



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, August 4, 2021 beginning at 4:00 p.m. in the Commissioners' Room of the Historic Courthouse in Cadillac, MI, 49601.

PUBLIC PARTICIPATION

The meeting can be attended in person or by any one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 749 610 4141#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on "Join a Meeting." Join using Meeting ID 749 610 4141.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 749 610 4141.

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. Networks Northwest Annual Report (*Matt McCauley, Executive Chief 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 July 21, 2021, Regular Meeting Minutes 29

J. AGENDA ITEMS

| | | |
|-----|--|-----|
| 1. | Revision to Policy E-3.0 County Credit Card Program (HR/PS 7/27/21) | 32 |
| 2. | FOIA Policy Revision (HR/PS 7/27/21) | 36 |
| 3. | Deputy Treasurer I Part-time to Full-time (HR/PS 7/27/21 & Finance 7/28/21) | 55 |
| 4. | Prosecutor's Office Clerk Part-time to Full-time (HR/PS 7/27/21 & Finance 7/28/21) | 61 |
| 5. | Register of Deeds II Position (Finance 7/28/21) | 67 |
| 6. | Human Resources Department (HR/PS 7/27/21) | 85 |
| 7. | DHHS Grant Agreement Amendment (Finance 7/28/21) | 88 |
| 8. | Dispatch Chairs Request (Finance 7/28/21) | 104 |
| 9. | US District Court Substance Abuse Testing Agreement (Finance 7/28/21) | 106 |
| 10. | Financial Assurance Mechanism (FAM) (Finance 7/28/21) | 114 |
| 11. | Appointment to the Northern Lakes Community Mental Health | 120 |
| 12. | Budget Amendment(s) (Finance 7/28/21) | 122 |

K. ADMINISTRATOR'S REPORT

L. CORRESPONDENCE

M. PUBLIC COMMENTS

N. LIAISON REPORTS

O. BOARD COMMENTS

P. CHAIR COMMENTS

Q. ADJOURN

TALENT



BUSINESS



COMMUNITY



Networks Northwest

Talent / Business / Community

2020
ANNUAL REPORT

NETWORKSNORTHWEST.ORG

To Partners, Stakeholders, and to all of **Northwest Michigan,**

The Board and Staff of Networks Northwest is pleased to present our 2020 Annual Report. Like in years past, you'll find information and highlights about our many program accomplishments throughout 2020 and our continued positive momentum. However, we all know 2020 was unlike any other year. As such, we have made every effort to also include in this report some of the specific COVID-19 response activities we led, including:

| | | | | |
|---|--|---|--|---|
| \$874,600 <i>Total in EIDL loans received by 10 SBDC businesses</i> | \$1,549,866 <i>Total in PPP loans received by 23 SBDC businesses</i> | \$4,300,000 <i>Total in Restart Grants received by 304 businesses</i> | \$520,000 <i>Total in Relief Fund Grants received by 74 businesses</i> | \$500,000 <i>Total in Relief Fund Loans received by 10 businesses</i> |
|---|--|---|--|---|

Additionally, we received a U.S. Department of Commerce, Economic Development Administration Grant of \$200,000 to assist in economic recovery and development planning for the region, received U.S. Department of Commerce, Small Business Administration Grants totaling \$260,000 dedicated to increasing programming to meet the needs of SBDC clients, including an additional 3,222 business counseling hours across the region, & assisted the State of Michigan, Unemployment Insurance Agency with 32,547 unemployment claims receiving direct assistance from Northwest Michigan Works.

| |
|--|
| \$7,744,466 <i>Total in direct dollars received by area businesses & non-profits</i> |
|--|

While we remain very proud of our ability to quickly adapt to the landscape of 2020 and help facilitate the above, we know that it was still not enough. The economic and social disruptions caused by COVID-19 has hastened and placed a spotlight on some of the underlying challenges to our region, impacting businesses, workers, households, and communities alike. More must be done to improve our shared economy, but thus far, 2021 is showing promise.

Networks Northwest will continue to be a champion for Talent, Business, and Community focused prosperity throughout Northwest Lower Michigan. The Board and Staff of Networks Northwest is proud to partner with you as we continue to prove the resiliency and adaptability of Northwest Michigan. And, like you, we know our shared path to success must be earned—that is the way of this agency, our communities, and its people.

Thank you for your continued support and partnership.

Sincerely,



Gary W. Fedus, Board Chair
Owner, Mitchell Graphics



Chris Christensen, Chief Elected Official
Charlevoix County Commissioner



Matt McCauley,
Chief Executive Officer



TALENT DEVELOPMENT

The dedicated, experienced staff at Networks Northwest helps connect job seekers and workers to the employers who need talent. Northwest Michigan Works! is the signature program in an array of services that help people be job-ready in the areas that employers need most. Our unique services help our clients reach their goals, but the hard work is ultimately all theirs. In the following pages you will be inspired by people from all over Northern Michigan who have put in the effort to take the next big step in their careers.



➔ *Job Seekers*

➔ *Adult Education*

➔ *Jobs for Michigan's Graduates*

➔ *Offender Success*

➔ *Employee Retention*

➔ *Skilled Trades*

➔ *Apprenticeships*

➔ *Business Services*

In March 2020, Northwest Michigan Works! followed State of Michigan and local Health Department recommendations and guidelines to quickly transition to a remote and virtual work environment. While the majority of staff worked remotely, essential frontline personnel remained onsite at our American Job Centers (AJC) assisting with an onslaught of incoming calls from customers who found themselves unemployed during the early stages of the pandemic.

While the public no longer had physical walk-in access to our AJCs, we quickly evaluated service delivery options and began developing methods to deliver much needed demand driven services to our customers. The use of virtual meeting platforms became the norm for one-on-one customer meetings, workshops, and networking groups.

Throughout the remainder of 2020, a significant number of Michigan workers continued to experience layoffs and struggled to obtain unemployment insurance benefits. With the State of Michigan Unemployment Insurance Agency unable to meet the increased demands placed on their systems and staff, Northwest Michigan Works! volunteered to partner with the State of Michigan to train additional staff in resolving complex unemployment insurance claims. As a direct result, Northwest Michigan Works! staff provided direct assistance to 32,547 unemployment claimants.

Additionally, early in the pandemic, Northwest Michigan Works! launched a COVID-19 resource page on the Northwest Michigan Works! website that served as a one-stop location for information and resources related to COVID-19. Visitors to the page could find information regarding assistance in meeting their basic needs such as food, housing, and healthcare; up-to-date data-driven information pertaining to virus transmission and safety protocols; assistance with unemployment benefits, and many more COVID-19 related subjects.

As 2020 drew to a close, our Northwest Michigan Works! AJC teams began to see an increase in the number of customers requesting reemployment services. With requests for unemployment insurance assistance decreasing during the same time frame, staff could once again begin to focus on connecting job seekers to employers; while ensuring all customers received compassionate, world-class service.

Major Theme Throughout the Pandemic: Flexible & Adaptable

Our teams exemplify this notion and continue to pivot during a time when there are so many unknowns.

Talent Development



Talent Development Veteran Services



| Service Type | Services Provided |
|-------------------------|-------------------|
| Appointment | 133 |
| Career Connection | 12 |
| Interviewing Assistance | 6 |
| Job Fair | 3 |
| Job Search | 169 |
| Learning Lab | 50 |
| PATH | 1 |
| Résumé Assistance | 65 |
| Unemployment | 338 |
| Veterans Workshop | 13 |
| Total | 790 |



"Their patience, understanding and commitment to their clients is a testament to the quality of the company they represent."
—Jay Hudson (& Family)

"Michigan Works is amazing—they were a huge help in assisting me to move forward in a career."
—Tina Day, Pinnacle Truck Driver



Talent Development Partnership. Accountability. Training. Hope. (PATH) & Workforce Innovation and Opportunity Act (WIOA) — Community Impact

34%¹ *Average percentage of PATH program participants who met or exceeded their program participation requirements*

Average percentage of WIOA participants who were employed 6 months after completion of services

88%

84% *Average percentage of WIOA participants who were employed a year after completion of services*

4,938

Number of Wagner Peyser participants employed 6 months after completion of services

Average percentage of WIOA Adults and Dislocated Workers who received a credential

81%

\$14.83/hr

Average reported wage earned 6 months after completion of services by Wagner Peyser, WIOA Adult, and WIOA Dislocated Worker participants

1. Due to the pandemic, PATH participants were exempt from the requirement to meet their program participation requirements, which significantly impacted this result.

Talent Development

Meet John Mistura

Boyne Resorts, North Central Michigan College, the American Culinary Federation (ACF) and Northwest Michigan Works! partnered to develop a culinary apprenticeship program offering a unique interactive learning experience with executive chef mentors. The apprentices will achieve their Sous Chef certification along with a DOL National Credential and a Hospitality Certificate.

One of the current apprentices is John Mistura. His career at Boyne started in 2015 as a line cook. When Boyne initiated the Sous Chef Apprenticeship recruitment process, John saw it as an opportunity to upskill and launch his career pathway in the culinary field. He had never really considered this type of career yet was drawn to the education and mentoring the apprenticeship offered.

As John progressed through the program, he realized the many benefits of the apprenticeship including his new network of contacts and friends while learning about food. "Learning about the nutritional value of food was life-changing," said John. "How to cook it appropriately while maintaining the flavor and nutritional value is interesting."

John's Mentor, Executive Chef Dean Grill, says John will play an ongoing role in the Apprenticeship program.

"This program is very dear to me personally and identifying the right apprentices is essential to the success of the apprenticeship," said Dean. "Johnny is a great fit and has been selected to be the liaison for the upcoming cohort of students."

As John continues his success, he is enthusiastic to mentor the new cohort of apprentices and is Boyne's most influential spokesperson for the benefits of the training. "Seeing my progress from where I started to where I am now is my favorite part of the program!" said John.

"Seeing my progress from where I started to where I am now is my favorite part of the program!" — John Mistura



Executive Chef
Dean Grill



John's Mentor, Executive Chef Dean Grill, says John will play an ongoing role in the Apprenticeship program.

John Mistura



Talent Development

Apprenticeships — Skills for In-Demand Jobs

Northwest Michigan Works! Sponsored Apprenticeships:

- Medical Assistant
- HVAC Installer
- HVAC Servicer
- Plumber
- Mechatronics Technician
- Culinary
- Accounting Technician
- Fiber Optic Lineworker

In the region, there are currently 364 registered apprentices along with 49 active programs. NMW presently sponsors 49 apprentices for businesses of every size and various industry sectors.

Northwest Michigan Works! partnered with Kalkaska Memorial Health Center and Penn Foster online education to develop a

unique Medical Assistant registered apprenticeship program. The program includes approximately 2000 hours of on-the-job competencies along with approximately 200 hours of online related instruction. Once the apprentices complete the requirements, they will receive a Medical Assistant Career Diploma, Department of Labor National Credential and State of Michigan Certification.



364

Registered Apprentices

Across the Region



Talent Development

Business Resource Network Employee Retention Program

In partnership with Char-Em United Way, and TCF Bank, the Business Resource Network (BRN) is an innovative employer retention program which includes an on-location Success Coach. In 2020, 227 new individuals participated in success coach services and 62 received ongoing case management. The BRN remains strong with all 8 of the initial employers renewing the program for another year.

In 2020, 607 referrals for services were provided. Ninety percent were in the following categories:

| | | | |
|---------------------------|-----|-----------------------|----|
| Unemployment Assistance | 275 | Employment Assistance | 19 |
| Transportation Assistance | 100 | Daycare | 15 |
| Housing | 48 | Finance & Budgeting | 13 |
| Mental Health Counseling | 21 | Educational Support | 11 |
| Car Repair | 20 | Utilities | 10 |

"The BRN is a solid business decision. Our company's participation and investment have provided a positive return whether you measure that in dollars or in associate "wellness". Our associates and company rely on the BRN to identify and utilize resources that otherwise would be unknown. From housing to transportation to domestic or childcare issues, the BRN addresses the barriers that prevent our associates from being fully engaged in their work." —Pat Gammon, SHRM-SCP, SPHR, Human Resource Generalist, Petoskey Plastics



"Our BRN success coach is instrumental in helping bring a productive work-life balance to our organization."

Talent Development

Jobs for Michigan's Graduates (JMG)

The success of our region's K-12 students and young adults remains a top priority of Northwest Michigan Works! and our JMG team. With the significant skill gap and a talent pipeline shortage, Michigan's future workforce needs well-prepared and work-ready young adults. Each moment is critical; every action matters. As the host for Northwest Lower Michigan's Jobs for Michigan's Graduates program, in 2020 we were able to equip 341 young people with the skills to overcome barriers and win in education, employment, and in life.

As with most workforce development programming, we have transitioned our services to be provided on a virtual basis. Even though many youth became disconnected from in-person school and programming, they did not become disconnected from their JMG specialist. In fact, contact between our JMG team and the youth they serve increased as students reached out on a more frequent basis for advice, support, and mentoring. The specialists became focused on being a support role in the youth's lives and were often able to still provide the needed, socially distanced and protocol safe, in-person connection students sought. Specialists work closely with their cooperating teacher to provide enrichment activities and virtual classroom instruction. These partnerships ensured students received the same pre-pandemic level of support, mentorship and guidance throughout 2020.

341
Students
Enrolled



57 students participated in leadership development events at the regional, state, or national level.

Northwest Michigan Works! is proud to have partnered with the following schools to achieve a record JMG enrollment of 341 students in 2020:

- Traverse Bay Area ISD
- Char-Em ISD
- Wexford-Missaukee ISD
- Cadillac High School
- Cadillac Innovation High School
- CASMAN Academy

Highlights of the year:

- 29 out-of-school young adults are enrolled in JMG receiving high school completion and career preparation services.
- 13 JMG students participated in paid work experience and internship opportunities with 9 area employers.
- Networks Northwest hosted the first ever Up North Virtual Leadership Day in collaboration with UP Michigan Works and Northeast Michigan Works Consortium. This event drew 63 youth who participated in career awareness, budgeting, and leadership activities.



Youth listening to a speaker during Up North Virtual Leadership Day.

For the fifth consecutive year, our program received the National Jobs for America's Graduates "5 of 5 Award" for meeting or exceeding national standards in five categories measuring student success.

All JMG students receive:

- Barrier removal, drop-out prevention, career preparation
- One-on-one guidance counseling
- Student-led leadership development
- Community service projects
- Adult mentoring
- Work-based learning
- College preparation and transition
- 12 months of follow-up services



Students meet with Senator Curt Vanderwall during Legislative Day 2020 in February.

99% *High School
Graduation Rate*

78% *Employment
Rate*

67% *Full-Time
Job Rates*

91% *JMG students
pursuing
employment,
military, or college
after high school*

Talent Development

NMC Collaboration



In partnership with Northwestern Michigan College, a Northwest Michigan Works! Employment Readiness Specialist serves NMC students and area employers by offering employment services at NMC's Traverse City campus. These services include résumé assistance, mock interview sessions, job search assistance, classroom presentations, and connections to local employers. This partnership is successfully preparing students as they take those critical next steps towards obtaining employment and careers in regionally in demand industries.



Employment Readiness 2020 Accomplishments

- ➔ Met with 260 individual students and presented to 9 classes
- ➔ Delivered Résumé Assistance to 448 students, both individually and through workshops
- ➔ Held 54 Mock Interviews
- ➔ Assisted 28 students with one-on-one Job Search Assistance



Special Events

- ➔ 4 Pop-up résumé workshops throughout campus
- ➔ 2 Student Success Pop-up Events
- ➔ Mid-February 5-day drop-in résumé and cover letter review at Lobdell's teaching restaurant

Resources Developed

- ➔ How to Prepare Your Résumé—PowerPoint Presentation
- ➔ Employment Readiness—Web Resource
- ➔ How-To Guide for Virtual Job Fairs—Web Resource



Talent Development

MiSTEM Career Advisor Collaboration



Northwest Michigan Works! and the Northwestern Lower Michigan MiSTEM Network have collaborated to connect our local students to STEM careers. STEM related career exploration, STEM informed curriculums, and on the job experiences are the key factors to this successful partnership.

The Northwest Michigan Works! Career Advisor is in a unique position to connect students of all ages to regional businesses offering Science, Technology, Engineering and Math (STEM) related careers. The Career Advisor incorporates a variety of different resources and services such as career exploration events, talent tours, educator professional development, and employer engagement activities.

In response to the COVID-19 pandemic, this unique partnership quickly pivoted towards supporting educators in a remote environment. All projects and deliverables that could be moved to the virtual world were moved without an interruption to service. Additionally, adapting classroom lessons for teachers to use during the crisis was integral in continuing the program's work in 2020. The Northwest Michigan Works! Career Advisor worked collaboratively with the regional MiSTEM Network director to provide resources and professional learning that enable educators to reach unexpected levels of success.

2020 Highlights

- ➔ Developed platforms and procedures to have students and business interact safely across the region.
- ➔ Presented at TC Wired and the Michigan Works! Association Annual Conference on the Intersection of STEM Education and Careers.
- ➔ Worked with 53 different local educators to provide online professional learning that included; Elementary and Secondary STEM Career Exploration Webinars, Career Exploration Software lessons, and other professional development opportunities.



2300

Students participated in 4 career exploration events before COVID lockdowns

65+

Businesses engaged with local educators and students

Over 20

School districts recruited to create & foster a STEM culture

50+

Career profile cards developed for use across the region

Talent Development

Adult Education

Total Number of Students: **279**

Total Number of Attendance Hours: **19,200**

Class of 2020: **64 Graduates** (21 HSD; 43 HSE/GED)

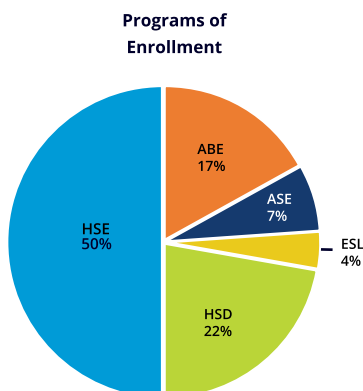
ABE: Adult Basic Ed

ASE: Adult Secondary Ed

ESL: English as a Second Language

HSD: High School Diploma

HSE: High School Equivalency (GED)



Adult Education services delivered through the Northwest Michigan Works! Learning Labs have an Education for Employment focus. Labs operate year round with an open registration schedule. Participants aged 18 and older can learn for free at their own pace.

Instructional Delivery Changes to the Learning Labs Impacted by the COVID-19 Pandemic:

The month of March 2020 marked the closure of on-site instruction for adults in the Northwest Michigan Works! Learning Labs. Because the distance learning instructional option has been embedded in our delivery model of services for over 12 years, instruction continued without significant interruption. Enrollment processes required revamping to allow for a remote option. Group registrations were suspended and moved to individual appointments and the mandatory assessments moved to online administration. Registration packets were mailed to students for completion prior to the individual appointments. During registration, students are now required to learn how to virtually connect with teachers through Zoom or Google Meet. Teachers delivered individualized instruction via these online tools. Graduation day featured the first ever remote program. John Barron, pictured, was the featured speaker.



Literacy Services

A fuller range of literacy services was developed in the learning labs during the 2019-20 school year. Literacy can be defined as the ability to functionally read, write and speak in the English Language. This year saw the addition of texts and software to aid this instruction. Tutor recruitment and training began utilizing the newly developed online training modules. The pandemic forced tutoring services to a remote delivery system via Google Meet.

Adult Education CTC Special Programs

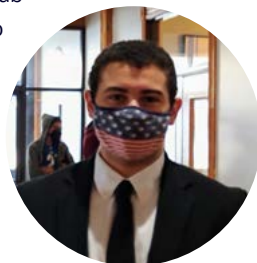
The pandemic significantly impacted the Adult Education CTC Special Programs at the Wexford Missaukee ISD (WMISD) Career Tech Center and the Traverse Bay Area ISD (TBAISD) Career Tech Center. These programs offer adult education students a direct link and opportunity to participate in career technical training. When on-site, in-person classroom instruction was paused in March 2020, this innovative education model met immediate challenges. When many of the State's 14 programs struggled to overcome the void created, Northwest Michigan Works! Adult Education and WMISD rose to the occasion to overcome the obstacle. The Adult Career Training program's 2020 Spring Cohort returned to training in July and resulted in the certification and immediate employment of seven Certified Nursing Assistant students.

46% Of all attendance hours came from Distance Learning

75% Of all students are between the ages of 16-44

ADULT EDUCATION STUDENT FOCUS

Chris Rowland worked in both the Learning Lab and with a Michigan Works! Career Advisor to help him pass his GED and obtain training and employment as a CNA. Chris states: "Michigan Works is very flexible and works with your work schedule while making sure you get through your GED on time."



Talent Development

Offender Success Program

The vision of the Offender Success program is that every offender released from prison will have the tools needed to succeed in the community and the opportunity to use those tools to be productive, self-sufficient citizens. Targeted services, such as job placement, housing navigation, and more are provided for formerly incarcerated individuals by Offender Success staff, and in partnership with other community agencies.

With the onset of COVID-19 in early spring, the Michigan Department of Corrections and the Northwest Offender Success program quickly pivoted to address the needs of participants. The MDOC began to institute mass COVID testing for inmates and for those parolees coming home. Offender Success staff was charged with identifying placements for newly released parolees considered close contacts that were required to quarantine. In addition, meeting the basic needs of those quarantined participants presented a unique challenge at a time when stay at home orders and social distancing requirements were prevalent.

The region's Offender Success staff rose to the occasion and established 15 new relationships with area pantries, non-profits, and thrift stores to provide food, basic hygiene items, and clothing for participants in quarantine. Key partnerships were developed with the Northwest Michigan Coalition to End Homelessness, Northwest Michigan Community Action Agency and the Community Connections program. In doing so, the OS program leveraged over \$2,600 in community-based resources for participants.

33,000 *MDOC Prison Population—lowest level in 30 years*

26% *Recidivism rate, dropped for the second year in a row; lowest rate in state history and one of the best in the nation*

Despite the barriers the pandemic posed, during 2020, the Offender Success program served 210 individuals and achieved a 71.6% job placement rate.



Residential Stability

- 119 individuals that would otherwise be homeless received assistance with finding and securing a place to stay
- 32% of the program budget was spent on providing residential stability services.

Job Placement

- 72 new participants were enrolled in Job Placement services and received employability skills training, job counseling, temporary work experience, On-the-Job Training, help with purchasing necessary work supplies, and more from dedicated Offender Success Job Placement staff.

210 *Individuals served*

71.6% *Job placement rate**
State average: 49%
*Second highest in the state

72 *New participants in job placement services*

59.3% *Job retention rate**
State average: 49.1%

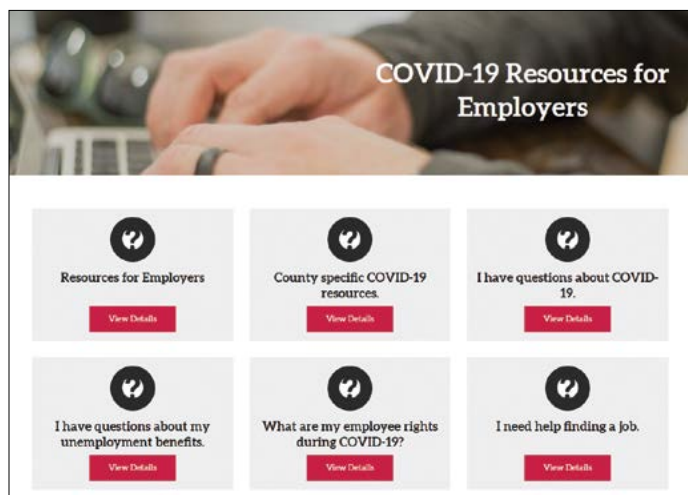
*Participants had to maintain employment for 12 consecutive months or until successfully completing parole term.

Talent Development

Business Services at a Glance

The COVID-19 pandemic drastically changed the way we conducted business in Northwest Michigan. From a thriving economy with near record low unemployment rates our region experienced an overnight transformation to elevated unemployment rates and the near complete halt of many businesses and industries. The Northwest Michigan Works! Business Services Team met these new challenges head on by providing employers with up-to-date labor market information, employee retention services, access to the latest COVID related resources and information, and a connection to available grant and financial relief programs.

- ➔ A COVID-19 Employer Resources page was developed on the Northwest Michigan Works! website with 24/7 access to up-to-date information and links to resources.
- ➔ Assisted 5 business and 150 dislocated workers with Rapid Response Services during unexpected and permanent pandemic related layoffs.
- ➔ Partnered with the Leelanau Peninsula Economic Foundation to provide information and resources to help Leelanau County businesses remain open through the pandemic.



"When the COVID crisis took off, I was not ready for the challenges before me. Normally, I learn through trial and error, but surfing through web pages and making dead end phone calls for information was a waste of time. I was dealing with people's livelihood and needed answers! I reached out to Northwest Michigan Works! Business Services for advice and was provided with an abundant amount of resources to get our employees the help they needed to survive and make positive strides in helping them get their unemployment/underemployment issues straightened out. On behalf of our employees and myself—Thank you Northwest Michigan Works! for your assistance!"



—Russ Paull, Human Resources Manager, Kalkaska Screw Products

Mr. Chain has experienced a significant, pandemic-related, increase in the demand for its safety products that support social distancing protocols. Many of their products are utilized in directing foot traffic and assisting with crowd control. With pre-pandemic production being at approximately 30% manufacturing capacity, the company is now operating 24 hours a day, seven days a week to meet demand.

"We are in constant contact with Northwest Michigan Works! when looking to fill positions and attend all of their events because we believe they have the resources to find us the best candidates for our openings. With all of the chaos in 2020, they were able to put on several virtual hiring events allowing us to spread the message about our full-time positions. We look forward to continuing our growth as a company, and Northwest Michigan Works! will be a massive part of that push for years to come."

—Ryan Schultz, Chief Operating Officer, M R Products, Inc.



Talent Development Business Services at a Glance

215 & 86
job seekers employers

*attended the pre-pandemic
March 2020 Career &
Employment Job Fair*

*Northwest Michigan Works!
Collaborated with the Michigan
Economic Development Corporation
and the region's Economic
Development Organizations to
conduct*

86 *business retention and
growth visits.*

34 *Employer of the Day
hiring events were held,
with nearly 300 job
seekers attending*

97 *Career Connection
events were held,
serving 316 participants*

*Northwest Michigan Works!, in
partnership with the State of
Michigan Workforce Development
Department, hosted its first online
hiring event.*

*This 3-hour virtual job fair
achieved a 62% attendance rate by
connecting 51 jobseekers with 27
employers across the region.*

84
online campaigns included over

100,000
*emails to job seekers promoting
employment workshops,
networking, and hiring events.*

Nearly
\$31,000
*provided to employers to offset
the cost of on-the-job training for
new employees entering in demand
industries with an average hourly
wage of \$17.00.*

Talent Development

Company Testimonials

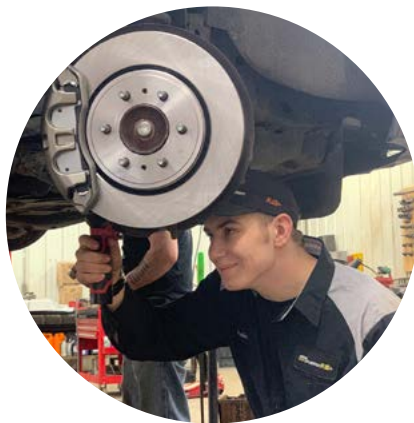
"Through all the turmoil of the year 2020, there has been a bright spot that has helped our company grow and has helped set the foundation of our future success. Northwest Michigan Works! is that bright spot! ... The OJT program combined with the apprentice programs have provided our company with a candidate pool that is pre-screened and coached through the hiring process so that when they enter our doors, they are ready to hit the ground running. We have a great partnership that has resulted in opportunities for all involved. I highly encourage any small business in Northwest Michigan to reach out to them to learn more about the programs that have helped us acquire and train quality people!"

—Ethan Smith, General Manager, Precise Door Company



"The entire staff at Northwest Michigan Works! is incredibly dedicated to the community and the work they do. Brake & Alignment Plus+ has been working with the Veterans Services to help employ veterans. The staff made the entire process easy by providing me with all the forms and information to facilitate hiring. I was fortunate to hire a young man who relocated to our area for an Automotive Technician position. They have an awesome recruitment process, standing by the young man as we did on-boarding. They didn't stop until he was hired! The staff continues to check on his progress and wellbeing. I highly recommend that employers tap into Northwest Michigan Works! as a resource for new or experienced candidates."

—Mike Taylor, Service Manager, Brake & Alignment Plus +



"Northwest Michigan Works! has been an excellent recruitment partner providing Great Wolf Lodge with multiple top talent referrals to help us fill difficult positions. Last spring, we hired a well-qualified referral as our Security Manager and were able to qualify for the On-the-Job Training program as well. Other valuable benefits of our partnership included assistance during COVID-19 with WARN notices and Rapid Response, participation in hiring events and being the featured Employer of the Day."

—Laura Neubauer, Human Resources Manager,
Great Wolf Lodge



Talent Development

Company Testimonials

"Northwest Michigan Works! continues to be an invaluable resource for our organization by providing creative responses to our hiring needs. We have a huge influx of staffing needs during the holiday season and with COVID-19, we were trying to figure out how to hire folks quickly. The Business Services team at Northwest Michigan Works! put their heads together and created a Virtual Employer of the Day for our company. We also participated in the Virtual Job Fair in October which was also a success. The Business Services team not only answers all of my questions but backs them up with real world examples from their wealth of experience. I appreciate having them as part of my recruiting team!"

— Merry Hawley, HR Manager, eFulfillment Service, Inc.



"Thank you, Northwest Michigan Works! for all you have done in our search for new employees. Our Business Services Representative has always been dedicated to finding the right fit for our workplace family, which is something we feel is very important to our success. Northwest Michigan Works! has assisted us with recruitment of workers, job postings, candidate referrals, business growth and employer incentive programs. Keep up the great work you do for our business and our community!"

— Scott Mosher and Jerry Pierce, Co-Owners, Active Brace and Limb

Talent Development

Business Services

Michigan Works! Business Services: Unique Companies Served by County, By Industry

| Industry | Antrim | Benzie | Charlevoix | Emmet | Grand Traverse | Kalkaska | Leelanau | Manistee | Missaukee | Wexford | Out of Region | Total |
|-------------------------------------|-----------|-----------|------------|------------|----------------|-----------|-----------|-----------|-----------|-----------|---------------|--------------|
| Agriculture, Forestry, Fishing | 1 | 1 | 1 | 3 | 5 | 1 | 15 | 2 | 5 | | 6 | 40 |
| Mining, Oil and Gas Extraction | | | | | 2 | | | | | 1 | | 3 |
| Utilities | 1 | | 2 | | 5 | 1 | | 1 | | | 4 | 14 |
| Construction | 1 | 1 | 5 | 9 | 28 | 7 | 4 | 6 | 1 | 1 | 4 | 67 |
| Manufacturing | 12 | 4 | 22 | 17 | 70 | 8 | 11 | 8 | 3 | 10 | 22 | 187 |
| Wholesale Trade | 1 | | | 1 | 13 | 1 | 1 | 1 | 1 | | 3 | 22 |
| Retail Trade | 5 | 11 | 10 | 27 | 67 | 9 | 9 | 15 | 7 | 1 | 72 | 233 |
| Transportation and Warehousing | | 1 | 1 | 1 | 7 | 1 | 1 | | | 2 | 7 | 21 |
| Information | | | | 4 | 11 | | 2 | 1 | | | 5 | 23 |
| Finance and Insurance | | 2 | 2 | 5 | 23 | 1 | 5 | 2 | | | 11 | 51 |
| Real Estate and Rental and Leasing | | | | 1 | 1 | 2 | 2 | | | | 2 | 8 |
| Professional, Tech Services | | 2 | 3 | 5 | 37 | 2 | 2 | | 1 | 1 | 19 | 72 |
| Management of Companies | | | | | 2 | | | | | | | 2 |
| Admin, Support, Waste Management | 1 | 1 | | 5 | 5 | 1 | 1 | 2 | | 1 | 6 | 23 |
| Educational Services | | | 2 | 2 | 14 | | 5 | | | 4 | 8 | 35 |
| Health Care and Social Assistance | | 4 | 5 | 9 | 51 | 2 | 7 | 6 | 5 | 4 | 32 | 125 |
| Arts, Entertainment, and Recreation | | | 2 | 6 | 8 | 1 | 5 | 4 | | | 5 | 31 |
| Accommodation and Food Services | 1 | 7 | 3 | 13 | 39 | 4 | 17 | 9 | 2 | 3 | 27 | 125 |
| Other Services | 1 | 7 | 5 | 11 | 40 | | 5 | 4 | 2 | 11 | 9 | 95 |
| Public Administration | 2 | 2 | | 4 | 11 | 3 | 4 | 4 | 1 | 4 | 9 | 44 |
| Total | 26 | 43 | 63 | 123 | 439 | 44 | 96 | 65 | 28 | 43 | 251 | 1,221 |

Northwest Michigan Works! partnered with **Wolf Line Construction and the Northwest Lineman School** to develop an innovative Fiber Optic Lineworker program. Wolf Line has locations throughout the US including Michigan, Colorado, Illinois, North and South Carolina. There are currently 18 participating apprentices with 15 more on the program waiting list. Apprentices have been recruited from across the nation and travel to rural locations for the installation of Fiber Optic internet service in underserved rural areas. The apprentices receive on the job training with highly qualified mentors and attend the Northwest Lineman School at one of their three locations.



BUSINESS DEVELOPMENT

Networks Northwest has a broad sweep of unique services focused on helping businesses succeed. Ultimately, we help improve business results — sales growth, reduced costs, and higher profitability. Maybe that's why our business clients continue to work with us over many years. These clients impress us every day with their hard work and creativity as business leaders. As you read through the following client success stories, we hope you, too, are impressed.



➔ *Small Business Development Center*

➔ *Northwest Michigan Procurement Technical Assistance Center*

➔ *Global Trade Alliance*

Business Development

Small Business Development Center (SBDC) 2020 Regional Program Impact

In response to the COVID-19 health crisis, the SBA released additional CARES Act funds to the MI-SBDC. \$260,000 was committed specifically to the Northwest region. These funds were to be used in a variety of ways including hiring contract business consultants to add capacity to the Networks Northwest counseling team, developing new and appropriate training opportunities, and forging collaborative partnerships with other community organizations to expand services.

Notable business-focused partnerships forged during the COVID-19 pandemic:

- Northwestern Michigan College Extended Educational Services (EES)—relaunch *Business Development Certificate Program*, providing ongoing training opportunities and a micro-credential to early-stage entrepreneurs
- Taste the Local Difference—Marketing and online sales support to small agricultural producers and processors at no cost
- Addition of 3 contract business consultants—Increasing the number of consulting hours available to regional business, and one additional service provider specializing in design services



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION



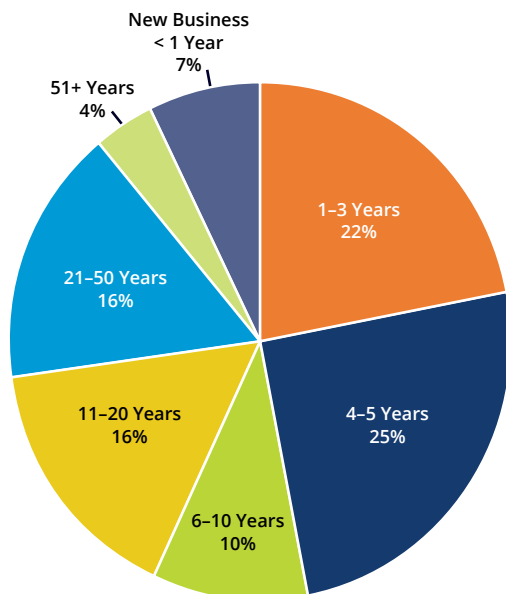
U.S. Small Business
Administration

The Northwest MI-SBDC Regional Team collaborated with the statewide SBDC Growth and Technology teams to serve 439 clients in 2020.

- 58% were considered already “in business”
- 21% consisted of online clients
- 5.8% minority-owned small businesses
- 1,793 full and part-time employees positively impacted in 2020

Business Development

SBDC 2020 Regional Program Impact



- 42% (181 clients) consider themselves 'Not Yet in Business.' 13.2% (24 clients) successfully opened their doors for business.
- Assisted 58 clients by accessing \$5,379,700 in various forms of capital to include loans, private investment, personal investment while also securing an additional \$3,506,326 in specialty COVID response grants.
- Assisted 32 clients to increase sales totaling \$5,160,017.
- Provided 2,377 consulting hours to 439 total clients.
- 212 Jobs Retained (for those 'in business' clients) and 128 Jobs Created (for both 'in business' and 'start up' clients).

It remains a priority for the Northwest region to equitably service our 10-county Northwest footprint. This is a demonstration of how we were able to service clients region-wide in 2020:

| Northwest Clients by County | | |
|-----------------------------|----------------|-----------------------------|
| County (MI) | Customer Count | % Total of Companies Served |
| Antrim | 27 | 6% |
| Benzie | 29 | 7% |
| Charlevoix | 42 | 10% |
| Emmet | 33 | 8% |
| Grand Traverse | 159 | 36% |
| Kalkaska | 12 | 3% |
| Leelanau | 42 | 10% |
| Manistee | 45 | 10% |
| Missaukee | 16 | 4% |
| Wexford | 24 | 5% |
| Other | 10 | 2% |
| GRAND TOTAL | 439 | 100% |

2020 Featured Small Business

Lakeshore Dry Goods is the producer of Sunrise Bliss organic cotton hair towels and they sell their products direct to consumer via their website and Etsy, as well as wholesale through retailers and salons across the county. Owner, Pam Colby, first began working with the Northwest MI-SBDC at the onset of her business in 2016. The SBDC provided a range of services over the past few years that included business planning, financial projections and development, pitch deck preparatory support for various local pitch events (earning them a second place and people's choice awards), and ongoing general support and encouragement as Lakeshore Dry Goods evolved beyond its startup phase.



Business Development Global Trade Alliance



Networks Northwest completed their third year of a five-year contract as the Regional Export Network (REN) host for all of Northern Lower and the Upper Peninsula.

In 2019, GTA helped organize six trainings and workshops throughout the region geared toward helping companies that are new to exporting and preparing businesses for international trade shows.

In 2020, GTA was met with severe COVID-19 restrictions, these restrictions caused us to pivot and adapt the way we did business. We participated in one in-person event that showcased a new relevant resource and partner, World Trade Press. All other events were moved to the virtual space.

Given the world moved online, we followed and made countless connections to virtual trade missions, export webinars and other professional development opportunities

for our clients in the Upper Peninsula and northern Lower Michigan.

The Global Trade Alliance continues collaborations with the Michigan Economic Development Corporation, Grand Traverse Area Manufacturing Council, International Affairs Forum, Northern Initiatives, Northern Michigan Chamber Alliance, Networks Northwest Procurement and Technical Assistance Center, Networks Northwest Small Business Development Center, and the Northwest Michigan Works! Business Services team.

Our partnership with our regional MEDC International Trade Manager has grown and we have been able to connect businesses with export resources to expand their international reach.

Business Development Global Trade Alliance Clients



**MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION**



Businesses served

59

*State Trade Export Program
grants totaling*

\$226,400

Export sales

\$42,391,484



Business Development

Northwest Michigan PTAC

The onset of widespread COVID-19 brought with it a new set of challenges for northern Michigan's businesses. The Northwest Michigan PTAC responded by immediately moving all training, networking events, and one-on-one counseling to an online format and expanding the range of services offered to clients.

Northwest Michigan PTAC counselors assisted businesses in their effort to pivot toward production of personal protective equipment (PPE) and other COVID-19 related products.



Business Support and Technical Assistance

- Understanding emergency acquisition regulations.
- Registering on new COVID Response Government Supplier Portals.
- Matchmaking with government agencies and large prime contractors in need of emergency supplies.
- Updating bid-match services that included disaster response and COVID related capabilities.
- Responding to contracting opportunities aimed at ensuring long-term domestic production of hospital-grade PPE.
- Making referrals to resources partners offering funding and assistance for staffing, supplies or new equipment.

Special Events

- COVID 19 and the Federal Contractor
- Time to Cyber Up—Preparing for the Cyber-Security Maturity Model Certification (CMMC)
- Buy American Act, Berry Amendment and Trade Agreement Acts
- Defense Contract Audit Agency (DCAA) Training Series
- Changes to the Women-Owned Small Business (WOSB) Program
- A Conversation with the U.S. Army Corp of Engineers

2020 Impact

- Over 1,620 counseling hours helped the region's businesses understand, compete, bid, receive and perform on local, state and federal opportunities.
- 26 events brought together industry, government, and subject matter experts and gave participants a competitive edge in the government marketplace.
- PTAC clients received over \$122.2m in government contracts making a significant impact on the local economy in the form for 578 jobs created or retained (\$200k in contract awards equates to one job).

**2 Offices
Serving
25 Counties**

\$122.2m
in Client Contract
Awards

"I have found the Northwest MI PTAC group to be FABULOUS. The help I have received from PTAC has helped my company with getting its first PRIME contract (\$293.4k) as a WOSB (Woman Owned Small Business), usually I was a sub to big companies. Thank you for all you do for me and my company!" —SHRR Consulting, Inc.



Business Development

Meet TentCraft

TentCraft in Traverse City manufactures outdoor marketing elements such as pop-up tents, custom structures, flags, signage, and event solutions for businesses, popular brands, and agencies across North America. In 2017, TentCraft decided to look at opportunities for sales to the government and the Northwest Michigan Procurement Technical Assistance Center (PTAC) helped them do that.

“The PTAC provided invaluable information on registering in the various systems (and kept us from making mistakes), gave us examples of capability statements, helped us format our government page on the TentCraft website, as well as create our own capability statement,” said Matt Bulloch, TentCraft President.

When the COVID-19 crisis hit in 2020, and demand for its custom-printed tents disappeared, TentCraft had to pivot to keep its employees working. The company recognized a critical need for portable, quick-deploy tents and shelters to support medical testing and containment, and emergency response activities. TentCraft quickly realized that selling to the government is rife with government-specific rules and regulations and complicated steps and procedures. Because of the existing relationship, TentCraft turned to the PTAC for assistance.

The PTAC collaborated with TentCraft’s supply chain manager and sales team and provided support and technical assistance including information on regulations and guidelines; contact information for agencies (and large prime contractors) in need of emergency supplies; assistance responding to solicitations from the Veterans Administration and FEMA; bid-match services focused on COVID response supplies; information on GSA Schedules; market research and procurement history; help with government-specific marketing material; and assistance with government registrations. In 2020, the PTAC recorded nearly 100 hours of counseling hours time assisting TentCraft, Inc.

“The PTAC has been helpful researching new opportunities,” said Bulloch. “These efforts, with the PTAC’s guidance, gave us an enormous amount of credibility with the VA when we worked with their individual hospitals and regions on COVID-19 screening products and mobile infirmaries.”

“TentCraft took advantage of our many services and the expertise of the PTAC staff to switch gears mid-stream and without warning,” said Cathy Fairbanks, Northwest Michigan PTAC Regional Director. “I am glad we already had a relationship with them and they reached out to us. It was rewarding to play a small part in responding to the pandemic.”

With the assistance from the PTAC and TentCraft’s successful pivot to government sales, the company weathered the pandemic and jobs were retained. Since March 2020, TentCraft has been awarded over \$2 million in federal government contracts (Source: USASpending.gov.)

For more information about TentCraft, go to [Tentcraft.com](https://tentcraft.com).

“Our work with the PTAC has shown us that there is a world of opportunity for us to seize. We look forward to continuing to work with the PTAC to bid on government contracts as they become available.”
— Matt Bulloch, TentCraft President



COMMUNITY DEVELOPMENT

Community Development in Northwest Lower Michigan seeks to convene partners for collaboration, generation of ideas and achieving consensus on both clear and onerous subjects, while also providing educational opportunities, and assisting with development of plans, policy and land use ordinance language. Staff with Community Development oversee and are involved with State and Federal programs, such as asset management in assistance of the Michigan Department of Transportation, planning for solid waste management in conjunction with the Department of Environment, Great Lakes and Energy or Hazard Mitigation Planning in conjunction with the Federal Emergency Management Agency. The Department also provides planning services for local level development of Master/Comprehensive Plan Documents, Recreation Plans, Capital Improvement Plans or Zoning Ordinances. The Community Development Department is eager and qualified to convene groups, perform research, write plans and advise residents, elected and appointed officials on important issues to our region.



➔ *Covid Response*

➔ *Freight Plan*

➔ *Benchmarks
Northwest*

➔ *Bear Creek
Recreational Trail*

Community Resilience

Networks Northwest was a recipient of the Economic Development Administration's Coronavirus Aid, Relief and Economic Security Act (CARES Act) Recovery Assistance Grant in the amount of \$400,000. This grant, which spans a two-year period, allotted the organization \$200,000 in 2020 for projects and processes which will assist with pandemic related economic recovery and resiliency measures in our Northwest Michigan region.

The funding from this grant will strengthen economic and community partnerships throughout the region. Specifically, local communities are provided direct support, guidance and assistance in regard to updating key economic related data and information, identification of marketable growth and

investment areas, and direct participation and coordination with their regional Economic Development Organizations.

Data and information have been established and updated, preparing for a critical update to the region's Comprehensive Economic Development Strategy (CEDS). This strategy, built upon the input of information from incubated County-Level Economic Development Task Force Groups, will drive the establishment of a strategic direction and accompanying action plan for economic development activities. Together, these initiatives have set the stage for a resilience plan which will identify regional strengths and proactive measures better capable of averting future economic disruptions.

Community Development Benchmarks Northwest

Regional population
302,983

Regional poverty rate
13.22%

*Percentage of population 25 and older with
Associate's Degree or higher across region*

39%

Median home value
\$210,267

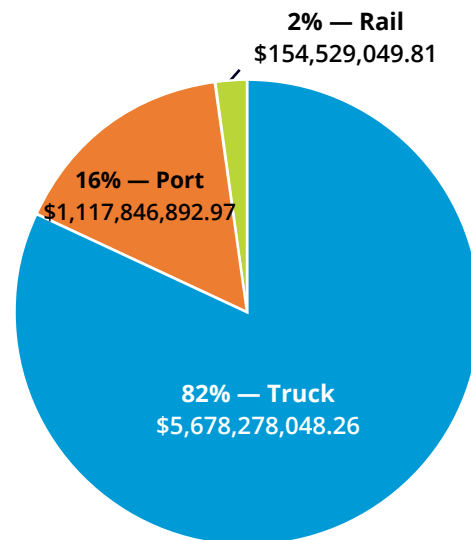
Community Development Freight Plan

In anticipation of 2020 census data confirming the establishment of our region's first Metropolitan Planning Organization (MPO), the Traverse Transportation Coordinating Initiative (TTCI) completed the "Northwest Michigan Freight Plan".

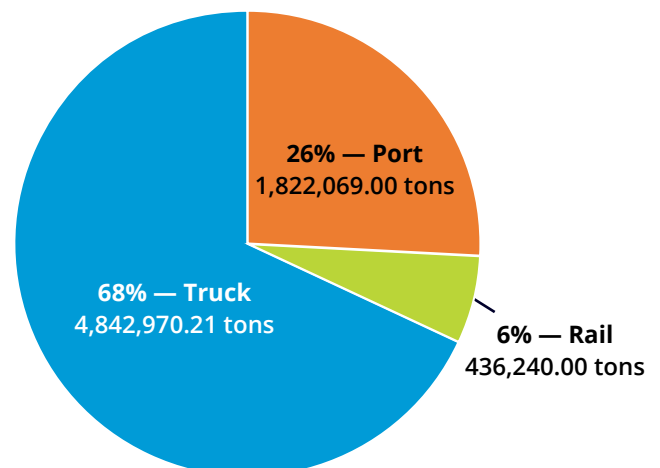
TTCI has been the coordinating body for regional transportation issues in the greater Traverse area. This body has taken the lead and initiative to move forward with projects and plans that lay a foundation for an MPO to build upon. With \$7 billion dollars worth of freight shipped in our region, according to 2018 data, movement of freight has a direct impact on our region's economic growth. The freight plan provides a base of data which identifies commodity types and amounts, and by what means those commodities are shipped throughout our region.

A survey conducted of businesses that utilize freight and direct shipping companies provided insight into the challenges facing the region, and also the opportunities that are available. The large geographic region with abundant lakes and lack of interstate freeways present challenges, but the ability to add travel lanes, adjust roundabouts, realign intersections and provide additional connections are a few of the opportunities noted from the survey. The plan concludes with future suggested projects that could include a Freight and Economic Analysis, and the creation of a freight committee to the MPO.

Commodity by Value



Commodity by Tonnage



Community Development

Bear Creek Township Recreation Plan

Outdoor recreation was an avenue for maintaining activity and peace of mind for much of the population during the COVID pandemic of 2020. The recommendations for social distancing and stay at home orders provided an opportunity for the population to pursue increased outdoor activities while enjoying the many natural wonders of our region. Timing for administering a planning process certainly presented some challenges, but the development of a recreation plan is a project that can bring about the support of a community during this time.

Bear Creek Township in Emmet County had undertaken a Recreation Planning Process under the guidance of the Township Park & Recreation Committee and facilitated and developed by Networks Northwest. This successful process sought to identify the needs of the community. Background information for the existing demographics of the community, the process with which the community approves and implements recreational assets, the inventorying of recreation sites and features, and the setting of goals for recreation frame the process and plan.

Similar to many Northern Michigan communities, the survey that was conducted during the planning process displayed favoritism towards recreational activities that center on trail use (walking/running, biking and hiking) as well as those activities that necessitate access to water, whether it is lakefront sandy beaches or stream corridors. The completed plan sets the stage through goals, which when implemented, will seek to maintain clean and safe recreation sites, provide for a broad range of age of recreational users and abilities, as well as continue and expand upon planning activities for trails and non-motorized users.

“I would like to thank you for guiding us through our recreation plan update. The project was done on time and within budget and we look forward to working with you in the future.”

***—Dennis Keiser, Supervisor,
Bear Creek Township***



Financial Summary

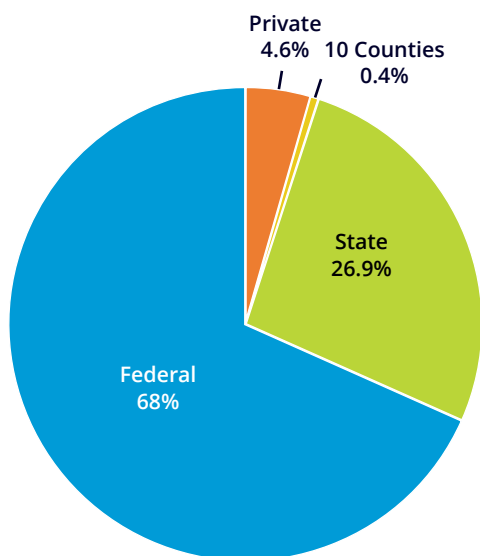
2020



Both of our legal entities, Networks Northwest and Northwest Michigan Works! Inc., received FY20 audits that contained no significant deficiencies of any kind.

Revenue by Source

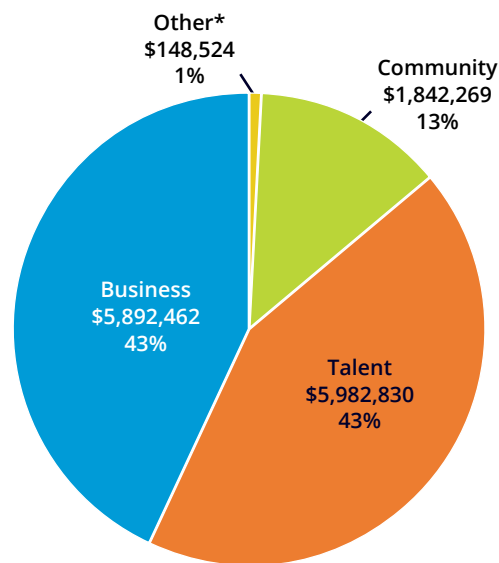
Fiscal Year 2020, Ending 9/30/2020



Expenditures by Service Category

Fiscal Year 2020, Ending 9/30/2020

Total: \$13,866,085

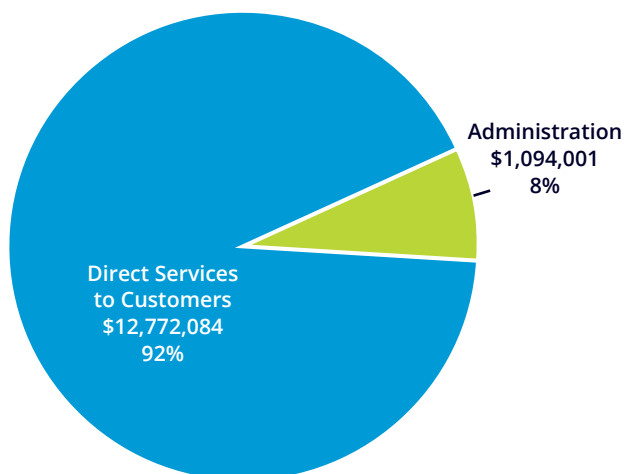


*Reserve Fund; Leave Fund; Pass-through funds

Expenditures by Function

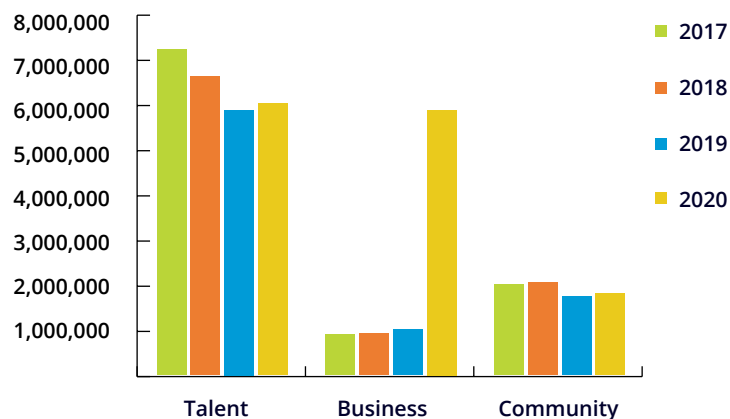
Fiscal Year 2020, Ending 9/30/2020

Total: \$13,866,085



Budget

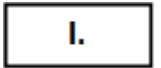
2017 - 2020



Networks Northwest

Regional Prosperity Board Members in 2020

| PUBLIC SECTOR | PRIVATE SECTOR | OTHER SECTORS |
|--|---|---|
| <p>Ed Boettcher, Antrim County Commissioner</p> <p>Evan Warsecke, Benzie County Commissioner</p> <p>Chris Christensen, Charlevoix County Commissioner</p> <p>Charlie MacInnis, Emmet County Commissioner</p> <p>Kohn Fisher, Kalkaska County Commissioner</p> <p>Bryce Hundley, Gr. Traverse County Commissioner</p> <p>Ty Wessell, Leelanau County Commissioner</p> <p>Richard Schmidt, Manistee County Commissioner</p> <p>Dean Smallegan, Missaukee County Commissioner</p> <p>Ben Townsend, Wexford County Commissioner</p> <p>Michael Cain, Manager, City of Boyne City</p> <p>Josh Mills, Manager, City of Frankfort</p> <p>Doug Mansfield, Mi. Township Assoc.</p> <p>Alan Cooper, Manager, Wexford Co. Road Commission</p> <p>Chip Johnston, Executive Director, Central Wellness</p> <p>Pat Lamb, Principal, TBAISD CTC</p> <p>Bill Kennis, Executive Director, Benzie Transportation Authority</p> | <p>Jim Barnard, Owner, Barnard Engineering, Bellaire</p> <p>Betty Workman, Owner, Vacation Trailer Park & Sales, Benzonia</p> <p>Gary Fedus, President & CEO, Mitchell Graphics, Petoskey & Traverse City</p> <p>Sue Peters, VP for HR, Munson Healthcare System, Traverse City</p> <p>Kelli Stepka, Human Resource Manager, Cherry Republic</p> <p>Kim Weckesser, Director Human Resources, West Shore Medical Center</p> <p>Tom Vine, Plant Manager, Viking Energy, McBain</p> <p>Ken Bollman, President, Sabre Tool, Cadillac</p> <p>Leslie Nowlin, HR Manager, 9&10 News</p> <p>Chris Warren, General Manager, Midwestern Broadcasting Co., regional</p> <p>Nicole Sulak, Director of Accounting, Munson Medical Center</p> <p>Mike Ascione, CEO, American Waste, regional</p> <p>Jamie Al-Shama, Bay Construction, regional</p> <p>Lisa Leedy, Owner, Sky Telecom</p> <p>Kent Wood, Director of Gov. Relations & Community Development, TC Chamber</p> <p>Stacie Bytwork, Executive Director, Manistee Area of Chamber of Commerce</p> <p>Mike Groleau, Co-owner/Project Manager, RJG, Inc.</p> <p>Doug Rath, Graceland Fruit, Inc.</p> <p>Diane Allington, Owner, Master Craft Extrusion Tools, Inc</p> <p>Elizabeth Dewey, Human Resources Manager, Kalkaska Screw Products, Inc.</p> <p>Sean Adams, President, Bear Lake Hardware</p> | <p>Andy Hayes, President, Northern Lakes Economic Alliance (economic development)</p> <p>Eric Bachmann, Regional Manager, Michigan Rehabilitation Services (rehabilitation)</p> <p>Bob Scheele, Vice President, Central Labor Council (labor)</p> <p>Clint Steele, Pipefitter, UAW Local 85 (labor)</p> <p>Kristine Lagios, Director, Manistee-Benzie Dept. of Human Services (human services)</p> <p>Jane Korthase, HR Director, Grandview Medical Care (community based organizations)</p> <p>Steve Perdue, President & CEO, Grand Traverse Industries (community based organizations)</p> <p>Jim Smith, Controls Designer, Tool North, Inc. (apprenticeships)</p> <p>Charles Welch, Parole Supervisor, MDOC (corrections)</p> <p>Scott LaDeur, Professor, North Central Michigan College</p> |



WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting * Wednesday, July 21, 2021

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

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

Absent- *None*.

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- *None*.

Presentation and Reports-

Kevin Hughes, Health Officer for the District Health Department, presented the Board with a written report. Their main focus in the past year has been the COVID pandemic, but they have had other issues with tuberculosis and hepatitis A.

Currently there are not any requirements for schools getting ready to open back up, but there are guidance and recommendations. They are hosting a webinar with the local schools to help them develop a plan specific for their area.

In the written report handed out, there were statistics regarding vaccination percentages. Mr. Hughes pointed out that those numbers do not include those immunized at VA hospitals or those vaccinated out of state. Their current focus is pop up vaccination sites at local events like the Manton Truck Show.

Public Comment-

Cathy Kirk, Haring Township, is the President of Wonderland Humane Society. The County previously passed a MOU for a spay and neuter clinic. A vet and an assistant was able to complete 33 procedures. It was a very rounding success. She extended a great thank you to Sheriff Taylor for his help in bringing this option to the Board. There will be another clinic in September sometime.

Ms. Kirk also commented that 36 ½ Road is being paved and she was so happy with the Road Commission for doing so.

Consent Agenda

1. Approval of the July 7, 2021 Regular Meeting Minutes

MOTION by Comm Hurlburt, seconded by Comm Bengelink to approve the Consent Agenda.

All in favor.

Agenda Items

1. Child Care Budget for Fiscal Year 2022

MOTION by Comm Bengelink, seconded by Comm Bush to approve the Child Care Fund Budget for FY 2021 with the Michigan Department of Health and Human Services in the amount of \$652,000 for the period of October 1, 2021 to September 30, 2022 and authorize the Chairman of the Board to sign the Budget Summary – DHS 2091 form on behalf of the County.

Roll Call: Motion passed 9-0.

2. Bid Award-Bulk Paper

MOTION by Comm Musta, seconded by Comm Bengelink to award the bid to Lindenmeyr Munroe in the amount of \$9,374 for the purchase of bulk paper.

Roll Call: Motion passed unanimously.

3. Dog License Fees

MOTION by Comm Bengelink, seconded by Comm Bush to approve the fee increases for dog licenses, effective for the 2022 licenses.

One Commissioner thanked the Treasurer's office for doing this.

Roll Call: Motion approved 8-1 with Commissioner Hurlburt voting against the motion.

4. Budget Amendment-*None*.

Administrator's Report-

Administrator Koch informed the Board that negotiations were going to begin the following day for the POAM Non-312 Union.

Ms. Koch joked that Friend of the Court has been playing musical chairs since Sally Randall's retirement. It appears that it is all done now, with only one position remaining open.

She also informed the Board that the 2018 agreement with Tenurgy has been completed, and the County should see a savings of around \$1700 per year.

Correspondence- *None*.

Public Comments- *None.*

Liaison Reports-

Comm Townsend attended a Library Meeting.

Comm Nichols attended a Area Agency on Aging meeting via zoom. There is a lot of restructuring going on.

Board Comments-

Comm Bengelink read a quote from Winston Churchill.

Comm Nichols thanked Cathy Kirk for coming to address the Board and for providing that service. She asked her to pass on the thanks to the Humane Society. She also thanked Comm Bengelink for setting up the meeting on the gypsy moths.

Chairman's Comments-

Comm Taylor thanked everyone for coming.

Adjourn

MOTION by Comm Bengelink, seconded by Comm Bush to adjourn at 4:21 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

Financial Management

E-3.0 County Credit Card Account Management Program

County Board Approval, Amendments: February 16, 2000; September 18, 2002; September 15, 2004; September 17, 2008; Amended December 4, 2019; **Amended August 4, 2021**

A. Background.

The Board of Commissioners have approved the use of credit card accounts for use when purchasing goods and services for the County:

1. Purchasing Credit Card Program shall be used by all county departments and elected offices.

B. Wexford County Credit Card Account Management Policy.

1. All Elected Officials and Appointed Department Heads are designated as County Credit Card Account Managers and Custodians. In this capacity they shall designate which employees under their supervision shall be authorized to possess a county credit card. ~~and establish the financial limit for said employee.~~
 - a. ~~Elected Officials and Appointed Department Heads using the Purchasing Card Program shall set limits on the type of purchases authorized for each Purchasing Card issued to personnel within their department.~~
- ~~3.2.~~ Elected Officials and Appointed Department Heads using the Purchasing Card Program shall set limits on the type of purchases authorized for each Purchasing Card issued to personnel within their department to ensure they are Elected Officials and Appointed Department Heads may establish procedures within their office to assure that persons authorized to use the Credit Card are consistent with all departmental and county policies for purchasing goods and services.
- ~~4.3.~~ Upon the termination of employment of a County Credit Card Account Manager, all cards and account records will be turned over to the successor in that position or to the Treasurer's office in the event that there is no immediate successor in that position.
- ~~5.4.~~ Management of a County credit card account.
 - a. Credit card issuance and control: each card will be logged by signature by the respective department head with the log maintained by the Treasurer.
 - b. Only a County employee may use a County credit card.
 - c. County credit cards may be used only for the purchase of goods and services in conjunction with official County business.
 - d. Specific limitations on County credit card accounts and credit card use:
 - 1) County credit card accounts ~~are~~ are normally to be utilized by County employees to pay for small quantities of supplies and travel expenses (lodging, meals, transportation, etc.) in conjunction with official County business and travel.
 - a) County Employees shall provide the counties tax identification number to vendors so that taxes on items and services are not charged.
 - b) You cannot use credit cards for:
 - Cash Advances
 - Personal Purchases
 - You may not have vendors split your transactions. Standard category exclusions (i.e. alcoholic beverages, doctors, etc.)

- 2) County credit cards may be utilized to purchase goods and services with the specific approval of the account manager/custodian subject to the following purchase limits:
 - a) When a requirement exists to utilize the County credit card for the purchase of tangible goods or contract and repair services at a line item price above \$500, County purchasing policy is to be followed.

6.5. Credit limits are established on each card account as follows:

- 1) Credit Limits for Elected Officials and Department Heads are designated by the Board as \$7,000
- 4)2) Employee credit limits will be established by their respective Elected Official or Department Head.

7.6. The following additional procedures and requirements apply:

- 1) Employees entrusted with County credit cards are responsible for protection and custody of the card and ~~will~~ will immediately notify their respective card account manager if the card is lost or stolen.
- 2) Not later than the first business day following the purchase of goods/services or the return from official travel, the user of the credit card will return the credit card to the account manager/ custodian.
- 3) At the same time the credit card is returned, an itemized Wexford County Credit Card Expense Voucher with original itemized receipts for all purchases attached is to be turned in to the account manager.

8.7. Upon receipt of the itemized voucher, the account manager will:

- 1) Authenticate each expense listed on the voucher.
- 2) Verify that an original itemized receipt is included for each expense.
- 3) Determine the appropriate budget line item that the payment for each item on this voucher is to be charged to and so indicate in the space provided.
- 4) Reconcile and validate approved departmental vouchers against the monthly credit card account statement when received.
- 5) Forward the validated monthly credit card account statement (with budget line item delineated for each charge) and the associated and reconciled/validated departmental credit card expense vouchers to the County Clerk's Office for AP policy verification, then forwarded to the Treasurer's Office.
- 5)6) A validation of credit card purchases must be completed by an independent reviewer who possess the knowledge to properly review the expenditure for appropriateness and has the authorization to consult and/or question the expenditure if necessary. The independent reviewer will be denoted as the Finance Committee Chair for Elected Officials and Appointed Department Heads.

9.8. Upon receipt of the validated monthly credit card account statements the Treasurer's Office will journalize the monthly credit card bills before month end. Monthly credit card bills will be paid on an automated payment schedule. If a discrepancy occurs, it will be adjusted on the following monthly statement.

- ~~10.9.~~ The interested County oversight authority for credit card account management is the standing Finance Committee. The Treasurer's Office, as the County's internal audit and fiscal monitoring agent, will periodically review departmental management of these accounts to ensure conformance with approved County policy.
- ~~11.10.~~ Disciplinary measures consistent with existing law will be taken in the event that County credit cards are used inappropriately or not in consonance with this policy.

- 1) All Elected Officials and Appointed Department Heads may reduce the scope of the Purchasing Card by reducing the purchasing codes authorized by the vendor for first offense violations.
- 2) Second or subsequent offense violations of credit card policy may result in loss of credit card privileges at the discretion of the appropriate Elected Official and/or Appointed Department Head.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: HR/Public Safety Committee
FOR MEETING DATE: August 4, 2021
SUBJECT: Policy Revision C-7.0 Freedom of Information Act

SUMMARY OF ITEM TO BE PRESENTED:

Administration requests approval to strike the following from Section 2 of Policy C-7.0 Freedom of Information Act. This change complies with Michigan's Freedom of Information Act, Public Act 442 of 1976, and Public Act 36 of 2020, which amended 1976 PA 442. The complete policy follows.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed, or retained by the County may be submitted on the County's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), ~~or by verbal request.~~

~~Verbal requests for records may be documented by the County on the County's FOIA Request Form.~~

~~If a person makes a verbal, non-written request for information believed to be available on the County's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.~~

RECOMMENDATION:

The HR/Public Safety Committee recommends the full board approve the revision to Policy C-7.0 Freedom of Information Act.

General Administrative, Management, and Operations

C-7.0 Freedom of Information Act

County Board Approval: April 17, 1996; June 17, 2015; September 7, 2016; Reviewed on December 4, 2019

A. Preamble: Statement of Principles

It is the policy of Wexford County that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The County's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The County acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The County acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Wexford County will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The County's policy is to disclose public records consistent with and in compliance with State law.

The County Board of Commissioners has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

B. Section 1: General Policies

The County Board of Commissioners, acting pursuant to the authority at MCL 15.236, designates the Chairperson of the Board of Commissioners as the FOIA Coordinator. He/She is authorized to designate other County staff to act on his/her behalf to accept and process written requests for the County's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a County spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review County spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with County Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect County systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his/her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The County is not obligated to create a new public record or make a compilation or summary of

information which does not already exist. Neither the FOIA Coordinator nor other County staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the County on file for a period of at least one year.

The County will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the County cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the County's Written Public Summary must be publicly available by providing free copies both in the County's response to a written request and upon request by visitors at County offices.

This Procedures and Guidelines document and the County's Written Public Summary will be maintained on the County's website at: wexfordcounty.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

C. Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public. The requestor may specify output format of documents unless technically unavailable. If requested, digital storage device must be provided by requestor.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the County may be submitted on the County's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the County on the County's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the County's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable County personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any County office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The County will comply with the request only if it possesses the necessary technological capability to provide records in the requested non- paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Wexford County on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

D. Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the County will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax,

email or other electronic transmission, the request is deemed to have been received on the following business day.

The County will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the County needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the County's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the County's website at: wexfordcounty.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the County will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the County to process the request and also provide a best efforts estimate of a time frame it will take the County to provide the records to the requestor. The best efforts estimate shall be nonbinding on the County, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the County; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and

- An explanation of the person's right to submit an appeal of the denial to either the County Board of Commissioners, or seek judicial review in the Wexford County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The County shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect County records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal County operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

E. Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the County in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the County's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the County to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the County; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the County;
- The County is subsequently paid in full for the applicable prior written request; or

- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the County.

F. Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the County because of the nature of the request in the particular instance, and the County specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services compared to the costs of the County’s usual FOIA requests, not compared to the County’s operating budget.

The following factors shall be used to determine an unreasonably high cost to the County:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one County department or whether various County offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the County to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the County.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the County.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the County’s website if you ask for the County to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the County’s website if you ask for the County to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.

- Labor costs will be charged at the hourly wage of the lowest-paid County employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The County may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the County has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The County will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the County's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The County will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The County may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the County must:

- Reduce the labor costs by 5% for each day the County exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
 - The County's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on

the front of an envelope or in the subject line of an email, letter or facsimile cover page.

- Fully note the charge reduction in the Detailed Itemization of Costs Form.

G. Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The County Board of Commissioners may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

H. Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the County twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106- 402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

I. Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the County Board of Commissioners, by filing an appeal of the denial with the office of the County Board of Commissioners.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The County FOIA Appeal Form (To

Appeal a Denial of Records), may be used.

The County Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Board of Commissioners meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the County Board of Commissioners will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the County Board of Commissioners shall respond to the written appeal. The County Board of Commissioners shall not issue more than 1 notice of extension for a particular written appeal.

If the County Board of Commissioners fails to respond to a written appeal, or if the County Board of Commissioners upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the County Board, he or she may file a civil action in Wexford County Circuit Court within 180 days after the County's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the County to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or County prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the County has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the County to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

J. Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the County to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the County Board of Commissioners by submitting a written appeal for a fee reduction to the office of the County Board of Commissioners.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The County FOIA Appeal Form (To Appeal an Excess Fee)

may be used.

The County Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Board of Commissioners meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the County Board of Commissioners will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the County Board of Commissioners will respond to the written appeal. The County Board of Commissioners shall not issue more than 1 notice of extension for a particular written appeal.

Where the County Board of Commissioners reduces or upholds the fee, the determination must include a certification from the County Board of Commissioners that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the County Board's determination of an appeal, the requesting person may commence a civil action in Wexford County Circuit Court for a fee reduction.

If a civil action is commenced against the County for an excess fee, the County is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The County does not provide for appeals of fees,
- The County Board of Commissioners failed to respond to a written appeal as required, or
- The County Board of Commissioners issued a determination to a written appeal.

If a court determines that the County required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the County has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the County to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

K. Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by County Board of Commissioners or the County Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the County Board of Commissioners or the County Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the County Board of Commissioners or the County Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the County Board of Commissioners of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

L. Section 11: Appendix of Wexford County FOIA Form

- Detailed Cost Itemization Form

C.7 Freedom of Information Act Request (Detailed Cost Itemization)

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

The following costs are being charged / estimated in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the County's FOIA Policies and Guidelines. If the County is seeking a 50% deposit prior to providing the public records sought, the estimate is itemized on this form, lines 1-5 below.

If all or a portion of the requested information is available on the County's website, the County is required to tell you it is available on the website and, where practicable, include a specific webpage address where the information is available. In this case:

- ☐ None
- ☐ Some
- ☐ All

of the requested material can be found at the following webpage(s):

If the webpage is all the information you need, it is provided without charge. If, however, you still wish to receive a copy of material from the webpage, please let us know. The FOIA charges will apply if the County is required to produce copies of material from the webpage.

- ☐ **Requestor has stipulated that some / all of the requested records that are already available on the County's website but requests they be provided in a paper or non-paper physical digital medium and acknowledges that providing the records in that format shall be subject to the County's normal charges outlined below.**

| | | |
|---|--|---|
| <p>1. Labor Cost to Locate: This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the County because of the nature of the request in this particular instance, specifically: _____</p> <hr/> <p>The County will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per ¼ hour: \$ _____</p> <p style="text-align: center;"><u>OR</u></p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____</p> <p>Multiply the hourly wage by the percentage multiplier: _____ % <i>(up to 50% of the hourly wage)</i> and add to the hourly wage for a total per hour rate. Charge per ¼ hour: \$ _____</p> <p><i>[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].</i></p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor <i>(overtime is not used to calculate the fringe benefit cost)</i></p> | <p>To figure the number of increments, take the <i>number of minutes</i>: _____, divide by 15-minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>x _____ =</p> | <p>1. Labor Cost</p> <p>\$ _____</p> |
| <p>2. Labor Cost for Copying / Duplication</p> <p>This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.</p> <p>This shall not be more than the hourly wage of the County's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in 15-minute time increments as set by the County Board of Commissioners <i>(for example: 15-minutes or more)</i>; all partial time increments must be rounded down. <i>If the number of minutes is less than one increment, there is no charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per ¼ hour: \$ _____</p> <p style="text-align: center;"><u>OR</u></p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____</p> <p>Multiply the hourly wage by the percentage multiplier: _____ % <i>(up to 50% of the hourly wage)</i> and add to the hourly wage for a total per hour rate. Charge per ¼ hour: \$ _____</p> <p><i>[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].</i></p> | <p>To figure the number of increments, take the <i>number of minutes</i>: _____, divide by 15-minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>x _____ =</p> | <p>2. Labor Cost</p> <p>\$ _____</p> |

| | | |
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| <input type="checkbox"/> Overtime rate charged as stipulated by Requestor (<i>overtime is not used to calculate the fringe benefit cost</i>) | | |
| <p>3a. <u>Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):</u></p> <p><i>(Fill this out if using a County employee. If contracted, use No. 3b instead)</i></p> <p>The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.</p> <p>This fee is being charged because failure to do so will result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____</p> <p>_____</p> <p>This is the cost of labor of a County employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the County's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per ¼ hour: \$ _____</p> <p style="text-align: center;"><u>OR</u></p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____</p> <p>Multiply the hourly wage by the percentage multiplier: _____ % <i>(up to 50% of the hourly wage)</i> and add to the hourly wage for a total per hour rate.</p> <p style="text-align: right;">Charge per ¼ hour: \$ _____</p> <p><i>[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].</i></p> | <p>To figure the number of increments, take the number of minutes: _____, divide by 15 -minute increments, and round down. Enter below:</p> <p>x _____ = \$ _____</p> | |

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| <input type="checkbox"/> Overtime rate charged as stipulated by Requestor (<i>overtime is not used to calculate the fringe benefit cost</i>) fringe benefit cost) | | |
|---|--|--|

| | | |
|--|---|---|
| <p>3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):</p> <p><i>(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)</i></p> <p>The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.</p> <p>This fee is being charged because failure to do so will result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____</p> <p>_____</p> <p>As this County does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of ____ (currently \$8.15).</p> <p>Name of contracted person or firm: _____</p> <p>These costs will be estimated and charged in 15-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i></p> <p>Hourly Cost Charged: \$ _____ Charge per increment: \$ _____</p> | <p>To figure the number of increments, take the number of minutes: ____, divide by 15 -minute increments, and round down to:</p> <p>- ____ increment</p> <p>s. Enter below:</p> <p>Number of increments</p> <p>x _____ =</p> | <p>3b. Labor Cost</p> <p>\$ _____</p> |
| <p>4. Copying / Duplication Cost:</p> <p>Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (<i>for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection</i>).</p> <p>No more than the <u>actual</u> cost of a sheet of paper, up to maximum 10 cents per sheet for:</p> <ul style="list-style-type: none"> • Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet • Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet <p>No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:</p> <ul style="list-style-type: none"> • Other paper sizes (single and double-sided): _ : _____ cents / dollars per sheet <p><u>Actual and most reasonably economical cost of non-paper physical digital media:</u></p> <ul style="list-style-type: none"> • Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____ • Reports: Incident / UD 10 / CAD Operations/CFS Command Log Cost per Item: \$5.00 <p>The cost of paper copies must be calculated as a total cost per <u>sheet</u> of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. <u>The County must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.</u></p> | <p>Number of Sheets:</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>No. of Items:</p> <p>x _____ =</p> <p>x _____ =</p> | <p>Costs:</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>4. Total Copy Cost</p> <p>\$ _____</p> |

5. Mailing Cost:

The County will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The County *may* charge for the least expensive form of postal delivery confirmation.
- The County *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp

\$ _____ per pound

\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

☐ * Requestor has requested expedited shipping or insurance

Number of
Envelopes or
Packages:

x _____ =

x _____ =

x _____ =

x _____ =

x _____ =

x _____ =

Costs:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

**5. Total
Mailing Cost**

\$ _____

Subtotal Fees Before Waivers, Discounts or Deposits**Estimated Time Frame to Provide Records:**

_____ (days or date)

The time frame estimate is nonbinding upon the County, but the County is providing the estimate in good faith. Providing an estimated time frame does not relieve the County from any of the other requirements of this act.

- ☐ Cost estimate
☐ Bill

1. Labor Cost to Locate:

2. Labor Cost for Copying:

3a. Labor Cost to Redact:

3b. Contract Labor Cost to Redact:

4. Copying/Duplication Cost:

5. Mailing Cost:

Subtotal Fees

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the County determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

☐ All fees are waived **OR** All fees are reduced by: _____ %

**Subtotal
Fees After
Waiver:**

\$ _____

Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

| | | |
|--|---|--|
| <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Indigence Discount</p> | <p>Subtotal Fees After Discount (subtract \$20):</p> | <p>\$ _____</p> |
| <p>Discount: <u>Nonprofit Organization</u></p> <p>A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the County.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Nonprofit Discount</p> | <p>Subtotal Fees After Discount (subtract \$20):</p> | <p>\$ _____</p> |
| <p>Deposit: <u>Good Faith</u></p> <p>The County may require a good-faith deposit <u>before providing the public records to the Requestor</u> if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.</p> <p style="text-align: right;">Percent of Deposit: _____ %</p> | <p>Date Paid:</p> <p>_____</p> | <p>Deposit Amount Required:</p> <p>\$ _____</p> |

| | | |
|---|---|---|
| <p>Deposit: <u>Increased Deposit Due to Previous FOIA Fees Not Paid In Full</u></p> <p>After the County has granted and fulfilled a written request from an individual under this Act, if the County has not been paid in full the total amount of fees for the copies of public records that the County made available to the individual as a result of that written request, the County may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee.</p> <p>(b) The public records made available contained the information being sought in the prior written request and are still in the County's possession.</p> <p>(c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.</p> <p>(d) Ninety (90) days have passed since the County notified the individual in writing that the public records were available for pickup or mailing.</p> <p>(e) The individual is unable to show proof of prior payment to the County.</p> <p>(f) The County calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>The County can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the County, OR</p> <p>(b) The County is subsequently paid in full for the applicable prior written request, OR</p> <p>(c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the County.</p> | <p>Date Paid:</p> <p>_____</p> | <p>Percent Deposit Required:</p> <p>_____ %</p> <p>Deposit Required:</p> <p>\$ _____</p> |
| <p>14. <u>Late Response Labor Costs Reduction</u></p> <p>If the County does not respond to a written request in a timely manner as required under MCL 15.235(2), the County must do the following:</p> <p>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the County exceeds the time permitted for a response to the request, with a maximum 50% reduction.</p> | <p>Number of Days Over Required Response Time:</p> <p>_____</p> <p>Multiply by 5% = Total Percent Reduction:</p> <p>_____</p> | <p>Total Labor Costs</p> <p>\$ _____</p> <p>Minus Reduction</p> <p>\$ _____</p> <p>= Reduced Total Labor Costs</p> <p>\$ _____</p> |
| <p>15. <u>Balance Due</u> (Deduct amount on Line 14 from amount on Line 13c)</p> | <p>Date Paid _____</p> | <p>Total Balance Due:</p> <p>\$ _____</p> |
| <p>The Public Summary of the County's FOIA Procedures and Guidelines is available free of charge from:</p> <p>Website: wexfordcounty.org Email: FOIA@wexfordcounty.org</p> <p>Phone: 231-779-9453 Address: 437 E. Division</p> <p>Request Will Be Processed, But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed</p> | | |



Wexford County

Request for Board of Commissioner Action

Department: Treasurer

Submitted by: Kristi Nottingham

Subject: Requesting Current Part-time Position to Become Full-time Position

Committee: H/R

Committee Meeting Date: July 27th

BOC Meeting Date: August 4th

Action Request:

- I would like to make my part-time position to a full-time position.
- Change of Job Description for Deputy Treasurer I

Financial Information:

The estimated increase in costs for moving from an L4 employee from PT currently making \$16.20/hour (3-year step) to a full time \$16.90/hour wage (4 yr. step) for 5 months with the single HSA insurance option:

| | |
|-----------------------------------|-------------------|
| Increased cost in wages | \$8,466.25 |
| <u>Increased cost in benefits</u> | <u>\$5,531.34</u> |
| Total increase | \$13,997.59 |

Summary (explain why the action is necessary and the desired outcome after implementation):

There are many reasons why our parttime position is overdue to become a full-time position. This was especially apparent after the Michigan Supreme Court decision *Rafaeli, LLC v Oakland County* on July 17th, 2020, and the subsequent legislature (211.78m & t) enacted January 24, 2021. Our office now must provide much more detailed information before, during and after each County land sale to both former owners, and former lien holders. We also must provide taxpayers facing possible foreclosure with much more detailed information to comply with the new laws. In addition to that, because the Supreme Court decision and the legislation did not settle the issue of 'surplus funds from sales prior to July of 2020', our office has been hit with a slew of lawsuits. All of which need detailed information going back several years. This takes time and work for the entire staff, but with a full-time instead of

a part-time person, they would be handling most of the day to day leaving the rest of the staff to handle this extra workload. For most of this work, it is going to be a year-to-year process.

Additionally, over the years, there has been a significant increase in requests for taxpayer and tax information. We can and do provide the most accurate information for each request, but due to this increase there has been a very noticeable time pressure for the staff to complete their regular duties. No deadlines have been missed, but with a full-time person, these regular duties would be completed well within their time frames and enable staff to work on other long overlooked projects.

With a full-time person we would be able to strengthen our auditing practices and cross train the staff which in the long run makes for a much better organized and efficient office to better serve the taxpayers of Wexford County.

One reason for the job description change is that the current job description is outdated. Some of the items on the description are no longer preformed at all, by another position or a different office all together. Another reason for the request is a change in office structure impacting Deputy Treasurer I & II job descriptions.

Timeline (if request is approved at BOC meeting date noted above):

- As soon as request is approved.

List of Attachments:

- Job description for Deputy Treasurer I Full Time.



WEXFORD COUNTY POSITION DESCRIPTION

Position: ~~Office Account Clerk (Part-time)~~ Deputy Treasurer I

Adopted: December 6, 1995 Updated: July 27, 2021

- A. Summary. To perform a variety of entry level complex clerical tasks regarding the collection of delinquent taxes, county funds and dog licensing. The role requires assisting the public in a professional manner, the ability to multi-task with a significant amount of attention to detail.
- B. Supervision Received. Work is performed under the general supervision of the County Treasurer.
- C. Supervision Exercised. None.
- D. Responsibilities, Essential Duties and Functions. An employee in this position may be called upon to do any or all the following essential duties (note: these examples do not include all the duties which the employee may be expected to perform).
1. Assist public in person, by telephone, and by email requesting information regarding delinquent taxes and other related functions of the Treasurer's office.
 2. Collect and receipt all payments for taxes, fees, and other revenue items.
 3. Balancing of cash drawers, review and reconcile all payments for accuracy to prepare daily bank deposit.
 4. Deciphers legal descriptions of property for tax certifications and tax searching.
 5. Process all incoming and outgoing mail.
 6. Maintains, orders, and distributes Dog Licenses to animal control, townships, and local veterinarian clinics.
 7. Assist with all office filing and purge records as relates to record retention schedule.
 8. Be trained to a level sufficient to assist Deputy Treasurers when needed during periods of peak activity and vacation time.
 9. Performs other duties as directed.
- E. Required Knowledge, Skills, Abilities and Minimum Qualifications. The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. An employee in this class, upon appointment, should have the equivalent of the following:

1. High school degree or equivalent and two years of progressively experience in bookkeeping or accounting.
2. General knowledge of State of Michigan taxation statutes and requirements.
3. General knowledge of business and office practices and procedures.
4. Basic knowledge of the principles, methods, and practices of accounting.
5. Perform basic mathematical functions quickly and accurately
6. Skill in the use of office equipment and technology with the ability to learn new software programs applicable to the position.
7. Ability to communicate effectively, verbally and in writing
8. Ability to establish and maintain effective working relationships with associates and the public.
9. Ability to deal effectively with stress caused by work pressures and maintain positive customer interactions.

F. Employment Conditions. For purposed of the Fair Labor Standards Act, this is a “non-exempt” position.



WEXFORD COUNTY POSITION DESCRIPTION

Position: Office Account Clerk (Part-time)

Adopted: December 6, 1995

- A. Summary. To perform responsible general accounting functions as it pertains to daily operations of money management. Specific functions of the job are associated with tax collection, department transmittals, department cash receipts and collections received for the State Education Tax, reconciling cash accounts, prepare and transmit collections to the State (and other taxing units as required by statute), perform monthly bank account reconciliation and to perform related work as required.
- B. Supervision Received. Work is performed under the general supervision of the County Treasurer.
- C. Supervision Exercised. None.
- D. Responsibilities, Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform).
1. Post and balance daily debits and credits to cash management programs.
 2. Enter daily receipts for the State Education Tax collection account.
 3. Issue a daily cash position report to the Treasurer for investment considerations.
 4. Verify and reconcile funds due for disbursement and prepare and transmit collections payable to State and other taxing units on a bi-weekly and monthly basis.
 5. Reconcile monthly bank accounts and credit interest earned to designated funds.
 6. Be trained to a level sufficient to assist Deputy Treasurers when needed during periods of peak activity and vacation time.
- E. Essential Functions, Qualifications, and KSAs for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:
1. High school degree or equivalent.
 2. Three years experience in accounting or accounting related functions with a demonstrated knowledge of modern bookkeeping practices and procedures.
 3. Knowledge of State of Michigan taxation statutes and requirements.

4. Knowledge of modern office practices and procedures.
5. Ability to prepare operating and statistical tabulations.
6. Ability to reason, process numbers and make mathematical computations with speed and accuracy.
7. Ability to utilize computers (desk top and mainframe) for record keeping and financial management.
8. Ability to perform filing and an understanding of organizational skills.
9. Ability to work effectively with other officials, employees and the general public.
10. Ability to draft routine correspondence.
11. Ability to hear, see, and speak effectively.
12. Ability to stand or sit in one spot for long periods of time, moving arms, hands, back and entire body.
13. A valid Michigan driver's license.

F. Employment Conditions. For purposed of the Fair Labor Standards Act, this is a “non-exempt” position.



WEXFORD COUNTY
PROSECUTING ATTORNEY
COREY J. WIGGINS

J.4.



Johanna C. Carey
Chief Assistant Prosecutor


COURTHOUSE
437 E. DIVISION ST.
CADILLAC, MI 49601
(231) 779-9505

Cathy Wright
Office Administrator

Margaret A. Marshall
Assistant Prosecutor Trainee

MEMORANDUM

To: Human Resource/Public Safety Committee
Finance & Appropriations Committee
Board of Commissioners

From: Corey J. Wiggins 

Date: July 24, 2021

Re: Request to reclassify Clerk/UIFSA Clerk from part-time to full-time

REASON FOR REQUEST

Currently this position is authorized as part-time; meaning 22 ½ hours per week. The duties of this person are split between general duties in the Prosecuting Attorney office and as a Uniform Interstate Family Support Act ("UIFSA") clerk assisting the IV-D Assistant Office Director. We estimate that approximately 15%-20% of this position is dedicated to UIFSA work.

The general duties required of the person within the scope of the Prosecutor's office include, but are not limited to:

- Setting up both adult criminal and juvenile criminal files
- Filing documents with the necessary courts
- Making sure that discovery is provided to defense counsel
- Making sure the attorneys have the appropriate files for court
- Scanning documents into the imaging system
- Issuing subpoenas
- Closing files
- Making sure fingerprinting has taken place

STEVE SCHRYER
Child Support Specialist
schryers@michigan.gov

HEATHER DIETZ, CLERK
hdietz@wexfordcounty.org



WEXFORD COUNTY PROSECUTING ATTORNEY

COREY J. WIGGINS

COURTHOUSE

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Cathy Wright
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- Schedule meetings
- Contact law enforcement and court staff on behalf of the office

There have been several changes in both this office and the criminal justice system as a whole since this position was originally created.

First, upon assuming office in November, 2020, I realized that the office as a whole is not run as effectively as it could be. I discovered that in the past not all court notices were kept in the files, not all emails were printed and saved in files, and not all transmittal documents were retained nor were efficient notes maintained. I admit, that this was the same activity that was occurring while I was the Chief Assistant Prosecutor, however, my job at the time did not really involve office policy. Upon taking office, I took a larger look at the issue and was concerned by it. By not retaining these items, it makes it difficult to defend against legal claims, grievances, and/or discovery violation allegations. Upon taking office, I immediately changed this practice. However, that change means more time is spent maintaining files than in the past.

Second, the creation of the public defender office has created more demands on our office. We are now requesting more discovery from law enforcement and providing that discovery to the defense than in the past. Additionally, more videos than in the past are being provided by law enforcement, and, therefore being provided to the defense. As you will recall, last year you approved the creation of a part-time position to assist with the downloading and providing of these videos. That position has helped drastically. However, that person's main job is just downloading and burning videos. Additionally, at the time the part-time "video clerk" was created, our office was only providing video for those files that it was specifically requested. However, that practice has changed and now video is being provided on **every file**. It falls upon me to make sure that those videos and other discoverable materials are being provided timely. As such, we also



WEXFORD COUNTY PROSECUTING ATTORNEY

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need to make sure that they are being received timely by our office and following up on those requests when necessary. The public defender's office is also filing motions to suppress based on search issues and filing more bond motions. Additionally, the increase of motion hearings means that we have in an increase in issuing subpoenas for witness testimony, and trying to arrange meetings to prepare witnesses for testimony. Please don't misunderstand, these are all things that should happen when providing an effective defense, however, it means that the attorneys are spending more time preparing for motion hearings than we were in the past, thereby requiring us to assign some of tasks to staff as opposed to handling ourselves.

Third, the circuit court has changed a policy that was in effect for several years regarding probation violations. In the past, the circuit court permitted "status conferences" prior to probation violation hearings. The status conference was mainly used when a defendant's probation violation was based on new criminal behavior. The status conference was used to resolve the underlying criminal matter before resolving the probation violation. Once the new criminal behavior was resolved, the defendant would then enter a plea to the probation violation, and there was no need for a probation violation hearing. Additionally, the court rules require that a probation violation hearing be held within 14-days of the arraignment on the violation, unless the parties waive the requirement. In the past the court would allow the parties to waive. The circuit court recently changed this as well, now, except in extraordinary circumstances the court will not allow the parties to waive the 14-days. This means, that we are now required to make contact with witnesses, obtain reports and issue subpoenas much sooner than we needed to in the past. This has also led to many cases going to a hearing that in the past would have ended in a plea if the additional time would have been granted. Again, please understand that I am not placing blame with the court. I know that it eliminates the backlog on the court's docket, but nonetheless it has added extra demands on our office.



WEXFORD COUNTY PROSECUTING ATTORNEY

COREY J. WIGGINS

COURTHOUSE

437 E. DIVISION ST.
CADILLAC, MI 49601
(231) 779-9505



Johanna C. Carey
Chief Assistant Prosecutor

Margaret A. Marshall
Assistant Prosecutor Trainee

Cathy Wright
Office Administrator

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Fourth, this position was vacated in March, when the person left due to family responsibility. We immediately posted the position and had limited responses. Of those that that applied we interviewed two, and offered the job to neither. Lucky for us, a college student interested in law school approached us for a paid internship. We were able to hire her full-time using grant monies appropriated for COVID relief, and she has been able to assist with some of the duties for this job. However, she will be leaving in the next few weeks to go back to school and that grant will end in December. I believe, if we were able to offer the position as full-time, we will get a different group of applicants to select from.

Lastly, as you have probably heard we lost a full-time clerk that had been with this office for many years. One of the reasons that was given for leaving was that he felt overworked based on his employment level. Due to that claim, I scored the position to determine if there should be a request for a change in level. In the end, I believed it was scored correctly for the level and did not warrant a level change. However, it did get me thinking about the increased work load that has fallen on my team in the last few years. I also realize that some of the increased work has to do with changes that I have made upon taking office. However, these are changes that I believe are necessary to make the office run more efficiently and as an attorney's office should be run.

WHAT IS THE COST

Ms. Koch has provided me with the following numbers for the cost of wages and benefits based on the request. These are simply estimates depending on the benefits selected by the employee. However, the State reimburses 66% of the wage expensed while dealing with UIFSA matters. This means roughly 66% of 15% of this job will be reimbursed.



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5 MONTHS (REMAINING 2021) based on an hourly rate of \$15.41 without state reimbursement

- If no change—the remaining 5 months will cost \$5,171 (already budgeted for).
- If approved and minimal benefits are provided—the remaining 5 months will cost \$15,579.
- If approved and maximum benefits are provided—the remaining 5 months will cost \$23,906.

Based on the reimbursement rate from the State, approximately \$686.52 would be reimbursed. Between the reimbursement and the already budgeted for amount the increase to the County for the low end is \$9,721.48 and the high end is \$18,048.48.

12 MONTHS (2022) based on an hourly rate of \$15.41 without state reimbursement

- If no change (position remains part-time)—the cost is \$12,974.
- If approved and minimal benefits are provided—the cost will be \$38,072.
- If approved and maximum benefits are provided—the cost will be \$58,056.

Based on the reimbursement rate from the State, approximately \$2974 would be reimbursed. This reimbursement and the anticipated cost if no change were made, makes the increased cost to the County on the low end \$22,150.10 and \$42,107.10 on the high end.

CONCLUSION

Please trust me when I say I do not come with this request lightly. I have been raised in family businesses and have been responsible for payrolls in my adult life. I understand that all of you as well as myself are guardians of the County's funds and have a duty to protect those funds. However, I also understand that for an organization to operate with increased



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demands and limited manpower is not good for morale. When morale is low, work product suffers and employee turnover increases. I believe that by approving the request you will 1) increase the pool of qualified candidates for the job, 2) allow more sharing of the workload between staff in the office and 3) increase morale and reduce employee turnover.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: August 4, 2021
SUBJECT: Deputy Register of Deeds II Position

SUMMARY OF ITEM TO BE PRESENTED:

Please see the following request from Roxanne Snyder, Register of Deeds. Similar to the circumstances last month regarding the Equalization Director's request (and per the advice of labor counsel), if the HR/PS Committee approves the creation of a Deputy Register of Deeds II position, the new position should be posted as an open position. The existing Deputy Clerk position can remain vacant. The position would remain in the TPOAM General Courthouse division.

The TPOAM divisions will be under negotiation this year. Revisions to the Represented Positions schedules portion of the collective bargaining agreements can be clarified at that time.

Following are: the request from the Register of Deeds, the classification point totals, the existing position description for a Deputy Clerk, and a proposed position description for a Deputy II position.

RECOMMENDATION:

The Finance Committee recommends the full board add the position to the employee roster at the L5 wage scale.



Office of
**WEXFORD COUNTY
REGISTER OF DEEDS**

P.O. Box 303
Cadillac, MI 49601
(Ph.) 231-779-9455
(Fax) 231-779-5352

Roxanne L. Snyder
Register

Megan Keller, Chief Deputy
Sharon Ellens, Deputy
Ann Neyer, Deputy

To: Human Resources Committee

From: Roxanne L. Snyder, Register

Date: July 16, 2021

RE: Position Description Review

I am requesting my Deputy's position be reclassified from Deputy Register of Deeds to Deputy Register of Deeds II. I am also requesting that this position be classified as a Level 5.

In 2012 the Register's office took over the Passport duties from the Clerk's office. Since that time, there has been a steady incline in the number of Passports processed each year. In 2019 the office processed 341 Passports, which equates to a yearly revenue of \$11,935.00 (see attached). With the steady incline in the number of Passports, comes an increase of time. To process a passport application at the counter, takes a minimum of 15 minutes, depending on the readiness of the customer and the number of people in the party. Once the application is looked over and found acceptable for processing, you must then collect a passport photo, driver's license, an original and a copy of their birth certificate and make sure they meet all the criteria for acceptance. Then collect the necessary fees, read them an oath, and then have them sign. Two transmittals must then be prepared, one to be mailed in with the Passport and one that must be maintained in our office. Once the Passport has been mailed, the office must track it daily to make sure it makes it to the Passport Facility. If it does not arrive in a timely fashion, a call must be made to the facility to check on the status. To be a Passport Acceptance Facility, each employee in the office must undergo yearly training and testing to keep up with the everchanging policies and procedures in accepting a Passport.

This position is also responsible for posting manually, all copy and tract index charges from the previous day's business. At the end of the month, sends out statements to customers to notify them of their account balance.

The office has a website with images and indexed information dating back to 1968. At the started of the website, our indexed information dated back to 1987, we are now back to 1968.

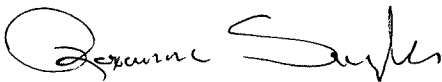
This process has created additional work, in addition to our daily workload. We are currently entering data in the computer and attaching images for another 10 years. This product is offered for a fee, which is another revenue source for the County.

The Register of Deeds Office also took over the Remonumentation Program from the Equalization Department. This is a very time-consuming job, and the State is now requesting quarterly reports regarding the number of recordings in our office on specific documents.

Since 2012, the Register of Deeds office has had to operate with two full time employees and one part time employee. The Clerk's office has four full time employees, the Treasurer's office has three full time and one part time employee, and Equalization has four full time employees. All these positions are a Level 5, except for the part time position in the Treasurer's office. I feel with the number of staff in my office and the work load we have that the Deputy Register of Deeds II position is deserving of a Level 5.

No increase is necessary for this year's budget. I appreciate your time and consideration in this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Roxanne Snyder". The signature is fluid and cursive, with the first name "Roxanne" written in a larger, more prominent script than the last name "Snyder".

Roxanne L. Snyder



Journal Activity

01/01/2019 to 12/31/2019

Revenue

| Account Number | Description | Debits | Credits | Net |
|----------------|---------------|---------|---------------|---------------|
| 101-236-624.00 | Passport Fee* | \$35.00 | (\$11,970.00) | (\$11,935.00) |
| Total | | \$35.00 | (\$11,970.00) | (\$11,935.00) |
| Grand Total | | \$35.00 | (\$11,970.00) | (\$11,935.00) |

Fund Summary

| Fund | Account | Debits | Credits | Net |
|-----------------|------------------------------|---------|---------------|---------------|
| No Fund Defined | 101-236-624.00 Passport Fee* | \$35.00 | (\$11,970.00) | (\$11,935.00) |
| No Fund Defined | | \$35.00 | (\$11,970.00) | (\$11,935.00) |

Range Summary

There are no ranges with journal activity.

Attachment (1) - Wexford County Position Description Review Form

Date: JULY 8, 2021

To: Chairman, Human Resources and Safety Committee

Approved by:

- (1) *Sharon Elless*, Supervisor's Title: Register
(Signature)
- (2) _____, Union Representative
(Signature if applicable)
- (3) _____, County Administrator
(Signature)

It is requested that the following position be reviewed/reclassified:

1. Position title: DEPUTY REGISTER OF DEEDS 11
2. Employee's name: SHARON ELLENS
3. Employee's hire date: 12/14/2005
4. Employee's current wage/salary level: \$17.68 LEVEL 4

Statement of budget impact:

1. Check one of the following as applicable:
☒ a. Cost for the change in position can be covered by the department's budget.
☐ b. Cost for the change in position requires a Board approved budget amendment.
2. If 1.b. above was checked, you must complete the following:
Increase to line item _____ by \$ _____ for Fiscal Year _____.

Required enclosures:

- (1) Copy of current position description (PD)
- (2) Copy of proposed new position description (PD)
- (3) Originator's justification statement. Please cite specific reasons why the position in question should be reviewed and/or reclassified. Additional pages may be attached.

Attachment (1) - County Position Description Numerical Classification Procedures

1. **General.** This attachment provides the discussion and procedures for assignment of point values to position description statements for the purposes of job classification level determination.
2. **Education.** This factor measures the level of formal schooling necessary to successfully perform the work:

| <u>Level Required</u> | <u>Points Assigned</u> |
|---|------------------------|
| Equivalent to a high school degree including sound reading, math and communication skills. | 24 |
| Equivalent to a high school degree and some additional formal education in a specialized area (such as bookkeeping, clerical procedures, etc.). | 48 |
| Equivalent to an associate degree in an area of expertise (such as accounting, bookkeeping, etc.). | 72 |
| Equivalent of a bachelor's degree. | 96 |
| Equivalent of a master's degree. | 120 |

3. **Work Experience.** This factor measures the normal amount of time required to learn a specific job so as to be able to complete minimum requirements. Factors to be considered are pre-job training, on-the-job training and related professional work experience.

| <u>Level Required</u> | <u>Points Assigned</u> |
|-------------------------|------------------------|
| Up to 1 month | 30 |
| From 2 months to 1 year | 60 |
| From 1 to 2 years | 90 |
| From 3 to 5 years | 120 |
| More than 5 years | 150 |

4. **Freedom of Action.** This factor measures the responsibility for the individual initiative as a measure of self-reliance, enterprise and adaptability required by the position for initiating, monitoring and completing work actions that are independent of guidance or supervision. The nature of the function and the nature of the desired results place limitations on the freedom of action. When assigning points in this trait, consider the degree to which independent action is limited by instructions or the degree to which a supervisor outlines the method to be followed and the results to be obtained. Existing policies, rules, routines and precedents are also limitations to independent action.

| <u>Level Required</u> | <u>Points Assigned</u> |
|--|------------------------|
| Work is performed under immediate and constant supervision or is a simple routine that allows little initiative. | 20 |
| Work is repetitive and well covered by instructions but may require some initiative in obtaining information or scheduling details of the person's own work. | 40 |
| Work is variable but methods have been established. Supervision consists | 60 |

of general instruction and review. Initiative is necessary to maintain the flow of work.

Duties involve a sequence or variety of operations in a limited field where procedures are established but conditions change. Initiative must be exercised to overcome minor obstacles. Supervision is generally present but not particularly active. Would also pertain to those employees who are cross-trained and who are required to function in multiple capacities regularly.

80

Problems are of a difficult nature within an established field with conditions frequently changing. Supervision is limited to assignment and discussion of problems.

100

5. **Complexity/Problem Solving.** This factor measures the ability required to solve the problems inherent in the duties and responsibilities of the position by employing proper discrimination to reach sound conclusions or making necessary decisions as to alternative avenues of action (including the judgement required to reach objectives).

| <u>Level Required</u> | <u>Points Assigned</u> |
|--|------------------------|
| Processing work following specific and detailed instruction. | 20 |
| Selection of pertinent data and arrangement into presentable form or summary. Simple analysis involving only a choice of a few standard procedures. A supervisor would be contacted if decisions outside of the normal guidelines need to be made. | 40 |
| Problem solving requires analysis of some data or information which may be varied. Also required is the use of some judgement based on precedent or procedure in summarization or action. A supervisor would be contacted if decisions outside the normal guidelines need to be made. | 60 |
| Problem solving or the completion of tasks requires interpretation and analysis and an ability to anticipate effects. More than one path of action may be available in following prescribed daily operations. Diverse tasks or situations must be analyzed and solved and then remedial steps taken as they arise. | 80 |
| Complex tasks must be analyzed and planned ahead of execution, frequently without precedent. Trends must be evaluated to reach sound conclusions and to frame recommendations in specific matters. | 100 |

6. **Accountability/Error Potential.** This factor measures the responsibility for results, for getting work done and for exercising the necessary degree of care in the process. It reflects the need for attention to detail and concentrated focus in order to avoid errors which would result in needless expenditure of resources.

When assigning points to this trait, consider the effects of improper management of important resources in the job (money, man hours, confidential information, computational errors, actions resulting from misinformation, etc.).

| <u>Level Required</u> | <u>Points Assigned</u> |
|---|------------------------|
| Work involves minor opportunity for error or errors are systematically picked up by having work checked by others or by internal office safeguards or by subsequent operations within the department. Cost of error correction is negligible. | 20 |
| Work is generally confined to a small portion of the activity of the department and is subject to overall review or verification against some other well-defined standards. Errors would affect the work of others to the extent of requiring time and effort to trace and correct. Errors generally would affect an individual as opposed to a larger group or organization. | 40 |
| Work involves a moderate but constant opportunity for error, limited only by periodic (daily, weekly, etc.) spot check or examination. Such errors would have limited impact and are generally confined within the department or would affect an individual rather than a larger group or organization. | 60 |
| Work involves a regular opportunity for error that would be subject to review only when something was in question. Errors could become serious and affect more than one person or department. | 80 |
| Work is judgmental in nature and complete and correct performance is not subject to specific controls. Probable errors would be difficult to detect but are generally confined within the organization or have limited public impact. | 100 |

7. **Contacts.** This factor measures the importance of effective handling of business relationships that are essential to adequate performance of the job. It includes face-to-face, telephone and mail communications. The level of contact, the complexity of the subject matter and the necessity for influencing others are considerations when assigning points in this trait. Aspects that are not regular, routine parts of the position description should not be considered.

| <u>Level Required</u> | <u>Points Assigned</u> |
|---|------------------------|
| Contacts with own associates within the department to seek and supply information. Incidental or infrequent outside contact. | 20 |
| Limited or routine contacts with employees of other departments or the public. Information given or received is of a specific or routine nature. | 40 |
| Contacts or communications with other employees and/or the public are of a service nature pertaining to the regular flow of work and involves the ability to present problems and/or resolve questions. | 60 |
| Frequent and specialized contacts with other employees and/or the public where it is necessary to secure concurrence or cooperation on a course of action or to provide a significant service. | 80 |

Frequent contacts with other employees and/or the public are required on involved and possibly controversial matters. Coordinates important matters across departmental lines and/or with the general public. Establishes and maintains goodwill with all parts of the organization and/or the public. 100

8. **Responsibility for Others.** This factor measures the responsibility of the position for training, guidance, leadership and direction and control of others in the achievement of organizational goals. Included are: organizing work, making plans and schedules, developing and managing movement toward organizational goals.

| <u>Level Required</u> | <u>Points Assigned</u> |
|---|------------------------|
| Provides assistance by answering questions and assigning work. Acts for supervisor in his/her absence. | 26 |
| Supervises the work of others, allocates work, provides training, determines compliance with prescribed procedures. Performs detailed work of the same or closely allied nature. | 52 |
| Exercises leadership and true supervisory control over others doing closely related work. Assigns and applies directions originating at a higher level within a department. | 78 |
| Supervises others in a number of departments within the organization. Has shared responsibility for performance and control of employees. Appraises individuals and makes recommendations relating to salary increases, transfer requests, promotions and disciplinary actions. | 104 |
| Total supervisory and managerial responsibility for a multi-departmental organization and/or position requires multiple cross-boundary functions (such as personnel management, budgetary control, policy and procedure development and enforcement, etc.). | 130 |

9. **Number of Personnel Supervised.** This factor measures the magnitude of the leadership and management required of the position in terms of personnel supervised. Included in this factor is a combination of the number of personnel directly supervised as well as the number of personnel indirectly supervised (meaning the sum total of all of the personnel in the organizational structure below the position being classified).

| <u>Level Required</u> | <u>Points Assigned</u> |
|-----------------------|------------------------|
| 1 to 5 | 12 |
| 6 to 10 | 24 |
| 11 to 20 | 36 |
| 21 to 30 | 48 |
| Over 30 | 60 |

10. **Environmental Factors.** This factor measures the physical, visual and mental demands of the position. Occasional demands would be evaluated as high as a job requiring almost constant demand. The following definitions should be used when discussing demand versus time:

- a. Incidental: up to 15% of the time.
- b. Occasional: from 16% to 30% of the time.
- c. Frequent: from 30% to 60% of the time.
- d. Regular: over 60% of the time.

| <u>Level Required</u> | <u>Points Assigned</u> |
|--|------------------------|
| Varied work with normal expenditure of energy and little or no unusual physical, visual or mental effort. Work involves occasional walking, sitting or standing. Work may involve incidental machine operation or public contact. | 8 |
| Incidental physical, visual and mental effort required in working with the public, materials and supplies or occasional operation of machines requiring dexterity and coordination. | 16 |
| Physical, visual and/or mental effort in occasional lifting/carrying, working with records/reports and making decisions; or requires occasional dexterity for operation of machines and equipment. May involve regular standing or walking. | 24 |
| Physical effort required in frequent lifting, carrying and moving of materials and supplies. Frequent mental effort involved in making decisions and working with fellow employees and the general public. Regular need for visual attention, dexterity and coordination in the operation of machines and equipment. | 32 |
| Physical effort required in regular lifting, carrying and moving of materials and supplies. Regular mental effort involved in making decisions and working with fellow employees and the general public. Regular severe visual demands. | 40 |

11. **Technical Knowledge.** This factor measures the quantity and complexity of knowledge required to perform the job. This factor relates to both knowledge of procedures and practices as well as knowledge of equipment. The range of knowledge is evaluated on a continuum from simple to complex and on a continuum from predictable and repetitive to non-predictable and non-repetitive.

| <u>Level Required</u> | <u>Points Assigned</u> |
|--|------------------------|
| Little technical knowledge required. Work is routine and requires an understanding of simple, repetitive procedures. | 20 |
| Simply technical knowledge is required to apply a limited number of principles such as is required to repair and maintain physical structures, tending a machine and driving a vehicle. Position requires an ability to understand written and oral instructions. Position is generally involved with a set of principles and practices that are applied repeatedly. | 40 |
| Moderate technical knowledge of an increased number of principles related to the job. Ability to use specialized equipment, understand | 60 |

moderately repetitive procedures and occasionally apply procedures in new or non-repetitive situations. Examples are: telephone operator, stenographic worker, inspection worker.

Relatively complex technical knowledge of a greater number of principles in situations which are frequently new and non-repetitive. Examples are: applying financial principles and practices, setting up procedures and knowing when procedures require differential application or modification. Such tasks may include reading and interpreting blueprints, operating and controlling complex mechanical and electrical equipment (such as boilers, turbines, generators, and auxiliary equipment). Understanding, operating and training others on equipments common to the organization (such as office equipment, computers, phones, etc.) is also a factor as is the ability to read and understand documents relating to the operation of the organization.

80

Complex technical knowledge of varied and numerous principles, procedures and management techniques in situations which are new and/or often unpredictable. Examples include knowledge required to administer the personnel or budgetary function of the organization, knowledge of specialized rules/regulations/procedures, knowledge of investment procedures, etc.

100



Position: **Deputy Register of Deeds II**

Date: **July 22, 2021**

| Category | |
|-----------------------------------|------------|
| 1) Education | 48 |
| 2) Work Experience | 60 |
| 3) Freedom of Action | 80 |
| 4) Complexity/Problem Solving | 80 |
| 5) Accountability/Error Potential | 60 |
| 6) Contacts | 60 |
| 7) Responsibility for Others | 26 |
| 8) Number of Personnel Supervised | 12 |
| 9) Environmental Factors | 32 |
| 10) Technical Knowledge | 60 |
| <hr/> | |
| Total | 518 |
| <hr/> | |
| Compensation Level | L5 |

Approved? Y/N

Yes

Signature



WEXFORD COUNTY POSITION DESCRIPTION

Position: Deputy Register of Deeds

Adopted: January, 1993

- A. Summary. To perform responsible clerical and record keeping work as chief assistant to Register of Deeds; to record and index legal instruments affecting land titles and transfers; and to perform related work as required.
- B. Supervision Received. Work is performed under the general supervision of the Register of Deeds..
- C. Supervision Exercised.
- D. Responsibilities, Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform).
1. Inform, explain and educate customers as to standard procedures, service functions and proper recordation requirements for all recordable documentation.
 2. Instructs customers on tract index uses, coordinates and supplies land identification to other governmental units in the County and confers on a daily basis with financial lending institution, title companies, attorneys, and real estate firms.
 3. Enters and indexes legal documents, conveyances, encumbrances, assignments, discharges, leases, contracts, plats, liens and Court Orders on real and personal property.
 4. Works extensively in legal description interpretation, codes descriptions, sorts and enters document transaction, posting of grantor/grantee as to liber and page, dates, amount of transaction legal description and relevant remarks.
 5. Ascertains recordability of all documents received.
 6. Receives, indexes and stores financing statements for real and personal property and fixture filings.
 7. Conducts and performs State, Federal and M.E.S.C. Tax Lien Searches and Uniform commercial Code Searcher.
 8. Conducts extensive research of office records to answer questions. Make recommendation to seek legal counsel.
 9. Collects proper fees, writes receipts, posts documents, receives, opens and distributes mail, processes materials submitted takes inventory and stocks supplies.

10. Sets up, maintains and purges departmental files according to State Statutory guidelines.
11. Microfilms all recorded documents in accordance with Stat Archival Laws.
12. Operates computer terminal coding entries and receiving information and/or makes extensive manual transaction entries.
13. Posts surveys and land corner recordation on individual cards.
14. Regularly uses typewriter, calculator, copy machine, microfilm viewer, reader/printer/processor, camera, film developer.
15. Climbs ladders, lifts and carries 30 pounds, plus Libers.
16. Represents Register of Deeds in that Officials's absence on all matters of Office operation and procedures.
17. Performs related duties as required.

E. Essential Functions, Qualifications, and KSAs for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Considerable knowledge of modern office practices and procedures.
2. Considerable knowledge of statutes, regulations and legal forms involving real estate or tract index work.
3. Some knowledge of bookkeeping principles and practices.
4. Ability to oversee the work of other employees.
5. Ability to prepare and maintain accurate records and reports.
6. Ability to work effectively with officials, employees and the general public.
7. Trustworthiness and dependability.
8. Ability to work effectively with numbers to complete duties 3, 4 and 9.
9. Ability to type 60 WPM to complete duties 3 and 12.
10. Graduation from an accredited community college or Associates Degree in Business or related field. Two years of related job experience may be substituted for each one year of required education.

11. One year experience in real estate, tract index or related clerical work preferred.

F. Employment Conditions. For purposed of the Fair Labor Standards Act, this is a “non-exempt” position.

CURRENT DESCRIPTION



WEXFORD COUNTY POSITION DESCRIPTION

Position: Deputy Register of Deeds II

Adopted: July 27, 2021

- A. General Summary: Records all legal documents pertaining to real property in Wexford County. Creates a grantor/grantee data base from documents recorded daily. Performs responsible clerical work and related work as required.
- B. Supervision Received: Work is performed under the general supervision of the Register of Deeds.
- C. Responsibilities, Essential Duties and Functions
 - 1. Responsible for possessing a thorough knowledge of Michigan State Statutes and Administrative Code as applied to the Register of Deeds office. This includes, but is not limited to, statutory recording requirements governing the recording of various types of land documents.
 - 2. Responsible for knowledge of real estate, uniform commercial code, and their interpretations by the courts.
 - 3. Processes applications for passports, conforming with U.S. Passport Agency rules to guard against fraud; yearly training and certification is required.
 - 4. Creates a grantor/grantee index based on information on each document, per state law. Post the daily work to the permanent record for viewing by the public.
 - 5. Assesses documents such as deeds, mortgages, liens, judgments, Sheriff's Deeds and so forth, which affect the condition of title to property and determines the applicable code for indexing.
 - 6. Determines recording eligibility of all legal documents presented over the counter, by mail and, electronically in accordance with the Compiled Laws of Michigan; accurately determines the rejection of a document and properly cites the applicable statute that requires a rejection.
 - 7. Assists attorneys, title insurance companies, financial institutions, and federal agencies for research information on property. This also includes status of deeds, determines grantor/grantee, mortgagor/mortgagee, survey and other information and answers questions related to departmental operations.
 - 8. Receipts documents to include calculating State and County Transfer Tax and recording fees.
 - 9. Prepares and scans documents for indexing and verification.
 - 10. Mails recorded documents to owners, mortgage companies and other recording parties following verification of indexed information.
 - 11. Microfilms all recorded documents in accordance with State Archival Laws; sets up, maintains, and purges departmental files according to State Statutory guidelines.
 - 12. Balances cash, checks, credit card and electronic funds received daily. Makes

weekly deposits to the Treasurer's office; prepares monthly escrow account statements, credit card processing and month-end reports.

13. Forwards copies of appropriate documents to assessors of each municipality, prepares survey cards and verify Michigan legislature statutes. Works closely with the Treasurer's Office, Equalization Office, and other County offices.
14. Deciphers facts and information regarding customer needs, then explains the appropriate course of action to the customer as it applies to Chapter 53 of the Michigan Compiled Laws, without giving legal advice.
15. Educates customers, title workers and surveyors to use the grantor/grantee index system of the County's specialized software program and how to use the historical index books, including the Tract Index, Land Corners, Remonumentation, survey cards and plats.
16. Answers telephone calls and provides information on documents that have been recorded, fee schedules, and other information related to recording property.
17. Responsible for continual study of Michigan Legislature updates as applied to the Register of Deeds Office.
18. Continued education in technology training on a quarterly basis.
19. Performs related duties as required

D. Essential Functions, Qualifications, Knowledge Skills and Abilities for Employment.
All the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Considerable knowledge of statutes, regulations and legal forms involving real estate or tract index work.
2. Considerable knowledge of modern office practices and procedures.
3. Must have excellent attention to detail, decision making and problem-solving skills.
4. Some knowledge of bookkeeping principles and practices.
5. Ability to prepare and maintain accurate records and reports.
6. Ability to work effectively with officials, employees, attorneys, title companies, and the public.
7. Trustworthiness and dependability.
8. Ability to work effectively with numbers.
9. Ability to type 60 WPM.
10. Ability to maintain composure and tactfully handle difficult situations and interpret questions correctly.
11. Provide excellent customer service.
12. Lifting index and land record books weighing up to 30 pounds and ability to use a step ladder to retrieve and return books to high storage shelving.

- E. Education & Experience: Degree from an accredited community college or Associates Degree in Business of related field. Two years of related job experience may be substituted for each one year of required education.
- Four years of experience dealing with real estate documents and property descriptions preferred
 - Two years of experience with basic accounting skills preferred
 - Two years of experience with technology preferred.
 - One year experience in real estate, tract index or related clerical work preferred.
- F. Employment Conditions. For purposes of the Fair Labor Standards Act, this is a “non-exempt” position.

DRAFT

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: HR/Public Safety Committee
FOR MEETING DATE: August 4, 2021
SUBJECT: Human Resource Department

SUMMARY OF ITEM TO BE PRESENTED:

A commissioner handed out a position description for a Human Resources Director at the committee meeting. See Attachment. Commissioner Taylor stated a lot more discussion needs to be done regarding this but would like to start the process.

RECOMMENDATION:

The HR/Public Safety Committee recommends the full board approve the job description for the HR Director as an M2 classification.

WEXFORD COUNTY POSITION DESCRIPTION

Position: Human Resources Director

- A. Summary. The Human Resources Director will serve in a leadership position with responsibility for the functional discipline of human resources management. The Human Resources Director also shares responsibility with other department leaders in a broader management role, to include participation in the development and execution of organizational vision, strategy and goals with respect to programs, people and resources.
 - B. Supervision Received. Supervision is general, received from the County Clerk
 - C. Supervision Exercised. None.
 - D. Responsibilities, Essential Duties and Functions. An employee in this position may be called upon to do any and all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform.)
 - A. Recruitment and Staffing
 - B. Compensation and benefits.
 - C. Safety and Worker's Compensation.
 - D. Organizational development
 - E. Development, execution and administration of human resources programs, policies and practices.
 - F. Essential payroll duties including but not limited to new employee paperwork, short term disability claims, quarterly reporting, and retirement reporting.
 - G. Perform duties in other areas as required.
 - H. Essential Functions, Qualifications, and KSAs for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:
 - a. Associate's Degree from an accredited college or university in Human Resource Management, Public Administration, Business Management or related field, plus equivalent knowledge gained through a minimum of two years of experience.
- 2. Thorough command of modern Human Resources practices and law.
 - 3. Knowledge of state and federal law relating to Human Resources.
 - 4. Knowledge in Human Resources procedures and policies.

5. Knowledge of modern human resources programs and technologies.
6. Ability to analyze and evaluate alternative proposals for various kinds of employee insurance benefits and other county policies.
7. Ability to assemble data and prepare accurate records and reports.
8. Ability to work effectively and cooperatively with department heads, elected officials, employees and the general public.
9. Ability to see and hear well.

AGREEMENT NUMBER: CSPA17-83002-A22
AMENDMENT NUMBER: 1
Between
THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH & HUMAN SERVICES
And

| | |
|--------------------|--|
| CONTRACTOR | County Of Wexford |
| CONTRACTOR ADDRESS | 437 East Division Street, Cadillac, Mi 49601 |
| CONTRACTOR EMAIL | schryers@michigan.gov |

| | |
|------------------------|------------------------|
| CONTRACT ADMINISTRATOR | EMAIL |
| Maureen Spoelman | spoelmanm@michigan.gov |

| AGREEMENT SUMMARY | | | |
|-------------------------|------------------------------------|-------------------------|------------|
| SERVICE DESCRIPTION | Child Support Prosecuting Attorney | | |
| GEOGRAPHIC AREA | Wexford | | |
| INITIAL EFFECTIVE DATE | 10/01/2016 | CURRENT EXPIRATION DATE | 09/30/2021 |
| CURRENT AGREEMENT VALUE | \$444,910.75 | | |
| CONTRACT TYPE | Actual Cost | | |

| AMENDMENT DESCRIPTION | | | |
|---|--|--|------------|
| EXTEND EXPIRATION DATE | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | NEW EXPIRATION DATE | 09/30/2023 |
| AMENDMENT AMOUNT | \$201,457.30 | <input checked="" type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE | |
| ESTIMATED REVISED AGGREGATE AGREEMENT VALUE | \$646,368.05 | | |
| NATURE OF CHANGE | The purpose of the amendment is to add funding to the original agreement for \$305,238.00, modify the budget, extend the agreement end date from September 30, 2021 to September 30, 2023 and modify the agreement language. | | |

The undersigned have the lawful authority to bind the Contractor and DHHS to the terms set forth in this Agreement.

FOR THE CONTRACTOR (CSFOC,CSPA and CSCOM Agreements):

County Of Wexford

Signature of Chairperson, County Board of Commissioners

Date

FOR THE STATE:

DEPARTMENT OF HEALTH & HUMAN SERVICES

Signature of Director or Authorized Designee

Date

=====

FOR THE CONTRACTOR (CSFOC and CSCOM Agreements Only):

Signature of Chief Circuit Judge

Date

FOR THE CONTRACTOR (CSPA and CSCOM Agreements Only):

Signature of County of Prosecuting Attorney

Date

Agreement Number : CSPA17-83002-A22

Amendment Number : 1

| | | |
|-------------------------|-------------------------------|--------------|
| Year 1 | 10/01/2016 through 09/30/2017 | \$80,799.83 |
| Year 2 | 10/01/2017 through 09/30/2018 | \$84,476.88 |
| Year 3 | 10/01/2018 through 09/30/2019 | \$88,702.55 |
| Year 4 | 10/01/2019 through 09/30/2020 | \$93,136.68 |
| Year 5 | 10/01/2020 through 09/30/2021 | \$97,794.81 |
| Year 6 | 10/01/2021 through 09/30/2022 | \$100,728.65 |
| Year 7 | 10/01/2022 through 09/30/2023 | \$100,728.65 |
| Total Contract Amount : | | \$646,368.05 |

Check all contract years affected by this amendment: ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☒ Year 6 ☒ Year 7

STATE OF MICHIGAN
DEPARTMENT OF HEALTH & HUMAN SERVICES

WHEREAS, the Department of Health & Human Services of the state of Michigan (hereinafter referred to as "DHHS") entered into a contractual Agreement effective October 1, 2016, with County Of Wexford and the Prosecuting Attorney (hereinafter referred to as "Contractor"), having a mailing address of 437 East Division Street, Cadillac, Mi 49601 , for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to DHHS and to the Contractor to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of DHHS signature or October 1, 2016, whichever is later.

Article II

The maximum "Net Budget" and the "GF/GP" dollar amounts of the Agreement shall be increased by \$305,238.32 from \$674,107.20 to \$979,345.52 and increased by \$0.00 from \$0.00 to \$0.00, respectively, for the period 10/01/2016, through 09/30/2023.

From the total "Net Budget" and GF/GP amounts, the maximum amount the Contractor may expend during the following periods is:

| Agreement Period | Net Budget Amount | GF/GP Amount | Total Amount |
|---|-------------------|--------------|--------------|
| October 1, 2016, through September 30, 2017 | \$122,423.99 | \$0.00 | \$122,423.99 |
| October 1, 2017, through September 30, 2018 | \$127,995.28 | \$0.00 | \$127,995.28 |
| October 1, 2018, through September 30, 2019 | \$134,397.80 | \$0.00 | \$134,397.80 |
| October 1, 2019, through September 30, 2020 | \$141,116.18 | \$0.00 | \$141,116.18 |
| October 1, 2020, through September 30, 2021 | \$148,173.95 | \$0.00 | \$148,173.95 |
| October 1, 2021, through September 30, 2022 | \$152,619.16 | \$0.00 | \$152,619.16 |

| | | | |
|---|--------------|--------|--------------|
| October 1, 2022, through September 30, 2023 | \$152,619.16 | \$0.00 | \$152,619.16 |
|---|--------------|--------|--------------|

The maximum "Total Contract" dollar amount of the Agreement shall be increased by \$201,457.30 from \$444,910.75 to \$646,368.05 for the period 10/01/2016, through 09/30/2023.

From the total "Total Contract" amount, the maximum amount the Contractor may expend during the following periods is:

| Agreement Period | Total Contract Amount |
|---|-----------------------|
| October 1, 2016, through September 30, 2017 | \$80,799.83 |
| October 1, 2017, through September 30, 2018 | \$84,476.88 |
| October 1, 2018, through September 30, 2019 | \$88,702.55 |
| October 1, 2019, through September 30, 2020 | \$93,136.68 |
| October 1, 2020, through September 30, 2021 | \$97,794.81 |
| October 1, 2021, through September 30, 2022 | \$100,728.65 |
| October 1, 2022, through September 30, 2023 | \$100,728.65 |

Payment shall be made in accordance with the attached budget.

Revisions to current contract language

4. STANDARD TERMS

4.33 Data Privacy and Information Security

a. Undertaking by Grantee

7) Comply with the requirements of the IRS Publication 1075 (<https://www.irs.gov/pub/irs-pdf/p1075.pdf>). As part of this requirement the Grantee agrees with the following:

In performance of this Agreement, the Grantee agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

a) All work will be performed under the supervision of the Grantee or the Grantee's responsible employees.

b) The Grantee and the Grantee's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.

c) Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Agreement. Inspection by or disclosure to anyone other than an officer or employee of the Grantee is prohibited.

d) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.

e) No work involving returns and return information furnished under this Agreement will be subcontracted without prior written approval of the IRS.

f) The Grantee will maintain a list of employees authorized access. Such list will be provided to the MDHHS and, upon request, to the IRS reviewing office.

g) MDHHS will have the right to void the Agreement if the Grantee fails to provide the safeguards described above.

h) Criminal/Civil Sanctions

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Agreement. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs

7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the Grantee to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to Grantees by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a Grantee, who by virtue of his/her employment or official position, has possession of or access to MDHHS records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or MDHHS not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a Grantee access to FTI must be preceded by certifying that each individual understands the MDHHS's security policy and procedures for safeguarding IRS information. Grantees must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the MDHHS's files for review. As part of the certification and at least annually afterwards, Grantees must be advised of the provisions of IRCs 7431, 7213, and 7213A. The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. For both the initial certification and the annual certification, the Grantee must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

i) Inspection

(1) The IRS and the MDHHS, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the Grantee to inspect facilities and operations performing any work with FTI under this Agreement for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the Grantee is found to be noncompliant with Agreement safeguards.

Appendix A: Child Support Service Types

Combined Agreements: Enforcement Services & Establishment Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

8. Training

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Friend of the Court: Enforcement Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

5. Training

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Prosecuting Attorney: Establishment Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

6. Training

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Budget Summary - 2018

A. CONTRACT DESCRIPTION

COUNTY : Wexford CONTRACT NO : CSPA17-83002
 PROVIDER : _____ FOC _____ PA ☒ COM _____
 FISCAL YEAR : 2018 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| Allocation Factors | Current 2018 IV-D Budget | Adjustment To 2018 IV-D Budget | Revised 2018 IV-D Budget | Provider's Total Eligible Budget |
| SECTION B | | | | |
| 1. FTE Positions | 1.73 | 0.00 | 1.73 | 8.10 |
| 2. % of Total FTE | 21.36 | 0.00 | 21.36 | 100.00 |
| 3. Caseload % (FOC, COM) | 100.00 | 0.00 | 100.00 | 100.00 |
| Budget Categories | Current 2018 IV-D Budget | Adjustment To 2018 IV-D Budget | Revised 2018 IV-D Budget | Provider's Total Eligible Budget |
| SECTION C | | | | |
| 1. Personnel | 84,979.50 | 0.00 | 84,979.50 | 479,677.62 |
| 2. Data Processing | 427.20 | 0.00 | 427.20 | 2,000.00 |
| 3. Other Direct | 15,252.72 | 0.00 | 15,252.72 | 46,500.00 |
| 4. Central Services | 27,085.86 | 0.00 | 27,085.86 | 126,806.50 |
| 5. Paternity Testing | 250.00 | 0.00 | 250.00 | 250.00 |
| 6. TOTAL EXPENDITURES | 127,995.28 | 0.00 | 127,995.28 | 655,234.12 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 127,995.28 | 0.00 | 127,995.28 | 655,234.12 |
| 11. Federal Incentives | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. NET BUDGET | 127,995.28 | 0.00 | 127,995.28 | 655,234.12 |
| 13. County Share @ 34.00% | 43,518.40 | 0.00 | 43,518.40 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 84,476.88 | 0.00 | 84,476.88 | 0.00 |
| 15. STATE GF/GP AMOUNT | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 84,476.88 | 0.00 | 84,476.88 | 0.00 |

Budget Summary - 2019

A. CONTRACT DESCRIPTION

COUNTY : Wexford CONTRACT NO : CSPA17-83002
 PROVIDER : _____ FOC _____ PA ☒ _____ COM _____
 FISCAL YEAR : 2019 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| Allocation Factors | Current 2019 IV-D Budget | Adjustment To 2019 IV-D Budget | Revised 2019 IV-D Budget | Provider's Total Eligible Budget |
| SECTION B | | | | |
| 1. FTE Positions | 1.76 | 0.00 | 1.76 | 8.10 |
| 2. % of Total FTE | 21.73 | 0.00 | 21.73 | 100.00 |
| 3. Caseload % (FOC, COM) | 100.00 | 0.00 | 100.00 | 100.00 |
| Budget Categories | Current 2019 IV-D Budget | Adjustment To 2019 IV-D Budget | Revised 2019 IV-D Budget | Provider's Total Eligible Budget |
| SECTION C | | | | |
| 1. Personnel | 94,141.84 | 0.00 | 94,141.84 | 493,052.90 |
| 2. Data Processing | 434.60 | 0.00 | 434.60 | 2,000.00 |
| 3. Other Direct | 12,166.47 | 0.00 | 12,166.47 | 40,300.00 |
| 4. Central Services | 27,404.89 | 0.00 | 27,404.89 | 126,115.50 |
| 5. Paternity Testing | 250.00 | 0.00 | 250.00 | 250.00 |
| 6. TOTAL EXPENDITURES | 134,397.80 | 0.00 | 134,397.80 | 661,718.40 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 134,397.80 | 0.00 | 134,397.80 | 661,718.40 |
| 11. Federal Incentives | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. NET BUDGET | 134,397.80 | 0.00 | 134,397.80 | 661,718.40 |
| 13. County Share @ 34.00% | 45,695.25 | 0.00 | 45,695.25 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 88,702.55 | 0.00 | 88,702.55 | 0.00 |
| 15. STATE GF/GP AMOUNT | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 88,702.55 | 0.00 | 88,702.55 | 0.00 |

Budget Summary - 2020

A. CONTRACT DESCRIPTION

COUNTY : Wexford CONTRACT NO : CSPA17-83002
 PROVIDER : _____ FOC _____ PA ☒ _____ COM _____
 FISCAL YEAR : 2020 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| | Current 2020 IV-D Budget | Adjustment To 2020 IV-D Budget | Revised 2020 IV-D Budget | Provider's Total Eligible Budget |
| Allocation Factors | | | | |
| SECTION B | | | | |
| 1. FTE Positions | 1.81 | 0.00 | 1.81 | 8.10 |
| 2. % of Total FTE | 22.35 | 0.00 | 22.35 | 100.00 |
| 3. Caseload % (FOC, COM) | 100.00 | 0.00 | 100.00 | 100.00 |
| Budget Categories | | | | |
| SECTION C | | | | |
| 1. Personnel | 98,418.83 | 0.00 | 98,418.83 | 494,187.90 |
| 2. Data Processing | 447.00 | 0.00 | 447.00 | 2,000.00 |
| 3. Other Direct | 14,756.60 | 0.00 | 14,756.60 | 44,000.00 |
| 4. Central Services | 27,243.75 | 0.00 | 27,243.75 | 121,895.96 |
| 5. Paternity Testing | 250.00 | 0.00 | 250.00 | 250.00 |
| 6. TOTAL EXPENDITURES | 141,116.18 | 0.00 | 141,116.18 | 662,333.86 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 141,116.18 | 0.00 | 141,116.18 | 662,333.86 |
| 11. Federal Incentives | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. NET BUDGET | 141,116.18 | 0.00 | 141,116.18 | 662,333.86 |
| 13. County Share @ 34.00% | 47,979.50 | 0.00 | 47,979.50 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 93,136.68 | 0.00 | 93,136.68 | 0.00 |
| 15. STATE GF/GP AMOUNT | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 93,136.68 | 0.00 | 93,136.68 | 0.00 |

Budget Summary - 2021

A. CONTRACT DESCRIPTION

COUNTY : Wexford CONTRACT NO : CSPA17-83002-A22
 PROVIDER : _____ FOC _____ PA ☒ COM _____
 FISCAL YEAR : 2021 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| | Current 2021 IV-D Budget | Adjustment To 2021 IV-D Budget | Revised 2021 IV-D Budget | Provider's Total Eligible Budget |
| Allocation Factors | | | | |
| SECTION B | | | | |
| 1. FTE Positions | 1.86 | 0.00 | 1.86 | 8.10 |
| 2. % of Total FTE | 22.96 | 0.00 | 22.96 | 100.00 |
| 3. Caseload % (FOC, COM) | 100.00 | 0.00 | 100.00 | 100.00 |
| Budget Categories | | | | |
| SECTION C | | | | |
| 1. Personnel | 102,427.01 | 0.00 | 102,427.01 | 494,242.90 |
| 2. Data Processing | 459.20 | 0.00 | 459.20 | 2,000.00 |
| 3. Other Direct | 13,869.20 | 0.00 | 13,869.20 | 45,900.00 |
| 4. Central Services | 31,168.54 | 0.00 | 31,168.54 | 135,751.50 |
| 5. Paternity Testing | 250.00 | 0.00 | 250.00 | 250.00 |
| 6. TOTAL EXPENDITURES | 148,173.95 | 0.00 | 148,173.95 | 678,144.40 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 148,173.95 | 0.00 | 148,173.95 | 678,144.40 |
| 11. Federal Incentives | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. NET BUDGET | 148,173.95 | 0.00 | 148,173.95 | 678,144.40 |
| 13. County Share @ 34.00% | 50,379.14 | 0.00 | 50,379.14 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 97,794.81 | 0.00 | 97,794.81 | 0.00 |
| 15. STATE GF/GP AMOUNT | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 97,794.81 | 0.00 | 97,794.81 | 0.00 |

Budget Summary - 2022

A. CONTRACT DESCRIPTION

COUNTY : Wexford CONTRACT NO : CSPA17-83002
 PROVIDER : _____ FOC _____ PA ☒ COM _____
 FISCAL YEAR : 2022 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| | Current 2022 IV-D Budget | Adjustment To 2022 IV-D Budget | Revised 2022 IV-D Budget | Provider's Total Eligible Budget |
| Allocation Factors | | | | |
| SECTION B | | | | |
| 1. FTE Positions | 0.00 | 0.00 | 1.33 | 7.90 |
| 2. % of Total FTE | 0.00 | 0.00 | 16.84 | 100.00 |
| 3. Caseload % (FOC, COM) | 0.00 | 0.00 | 100.00 | 100.00 |
| Budget Categories | Current 2022 IV-D Budget | Adjustment To 2022 IV-D Budget | Revised 2022 IV-D Budget | Provider's Total Eligible Budget |
| SECTION C | | | | |
| 1. Personnel | 0.00 | 112,891.37 | 112,891.37 | 793,883.40 |
| 2. Data Processing | 0.00 | 168.40 | 168.40 | 1,000.00 |
| 3. Other Direct | 0.00 | 15,602.14 | 15,602.14 | 61,010.98 |
| 4. Central Services | 0.00 | 23,707.25 | 23,707.25 | 140,779.41 |
| 5. Paternity Testing | 0.00 | 250.00 | 250.00 | 250.00 |
| 6. TOTAL EXPENDITURES | 0.00 | 152,619.16 | 152,619.16 | 996,923.79 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 0.00 | 152,619.16 | 152,619.16 | 996,923.79 |
| 11. Federal Incentives | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. NET BUDGET | 0.00 | 152,619.16 | 152,619.16 | 996,923.79 |
| 13. County Share @ 34.00% | 0.00 | 51,890.51 | 51,890.51 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 0.00 | 100,728.65 | 100,728.65 | 0.00 |
| 15. STATE GF/GP AMOUNT | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 0.00 | 100,728.65 | 100,728.65 | 0.00 |

Budget Summary - 2023

A. CONTRACT DESCRIPTION

COUNTY : Wexford CONTRACT NO : CSPA17-83002
 PROVIDER : _____ FOC _____ PA ☒ COM _____
 FISCAL YEAR : 2023 AMENDMENT ☒ LINE ITEM TRANSFER _____

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|--|
| Allocation Factors | Current 2023 IV-D Budget | Adjustment To 2023 IV-D Budget | Revised 2023 IV-D Budget | Provider's Total Eligible Budget |
| SECTION B | | | | |
| 1. FTE Positions | 0.00 | 0.00 | 1.33 | 7.90 |
| 2. % of Total FTE | 0.00 | 0.00 | 16.84 | 100.00 |
| 3. Caseload % (FOC, COM) | 0.00 | 0.00 | 100.00 | 100.00 |
| Budget Categories | Current 2023 IV-D Budget | Adjustment To 2023 IV-D Budget | Revised 2023 IV-D Budget | Provider's Total Eligible Budget |
| SECTION C | | | | |
| 1. Personnel | 0.00 | 112,891.37 | 112,891.37 | 793,883.40 |
| 2. Data Processing | 0.00 | 168.40 | 168.40 | 1,000.00 |
| 3. Other Direct | 0.00 | 15,602.14 | 15,602.14 | 61,010.98 |
| 4. Central Services | 0.00 | 23,707.25 | 23,707.25 | 140,779.41 |
| 5. Paternity Testing | 0.00 | 250.00 | 250.00 | 250.00 |
| 6. TOTAL EXPENDITURES | 0.00 | 152,619.16 | 152,619.16 | 996,923.79 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 0.00 | 152,619.16 | 152,619.16 | 996,923.79 |
| 11. Federal Incentives | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. NET BUDGET | 0.00 | 152,619.16 | 152,619.16 | 996,923.79 |
| 13. County Share @ 34.00% | 0.00 | 51,890.51 | 51,890.51 | 0.00 |
| 14. State Share (IV-D) @ 66.00% | 0.00 | 100,728.65 | 100,728.65 | 0.00 |
| 15. STATE GF/GP AMOUNT | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 0.00 | 100,728.65 | 100,728.65 | 0.00 |

Budget Abstract Summary

| Description | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Total |
|---------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| SECTION B | | | | | | | | |
| 1. FTE Positions | 1.70 | 1.73 | 1.76 | 1.81 | 1.86 | 1.33 | 1.33 | 11.52 |
| 2. % of Total FTE | 20.99 | 21.36 | 21.73 | 22.35 | 22.96 | 16.84 | 16.84 | 143.07 |
| 3. Caseload % (FOC, COM) | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 700.00 |
| SECTION C | | | | | | | | |
| 1. Personnel | 86,904. 22 | 84,979. 50 | 94,141. 84 | 98,418. 83 | 102,427. .01 | 112,891. .37 | 112,891. .37 | 692,654.1 4 |
| 2. Data Processing | 419.80 | 427.20 | 434.60 | 447.00 | 459.20 | 168.40 | 168.40 | 2,524.60 |
| 3. Other Direct | 10,257. 40 | 15,252. 72 | 12,166. 47 | 14,756. 60 | 13,869. 20 | 15,602. 14 | 15,602. 14 | 97,506.67 |
| 4. Central Services | 24,592. 57 | 27,085. 86 | 27,404. 89 | 27,243. 75 | 31,168. 54 | 23,707. 25 | 23,707. 25 | 184,910.1 1 |
| 5. Paternity Testing | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 1,750.00 |
| 6. TOTAL EXPENDITURES | 122,423. .99 | 127,995. .28 | 134,397. .80 | 141,116. .18 | 148,173. .95 | 152,619. .16 | 152,619. .16 | 979,345.5 2 |
| 7. Service Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Final Judgment Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. SUB TOTAL | 122,423. .99 | 127,995. .28 | 134,397. .80 | 141,116. .18 | 148,173. .95 | 152,619. .16 | 152,619. .16 | 979,345.5 2 |
| 11. Federal Incentives | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. NET BUDGET | 122,423. .99 | 127,995. .28 | 134,397. .80 | 141,116. .18 | 148,173. .95 | 152,619. .16 | 152,619. .16 | 979,345.5 2 |
| 13. County Share @ 34.00% | 41,624. 16 | 43,518. 40 | 45,695. 25 | 47,979. 50 | 50,379. 14 | 51,890. 51 | 51,890. 51 | 332,977.4 7 |
| 14. State Share (IV-D) @ 66.00% | 80,799. 83 | 84,476. 88 | 88,702. 55 | 93,136. 68 | 97,794. 81 | 100,728. .65 | 100,728. .65 | 646,368.0 5 |
| 15. STATE GF/GP AMOUNT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACT AMOUNT | 80,799. 83 | 84,476. 88 | 88,702. 55 | 93,136. 68 | 97,794. 81 | 100,728. .65 | 100,728. .65 | 646,368.0 5 |

**MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
SCHEDULE OF FINANCIAL ASSISTANCE
County Of Wexford**

| Source of Funds | | Catalog of Federal Domestic Assistance (CFDA) | | Federal Award | | | | | |
|-----------------|---|---|---------------------------|---------------|--------------------------------------|----------------------------------|------------|-------------|------------|
| | | Number | Title | Award Number | Title | Federal Award Identification No. | Award Date | Grant Phase | Amount |
| Federal | Department of Health and Human Services | 93.563 | Child Support Enforcement | 90330 (20) | Title IV-D Cooperative Reimbursement | 2001MICSES | 10/01/2019 | | 646,368.05 |
| | | | Total Allocation | | | | | | 646,368.05 |

The federal funding provided by the Department is \$646,368.05.



Wexford County

Request for Board of Commissioner Action

J.8.

Department: Central Dispatch

Submitted by: Deputy Director Travis Baker

Subject: Purchase of 3 new dispatch chairs

Committee: Finance

Committee Meeting Date: July, 28, 2021

BOC Meeting Date: August 4, 2021

Action Request (proposed motion for the Board to consider):

Request to the finance board, approval to purchase 3 new 911 dispatch chairs. Replacing chairs purchased in 2008.

Financial Information (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

Total for the 3 chairs- \$ 7,192.63.00

The money will be coming from the 980 line item which can handle this purchase.

Summary (explain why the action is necessary and the desired outcome after implementation):

Dispatchers work 12-hour shifts, these chairs are built for 24/7/365 use and are made of high-quality materials and parts. The current chairs purchased back in 2008 have seen much better days, and we need to replace these chairs as soon as possible before. We currently have 3 workstations, and two of these chairs, with the other position using a basic office chair, which has broken wheels. The current chairs will be thrown out once the new ones arrive. They are beyond repair.

These chairs are proprietary to the 911 system and while this company makes other chairs, they are not comparable to the chairs selected, other chairs are 5 to 6 thousand a piece. I'm requesting we purchase these chairs without getting 3 bids due to the nature of their duty and quality.

Timeline (if request is approved at BOC meeting date noted above):

Once approved by finance then BOC, chairs will be ordered with a PO and being told the lead time is approx. 4-6 weeks for delivery.

List of Attachments:

Quote from SeatWorks LLC for Iron Horse 4000 Series chairs.

SeatWorks LLC
P.O. Box 608
Antioch, IL 60002 US
(847) 395-0365
hadams@seatworkslc.com
www.seatworkslc.com



Quote

ADDRESS

Wexford County 911
971 Lincoln St
Cadillac, MI 49601

SHIP TO

Wexford County 911
ATTN: Travis Barker
971 Lincoln St
Cadillac, MI 49601

| QUOTE # | DATE | EXPIRATION DATE |
|---------|------------|-----------------|
| | 06/21/2021 | 07/21/2021 |

SHIP VIA

R&L Carriers

| ACTIVITY | QTY | RATE | AMOUNT |
|---|-----|----------|----------|
| IH-4100.ADCGDA.2BL1 IRON HORSE 4000 Series with Deluxe Comfort Headrest, Ergo HD Tilt Up Armrests, HD Tilt Mech, Regular Shock w/ Black Cover, 29" Black Composite Base, 60mm Hard Casters in Black Synthetic Leather | 3 | 2,319.21 | 6,957.63 |

Quote# HA165601-2

| | |
|--------------|-------------------|
| SUBTOTAL | 6,957.63 |
| SHIPPING | 235.00 |
| TOTAL | \$7,192.63 |

Lead Time is approx 4-6 weeks but we will ship the chairs as soon as they are ready.

Pricing is valid for 30 days and based on payment in full by major credit card at time of order or Net30 Terms.

Accepted By

Accepted Date

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
PROBATION AND PRETRIAL SERVICES OFFICE**

REBECCA A. HOWELL
CHIEF U.S. PROBATION OFFICER

101 Federal Building
110 Michigan Ave., NW
Grand Rapids, MI 49503
TX: (616) 456-2384
Fax: (616) 456-2223

REPLY TO: Grand Rapids



252 Federal Building
315 W. Allegan St.
Lansing, MI 48933
TX: (517) 377-1825
Fax: (517) 377-1682

B-10 Federal Building
410 W. Michigan Ave.
Kalamazoo, MI 49007
TX: (269) 381-5341
Fax: (269) 381-1207

100 N. Front St., Ste. 202
PO Box 906
Marquette, MI 49855
TX: (906) 228-7432
Fax: (906) 228-5514

Re: Non-Competitive Purchase Order
0646-22-TS20
Substance Abuse Testing Services

Dear Program Administrator:

The United States Probation/Pretrial Services Office for the Western District of Michigan is soliciting a Non-Competitive Purchase Order to provide substance abuse testing services for male and female federal defendants and/or offenders in your service area which includes Wexford County.

These individuals include persons on probation, supervised release, parole, and pretrial release status who are under the supervision of the United States Probation and Pretrial Services office.

Enclosed is a Solicitation/Offer/Acceptance. The solicitation contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained within. The term for this Non-Competitive Purchase Order is twelve (12) months, beginning October 1, 2021. Please list prices for the services your agency will provide, and also the location(s) where the services will be provided. If there are services the agency will not be providing, please put "Not applicable" in that space.

Please read the solicitation carefully. Do not rely on knowledge of previous solicitations, or knowledge of previous federal procurement procedures.

The document must have an original signature on the Solicitation/Offer/Acceptance Section A. A copy of the complete Non-Competitive Purchase Order, Clauses and Terms of Agreement, should be retained by your agency for your files. Please do not submit proposals in binders or notebooks. For all proposals, one (1) original copy of Sections A, B and E-4 & 5 must be received

by **Monday, August 16, 2021, at 4:00 p.m.** at the United States Probation/Pretrial Services Office, 110 Michigan N.W., Room 101, Grand Rapids, Michigan 49503.

If you have any questions regarding this Non-Competitive Purchase Order, please call me at 616-295-1797.

Sincerely,

/s/ Rosalynda Alvarado-Hillary
Rosalynda Alvarado-Hillary
U.S. Probation Officer Specialist

| | | |
|--|--|---|
| SECTION A | SOLICITATION / OFFER / ACCEPTANCE | |
| 1. Solicitation No. 0646-22-TS20 | 2. Date Issued 07/13/2021 | 3. Award No. |
| 4. Issued By: Rosalynnda Alvarado-Hillary 101 Federal Building 110 Michigan Street NW Grand Rapids, MI 49503 | | 5. Address Offer To (if other than Item 4): |

SOLICITATION

6. Offers in original and 0 copies for furnishing the required services listed in Section B will be received at the place specified in Item 5, or if handcarried, in the depository located:

**101 Federal Building
110 Michigan Street NW
Grand Rapids, MI 49503**

until 04:00 PM local time 08/16/2021
(hour) (date)

| |
|--|
| 7. For Information call: |
| a. Name Rosalynnda Alvarado-Hillary |
| b. Telephone (616) 456-2479 |

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| (X) | SEC. | DESCRIPTION | PAGE(S) | (X) | SEC. | DESCRIPTION | PAGE(S) |
|-----------------------|------|---------------------------------------|---------|--|------|--|---------|
| PART I – THE SCHEDULE | | | | PART II – AGREEMENT CLAUSES | | | |
| X | A | SOLICITATION/OFFER/ACCEPTANCE | 1 | | I | REQUIRED CLAUSES | |
| X | B | SUPPLIES OR SERVICES AND PRICES/COSTS | 2 | PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH. | | | |
| X | C | DESCRIPTION/SPECS./WORK STATEMENT | 22 | | J | LIST OF ATTACHMENTS | |
| X | D | INSPECTION AND ACCEPTANCE | 1 | PART IV – REPRESENTATIONS AND INSTRUCTIONS | | | |
| X | E | AGREEMENT ADMINISTRATION DATA | 5 | | K | REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OR OFFERORS | |
| X | F | DELIVERIES OR PERFORMANCE | 1 | | L | INSTRS., CONDS., AND NOTICES TO OFFERORS | |
| | G | PACKAGING AND MARKING | | | M | EVALUATION CRITERIA | |
| | H | SPECIAL AGREEMENT REQUIREMENTS | | | | | |

OFFER

8. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (365 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

| | | | | |
|---|-----------------------|-----------------------|-----------------------|--------------------|
| 9. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8) | 10 CALENDAR DAYS % | 20 CALENDAR DAYS % | 30 CALENDAR DAYS % | CALENDAR DAYS % |
| 10. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated: | AMENDMENT NO. | DATE | AMENDMENT NO. | DATE |
| | | | | |
| | | | | |

| | |
|---|---|
| 11. NAME AND ADDRESS OF OFFEROR Community Corrections 437 E. Division ST Cadillac, MI 49601 | 16. <input checked="" type="checkbox"/> AWARD Your offer on Solicitation Number 0646-22-TS20 , including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. |
| 12. Telephone No. (Include area code) 231-779-9472 | |
| 13. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Gary Taylor - BOC Chair | 17A. NAME OF CONTRACTING OFFICER |
| 14. Signature | 17B. UNITED STATES OF AMERICA |
| 15. Offer Date | 17C. DATE SIGNED |
| | BY _____ (Signature Of Contracting Officer) |

SECTION B - SUPPLIES OR SERVICES AND OFFEROR'S PRICES

The United States District Court for the Western District of Michigan is soliciting a vendor to provide substance abuse, mental health, and/or sex offender treatment services. A Vendor must be capable of providing services within a geographic area encompassing Wexford County.

Section B is generic and used nationwide to procure the particular needs of each U. S. Probation/Pretrial Services Office. For this solicitation, only those services marked by an "X" under the Required Services column are being solicited. Only submit prices on the services marked by an "X."

An asterisk * indicates a requirement line item which has been modified under "Local Services."

URINE COLLECTION:

| | PROJECT CODE | REQUIRED SERVICES | | ESTIMATED MONTHLY QUANTITY | UNIT PRICE |
|---|--------------|--------------------------------------|------|--------------------------------|--------------------------------------|
| X | 1010 | Urine Collection/Testing & Reporting | 2022 | <input type="text" value="2"/> | <input type="text" value="\$ 20.-"/> |
| | | | | Unit: Price: per specimen | |

| | PROJECT CODE | REQUIRED SERVICES | | ESTIMATED MONTHLY QUANTITY | UNIT PRICE |
|---|--------------|-------------------|------|--------------------------------|--|
| X | 1504 | Breathalyzer | 2022 | <input type="text" value="2"/> | <input type="text" value="\$ 5. PBT"/> |
| | | | | Unit: per administration | <input type="text" value="\$ 20-ETG"/> |

fractional part of the session for which the vendor is billing the Government.

i. **Example:**

Assume that the rate of service is \$10.00 per half hour.

| Time Spent (in minutes) | Charge |
|-------------------------|---------|
| 0 - 15 | \$ 0.00 |
| 16 - 30 | \$10.00 |
| 31 - 45 | \$15.00 |
| 46 - 60 | \$20.00 |

- j. The vendor shall include the cost of written reports and conferences with the USPO/USPSO in the prices for defendant/offender services unless the Program Plan authorizes them as part of a specific service (e.g., Intake Assessment and Report (2011), Psychological Evaluation and Report (5010)).
- k. The vendor shall include the cost of telephone contacts with defendant/offenders in the unit price for the services and shall not bill separately for these calls.

E.4 Reimbursements or Copayments (Mandatory Requirement)

- a. The vendor shall not request or accept payment either directly or indirectly from the defendant/offender for services under this agreement unless the USPO/USPSO authorizes in writing partial or total payment by the defendant/offender for prescheduled individual services customarily provided by a physician or professional staff member.
- (1) The USPO/USPSO shall evaluate the defendant/offender's financial status (e.g., employment) before authorizing defendant/offender payments to the vendor and shall notify the defendant/offender and vendor of the authorized defendant/offender payments in the program plan.
- b. The vendor shall not submit invoices to the Government for services under this agreement where the vendor already has submitted invoices, or received payment for the same services from other sources.
- c. If the vendor has received any payments from insurance programs or other sources (e.g., state or local public assistance programs) for services for which the vendor has received payment from the Government under this agreement, the vendor shall reimburse the Government for these services.
- (1) The USPO/USPSO may order reimbursement in the form of deductions from subsequent invoices according to USPO/USPSO instruction and the terms and conditions of this solicitation document.
- (2) According to 18 USC 3672, the vendor may be required to reimburse the

Director of the Administrative Office of the U. S. Courts in lieu of deducting payments from subsequent invoices.

E.5 Government Furnished Property - (JAN 2003)

No material, labor, or facilities will be furnished by the Government unless otherwise provided for in this solicitation.

The Chief Probation Officer or Chief Pretrial Services Officer may furnish Government-owned telephone answering equipment, fax machines, and/or onsite drug-detection devices called non-instrumented drug tests to a contractor if such equipment will improve the frequency of urine collection in the district. The equipment shall be used only for a random urine collection program.

E.6 Provision 3-5, Taxpayer Identification and Other Offeror Information - (APR 2011)

(a) Definitions.

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041, 6041A](#), and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) Taxpayer Identification Number (TIN): 38-6007 337

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☒ Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

☐ sole proprietorship;

☐ partnership;

- ☐ corporate entity (not tax-exempt);
- ☐ corporate entity (tax-exempt);
- ☒ government entity (federal, state or local);
- ☐ foreign government;
- ☐ international organization per [26 CFR 1.6049-4](#);
- ☐ other

(f) Contractor representations.

The offeror represents as part of its offer that it is ☐, is not ☒ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected then one sub-type is required)
- ☐ Black American Owned
- ☐ Hispanic American Owned
- ☐ Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- ☐ Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- ☐ Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- ☐ Individual/concern, other than one of the preceding.



Wexford County Request for Board of Commissioner Action

Department: Treasurer
Submitted by: Kristi Nottingham
Subject: Financial Assurance Mechanism
Committee: Finance
Committee Meeting Date: July 28, 2021
BOC Meeting Date: August 4, 2021

Action Request (proposed motion for the Board to consider):

Approval of the Letter of Credit increase

Financial Information (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

Increased to \$911,112.28

Summary (explain why the action is necessary and the desired outcome after implementation):

The inflation adjustment factor is $1.153 \times \$789,900.00$ (base year corrective action cost estimate). The new letter of credit value will need to be \$911,112.28

Timeline (if request is approved at BOC meeting date noted above):

Due the first week of August

List of Attachments:

E-mail from Daniel Staub, Project Manager Pescador, LLC

Kristi Nottingham

From: Kristi Nottingham
Sent: Thursday, July 22, 2021 11:45 AM
To: Kristi Nottingham
Subject: FW: Wexford County Landfill Annual FAM and letter of credit

Kristy and Janet,

Hope this email finds you both well and enjoying your summer!

It is that time of the year to start arm wrestling the State over the financial assurance mechanism (FAM). The State has posted their new inflation factors and I have confirmed the value for the 2021 submittal with Katriena Guilmette, EGLE, Solid Waste Financial Assurance Specialist:

The inflation index for 2021 is 451;
The base year inflation index was 391;
Therefore; the inflation adjustment factor is 1.153
 $1.153 \times \$789,900.00$ (Base Year Corrective Action Cost Estimate)
The new letter of credit value will need to be: \$911,112.28.

Katriena is indicating that this is due the 1st week of August 2021; however, I'm not sure what the State would say or do if this was late. Our last FAM was finalized in November after several months of emails and submittals back and forth. I'm sure I don't have to remind you of that experience

Thanks

Daniel Staub | Project Manager |  Pescador, LLC

P.O. Box 5947, Traverse City, MI 49686 | C 231-468-9182 | dmstaub@pescadorllc.com



LETTER OF CREDIT AMENDMENT REQUEST

To: FIFTH THIRD BANK

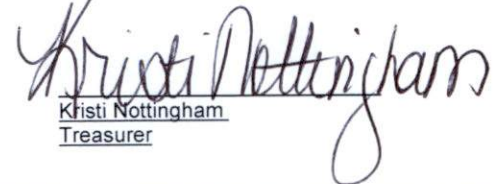
Date: 7/22/2021

The Applicant referred to below requests that Fifth Third Bank amend the letter of credit ("Letter of Credit" or "L/C") mentioned below as set forth in this Amendment Request. This Amendment Request is made under the Letter of Credit Reimbursement Agreement or equivalent agreement between the Applicant (or one or more of its affiliates or other persons or entities) and Fifth Third Bank (as amended, supplemented, and/or restated from time to time, the "Reimbursement Agreement"). Any amendment to the Letter of Credit will be subject to all the terms and conditions of the Reimbursement Agreement.

Applicant: Wexford County

Letter of Credit Number: S406631

Authorized Signature:
By:
Its:


Kristi Nottingham
Treasurer

Please amend the Letter of Credit as follows:

☐ Extend Expiration Date To: New Expiry Date: _____

☐ Other: (specify) _____

☒ Increase Amount By: USD 56,440.48 (Amount in Figures)

☐ Decrease* Amount By: USD _____ (Amount in Figures)

For Commercial L/Cs Only

☐ Amend Transport Document Details:

Place of Receipt: (for Multimodal Transport) _____

Port of Loading/Airport of Departure: _____

Port of Discharge/Airport of Destination: _____

Place of Final Destination/For Transportation To: (for Multimodal Transport) _____

Amend Shipment Dates:

☐ Latest: (if applicable) _____

☐ Shipment Period: _____

*Amendment requests resulting in a detrimental condition change to the Beneficiary (e.g., decrease in value), as determined by Fifth Third Bank in its discretion, will not become effective until Fifth Third Bank receives written confirmation of acceptance of the amendment from the Beneficiary.

All other terms and conditions remain unchanged.

Special Instructions to Fifth Third Bank (provided that nothing herein amends, supplements, or restates any provision of the Reimbursement Agreement): New amount of LC to be \$911,112.28

Return completed and signed request to your Fifth Third Relationship Manager, or to the Trade Services Operations Processing Center below:

FIFTH THIRD BANK
ATTN: TRADE SERVICES OPERATIONS
5050 KINGSLEY DRIVE, MD 1MOCBR
CINCINNATI, OH 45263
TEL: 513-358-5229
FAX: 513-358-5950

Corporate Resolution

Taxpayer I.D. No. 38-6607337
Organizational No. 000000000

I, the undersigned, Secretary/Assistant Secretary of Wexford County, a corporation organized and validly existing under the laws of the State of Michigan, do hereby certify that in accordance with the laws of the state of this corporation's organization at either

July 28th ☒ a duly called meeting of the Board of Directors of this corporation held on 4:00pm a quorum being present, the following resolutions were duly adopted

or

☐ in a unanimous written action of the Board of Directors of this corporation as authorized by the articles and bylaws the following resolutions were adopted; and such resolutions are now in full force and effect, have not been rescinded or modified, and that there is nothing in the articles or certificates of incorporation, regulations or by-laws, or directors' or stockholders' resolutions, as applicable, of this corporation which in any way limits or restricts its borrowing power or conflicts with said resolutions.

RESOLVED, That Fifth Third Bank, National Association, a federally chartered institution, located at 102 W. Front St., Traverse City, Michigan 49684 for itself and as agent for all affiliates of Fifth Third Bancorp ("Lender"), be and the same is hereby designated as a depository for the bankable papers and funds of this corporation, including checks, drafts and current items of every character whatsoever, which shall be deposited in the name of this corporation endorsed with a rubber stamp or otherwise.

BE IT FURTHER RESOLVED, That any one of the officers specified in the Incumbency Paragraph is/are hereby authorized to sign on behalf of this corporation any and all checks, drafts, acceptances and other instruments and/or orders for the payment and/or withdrawal of any and all moneys, credits, items and property at any time held by Lender for the accounts of this corporation, including those drawn to the individual order of any such officer(s) or the use of said checks, drafts, and orders, or the proceeds thereof.

BE IT FURTHER RESOLVED, That Lender be and it hereby is authorized and directed to honor as genuine and authorized instruments of this corporation any and all checks, drafts or other orders for the payment of money drawn in the name of this corporation and be signed on its behalf with the facsimile signature of any of the officers specified in the Incumbency Paragraph and that the Secretary/Assistant Secretary is authorized and directed to certify to Lender by specimen the form(s) of facsimile signatures authorized by this corporation for use by the above-named officer(s) and that this corporation assumes full responsibility for any and all payments made by Lender in reliance upon the facsimile signature of any officer(s) named above and agrees to indemnify and hold harmless Lender against any and all losses, costs, damages or expenses suffered or incurred by Lender arising out of the misuse or unlawful or unauthorized use by any person of such facsimile signature or signatures.

BE IT FURTHER RESOLVED, That any one of those officer(s) described in the preceding paragraphs is/are hereby authorized on behalf of this corporation to issue stop payment orders (including without limitation online stop payment orders) pertaining to any and all instruments executed under the authority of the preceding paragraphs.

BE IT FURTHER RESOLVED, that any one of the officers specified in the Incumbency Paragraph is/are hereby authorized to (i) execute the Fifth Third Bank Treasury Management Services Terms and Conditions; (ii) enter into and utilize various treasury management services offered from time to time by Lender (whether pursuant to the Fifth Third Bank Treasury Management Services Terms and Conditions or not), including without limitation wire transfer services, automated clearing house transactions, electronic data interchange, sweep services, deposit management services and lockbox services; (iii) authorize outgoing wire transfer requests and transfer to and from the accounts of this corporation



using the funds transfer system of the automated clearing house; and (iv) designate to the Lender in writing from time to time employees of this corporation permitted to undertake or initiate the transactions contemplated in clauses (ii) or (iii) of this resolution.

BE IT FURTHER RESOLVED, That any one of the officers specified in the Incumbency Paragraph is/are hereby authorized to borrow or to lease from time to time on behalf of this corporation from Lender such sums of money, for such times and upon such terms as may seem advisable to such officer(s), to sign and deliver on behalf of this corporation credit and loan agreement, notes or leases therefor, to obtain letters of credit and to pledge and mortgage and grant liens upon all or any of the assets of this corporation as security for such loans or leases under such terms and conditions as may seem advisable to such officer(s); to sign and deliver on behalf of this corporation rate management agreements and any and all documents related to rate management transactions; and also is/are hereby authorized to endorse in the name of this corporation and to negotiate to Lender all or any of the notes, bills receivable, accounts receivable and assets of this corporation upon such terms as may seem advisable to such officer(s).


BE IT FURTHER RESOLVED, That the officers identified immediately above in the preceding paragraph is/are hereby authorized to guarantee the payment of the debts, loans, leases, or other indebtedness of another, for such times and for such sums of money, and upon such terms as may seem advisable to such officer(s); to sign and deliver on behalf of this corporation, guarantee agreements or other documents therefor as may be required; and to pledge and mortgage and grant liens upon all or any of the assets of this corporation as security for such guarantees or as security for the obligations of others under such terms and conditions as may seem advisable to such officer(s).

BE IT FURTHER RESOLVED, That this resolution, the terms and conditions appearing on the signature card(s) and in the Lender's Rules and Regulations, constitute the deposit agreement between this corporation and Lender and that the Secretary/Assistant Secretary of this corporation is empowered to subscribe to such terms and conditions on behalf of this corporation.

BE IT FURTHER RESOLVED, That the designation of Lender as a depository for this corporation and the authority hereby conferred is in addition to that conferred by any other resolution heretofore or hereafter delivered by this corporation to Lender and shall continue in full force and effect until Lender shall have received notice in writing, certified by the Secretary/Assistant Secretary of this corporation, of the revocation hereof by a resolution duly adopted by the Board of Directors of this corporation. Any such revocation shall be effective only as to credit which is extended or committed by Lender, or actions which are taken by this corporation pursuant to the resolutions contained herein, subsequent to Lender's receipt of such notice.

BE IT FURTHER RESOLVED, That any and all transactions by or on behalf of this corporation with the Lender prior to the adoption of this resolution (whether involving deposits, withdrawals, borrowings, guarantees, leases or otherwise) be and same are in all respects ratified, approved and conferred.

INCUMBENCY PARAGRAPH: BE IT FURTHER RESOLVED, That the officers referred to in the foregoing resolutions are as follows:

| NAME | TITLE | SIGNATURE |
|-------------------|-----------|---|
| Kristi Nottingham | Treasurer |  |
| | | |
| | | |
| | | |



BE IT FURTHER RESOLVED, That Lender is authorized to rely in good faith on any telephonic or other oral communication which shall be received by it from anyone reasonably believed by Lender to be one of the officers designated above.

I further certify that the above-named person(s) is/are duly elected officer(s) of this corporation and presently hold the title(s) set forth opposite its/their respective name, said officer(s) is/are authorized to act on behalf of this corporation in transactions with Lender, and the signature opposite each officer's name is his or her true and correct signature.

I further certify that the Articles/Certificate of Incorporation and Code of Regulations/Bylaws of this corporation which have been delivered to Lender are in full force and effect and have not been amended, modified, replaced, or substituted in any manner.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of this corporation, this _____ day of _____, 20_____.

Secretary/Assistant Secretary



BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Administration Office
FOR MEETING DATE: August 4, 2021
SUBJECT: Re-Appointment to the Northern Lakes Community Mental Health, NLCMH

SUMMARY OF ITEM TO BE PRESENTED:

The appointment of Commissioner Ben Townsend to the Northern Lakes Community Mental Health Services Board has expired. If the Board wishes to reappoint Commissioner Townsend to the NLCMH board, a motion needs to be made.

RECOMMENDATION:

Reappoint Commissioner Townsend to the NLCMH board.

Northern Lakes Community Mental Health Services Board

Their mission is to promote the behavioral health of our individuals, families, and communities through programs that promote recovery, build resilience, create opportunity, and improve quality of life.

Length of Term: 3 years
Meeting Times and Dates: 3rd Thursday of each month, 2:30 p.m.
Location: Rotates: Cadillac, Grayling, Houghton Lake, Traverse City
Phone 775-3463 FAX 775-1692
Contact: Karl Kovacs, Director
Email:..... karl.kovacs@nlcmh.org

Rosanne Denny
2210 E. 24 Rd.
Cadillac, MI 49601
231-920-8474
Reappointed 4/14/2020
New Term expires 3/31/22

Ben Townsend
437 E. Division St.
Cadillac, MI 49601
231-779-9453
Term expires 3/31/21

Page Revised 4/16/2020

8/4/2021

J.12.

**Wexford County Board of Commissioners
Amendments to the 2021 Budget**

| Adj # | Acct | Acct Description | Revenue | Expense | |
|--------------|-----------------------|---|----------------|----------------|----|
| 20210801 | 101.101.699.00 | Appropriated Fund Balance | \$500,000 | | a. |
| | 101.290.720.01 | Retirement | | \$500,000 | |
| | | One-time payment to MERS unassociated surplus division. | | | |
| 20210802 | 101.286.726.01 | CESF-Courts-Supply/Materials | | (\$1,904) | b. |
| | 101.286.800.01 | CESF-Courts Contractual | | \$937 | |
| | 101.286.980.01 | CESF-Courts Equipment | | \$967 | |
| | | Correction to budget amendment dated 4-21-21 Adj# 20210402 | | | |