



Wexford County

FINANCE & APPROPRIATIONS COMMITTEE

Mike Musta, Chair

NOTICE OF MEETING

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Wednesday, May 24, 2023, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE MAY 11, 2023, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Approval of the Claims *(Clerk's Office)*
 - 2. Marine Safety Program Grant Agreement *(Sheriff's Office)*..... 3
 - 3. VC3 Multifactor Authentication 6
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY
FINANCE & APPROPRIATIONS COMMITTEE MEETING
 REGULAR MEETING MINUTES
 May 11, 2023

The Finance and Appropriations Committee regular meeting was called to order by Chair Michael Musta at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Michael Musta, Brian Potter, Gary Taylor, and Julie Theobald
 Members Absent: None.
 Also Present: Duane Alworden, Central Dispatch Director; Jami Bigger, Deputy County Administrator/HR Director; Ashley Hackert, Deputy Clerk; Megan Kujawa, Sr. Executive Assistant; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director; Steve Schryer, IV-D Office Assistant Director; Mistine Stark, Community Corrections Manager; and Corey Wiggins, Prosecuting Attorney

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.4. Intrado Maintenance Renewal Agreement, G.5. Letter of Credit for Financial Assurance Mechanism at the Landfill, and G.6. Circuit Court Line Item Increase Request.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Theobald to approve the agenda, as amended. A vote was called, all in favor. Motion passed, 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Theobald and supported by Comm. Potter to approve the April 26, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Comm. Potter and supported by Comm. Taylor to approve paying the bills in the amount of \$351, 133.79. A vote was called, all in favor. Motion passed, 4-0.

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

April 2023 Revenue and Expense reports were provided in the packet, no discussion took place.

G.3. IV-D Office MGT Reimbursement Program 2024

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the presented IV-D Cooperative Reimbursement Program Application for fiscal year 2024. A vote was called, all in favor. Motion passed, 4-0.

G.4. Intrado Maintenance Renewal Agreement

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the Intrado annual maintenance contract in the amount of \$5,229.42 for Central Dispatch. A vote was called, all in favor. Motion passed, 4-0.

G.5. Letter of Credit for Financial Assurance Mechanism at the Landfill

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the renewal of the letter of credit for \$300,00.00 with Fifth Third Bank required by EGLE for the Financial Assurance Mechanism at the Wexford County Landfill and be continued at the cash secured required amount, weather increased or decreased as required by EGLE, until further notice from the Wexford County Board of Commissioners. A vote was called, all in favor. Motion passed, 4-0.

Ms. Bigger informed the committee that this typically renews automatically but since there was a decrease the bank needed a copy of the Board minutes stating their support. The proposed motion eliminates the need for Board approval if the amount changes again.

G.6. Circuit Court Line Item Increase Request

A motion was made by Comm. Potter and supported by Comm. Theobald to forward a recommendation to the full board to approve the line item increase in the amount of \$35,000.00 in 101-168-899.01 Circuit Court Appointed Attorney.

Chairman Musta, reviewed Judge Elmore’s letter of request with the Committee. He asked Administration to provide a budget amendment with the Board packet.

A vote was called, all in favor. Motion passed, 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR’S COMMENTS

Mr. Porterfield stated that the audit starts next week and there was a questionnaire sent to the Department Heads which he is seeking clarification on because it is much longer than previous years and asks questions on topics that the Departments don’t handle individually.

Ms. Bigger stated that there were 7 interviews held for the Deputy Cadet Sponsorships and there were offers made to 4.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Theobald to adjourn the meeting at 4:07 p.m.



2023 Marine Safety Program (FEDERAL Funding) Grant Agreement

Required by authority of 1994 PA 451, as amended, and 1972 PA 227.

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and Wexford County Sheriff's Department ("GRANTEE").

1. The GRANTEE has been approved by the DEPARTMENT to receive Marine Safety program funding for:

	Federal Funds (100%)	State Funds 75%
Operating	\$8,900.00	\$0.00

Salaries, Wages and Benefits for:

- Marine Safety Law Enforcement and Related Activities;
- Instruction of Boating Safety Courses;
- Inspection of Boat Liveries;
- Attendance at Authorized Marine Safety Training (attendance at the Department's Annual Administrators' Workshop and the Michigan Sheriffs' Association's New Marine Officers Training are pre-authorized).

Operating Expenses for the Scope Items Listed Above, including:

- Purchase of fuel, oil, and parts for patrol vehicles, watercraft, and trailers;
- Travel expenses;
- Uniforms, personal flotation devices, boat shoes, etc.;
- Leasing of vehicles, dockage, storage, eligible office space;
- Boat repair, replacement and/or servicing of boat outfitting equipment.

2. Salary and Wages are reimbursable to the GRANTEE at the employees' hourly rate. Overtime is only eligible if the employee worked in excess of 80 hours for full time employees and 40 hours for part time employees in a pay period on Marine Safety duties.
3. Operating Expenses must be done within the grant period and goods and services must be delivered and/or work performed. Pre-paying for goods and services within the grant period and then receiving them at a later date or performing the work after the expiration of the grant agreement is not allowable.
4. The percentage of the GRANTEE'S total budget devoted to operating expenses shall not exceed Forty percent (40%), unless prior approval has been obtained from the DEPARTMENT.
5. Federal funding from the award Recreational Boating Safety 16.01.26 is provided to state agencies under the authority of 46 U.S.C. 13103(a)(2) and (3). The Federal Award Date for these funds are (03/08/2023) and the Federal Award ID Number for these funds is (70Z02323MO0000516). The State of Michigan has received a federal funding apportionment for fiscal year 2023 through the United States Coast Guard, Department of Homeland Security. From this federal funding the amount shown below is provided to the GRANTEE by the DEPARTMENT for the purpose of supporting the GRANTEE'S Marine Safety program. Reference the "Department of Homeland Security, United States Coast Guard, Boating Safety Financial Assistance CFDA 97.012, and passed through by Department of Natural Resources" on your single audit reports and other financial statements as required.
The DEPARTMENT agrees to reimburse the GRANTEE a sum of money equal to 100% of the total eligible costs toward completing the scope of work listed above, but not to exceed **\$8,900.00** dollars, which is the total amount awarded under this agreement.
There is no local match required for this reimbursement.
The Subaward Budget Period and Period of Performance for federal funding is **January 1, 2023 through September 30, 2023**.
Completed reimbursement request and documentation of operating expenditures are due no later than **October 31, 2023**.
6. This Agreement shall be administered on behalf of the DEPARTMENT through the Finance and Operations Division. All reports, documents, or actions required of the GRANTEE shall be submitted through MiGrants website unless otherwise instructed by the DEPARTMENT.
7. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website.
8. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
9. The GRANTEE shall display valid and proper state of Michigan registration on all vessels and comply with the state of Michigan life jacket regulations.
10. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and

GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.

11. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
12. The GRANTEE agrees to follow the DEPARTMENT procedure policy:
 - a. The GRANTEE will openly advertise and seek written bids for contracts for purchase or services with a value equal to or greater than \$50,000.00 and accept the lowest qualified bid.
 - b. The GRANTEE will solicit three (3) written quotes for contracts with purchases or services between \$5,000.00 and \$50,000.00.
13. The Agreement may be executed separately by the parties. This Agreement is not effective until:
 - a. The GRANTEE has signed it and returned it, and
 - b. The DEPARTMENT has signed it.
14. The award is not for Research and Development.

The individuals signing for the parties indicated below certify by their signatures that they have the authority to do so and will ensure that the terms of the Agreement are fulfilled.

GRANTEE

SIGNED: _____ SIGMA Vendor ID: CV0048507
Printed Name: _____ SIGMA Address ID: 002
Title: _____ Unique Entity Identifier: ELBVKK7YL1T1
Date: _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED: _____
Printed Name: _____
Title: Section Manager, Grants Management
Date: _____

Phone: 517-284-7268

Email: dnr-grants@michigan.gov

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance & Appropriations Committee
FROM: Administration
FOR MEETING DATE: May 23, 2023
SUBJECT: Multi-Factor Authentication Quote

SUMMARY OF ITEM TO BE PRESENTED:

In an effort to provide more protection for user data, our risk-management insurance company, MMRMA, and IT company, VC3, are requesting Multi-Factor Authentication for our users. Multi-Factor Authentication (MFA) adds an additional layer of protection to user data by using 2 or more authentication methods to gain access.

Authentication factors of MFA include the following:

1. Something the user knows: password, pin etc.
2. Something the user has: security token, bank card, a key, etc.
3. Something the user is: biometrics such as fingerprint, facial recognition, etc.
4. Somewhere the user is: GPS location

Since email accounts already use passwords, we need to add one of the other methods (2-4) to achieve MFA status. VC3 recommends adding the security token option because it is cost effective, secure, and simple to deploy and maintain. With this method, there are two main options.

Option 1: Microsoft Authenticator- Mobile App

Authenticator applications are available on the iOS App Store and Google Play Store. It does require that the user has a smartphone. Once enrolled, the user will have a rolling code that changes every 30 seconds. The app is free to users.

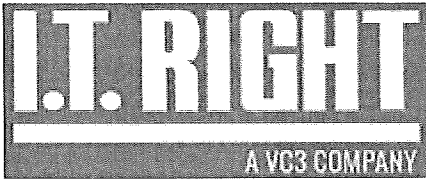
Option 2: Hardware Tokens (SafeID)

Hardware tokens are stand-alone devices that display a rolling code without the need for a smartphone. These devices are typically key-chain size. There is a cost associated with these devices. Administration polled employees to estimate how many tokens would be needed.

Following is a quote by VC3 to implement MFA. Administration will be seeking a RAP grant through MMRMA that will cover up to 50% funding up to \$10,000.

RECOMMENDATION:

Administration recommends the Finance Committee forward a recommendation to the full board to approve the quote from VC3 for multi-factor authentication.



Estimate For

Wexford County, MI
 Joe Porterfield
 437 E. Division Street
 Cadillac, MI 49601
 United States

Phone (231) 779-9474
Fax

Q U O T E

Number VC3Q26596

Date May 12, 2023

Here is the quote you requested.

From The Desk Of	Phone	Ship Via	Terms
Jon Thelen			Net 15

Line	Qty	Description	Unit Price	Ext. Price
1	115	SafeID Diamond Multi-Factor Authentication Token	\$23.00	\$2,645.00
2	1	NFC Card Reader/Pro	\$44.00	\$44.00
3	40	Professional Services - Fixed Fee	\$160.00	\$6,400.00

Please contact me if I can be of further assistance.

SubTotal	\$9,089.00
Tax	\$0.00
Shipping	\$0.00
Total	\$9,089.00

***Quotes are Subject to Availability. Prices may vary if substitutions become necessary.
 Shipping charges included upon invoice.**

**5815 Clark Rd, Bath MI 48808
 1.855.487.4448**