wexford County Administration Office. Comments may be submitted in writing through October 21 or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

Wexford County
Janet Koch, County Administrator
231-779-9453

RECOMMENDATION:

Open the Public Hearing, take attendance of anyone that addresses the Board.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Executive Committee
FOR MEETING DATE: October 21, 2020
SUBJECT: CDBG Authorizing Resolution

SUMMARY OF ITEM TO BE PRESENTED:

On September 2, the Board of Commissioners approved a motion to “proceed with the process” of obtaining Community Development Block Grant Program (CDBG) funding through the Michigan Economic Development Commission for expenses related to COVID-19. At the time, we had little information regarding what expenses would be eligible.

We have now been assigned a grant specialist and have had numerous conversations about possible expenses and eligible entities. Following are the projects that have been submitted, but we have not yet received confirmation that the proposed expenses will be allowed.

The largest item by far is an HVAC project at the jail. Our original information was that eligible purchases and projects must be completed by the end of 2020. Our grant specialist recognizes that such a large project cannot possibly be completed by the end of December. He is working to get confirmation that a signed contract for the project would be considered an eligible expense; we anticipate receiving that information within a week.

CDBG funding is Federal money and has numerous eligibility and reporting requirements. The next steps to obtain the funding are to hold a public hearing and approve an Authorizing Resolution. The public hearing is typically held the same date the Resolution is considered. Quoting the MEDC, the purpose of the public hearing is for “obtaining residents’ views and responding to proposals and questions.” To meet MEDC public hearing requirements, the notice of public hearing must be published no later than Thursday, October 15. The public hearing notice and proposed Authoring Resolution follow.

All grant-funded purchases will be required to follow the County’s purchasing policy or the purchasing policy of the entities for which we could serve as fiduciary.

RECOMMENDATION:

The Executive Committee advises the full board approve the Authorizing Resolution for the CDBG grant.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the twenty-first day of October 2020 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

RESOLUTION NO. 20-23

AUTHORIZING RESOLUTION

The Coronavirus Aid, Relief and Economic Security Act (CARES Act), Public Law 116-136, makes available supplemental Community Development Block Grant (CDBG) and Emergency Solutions Grant ESG-CV funding for grants to prevent, prepare for, and respond to Coronavirus (COVID-19). The CDBG grant will provide flexibilities for grantees to expedite the use of grant funds to help address the challenges facing our nation during this historic public health crisis.

WHEREAS, the Michigan Strategic Fund has invited Counties to accept Community Development Block Grant Program funds to support **CDBG CARES Funding**; and

WHEREAS, the County of Wexford will seek to receive up to \$355,659.11 in CDBG funds to reimburse for unexpected costs associated with COVID-19; and

WHEREAS, the proposed project will benefit all residents of the project area and 45.65 percent of the residents of the County of Wexford are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development.

NOW, THEREFORE, BE IT RESOLVED that the County of Wexford hereby designates the County Administrator as the Certifying Officer, the person authorized to certify the Michigan CDBG pre-agreement documents, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 20-23 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on October 21, 2020, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

2020 MEDC - CDBG Allocation to Wexford County**\$355,659.11****Proposed Expenses to Be Considered for Eligibility:**

Entity	Description	Summary of Need	Est. Cost
County of Wexford: Jail	Postive/Negative Air flow system	A positive/negative air flow system would allow for a high level of flexibility in the jail under current pandemic conditions. This would also increase prisoner/staff safety regarding other transmittable/communicable diseases.	\$226,000.00
County of Wexford: Emergency Management	Portable 800 MHz radios	An increased communications capacity between emergency personnel would add significant interoperability. This is critical for safe and effective responses to interagency events, which are more likely to occur during a state of emergency.	\$27,000.00
County of Wexford: Central Dispatch	Dispatch Console	An expansion console would allow for increased dispatching capacity, which is critical at many times, but especially during a state of emergency.	\$20,000.00
County of Wexford: Emergency Management	PPE	Purchase of CDC-recommended face coverings, gloves, etc., allows for increased safety.	\$5,000.00
County of Wexford: Courthouse Facilities	Sanitizing	Public areas of the county building must be sanitized to a high standard; during the time of pandemic, this has been an increased & unbudgeted cost.	\$5,000.00
County of Wexford: Courthouse Facilities	Screening personnel	Additional staff is needed to comply with executive orders regarding COVID screening and the associated recordkeeping.	\$7,000.00
District Health Department #10	Portable 800 MHz radios	Cadillac is incident command for DHD #10. An increased communications capacity between personnel would add significant interoperability. This is critical for safe and effective responses to interagency events, which are more likely to occur during a state of emergency.	\$27,000.00
Wexford County Council on Aging	Computers	Additional laptop computers and monitors would allow the COA to reduce social isolation for participating clients.	\$8,000.00
Wexford County Council on Aging	Telecommunications	This funding would allow purchase of a telephone system that would allow staff to remotely access voice mail messages. Such a purchase would allow staff to telework, thus the COA could operate and serve the older adults in the county effectively, efficiently, and safely.	\$30,000.00
			\$355,000.00

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Executive Committee
FOR MEETING DATE: October 21, 2020
SUBJECT: Resolution to Condemn Violence Against the Governor of Michigan or any Politician

SUMMARY OF ITEM TO BE PRESENTED:

At the Executive Committee meeting on Tuesday, October 13, a discussion took place on presenting a resolution to the Board condemning violence against any Michigan Politician.

A resolution is being developed and will be provided to the Board before the meeting.

RECOMMENDATION:

The Executive Committee recommends the BOC approve the resolution if acceptable.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: October 21, 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:

The Finance Committee suggests the full board an amendment of the 2020 employee roster for 101-351.



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:

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
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Category Summary		215,313.00
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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	hours and rate	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		\$ -

Utilities: water/sewer	No cost at this time	\$	-
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Category Summary		\$	32,675.00
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Supplies Justification - Provide justification for supplies requests and *highlight new or changed requests for FY21.

The increased costs for this category are due primarily to two expenses: 1) a subscription to Westlaw and 2) cost allocation. Please see the attached document Cost Allocation Plan - 2 CFR Part 200 Federal Plan, as prepared by MGT Consulting Group. Highlighted on the PDF's page 23 is the summary schedule for the public defender's office. As the department is still relatively new, there were no numbers in the county's cost allocation plan until the attached was completed.

Budget Total		\$	998,590.32
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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
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
Connecticut	Bridgeport, Danbury	Nevada	Las Vegas
DC	Washington DC, Alexandria, Falls Church, Fairfax (Counties of Arlington & Fairfax in Virginia) (Counties of Montgomery & Prince George’s in Maryland)	New Mexico	Santa Fe
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West	New York	Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens and Staten Island), Melville, New Rochelle, Riverhead, (Suffolk County), Ronkonkoma, Tarrytown, White Plains
Georgia	Brunswick, Jekyll Island	Ohio	Cincinnati
Idaho	Ketchum, Sun Valley	Pennsylvania	(Bucks County) Pittsburgh
Illinois	Chicago (Cook & Lake Counties)	Rhode Island	Bristol, Jamestown, Middletown, Newport (Newport County), Providence
Kentucky	Kenton	Texas	Austin, Dallas, Houston, LB Johnson Space Center
Louisiana	New Orleans	Utah	Park City (Summit County)
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	Vermont	Manchester, Montpelier, Stowe (Lamoile County)
		Virginia	Alexandria, Falls Church, Fairfax
		Washington	Port Angeles, Port Townsend, Seattle
		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 _____															
	Contracts																				
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												
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">10 State Grant Advancements</td> <td style="width: 20%;"></td> <td style="width: 40%;">11. Certified Local Share</td> <td style="width: 20%;"></td> </tr> <tr> <td>a. Received this reporting period</td> <td style="text-align: right;">\$0.00</td> <td>a. Deposited to the local MIDC fund this reporting period</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>b. Received to date this grant year</td> <td style="text-align: right;">\$0.00</td> <td>b. Deposited to the local MIDC fund to date this grant year</td> <td style="text-align: right;">\$0.00</td> </tr> </table>										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
10 State Grant Advancements		11. Certified Local Share																			
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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. <div style="display: flex; justify-content: space-between;"> <div> _____ Authorizing Signature </div> <div> _____ Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> _____ Position </div> <div> _____ Email </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> _____ Phone </div> <div></div> </div>				14. MIDC Approval <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Grant Manager's Signature <div style="border-top: 1px solid black; width: 100px;"></div> Date </div> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> State Office Admin. Signature <div style="border-top: 1px solid black; width: 100px;"></div> Date </div>																

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, County Administrator
FOR MEETING DATE: October 21, 2020
SUBJECT: COVID-19 Preparedness and Response Plan Update

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County's COVID-19 Plan, implemented May 7, 2020, requires revisions. MIOSHA issued emergency rules on October 14, 2020 which need to be incorporated into our current plan.

9 and 10 News reports:

“As we head into cold and flu season, Michigan’s Occupational Safety and Health Administration has issued new emergency rules to keep employees safe in the workplace during the pandemic.

The rules replace some regulations first put forth in Gov. Whitmer’s executive orders.

The mandates cover all kinds of things related to prevention and sanitation and include but are not limited to the following: employers must provide thorough training to employees, have a written plan that outlines safety, prevention and outbreak responses, and have health screenings in place.

Some industries, like manufacturing and food processing, have additional steps they need to take.”

RECOMMENDATION:

The Administrator requests that the BOC allow the County Administrator, with the assistance of the Emergency Manager, to revise and implement the County’s Plan as required by MIOSHA and MDHHS.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, County Administrator
FOR MEETING DATE: October 21, 2020
SUBJECT: Abilita Telecommunications Analysis Report

SUMMARY OF ITEM TO BE PRESENTED:

In August, the BOC approved the Master Service Agreement with Abilita to submit recommendations for improvements including recommendations for possible savings. After collecting 3 months of data, Abilita has presented a number of recommendations in their report, found in the “Executive Summary of Recommendations.”

The Master Service Agreement specifies that Abilita is paid half the savings, much like Tenurgy is paid half the utility costs they save the County.

If the BOC approves the recommended changes, Abilita will do their utmost to reduce/eliminate disruption to telecommunications services at the county facilities.

All pending changes will be communicated to department heads before the changes occur. Also no fax lines will be eliminated without the approval of the pertinent department head.

RECOMMENDATION:

The Administrator recommends the BOC authorize the Board Chairman to approve Abilita’s recommendations and authorize the County Administrator to implement the recommendations.

TELECOMMUNICATIONS ANALYSIS REPORT

Prepared Exclusively for:

Wexford County



Prepared by: Dan Aylward, Paul Anker



Date of submission: October 14, 2020

Our Mission:

To be known as the dominant telecom experts, optimizing our client's businesses by delivering independent, objective and professional consulting experiences.

Saving you Money and Time, Providing Security and Knowledge

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October 14, 2020

Janet Koch
County Administrator
Wexford County
437 E. Division St.
Cadillac, MI 49601

Dear Janet:

Thank you for the opportunity to provide our independent and objective consulting services.

As per the Service Agreement signed on August 5th, this analysis report is the second in an ongoing series of recommendations we will be making to improve your telecommunications services. The purpose of this report is to document your current telecommunications services and the related costs, then present a more cost-effective solution to meet your needs.

Please initial the individual entries in the Executive Summary to document your approval of our recommendations, which will then be implemented in a timely manner.

Should you have any questions during our engagement please feel free to contact our office any time.

Yours truly,

Dan Aylward
Consultant
Abilita

Paul Anker
Consultant
Abilita

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EXECUTIVE SUMMARY OF RECOMMENDATIONS

The solutions recommended within this report are unique to your business and reflect a more cost-effective configuration based on the information provided to us. Due consideration has been made for future requirements as identified in our discussions.

	<u>ONE-TIME SAVINGS</u>	<u>INITIAL APPROVAL</u>
BILLING ERROR	\$ 1,051.44	_____
	<u>ANNUAL SAVINGS</u>	
LOCAL SERVICES		
Switch to alternative plan	40,013.63	_____
Remove unused services	7,291.24	_____
LONG DISTANCE		
Switch to an alternative plan	\$ 2,074.76	_____
CELLULAR SERVICES		
Switch to an alternative plan	\$ 915.12	_____
INTERNET SERVICES		
Switch to an alternative plan	\$ 7,549.68	_____
TOTAL	\$ 57,844.44	

DATE SIGNED _____

CURRENT CONFIGURATION

LOCAL SERVICES

Your current local service supplier is AT&T and Telnet. The table below details all current monthly costs for lines and services provided by your local service suppliers. **To the best of our knowledge AT&T POTS, Centrex and BVoIP contracts have expired, Telnet expires November 2, 2022.**

Line Number	Description	Circuit Type	Location	911 Charge	Centrex System Charge	Caller ID	Sales Tax	Cost Assessment Charge	Universal Service Fund (USF)	State Access Fund	Federal Subscriber Line Charge	Business Line	Current Total
171-800-4054	10 talk paths, BVoIP	SIP	437 E Division St						23.96			334.10	358.06
171-800-4054	10 talk paths, BVoIP	SIP	401 N Lake St						23.96		6.99	334.10	365.05
(231) 779-0447	Clerk Fax	POTS	437 E Division St	3.00					2.93	0.43	8.26	65.00	79.62
(231) 779-3148	Probation Dept	Centrex	Bldg 2, 437 E Divs	3.00	6.67				0.23	2.12	8.26	290.81	311.09
(231) 779-9488	Prob / Parole Fax	Centrex	Bldg 2, 437 E Divs	3.00	6.67				0.23	2.12	8.26	290.81	311.09
(231) 779-9493	RNA	Centrex	Bldg 2, 437 E Divs	3.00	6.67				0.23	2.12	8.26	290.81	311.09
(231) 779-4647	County Jail	POTS	1015 Lincoln St	3.00			6.79	3.82	2.93	0.48	8.26	33.00	58.28
(231) 779-0218	Sheriff Front Fax	POTS	1015 Lincoln St	3.00			6.79	3.82	2.93	0.48	8.26	33.00	58.28
(231) 779-5498	Jail Fax	POTS	1015 Lincoln St	3.00			6.79	3.82	2.93	0.48	8.26	33.00	58.28
(231) 779-9467	Sheriff Additional Fax	POTS	1015 Lincoln St	3.00			6.79	3.82	2.93	0.48	8.26	33.00	58.28
(231) 779-5352	Reg of Deeds Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-4008	Prisoner Elevator	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9027	Treasurer Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9230	Circuit Court Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9456	Court House Elevator	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9529	Equalization Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9745	Administration Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-5396	District Court Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9108	Prosecutor Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9485	Probate Court Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9114	D.C. Probation Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9245	DC Cell Block	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-9538	Veterans Services Fax	POTS	437 E Division St	3.00		7.99		3.82	2.71	0.52	8.26	65.00	91.29
(231) 779-6078	Security Alarm	POTS	437 E Division St	3.00			7.27	3.82	2.93	0.52	8.26	75.00	100.79
(231) 779-6108	Security Alarm	POTS	437 E Division St	3.00			7.27	3.82	2.93	0.52	8.26	75.00	100.79
(231) 779-9105	MSU Fax	Centrex	401 N Lake St	2.97					0.32	2.57	8.26	316.81	330.93
(231) 779-9102	Comm Corrections Fax	Centrex	401 N Lake St	2.97					0.32	2.57	8.26	316.81	330.93
(231) 779-9110	Building Dept Fax	POTS	401 N Lake St	3.00				3.82	1.49	0.52	5.64	95.00	109.47
(231) 779-9497	Friend of the Court Fax	POTS	401 N Lake St	0.75					1.49	0.52	5.64	71.00	79.40
61314	Telnet 23 talk paths	IP PRI	1015 Lincoln St	0.01					0.28	20.03	22.84	230.00	273.16
61314	Telnet 4 Lines	FXS	1015 Lincoln St	12.00					9.17			40.00	61.17
Additional Services												Quantity	Cost
Local Calling	(231) 779-0447											17	-
Local Calling	(231) 779-9497											16	-
Local Calling	(231) 779-3148											82	1.43
Local Calling	(231) 779-5352											194	0.10
Local Calling	(231) 779-9114												35.00
Local Calling	(231) 779-4647											81	1.43
Local Calling	(231) 779-9105											46	1.43
Non-Published Listing												4	5.50
Additional Listings												3	6.00
Foreign Listings												5	6.00
Call Forwarding	(231) 779-5352											1	27.83
Telnet Local Calling												1,461	-
Telnet Directory Listing												1	9.50
Telnet DIDs												100	0.15
Telnet Virtual Numbers												4	1.00
Total													5,021.18

LOCAL SERVICES AND EQUIPMENT (continued)

Traffic studies on the Telnet IP PRI (23 talk paths) in August show the Jail peaked at 47% of capacity or 11 talk paths.

In addition, there are 383 Direct Inward Dial numbers (DID).

Telnet DIDs (1015 Lincoln St)					
(231) 306-1101	(231) 306-2086	(231) 306-2104	(231) 306-2122	(231) 306-2140	(231) 779-9206
(231) 306-1102	(231) 306-2087	(231) 306-2105	(231) 306-2123	(231) 306-2141	(231) 779-9208
(231) 306-1103	(231) 306-2088	(231) 306-2106	(231) 306-2124	(231) 306-2142	(231) 779-9209
(231) 306-1104	(231) 306-2089	(231) 306-2107	(231) 306-2125	(231) 306-2143	(231) 779-9210
(231) 306-2072	(231) 306-2090	(231) 306-2108	(231) 306-2126	(231) 306-2144	(231) 779-9216
(231) 306-2073	(231) 306-2091	(231) 306-2109	(231) 306-2127	(231) 306-2145	(231) 779-9217
(231) 306-2074	(231) 306-2092	(231) 306-2110	(231) 306-2128	(231) 306-2146	(231) 779-9218
(231) 306-2075	(231) 306-2093	(231) 306-2111	(231) 306-2129	(231) 306-2147	(231) 779-9219
(231) 306-2076	(231) 306-2094	(231) 306-2112	(231) 306-2130	(231) 306-2148	(231) 779-9222
(231) 306-2077	(231) 306-2095	(231) 306-2113	(231) 306-2131	(231) 306-2149	(231) 779-9223
(231) 306-2078	(231) 306-2096	(231) 306-2114	(231) 306-2132	(231) 306-2150	(231) 779-9226
(231) 306-2079	(231) 306-2097	(231) 306-2115	(231) 306-2133	(231) 306-2151	(231) 779-9227
(231) 306-2080	(231) 306-2098	(231) 306-2116	(231) 306-2134	(231) 779-9200	(231) 779-9229
(231) 306-2081	(231) 306-2099	(231) 306-2117	(231) 306-2135	(231) 779-9201	(231) 779-9484
(231) 306-2082	(231) 306-2100	(231) 306-2118	(231) 306-2136	(231) 779-9202	
(231) 306-2083	(231) 306-2101	(231) 306-2119	(231) 306-2137	(231) 779-9203	
(231) 306-2084	(231) 306-2102	(231) 306-2120	(231) 306-2138	(231) 779-9204	
(231) 306-2085	(231) 306-2103	(231) 306-2121	(231) 306-2139	(231) 779-9205	

AT&T DIDs 437 E Division						
231 779-5976	231 779-9463	231 779-9518	231 942-7651	231 942-7673	231 942-7695	231 942-7717
231 779-9107	231 779-9469	231 779-9519	231 942-7652	231 942-7674	231 942-7696	231 942-7718
231 779-9113	231 779-9470	231 779-9531	231 942-7653	231 942-7675	231 942-7697	231 942-7719
231 779-9207	231 779-9472	231 779-9534	231 942-7654	231 942-7676	231 942-7698	231 942-7720
231 779-9220	231 779-9474	231 779-9539	231 942-7655	231 942-7677	231 942-7699	231 942-7721
231 779-9225	231 779-9475	231 779-9546	231 942-7656	231 942-7678	231 942-7700	231 942-7722
231 779-9231	231 779-9476	231 779-9547	231 942-7657	231 942-7679	231 942-7701	231 942-7723
231 779-9232	231 779-9477	231 779-9702	231 942-7658	231 942-7680	231 942-7702	231 942-7724
231 779-9237	231 779-9478	231 779-9704	231 942-7659	231 942-7681	231 942-7703	231 942-7725
231 779-9246	231 779-9486	231 942-7196	231 942-7660	231 942-7682	231 942-7704	231 942-7726
231 779-9247	231 779-9487	231 942-7197	231 942-7661	231 942-7683	231 942-7705	231 942-7727
231 779-9248	231 779-9489	231 942-7640	231 942-7662	231 942-7684	231 942-7706	231 942-7728
231 779-9450	231 779-9490	231 942-7641	231 942-7663	231 942-7685	231 942-7707	231 942-7729
231 779-9451	231 779-9491	231 942-7642	231 942-7664	231 942-7686	231 942-7708	231 942-7730
231 779-9452	231 779-9505	231 942-7643	231 942-7665	231 942-7687	231 942-7709	231 942-7731
231 779-9453	231 779-9506	231 942-7644	231 942-7666	231 942-7688	231 942-7710	231 942-7732
231 779-9454	231 779-9510	231 942-7645	231 942-7667	231 942-7689	231 942-7711	231 942-7733
231 779-9455	231 779-9511	231 942-7646	231 942-7668	231 942-7690	231 942-7712	231 942-7734
231 779-9457	231 779-9512	231 942-7647	231 942-7669	231 942-7691	231 942-7713	231 942-7735
231 779-9458	231 779-9515	231 942-7648	231 942-7670	231 942-7692	231 942-7714	231 942-7736
231 779-9459	231 779-9516	231 942-7649	231 942-7671	231 942-7693	231 942-7715	231 942-7737
231 779-9462	231 779-9517	231 942-7650	231 942-7672	231 942-7694	231 942-7716	231 942-7738
						231 942-7739

AT&T DIDs 401 N Lake St						
231 775-6654	231 779-9501	231 942-7554	231 942-7571	231 942-7588	231 942-7605	231 942-7622
231 779-8110	231 942-7228	231 942-7555	231 942-7572	231 942-7589	231 942-7606	231 942-7623
231 779-8893	231 942-7229	231 942-7556	231 942-7573	231 942-7590	231 942-7607	231 942-7624
231 779-8896	231 942-7540	231 942-7557	231 942-7574	231 942-7591	231 942-7608	231 942-7625
231 779-8897	231 942-7541	231 942-7558	231 942-7575	231 942-7592	231 942-7609	231 942-7626
231 779-9115	231 942-7542	231 942-7559	231 942-7576	231 942-7593	231 942-7610	231 942-7627
231 779-9465	231 942-7543	231 942-7560	231 942-7577	231 942-7594	231 942-7611	231 942-7628
231 779-9466	231 942-7544	231 942-7561	231 942-7578	231 942-7595	231 942-7612	231 942-7629
231 779-9480	231 942-7545	231 942-7562	231 942-7579	231 942-7596	231 942-7613	231 942-7630
231 779-9481	231 942-7546	231 942-7563	231 942-7580	231 942-7597	231 942-7614	231 942-7631
231 779-9482	231 942-7547	231 942-7564	231 942-7581	231 942-7598	231 942-7615	231 942-7632
231 779-9483	231 942-7548	231 942-7565	231 942-7582	231 942-7599	231 942-7616	231 942-7633
231 779-9494	231 942-7549	231 942-7566	231 942-7583	231 942-7600	231 942-7617	231 942-7634
231 779-9495	231 942-7550	231 942-7567	231 942-7584	231 942-7601	231 942-7618	231 942-7635
231 779-9496	231 942-7551	231 942-7568	231 942-7585	231 942-7602	231 942-7619	231 942-7636
231 779-9499	231 942-7552	231 942-7569	231 942-7586	231 942-7603	231 942-7620	231 942-7637
231 779-9500	231 942-7553	231 942-7570	231 942-7587	231 942-7604	231 942-7621	231 942-7638
						231 942-7639

Telnet FXS Lines
(231) 306-1101
(231) 306-1102
(231) 306-1103
(231) 306-1104

Additional Listings
(231) 779-5352
Parole Office
Sheriff Department
(231) 779-9497
Friend of the Court Fax
Non-Published
District Court Fax
D.C. Probation Fax
DC Cell Block
Veterans Services Fax

Foreign Listing
(231) 779-5352
North Flight EMS
Emergency Calls
Sheriff Department
Sheriff Department
Housing/Medical Reimbursement
Ambulance 911
Ambulance Service

LONG DISTANCE SERVICES

Your current long distance supplier is AT&T and Telnet. The table below details rates based on the information given to us. The plan fees and service fees below have been taken directly from your current outbound supplier.

Description	Current Cost/Min
171-800-4054 IntraLATA	-
171-800-4054 NonIntraLATA	-
BAN 861625628	0.435
Jail (231) 779-4647	-
Telnet	0.029

Additional detail is supplied in the Long Distance recommendation section on page 9.

CELLULAR SERVICES

Your current cellular supplier is AT&T. The table below identifies your current cellular subscribers and details the Plan Fees, Services, Usage Patterns and Related Costs.

Average Monthly Fees

Plan Description	User Name	Cell Number	Rate Plan Cost	Rate Plan Discount	Data Plan Cost	Data Plan Discount	Taxes & Surcharges	Grand Total
	Group 3		35.00	(2.80)			1.28	33.48
iPad 4G LTE access	Kelly Dostal Tablet	(231) 884-4623	10.00				3.50	13.50
Basic Phone	Tom Boersma	(231) 920-9065	25.00				7.33	32.33
Basic Phone	Bruce Finnerty	(231) 920-9066	25.00				7.33	32.33
Basic Phone	Bob Scarbrough	(231) 920-9068	25.00				7.33	32.33
LaptopCnctGovUnltd	Audrey Vanalst Tablet	(231) 846-5759			69.99	(5.60)	3.50	67.89
Firstnet	Netgear Nighthawk	(231) 444-9989	34.99					34.99
Firstnet	Wexford County	(231) 920-6280	44.99				3.24	48.23
							6.06	6.06
		Totals	199.98	(2.80)	69.99	(5.60)	39.57	301.14

Average Monthly Usage

Cell #	Plan Minutes		Text Plan		Data Plan (GB)	
	Allowance	Usage	Allowance	Usage	Allowance	Usage
(231) 884-4623	Unlimited	-	Unlimited	-	1	0.41
(231) 920-9065	Unlimited	208	Unlimited	5		0.00
(231) 920-9066	Unlimited	87	Unlimited	10		0.01
(231) 920-9068	Unlimited	87	Unlimited	3		0.00
(231) 846-5759	Unlimited	-	Unlimited	-		0.03
(231) 444-9989		N/A		N/A		N/A
(231) 920-6280		N/A		N/A		N/A
	-	382	-	18	1	0.5

INTERNET SERVICES

Your current Data Service Providers is AT&T and Spectrum. Below is a description of your existing data network configuration, including the current costs.

Account Number	Vendor	Description	Download/Upload	Monthly Charge	Current Total
Division St.					
171-800-4054	AT&T	BVoIP	10M/10M	272.07	272.07
8245 12 203 0047963	Spectrum	B Ultra	400M/20M	199.99	199.99
Lake St					
171-800-4054	AT&T	BVoIP	10M/10M	272.07	272.07
8245 12 203 0132054	Spectrum	Internet Plus	100M/10M	79.99	79.99
Additional Services				Quantity	Cost
Static IP Addresses		Division St	5	24.99	24.99
Desktop Security		Division St	1	-	-
Web Hosting		Division St	1	-	-
Static IP Addresses		Lake St	5	24.99	24.99
Desktop Security		Lake St	1	-	-
Web Hosting		Lake St	1	-	-
Total					874.10

RECOMMENDATIONS

During our engagement, we evaluated every aspect of your current service from bills, contracts, customer service records and traffic studies. Your current suppliers have been included in evaluation and material needed for analysis. In addition to our recommendation to reduce costs by changing your existing plan(s) with AT&T, changing to an alternative supplier may further reduce these costs.

LOCAL SERVICES

The savings calculation detailed below is presented to quantify the savings that would have been realized had the sample month been priced at the best current offering. Recommendations are itemized below and in the table on the next page.

1. Wexford County has two AT&T accounts with sales tax. We can remove these charges to save approximately **\$42/month** and recover \$1,000. Refer to the cells in yellow on the chart on next page.
2. During our investigations it is common to find unused lines. We believe there are three lines the County is not using due to no calling usage on the bills. All ring with no answer and none are identified by the County (except for 779-6108 which is a security alarm but does not answer). Abilita has a conservative methodology in canceling lines, however we invite you to review these before action is taken. This will save approximately **\$495/month** and noted in blue in the chart on next page.
3. We discovered 19 fax lines which are more than most Counties we have worked with. We recommend removing those that are not being used. However, if all are still needed, the County can transition to an eFax solution. Staff can send / receive faxes electronically (via email or web port) and/or continue to use the fax machines (which requires a one-time \$200 fee for an ATA device). This would save the County approximately **\$2,171/month** and is noted in pink in the chart on next page.
4. The Jail currently has 4 FXS lines with Telnet. We believe one more POTS line can be converted. This would save the County approximately **\$151/month** and noted in orange on next page.
5. Inevitably there are POTS/Centrex lines which it is best to keep with AT&T. Abilita can negotiate the best rate with AT&T and save approximately **\$506/month**. This is noted in grey on next page.
6. Since the County has a strong interest in moving away from AT&T and reducing costs, we believe you can use Telnet for local service at all three locations and save approximately **\$597/month** (as well as \$502/month in Long Distance, Internet). We recommend 33 talk paths for all locations and Abilita will monitor this to increase/decrease as needed. Abilita can work with IT Right to ensure the VPN can handle more talk paths vs. wait for the fiber installation at the Courthouse. Keep in mind the County will need to prepare for the new State of Michigan E911 law that goes into effect at the beginning of 2021 and Telnet is an excellent vendor to work with for this. This is noted in green in the chart on next page.
7. The County has 4 Non-Published, 3 Additional Listings and 5 Foreign Listings with AT&T (see details on page 4). Most Counties are reducing these to zero or a very small amount since the vast majority of people are not using Yellow or White Pages any longer. We recommend the County review these listings on page 4 for cost savings since the monthly cost can be reduced by **\$70/month**. This is noted in red in the chart on next page.

Line Number	Description	Circuit Type	Location	911 Charge	Sales Tax	Universal Service Fund (USF)	State Access Fund	Federal Subscriber Line Charge	Business Line	Alternative Total	Current Total	Alternative Savings
171-800-4054	33 shared Telnet talk paths	IP PRI	437 E Division St						-	-	358.06	358.06
171-800-4054	33 shared Telnet talk paths	IP PRI	401 N Lake St						-	-	365.05	365.05
(231) 779-0447	Clerk Fax	POTS	437 E Division St						17.99	17.99	79.62	61.63
(231) 779-3148	Probation Dept	Centrex	Bldg 2, 437 E Division St	3.00		0.32	2.65	8.26	33.00	47.23	311.09	263.86
(231) 779-9488	Prob / Parole Fax	Centrex	Bldg 2, 437 E Division St						17.99	17.99	311.09	293.10
(231) 779-9493	RNA	Centrex	Bldg 2, 437 E Division St						-	-	311.09	311.09
(231) 779-4647	County Jail	POTS	1015 Lincoln St						15.29	15.29	58.28	42.99
(231) 779-0218	Sheriff Front Fax	POTS	1015 Lincoln St						17.99	17.99	58.28	40.29
(231) 779-5498	Jail Fax	POTS	1015 Lincoln St						17.99	17.99	58.28	40.29
(231) 779-9467	Sheriff Additional Fax	POTS	1015 Lincoln St						17.99	17.99	58.28	40.29
(231) 779-5352	Reg of Deeds Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-4008	Prisoner Elevator	POTS	437 E Division St	3.00		0.32	2.65	8.26	33.00	47.23	91.29	44.07
(231) 779-9027	Treasurer Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-9230	Circuit Court Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-9456	Court House Elevator	POTS	437 E Division St	3.00		0.32	2.65	8.26	33.00	47.23	91.29	44.07
(231) 779-9529	Equalization Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-9745	Administration Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-5396	District Court Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-9108	Prosecutor Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-9485	Probate Court Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-9114	D.C. Probation Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-9245	DC Cell Block	POTS	437 E Division St						-	-	91.29	91.29
(231) 779-9538	Veterans Services Fax	POTS	437 E Division St						17.99	17.99	91.29	73.30
(231) 779-6078	Security Alarm	POTS	437 E Division St	3.00		0.32	2.65	8.26	33.00	47.23	100.79	53.57
(231) 779-6108	Security Alarm	POTS	437 E Division St						-	-	100.79	100.79
(231) 779-9105	MSU Fax	Centrex	401 N Lake St						17.99	17.99	330.93	312.94
(231) 779-9102	Comm Corrections Fax	Centrex	401 N Lake St						17.99	17.99	330.93	312.94
(231) 779-9110	Building Dept Fax	POTS	401 N Lake St						17.99	17.99	109.47	91.48
(231) 779-9497	Friend of the Court Fax	POTS	401 N Lake St						17.99	17.99	79.40	61.41
6-1314	33 shared Telnet talk paths	IP PRI	1015 Lincoln St	0.01		0.28	20.03	22.84	330.00	373.16	273.16	(100.00)
6-1314	Telnet 4 Lines	FXS	1015 Lincoln St	12.00		9.17			40.00	61.17	61.17	-
Additional Services									Quantity	Cost		
Local Calling	(231) 779-0447								17	-	-	-
Local Calling	(231) 779-9497								16	-	-	-
Local Calling	(231) 779-3148								82	0.11	9.02	108.24
Local Calling	(231) 779-5352								194	-	-	19.16
Local Calling	(231) 779-9114											
Local Calling	(231) 779-4647								81	-	-	115.12
Local Calling	(231) 779-9105								46	-	-	65.78
Non-Published Listing									-	5.50	-	22.00
Additional Listings									-	6.00	-	18.00
Foreign Listings									-	6.00	-	30.00
Call Forwarding	(231) 779-5352								-	27.83	-	27.83
Telnet Local Calling									1,461	-	-	-
Telnet Directory Listing									1	9.50	9.50	-
Telnet DIDs									275	0.15	41.25	(26.25)
Telnet Virtual Numbers									4	1.00	4.00	-
Total										1,044.10	5,021.18	3,942.07

Estimated credits for local services are **\$1,008.**

Estimated annual savings for local services are **\$47,304.**

LONG DISTANCE SERVICES

Suppliers do not provide satisfactory summary information to calculate savings to the penny, but simple rules of approximation can be used to determine the approximate savings that would be realized. The savings calculation detailed below is presented to quantify the savings that would have been realized had the sample 3 months been priced at the best current offering.

1. By moving AT&T SIP service (account 171-800-4054) to Telnet, the County would **increase cost by \$42/month** (yet save \$1,099 total per month overall).
2. Moving away from AT&T legacy long distance accounts will save the County approximately **\$125/month**. We recommend a company like UWC who is based out of Michigan, has no contracts and our experience has been excellent with them.
3. In addition, we believe we can recover approximately **\$50 one time** in sales tax credits.

Description	Current Cost/Min	Month 1 Minutes	Month 2 Minutes	Month 3 Minutes	Proposed Cost/Min	Current Cost	Proposed Cost	Outbound Savings
171-800-4054 IntraLATA	-	3,253.1	2,621.4	3,476.8	-	-	-	-
171-800-4054 NonIntraLATA	-	1,530.9	1,233.6	1,636.2	0.029	-	127.62	(127.62)
BAN 861625628	0.435	145.8	402.9	444.3	0.030	431.94	29.79	402.15
Jail (231) 779-4647	-	-	-	-	0.030	-	-	-
Telnet	0.029	867.7	1,103.2	960.5	0.029	85.01	85.01	-
Totals		5,797.5	5,361.1	6,517.8		516.95	242.42	274.53

Current Fixed Costs	Month 1	Month 2	Month 3				
BAN 861625628 Plan Fee	3.37	19.30	39.88		62.55		
Jail Plan Fees	45.37	45.37	46.78		137.52		
BAN 861625628 State Taxes	3.98	11.54	23.38		38.90		
Jail State Taxes	2.06	2.06	2.11		6.23		
Total Fixed Costs					245.20		

Alternative Fixed Costs							
Plan Fee	0.15	0.42	0.47			1.04	
Alternative Total						1.04	244.16
Totals					762.15	243.46	518.69

Estimated credits are **\$50**.

Estimated annual savings for outbound long distances are **\$2,074**.

CELLULAR SERVICES

Our recommendation is to reduce your wireless service costs by changing your plan. The optimum savings are obtained by changing your wireless package within the offerings of your current supplier.

The savings calculation below presented to quantify the savings that would have been realized had the sample months been priced at the best current offering. Specifically, our recommendations for savings is to change to the AT&T 3G Shared Plan. This ensures the same coverage, least disruption to users and save approx. **\$76/month**.

The chart below gives further information of the savings.

Current Plan

Plan Description	User Name	Cell Number	Rate Plan Cost	Rate Plan Discount	Data Plan Cost	Data Plan Discount	Taxes & Surcharges	Grand Total
	Group 3		35.00	(2.80)			1.28	33.48
iPad 4G LTE access	Kelly Dostal Tablet	(231) 884-4623	10.00				3.50	13.50
Basic Phone	Tom Boersma	(231) 920-9065	25.00				7.33	32.33
Basic Phone	Bruce Finnerty	(231) 920-9066	25.00				7.33	32.33
Basic Phone	Bob Scarbrough	(231) 920-9068	25.00				7.33	32.33
LaptopCnctGovUnltd	Audrey Vanalst Tablet	(231) 846-5759			69.99	(5.60)	3.50	67.89
Firstnet	Netgear Nighthawk	(231) 444-9989	34.99					34.99
Firstnet	Wexford County	(231) 920-6280	44.99				3.24	48.23
							6.06	6.06
		Totals	199.98	(2.80)	69.99	(5.60)	39.57	301.14

Proposed Plan

Plan Description	User Name	Cell Number	Rate Plan Cost	Data Plan Cost	Data Plan Discount	Taxes & Surcharges	Grand Total
Data Plan	Group 3	-		60.00	(20.00)	5.20	45.20
iPad 4G LTE access	Kelly Dostal Tablet	(231) 884-4623	10.00			1.30	11.30
Basic Phone	Tom Boersma	(231) 920-9065	20.00			2.60	22.60
Basic Phone	Bruce Finnerty	(231) 920-9066	20.00			2.60	22.60
Basic Phone	Bob Scarbrough	(231) 920-9068	20.00			2.60	22.60
LaptopCnctGovUnltd	Audrey Vanalst Tablet	(231) 846-5759	10.00			1.30	11.30
Firstnet	Netgear Nighthawk	(231) 444-9989	34.99			3.24	38.23
Firstnet	Wexford County	(231) 920-6280	44.99			6.06	51.05
		Totals	159.98	60.00	(20.00)	24.90	224.88

Estimated annual savings for Cellular services are \$915.

INTERNET SERVICES

After requesting quotes from a few companies, including your incumbent provider, the savings calculation detailed below is presented to quantify the savings that would have been realized had the most recent invoice been priced at the best current offering.

1. Spectrum is willing to reduce the cost at the Court House by **\$85/month**. This is highlighted in yellow on the following page.
2. In addition, with the recommendation in the Local, Long Distance sections earlier, the County can save approximately **\$544 / month** by removing the AT&T circuits on account 171-800-4054. This is noted in green below. IT Right is not aware these AT&T circuits have Internet capability and they are not used for backup. Most likely this is not connected to your LAN, however it is best to confirm this before cancelling.

Circuit Number	Description	Bandwidth/ Capacity	Alternative Total	Current Total	Monthly Savings
Division St.				272.07	272.07
8245 12 203 0047963	Ultra	400M/20M	114.99	199.99	85.00
Lake St				272.07	272.07
8245 12 203 0132054	Internet Plus	200M/10M	79.99	79.99	-
Additional Services		Quantity	Cost		
Static IP Addresses	Division St	5	24.99	24.99	-
Desktop Security	Division St	1	-	-	-
Web Hosting	Division St	1	-	-	-
Static IP Addresses	Lake St	5	24.99	24.99	-
Desktop Security	Lake St	1	-	-	-
Web Hosting	Lake St	1	-	-	-
Total			244.96	602.03	629.14

Estimated annual savings for Data Circuits and Services are \$7,549.

SUMMARY

LONG TERM SAVINGS ESTIMATE

Although telecommunications changes take place on a daily basis, and we will continue to monitor those changes on your behalf, we have prepared the following table to summarize your estimated savings (net of our fees for the first three years) over the next five years, if our recommendations are implemented. As you can see, we share the savings in the first three years, but you realize 100% of the cost reductions after that time. If your savings are less in the first three years, we will reduce our fees accordingly.

Service	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Billing Error / Recovery	\$ 1,051.44					\$ 1,051.44
Local Services	\$ 47,304.88	\$ 47,304.88	\$ 47,304.88	\$ 47,304.88	\$ 47,304.88	\$ 236,524.38
Long Distance	\$ 2,074.76	\$ 2,074.76	\$ 2,074.76	\$ 2,074.76	\$ 2,074.76	\$ 10,373.80
Cellular Services	\$ 915.12	\$ 915.12	\$ 915.12	\$ 915.12	\$ 915.12	\$ 4,575.60
Internet Services	\$ 7,549.68	\$ 7,549.68	\$ 7,549.68	\$ 7,549.68	\$ 7,549.68	\$ 37,748.40
Total	\$ 58,895.88	\$ 57,844.44	\$ 57,844.44	\$ 57,844.44	\$ 57,844.44	\$ 290,273.62
Your Savings	\$ 29,447.94	\$ 28,922.22	\$ 28,922.22	\$ 57,844.44	\$ 57,844.44	\$ 202,981.24
Our Fee	\$ 29,447.94	\$ 28,922.22	\$ 28,922.22	\$ -	\$ -	\$ 87,292.37

ACTION PLAN

After the Executive Summary has been initialed to indicate acceptance of our recommendations, we coordinate/manage the implementation of the accepted recommendations, monitor the implementation to ensure changes are seamless, verify that billing is accurate for all telecommunication services, and establish and report the 3-month savings calculation every quarter for the next 3 years.

NEXT AREA(s) OF STUDY

Following any implementation of these recommendations, we will continue to analyze your telecommunications systems. We are also available to investigate new service offerings or technology that may be appropriate for your business.

If you have any upcoming moves, are planning for expansion or downsizing, or wish to explore new telecommunication technologies, please contact our office at your convenience.

10/21/2020

J.8.

**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.

**Administrator's Report to the Board of Commissioners****For the meeting of October 21, 2020****Completed Projects/Tasks**

FOIA Requests: The Administration Office received 3 new Freedom of Information requests between October 3 and October 16.

New Employees: One new employee started working at the County since the last Board of Commissioners meeting; a staff attorney at the Public Defender Office.

Michigan Municipal Risk Management Authority (MMRMA) Questionnaire: The completion of this lengthy annual questionnaire is a responsibility of the Administration Office, but also requires the participation of the Sheriff's Office and IT Right. MMRMA needs accurate information regarding the County's assets and procedures to ensure that we have the appropriate liability coverage.

Current Projects/Tasks

2021 Budget: The estimated 2021 wages and benefits have been uploaded into BS&A and the department heads are working on their budgets. Their completion deadline is October 23, after which I'll be working/reviewing individual budgets with the department heads. Per the approved budget calendar, the Finance Committee will be presented with a draft budget on November 12.

2021-2025 Wexford County Capital Improvement Plan (CIP): A draft of what appears to be the County's first-ever CIP is nearly done and will be presented to the Finance Committee at their next meeting.

Coronavirus Emergency Supplemental Funding (CESF): As noted previously, the Board needs to approve the three grant agreements by November 30 to be eligible for this reimbursement funding. The agreements will be presented to the Board as soon as we can ensure compliance with grant requirements. Following is a sample of the language I'm working through: "The Contractor hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (Intergovernmental Review of Federal Programs); and, 28 C.F.R. Parts 66 or 70."

Coronavirus Relief Local Governments Grants Program (CRLGG): These funds were disbursed at the end of August. The US Department of Treasury, in conjunction with the Michigan Dept. of Treasury, is requiring that we justify the funding. Our application – whose submittal deadline was roughly three weeks after we received the funds – notes that our key program outcome metric is to keep our jail free of COVID-19. Michigan's Treasury Dept. is now telling us the first cycle of expenditure data must be submitted and certified between October 19 and October 28.

Department Head Replacement: Our Chief Public Defender is leaving that office and moving to the Prosecutor's Office. Finding a quality replacement is of high importance to all, but particularly to the 28th Circuit Court's Judge Fagerman and both judges for the 84th District Court; Judge Audrey Van Alst and Judge Melissa Ransom. I am consulting with the judges, the Missaukee County Administrator, and the Managed Assigned Counsel on the best way to proceed with finding a replacement and making the transition as smooth as possible.

First Responder Hazard Pay Premiums & Public Safety and Public Health Payroll Reimbursement Programs: During a recent Department of Treasury instruction webinar, one of the presenters commented that there shouldn't be any additional reporting requirements for these two programs. As the application itself required fairly extensive documentation, they seem to be using the application itself as the reporting vehicle. However, I am not going to assume anything and will keep watching for signs of additional reporting requirements.

Respectfully submitted,
Janet Koch, County Administrator