



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 Thursday, May 09, 2024, 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 APRIL 24, 2024, 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. Abilita Retainer Agreement 3
 - 3. Area Agency on Aging of Northwest Michigan FY25 Local Match Request 7
- 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
April 24, 2024

The 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, Julie Theobald
Members Absent: None
Also Present: Jami Bigger, Deputy County Administrator/HR Director; Megan Kujawa, Sr. Exec. Administrative Assistant; Karen Maury, Chief Deputy Clerk; Joe Porterfield, County Administrator/Equalization Director and Mistine Stark, Community Corrections Manager

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.3. Court Security Training, G.4. Community Corrections Fiscal Year 2025 Plan and Application

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 11, 2024, 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. Theobald to approve paying the bills in the amount of \$395,799.67. A vote was called, all in favor. Motion passed, 4-0.

G.2. Revenue and Expense Reports

There were no noted concerns.

G.3. Courthouse Security Training

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the quote from the National Sheriff's Association in the amount of \$9,500.00 to provide Court Security Training. A vote was called, all in favor. Motion passed, 4-0.

G.4. Community Corrections Fiscal Year 2025 Plan and Application

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the Fiscal Year 2025 Community Corrections Grant Application and the supporting Resolution 24-14. A vote was called, all in favor. Motion passed, 4-0.

Ms. Mistine Stark, Community Corrections Manager, informed the committee that the Wexford Missaukee Community Corrections Advisory Board approved it earlier in the day.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield stated that the audit is starting soon and when that is finished we will start working on next year's budget.

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 4:02 p.m. A vote was called, all in favor. Motion passed, 4-0.

Michael Musta, Chair

Megan Kujawa, Recording Secretary

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

FOR: Finance Committee
FROM: Administration
FOR MEETING DATE: May 9, 2024
SUBJECT: Abilita Retainer Agreement

SUMMARY OF ITEM TO BE PRESENTED:

In August of 2020, the County contracted with Abilita to assist in managing telecommunications contracts and costs, particularly with AT&T. Abilita has been successful in saving the county money and staff time by auditing and monitoring our telecommunications services.

Their contract was set up so that the County paid Abilita half of all savings that they obtained. The proposed agreement is a monthly retainer fee which includes a forgiven balance of \$9,200. The proposed retainer agreement follows.

County legal counsel is in the process of reviewing the agreement and may recommend some minor adjustments. Any changes to the agreement will be presented to the Committee at the meeting.

RECOMMENDATION:

Administration recommends the Finance Committee forward a recommendation to the full board to approve the retainer agreement with Abilita.



Telecom Retainer Facts

Need

1. Wexford County's telecom costs will inevitably go up and traditional phone service is going away (POTS). This requires expertise to keep the costs as low as possible and getting in front of these inevitable changes by someone who has the County's best interests in mind.
2. Wexford County needs expertise on how to navigate to the best rates with the best carriers as well as dispute billing errors. Mistakes can lead to significant increases in cost and additional telecom frustrations (customer Service, contract negotiations, credits adjustments, etc.).
3. Most County staff do not have the time or expertise to audit and interpret accurate pricing with the best pricing and vendor options.
4. **The existing \$9,200 financial commitment to Abilita will be waived! This reduces the net Abilita fee to approximately \$315/month!**

Benefit

1. Abilita's client's average 29% savings. These are frequently found in unused phone lines, billing errors, contract negotiations and introducing better rates and/or vendors.
2. **Abilita has already saved the County approximately \$60,000 (net fees)** without tying up staffs' valuable time!
3. Abilita acts as the County's outsourced telecom support which includes:
 - a. Telecom Analysis Report: a comprehensive report of all telecom services and recommendations for savings. This includes Local, Long Distance, Internet, Cellular, Data circuits, etc.
 - b. Abilita proactively delivers and implements recommendations for cost savings
 - c. Monthly telecom audit reports for accountability of implementation of approved recommendations for cost savings (additional service under a Retainer)
4. Ongoing, expert proactive support on any telecom need!
5. An additional 2 hours of consulting service is included at no charge per month with the Retainer agreement (\$390 savings per month).



ABILITA Retainer Agreement

Between Wexford County (the client) and Aylward Consultants dba Abilita - Lansing.

AGREEMENT TERMS

1. The client hereby authorizes Abilita to review its telecommunications systems (other than 911 dispatch), on a monthly basis and to submit recommendations for improvements including possible savings. Reviews will focus on identifying billing errors, contract compliance, traffic usage and efficiency, and overcharges and may include reviews of existing systems, services, equipment, suppliers, plans and other telecom functions.
2. All recommendations for changes or alterations to the telecommunication systems are subject to the client's approval. All approved changes will be implemented by Abilita and, where savings are expected from such implementations, Abilita will assure that the savings are realized and will calculate and report such savings to client.
3. Abilita will act as the management interface for all telecommunications hardware, software, and service providers including solicitation and new proposals, and will negotiate all new and renewing agreements with such providers, as directed by client.
4. Abilita will present to the client any new telecommunications services or technologies appropriate to the client's needs, including productivity improvements, technology advances, equipment purchases and maintenance.
5. Abilita will maintain an "on-call" relationship during regular business hours, excluding holidays, with the client to address any telecom issues or questions that arise.
6. Abilita will assist in the general planning for business changes that may affect telecommunication usage and will transfer knowledge to client in a timely manner, including reviews of productivity improvements and technology advances, upon client request.
7. Abilita will notify client, in advance, if billable hours are anticipated to exceed the monthly retainer.
8. The client will provide Abilita with equipment records, telecommunications invoices, contracts and other related information, as well as written authorization for Abilita to receive all such records and information directly from suppliers, during the payment term of this agreement as required by Abilita.
9. All records and information submitted for review by the client shall be held in the strictest confidence by Abilita. All recommendations, actions and suggestions submitted by Abilita for the client's consideration shall be held in the strictest confidence by the client.

(Initial)



ABILITA Retainer Agreement

PAYMENT TERMS

10. The client agrees to pay Abilita, as its fee for the services rendered, all amounts due as indicated in the Schedule of Fees (below) for the term of this Agreement. Unless otherwise communicated in writing 30 days prior to the end of this agreement, it will automatically renew for a 12 month period.
11. Billing will be conducted monthly, and payments will be due upon receipt of the invoice. Charges or fees not paid within 30 days of the date of the invoice will accrue late payment charges at the rate of 1.5% per month until paid. A charge of \$25 will be made for any check tendered by customer and returned unpaid by a financial institution.
12. The term of this agreement shall be twenty-four (24) months from the date of signing.

SCHEDULE OF FEES:

Setup: Initial Analysis, Implementation, & Account Setup (one time)	\$	waived
Terms: Length of Agreement		24 months
Monthly Retainer Fee	\$	700.00

Wexford County
(Client Name)

Aylward Consultants dba Abilita- Lansing

437 E. Division
(Address)

11776 Silverspring Dr.

Cadillac, MI 49601
(Address)

DeWitt, MI 48820

(888) 354-5500
(Telephone)

(517) 853-8130

Signature of Authorized Client Representative
I have the authority to bind the corporation (company)

Signature

Print Name

Print Name

Title

Date

Date



May 1, 2024

Alaina M. Nyman, County Clerk
Wexford County
437 East Division Street
Cadillac MI 49601

Dear Ms. Nyman,

Overview

AAANM receives federal and state funding from the MDHHS/Bureau of Aging, Community Living, and Supports (ACLS Bureau) to support services for older adults and their family caregivers in the 10 counties (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford) of northwest Michigan. In FY25, this constitutes \$4.28M.

Federal and state service funds must be matched with local resources by an amount that is at least 10 percent of the total program amount and federal administration funds must be matched with local resources by an amount that is at least 15 percent of the total program amount. In FY25 the total administrative and services match required is \$375K.

It has been a long-standing practice that the ten Counties served by AAANM provide financial support for the match requirement. Since 2012, the support provided by the 10 counties served by AAANM has been \$43K each year. This support comprises approximately 11% of the total required match.

The AAANM Board of Directors at their May 1, 2024, meeting, approved to continue the \$43K cumulative counties' match requirement for FY25 calculated based on the attached formula distribution by county. The local county match being requested for Wexford County for FY25 is \$4,189. AAANM requests that your county notifies AAANM of its intent to pay the requested match no later than September 30, 2024. Official invoices for the requested match will be sent by AAANM to each county in October 2024. In addition to the notice of intent to pay the requested match, please include instructions on how the invoice should be directed.

Purpose and Background

The mission of the Area Agency on Aging of Northwest Michigan (AAANM) is to serve and advocate for older persons, adults with disabilities and caregivers by supporting their independence, dignity, and quality of life.

About us

We are part of an Aging Network:

- Federal: The Administration for Community Living awards funds for nutrition and supportive home and community-based services to 56 State Units on Aging based primarily on the number of persons 60 years of age and over in the state.
- State: The State Units on Aging (ACLS Bureau in Michigan) award funds to 629 Area Agencies on Aging.

- Local: The Area Agencies on Aging (there are 16 AAAs in Michigan) determine the needs of older persons locally and work to address those needs through the funding of local services (through contracts and agreements with local service providers in the AAA service area), through direct provision of certain services, and through advocacy. AAAs are required to prioritize funding for those with greatest social and/or economic need with particular attention to low-income minority individuals.

The Area Agency on Aging of Northwest Michigan (AAANM):

- A private, nonprofit agency
- Designated as an Area Agency on Aging in 1974 by the SUA, Michigan Office of Services to the Aging (OSA), now known as the Bureau of Aging, Community Living, and Supports (ACLS Bureau)
- One of 16 AAAs in Michigan
- Serves ten counties located in northwest lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties (Region 10).
- Operates under the framework of the federal Older Americans Act (OAA) and the State Older Michiganians Act.

Partnerships with County Commissions and Councils on Aging (COAs)

AAANM works hand-in-hand with COAs in the ten-county service area. COAs are county level organizations serving as focal points for aging needs. They are partially or fully funded by tax millage. COAs often provide direct services in individual counties such as in-home personal care, respite, homemaking, snow plowing, home delivered or congregate meals, senior center activities and many other programs. Each COA offers unique services based on the needs and governing structure of the County the COA serves.

How AAANM and COAs work together

The partnership between COAs and AAANM is critical to providing a safety net for older adults in the region. Often millage dollars are used when older adults (who meet county criteria) need support to stay independent at home. This may include assistance with homemaking, bathing, or dressing, for example. When the needs become more than what can be supported with millage dollars, residents may then become a client of AAANM, if program criteria are met. AAANM will provide complex case management to coordinate and may pay for additional services in the home beyond what can be provided with millage dollars.

AAANM works with each of the ten counties in the region differently, providing technical assistance and funding. AAANM contracts with most COAs to provide services for MI Choice Waiver and Care Management clients. This arrangement is called a Purchase of Services. AAANM also contracts OAA and Older Michiganian monies to some COAs to provide home delivered and congregate meals. When AAANM is purchasing services or contracting monies to COAs, AAANM is then obligated to assess the COAs based on MI Choice Waiver or ACLS Bureau program standards to ensure appropriate service delivery.

Thank you for your consideration of the county match request for FY25. If you have any questions, concerns or would like to learn more about us, please reach out to me at (231) 947-8920 or gustineh@aaanm.org.

Sincerely,

A handwritten signature in cursive script that reads "Heidi Gustine".

Heidi Gustine, Executive Director

Cc: Erin Brotherton, AAANM Board of Directors, Wexford County Appointee
Pam Blevins, Director, Wexford County Council on Aging

2025 County Support Schedule

Total Support Request = \$43,000 (amount has remained constant since 2012)

County	Support Base	Population age 60 and over*	% Population Distribution	Support Distribution based on % population	Total 2024 Support Request
Antrim	\$ 2,150	8,238	9.17%	\$ 1,972	\$ 4,122
Benzie	\$ 2,150	5,924	6.60%	\$ 1,418	\$ 3,568
Charlevoix	\$ 2,150	8,371	9.32%	\$ 2,004	\$ 4,154
Emmet	\$ 2,150	9,422	10.49%	\$ 2,256	\$ 4,406
Grand Traverse	\$ 2,150	23,756	26.45%	\$ 5,687	\$ 7,837
Kalkaska	\$ 2,150	4,822	5.37%	\$ 1,154	\$ 3,304
Leelanau	\$ 2,150	8,507	9.47%	\$ 2,036	\$ 4,186
Manistee	\$ 2,150	8,164	9.09%	\$ 1,954	\$ 4,104
Missaukee	\$ 2,150	4,092	4.56%	\$ 980	\$ 3,130
Wexford	\$ 2,150	8,516	9.48%	\$ 2,039	\$ 4,189
Total	\$ 21,500	89,812	100.00%	\$ 21,500	\$ 43,000

*Based on the 2021 American Community Survey 5-Year Estimates from the US Census Bureau.

County Support Funding Formula:

Base: 1/2 of total support request will be divided equally among counties

Population Distribution: 1/2 of total support request will be allocated based on each county's share of the population age 60 and older of the total population age 60 and older in Region 10. (Data source(s): US Census, American Community Survey estimates - updated annually when newest data becomes available)