

# FINANCE COMMITTEE

## AGENDA

August 21, 2019

7:30 AM

304 E. Grand River, Board Chambers, Howell MI 48843

Pages

**1. CALL MEETING TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

3

Meeting minutes dated: August 7, 2019

**4. TABLED ITEMS FROM PREVIOUS MEETINGS**

**5. APPROVAL OF AGENDA**

**6. CALL TO THE PUBLIC**

**7. REPORTS**

**7.1 Employee Recognition - 2nd Quarter 2019**

Ken Recker, Chief Deputy Drain Commissioner

**7.2 Medical Examiner**

Jeffrey Jentzen, MD, PhD

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 Juvenile Court**

8

Resolution Authorizing a Contract Award to LACASA for Court Appointed Special Advocate (CASA) Services for the Juvenile Court, Livingston County Trial Courts

**8.2 Juvenile Court**

10

Resolution Authorizing the Juvenile Court, Livingston County Trial Courts, to Apply for the Michigan Department of Health and Human Services, Michigan Committee on Juvenile Justice's Racial and Ethnic Disparities Data Collection Grant

<b>8.3</b>	<b>Building Inspection</b>	<b>12</b>
	Resolution Authorizing the Upgrade of the IVR System and Purchase of SelecTXT Module from Selectron Technologies - Building Inspection	
<b>8.4</b>	<b>Sheriff</b>	<b>18</b>
	Resolution Authorizing the Sheriff's Office and the County of Livingston to Apply for and Enter Into Contract with the State of Michigan, Office of Highway Safety Planning for Fiscal Year 2020 Secondary Road Patrol and Traffic Accident Prevention Program Grant	
<b>8.5</b>	<b>Sheriff</b>	<b>20</b>
	Resolution Authorizing the Sheriff's Office and the County of Livingston to Apply for FY 2020 Byrne Justice Assistance Grant	
<b>8.6</b>	<b>Board of Commissioners</b>	<b>22</b>
	Resolution Terminating Taxpayer Funding of Elective Abortion Coverage in Livingston County's Employee Health Insurance Plans	
<b>9.</b>	<b>ANNUAL REPORTS</b>	
<b>9.1</b>	<b>Equalization</b>	<b>26</b>
	Sue Bostwick, Department Director	
<b>10.</b>	<b>CLAIMS</b>	
	Miscellaneous Claims Dated: August 21, 2019	
<b>11.</b>	<b>PREAUTHORIZED</b>	
	Computer Print-out Dated: August 8 through August 21, 2019	
<b>12.</b>	<b>CALL TO THE PUBLIC</b>	
<b>13.</b>	<b>ADJOURNMENT</b>	

## FINANCE COMMITTEE

### MEETING MINUTES

August 7, 2019

7:30 a.m.

304 E. Grand River, Board Chambers, Howell MI 48843

#### Members Present:

Carol Griffith, Douglas Helzerman, Kate Lawrence , William Green , Wes Nakagiri, Donald Parker, Dennis Dolan , and Gary Childs

#### Members Absent:

Robert Bezotte

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Griffith at 7:30 a.m.

#### 2. ROLL CALL

Indicated the presence of a quorum.

#### 3. APPROVAL OF MINUTES

Meeting minutes dated: July 24, 2019

Motion to approve the minutes.

**Moved by:** K. Lawrence

**Seconded by:** D. Dolan

Commissioner Nakagiri requested a correction to page 4, item #7: the word "limiting" should be "limited."

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs

Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

#### 4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

#### 5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

**Moved by:** G. Childs

**Seconded by:** D. Helzerman

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs

Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

**6. CALL TO THE PUBLIC**

None.

**7. REPORTS**

**7.1 FY 2019 Budget Status through June 30, 2019**

Ken Hinton, began the update by reviewing the process of the Department Budget meetings to review the Department's requests with Administration to develop the recommendation of Administration as required by statute. Departments will come to the Board with their requests after they have met with Administration.

Cindy Catanach provided the update on the current budget. Each of the Commissioners were provided a copy of this report. The report reviewed revenues, expenditures, and contingency. Cindy also reported that the Revenue Forecast Committee met with the intent to check the status of the current budget and will be increasing revenue by \$425,000; this does not include GF Courts.

Cindy answered questions from the Committee.

**7.2 Commissioner Reports**

Commissioner Dolan gave a brief report on the 911 Central Dispatch Facility and the Sheriff Storage Facility construction projects.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 Juvenile Court**

Resolution Authorizing Submission of the 2019/2020 Child Care Fund Budget to the State of Michigan

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** G. Childs

Roberta S. and Jennifer Tate present the resolution as well as Becky Lybrink, Debbie Shaw, and Heather McCray-Germain were also present to help answer questions.

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs

Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

## 8.2 Sheriff

Resolution Authorizing the State of Michigan, Office of Highway Safety Planning's Traffic Enforcement Grant for Fiscal Year 2020

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Dolan

**Seconded by:** W. Green

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs

Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

## 8.3 Fiscal Services

Resolution Authorizing a Second Quarter Supplemental Appropriation to the Fiscal-Year 2019 Budget

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** D. Helzerman

Cindy Catanach presented the resolution and answered questions.

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs

Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

## 8.4 L.E.T.S.

Resolution Authorizing a Contract Award to Indian Trails, Inc. DBA Michigan Flyer, LLC. to Provide Airport Transportation Services

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** D. Dolan

Adam Baranski was present to answer questions.

Motion to amend the resolution as follows: in the last line after "administrator" delete "and the Board of Commissioners."

**Moved by:** G. Childs

**Seconded by:** D. Parker

Discussion.

Yes (6): C. Griffith, K. Lawrence , W. Green , D. Parker, D. Dolan , and G. Childs  
No (2): D. Helzerman, and W. Nakagiri  
Absent (1): R. Bezotte

**Amendment Carried (6-2-1)**

Discussion.

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs  
Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

#### **8.5 Car Pool**

Resolution Authorizing Capital Expenditure for One (1) Vehicle and Supplemental Appropriation to the FY 2019 Budget

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Parker

**Seconded by:** D. Dolan

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs  
Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

#### **8.6 Board of Commissioners**

Resolution to Establish a Census 2020 Complete Count Committee

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Parker

**Seconded by:** K. Lawrence

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs  
Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

### **9. ANNUAL REPORTS**

The Committee recessed at 9:10 a.m. and returned at 9:18 a.m.

#### **9.1 Planning Department**

Kathleen Kline-Hudson, Department Director, Scott Barb and Rob Stanford, Principal Planners, presented the report.

**10. CLAIMS**

Miscellaneous Claims Dated: August 7, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** G. Childs

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs

Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

**11. PREAUTHORIZED**

Computer Print-out Dated: July 25 through August 7, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** G. Childs

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs

Absent (1): R. Bezotte

**Motion Carried (8-0-1)**

**12. CALL TO THE PUBLIC**

None.

**13. ADJOURNMENT**

Motion to adjourn the meeting at 9:46 a.m.

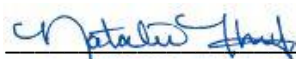
**Moved by:** G. Childs

**Seconded by:** D. Dolan

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, D. Dolan , and G. Childs

Absent (1): R. Bezotte

**Motion Carried (8-0-1)**



Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

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**Resolution Authorizing a Contract Award to LACASA for Court Appointed Special Advocate (CASA) Services for the Juvenile Court, Livingston County Trial Courts – Juvenile Court**

**WHEREAS,** the Finance Committee of the Livingston County Board of Commissioners has reviewed and recommended the authorization of a contract with LACASA for the Court Appointed Special Advocates Program (CASA); and

**WHEREAS,** for eight years, LACASA has effectively recruited, trained and supported volunteer Court Appointed Special Advocates to advocate for abused and neglected children in child protective proceedings until children are in safe, permanent homes; and

**WHEREAS,** the current contract will expire on September 30, 2019 and there are no additional options to extend; and

**WHEREAS,** funding for the contract amount of up to \$105,000 is available in the 2019/2020 Child Care Fund budget; and

**WHEREAS,** the Court requests a contract with LACASA be authorized to provide the Court Appointed Special Advocate Program.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize entering into contact with LACASA located at 2895 W. Grand River Ave., Howell, MI 48843 to provide Court Appointed Special Advocate (CASA) services for a term commencing on September 30, 2019 to October 1, 2020 with perpetual annual renewals.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Board Chairperson is authorized to sign renewal options for LACASA to provide Court Appointed Special Advocate services for Livingston County Courts as prepared by Civil Counsel based upon satisfactory performance of the contract, as determined by the County and Court Administrator.

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MOVED:  
SECONDED:  
CARRIED:



Chief Judge  
Miriam A. Cavanaugh

Circuit Court Judges  
L. Suzanne Geddis  
Michael P. Hatty  
Matthew J. McGivney



*Livingston County Trial Courts*  
204 S. HIGHLANDER WAY, HOWELL, MI 48843

District Court Judge  
Shauna Murphy

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Deborah Shaw**  
**Date: August 27, 2019**  
**Re: Resolution Authorizing a Contract Award to LACASA for Court Appointed Special Advocate (CASA) Services for the Juvenile Court, Livingston County Trial Courts –Finance/ Board**

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The attached resolution authorizes a contract for Court Appointed Special Advocate (CASA) services to neglected and abused children under the jurisdiction of the Court. The Court has funds in the Child Care Fund budget to maintain this contracted service. The current contract for this service is set to expire on September 30, 2019.

Per the County Procurement Policy, it has been determined that this is a specialized service and is a sole source that requires Board authorization. Civil Counsel recommends a new contract, for a period of one year, with automatic renewals for additional one-year periods, subject to grant funding, until terminated by either party.

If you have any questions regarding this matter please contact me. Thank you for your consideration and continued support of the Livingston County Trial Courts.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

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**Resolution Authorizing the Juvenile Court, Livingston County Trial Courts, to Apply for the Michigan Department of Health and Human Services, Michigan Committee on Juvenile Justice’s Racial and Ethnic Disparities Data Collection Grant – Juvenile Court**

**WHEREAS,** the Michigan Department of Health and Human Services, Michigan Committee on Juvenile Justice authorized the expenditure of federal pass-through funds by awarding competitive grant awards to support court data system enhancements that enable collection of data pertaining to racial and ethnic disparity; and

**WHEREAS,** the Livingston County Trial Courts are interested in assessing whether minority youth are treated equally within the juvenile justice system; and

**WHEREAS,** the Juvenile Court has previously participated in two Michigan Department of Health and Human Services data collection projects which has equipped the court to take the next steps in data collection and analysis; and

**WHEREAS,** the Juvenile Court is seeking approval to apply for the FY 2020 for the Michigan Department of Health and Human Services, Michigan Committee on Juvenile Justice Racial Ethnic Disparities Data collection Grant in an amount not to exceed \$75,000 for up to two years in order to develop a comprehensive, integrated data system.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Juvenile Court to submit a grant application to the Michigan Department of Health and Human Services, Michigan Committee on Juvenile Justice to enhance court data systems; and

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above upon review and / or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:

Chief Judge  
Miriam A. Cavanaugh

Circuit Court Judges  
L. Suzanne Geddis  
Michael P. Hatty  
Matthew J. McGivney



*Livingston County Trial Courts*  
204 S. HIGHLANDER WAY, HOWELL, MI 48843

District Court Judge  
Shauna Murphy

# Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Deborah Shaw  
**Date:** August 27, 2019  
**Re:** Resolution Authorizing the Juvenile Court to Apply for the Michigan Department of Health and Human Services, Michigan Committee on Juvenile Justice Competitive Grant Entitled Racial and Ethnic Disparities Data Collection Grant.

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The attached resolution authorizes the Livingston County Trial Courts, Juvenile Court to submit an application to the Michigan Department of Health and Human Services, Michigan Committee on Juvenile Justice for the Racial Ethnic Disparities Data Collection Grant program. This grant would provide funds to support a comprehensive, integrated data collection system for juvenile probation.

The maximum award will not exceed \$75,000 per year, for two years. No County match or cost-sharing is required. If awarded, funding would begin on October 1, 2019.

If you have any questions regarding this matter please contact me. Thank you for your consideration and continued support of the Livingston County Trial Courts.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Upgrade of the IVR System and Purchase of SelecTXT Module from Selectron Technologies - Building Inspection**

**WHEREAS,** the Building Inspection Department continually strives to enhance customer service; and

**WHEREAS,** the Building Inspection department has obtained a negotiated quote to upgrade the existing Selectron Interactive Voice Response (IVR) environment and add the discounted SelecTXT module for \$38,000, subsequent annual fees are expected to be \$14,000, dependent upon system usage; and

**WHEREAS,** in addition to calling the Selectron IVR system, the SelecTXT module will allow customers to “text” to schedule, cancel or inquire on inspection results; and

**WHEREAS,** Selectron Technologies has an existing relationship with the Building Inspection department, having supplied an IVR that was/is integrated to their permitting software since 2001; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Selectron Technologies to implement the Relay IVR upgrade and SelecTXT module, at the not to exceed cost of \$38,000.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes the following supplemental appropriations to the Fiscal-Year 2019 Budget as illustrated below:

FUND	Approved 2019 budget	Proposed amendment	Amended 2019 budget
542 – Building Inspection	\$ 3,126,282	\$38,000	\$ 3,164,282

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**BUILDING INSPECTION DEPARTMENT**

**2300 E. Grand River Ave.**  
**Phone 517.546.3240 Fax 517.546.7461**  
**Web Site: <https://www.livgov.com/building>**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jim Rowell**  
**Date: 8/12/2019**  
**Re: Selectron Technologies SelecTXT Product**

The Building Inspection Department is focused on providing exemplary customer service. Making sure that our “customers” can easily access our services, 24/7, is a priority. To that end, we implemented new software at the beginning of 2018 which allows the public to engage in permitting activities online.

Our customers have been able to use upgraded versions of our current Interactive Voice Response (IVR) system for nearly 20 years. The system allows users to schedule, reschedule, and cancel inspections, as well as inquiring on inspection results. We’ve discovered that a upgrade to our existing system, will allow us to implement the SelecTXT module. That module allows the customer to schedule, reschedule, cancel and inquire upon inspections. Frequent users will be able to use a “shortcut” version (specific format) text. Users that are not familiar with the shortcuts will be prompted through a series of texts for their desired transactions.

A supplemental budget appropriation of \$38,000 is being requested to cover the cost of the discounted upgrade and implementation of the SelecTXT module.

Relay (IVR) Upgrade	\$24,000	
Relay Cloud Services Outbound	\$6,250	Includes setup, and 20,000 delivered messages
SelecTXT	\$7,750	Includes platform, setup, and 40,000 message bundle
<b>Total</b>	<b>\$38,000</b>	

Subsequent annual fees for the SelecTXT solution is expected to be \$14,000. Actual cost may vary based on usage.

If you have any questions regarding this matter please contact me.

PREPARED FOR: **Livingston County, MI****Price Quote****Relay Upgrade** **\$60,000****Upgrade to Relay Platform, Including Relay Administration Portal**New Virtual Server for Production Relay Permits IVR

Required Components to be Provided by Livingston County:

- Host Server Virtualization Environment: VMWare ESXi 5.1 (or newer)
- Server Image Specifications:
  - Windows 2016, 64-Bit (License to be provided by the County)
  - 250 GB Hard Drive
  - 16 GB RAM
- The County will be responsible for installing the virtual servers in a VMWare ESXi 5.1 (or newer) environment. Virtual Servers & OS will not be covered under the County's Support & Maintenance Agreement with Selectron.

Professional Services for Virtual Production Server Setup & Configuration

Virtual Server Set up, Software Installation, Configuration and Testing  
Labor to Procure, Assemble, Configure and Test Server Components and Software  
Remote Installation Support and Configuration  
System Documentation

Re-Host Four (8) HMP Production Licenses

The County's existing HMP licenses will be re-hosted on the new servers.

Decommission Existing Production VoicePermits IVR Servers

In accordance with the Software License Agreement, the County agrees to decommission the existing Production *VoicePermits* IVR (on a physical server) after cutover to the new Relay Permits IVR (on a virtual server). Selectron's Project Manager will work with the County on software deletion, and will need signoff for confirmation.

Update Existing 8-Port CT ADE Production License Software & Key to Latest Version

This upgrade is only free of charge if the existing 8-port CT ADE license key is sent back to Selectron after cutover to the new Production IVR (with new keys). Otherwise, standard costs for new license keys will apply.

*One-Time Discount on Relay Platform Upgrade* *(\$36,000)***Total Investment for Relay Upgrade** **\$24,000**

## Relay Cloud Services Outbound

<b>Customer Setup (includes Voice, Email, and SMS channels, and Static Notifications)</b>	<b>\$5,000</b>
<b>Automatic Results Notification Setup (created by Selectron)</b>	<b>\$1,500</b>
<b>20,000 Delivered Messages</b>	<b>\$6,000</b>

### RCS OUTBOUND SCOPE

The Relay Cloud Services Outbound system offers the following functionality.

- English Notifications with Spanish Add on Option for Dynamic Notifications
- Static Notification: General Information/ non-account specific messages that are configured and recorded by the Customer.
- Dynamic Notifications: Account-specific message created by Selectron that utilizes account specific information that is accessed through a real-time interface OR a flat file provided by the Customer. Dynamic Notifications to be created for Livingston include:
  - Automatic Results Notification
- Flat file information, consisting of call lists and account information, can be uploaded directly on the RCS website or automatically placed and uploaded via an FTP site.
- RCS Outbound has a web-based interface to configure and send messages as campaigns. Campaigns are initiated by the Customer; however, some Target Notifications are automated based on system data.
- A transfer is treated as an additional message in terms of the total bundle of messages purchased by the Customer, and are charged on a per-call basis. A "call" is defined as any valid telephone connection (does not include telephony errors and no answers). A single call is up to 4 minutes in length; each subsequent period up to 4 minutes is considered an additional call.

Outbound messages are purchased in annual message bundles. Messages, as defined by the agreement, that are not used rollover to the next qualifying renewal. The rollover messages from one period may only be used to offset overages in the next immediate period. If there are no overages from one period, the rollover messages from the prior period expire.

A qualifying renewal is one that is equal to or greater than the previous period. If customer chooses to reduce their annual plan renewal, rollover messages do not apply.

<i>Discount for purchase with Relay Upgrade</i>	<i>(\$6,250)</i>
<b>Total Investment for RCS Outbound</b>	<b>\$6,250</b>

## SelecTXT – Inspection Scheduling *(Requires Relay IVR)*

<b>Setup Fee</b>	<b>\$7,500</b>
<b>Annual Platform Fee</b>	<b>\$5,000</b>
<b>Message Bundle- 40,000 Messages</b>	<b>\$3,000</b>
<i>Discount for purchase with Relay Upgrade</i>	<i>(\$7,750)</i>
<b>Total Investment for SelecTXT</b>	<b>\$7,750</b>

The SelectTXT Inspection Scheduling offers the following functionality:

- Allows contractors and users to manage their inspection requests and results from a mobile device
- Schedule, Reschedule and Cancel inspection dates via an interactive text message conversation
- View inspection results
- Provides both simple step-by-step menu-driven and “power user” entries

Scheduling, rescheduling and cancelling inspections requires a text message “conversation” back and forth between the application and the mobile user, where the application requests specific permit-related information and the mobile user provides responses. A conversation consists of multiple text messages for each inspection request process.

SMS messages adhere to standard text message usage conventions, with a limit of 160 characters including spaces. If messages exceed the 160 character limit they may be split into multiple SMS text messages, therefore using more than one message.

## Livingston County Pricing Summary

1. Relay Upgrade	\$24,000
2. Relay Cloud Services Outbound	\$6,250*
3. SelectTXT	\$7,750*
<b>Total Investment</b>	<b>\$38,000</b>

\*Discounted pricing above requires the purchase of the relay Upgrade

## Three-Year Overview

Product	Year 1	Year 2	Year 3
Relay	\$24,000	0	0
Outbound	\$6,250	\$6,000	\$6,000
SelectTXT	\$7,750*	\$8,000*	\$8,000*
<b>Total</b>	<b>\$38,000</b>	<b>\$14,000</b>	<b>\$14,000</b>

\*Includes 40,000 messages. These are estimates and may change based on actual usage

### Required Items Not Included in This Quote:

- Existing Network Services & SIP Trunks
- Virtual Host Server, OS License, and Virtualization Environment



- All required applicable interfaces and licensing for access to data

## **SELECTRON PRODUCT AND SERVICE PRICING & PAYMENT INFORMATION**

Pricing does not include additional application integration charges that may be required as part of this solution. This includes Application Vendor API, user, or implementation fees, additional licensing fees, or other surcharges directly or indirectly charged by or remitted to the Application Vendor.

### **PAYMENT TERMS**

Receipt of a Purchase Order by the Customer will constitute acceptance of the terms and conditions utilized in the Professional Services Agreement executed with the initial purchase of your interactive system.

#### **RELAY IVR UPGRADE**

##### **SETUP FEE PAYMENT SCHEDULE**

45% Invoiced at time of execution of contracts

55% Invoiced when products purchased are delivered and made available for testing

#### **RCS OUTBOUND**

##### **SETUP FEE PAYMENT SCHEDULE**

100% Invoiced at time of execution of contracts

##### **PRE-PAID MESSAGE BUNDLE FEE SCHEDULE**

100% Invoiced when solution is delivered and made available for testing and then 45 days prior to anticipated reload of messages.

#### **SELECTXT**

##### **SETUP FEE PAYMENT SCHEDULE**

100% Invoiced at time of execution of contracts

##### **ANNUAL PLATFORM FEE SCHEDULE**

100% Invoiced when products purchased are delivered and made available for testing and then 45 days prior to annual renewal of bundle or as needed prior to renewal.

Text messages are purchased in annual message bundles. SelecTXT bundles will be priced separately from other types of text messages, including Outbound SMS bundles. Messages, as defined by the agreement, that are not used will rollover to the next qualifying renewal. The rollover messages from one period may only be used to offset overages in the next immediate period. If there are no overages from one period, the rollover messages from the prior period expire. A qualifying renewal is one that is equal to or greater than the previous period. If customer chooses to reduce their annual plan renewal, rollover messages do not apply.

### **PREMIERPRO ON-GOING SUPPORT**

An active Support and Maintenance Agreement and all applicable fees are required as qualification for the discounted pricing offered in this quote. Based upon evaluation of the items contained in this quote, Support and Maintenance fees will be adjusted accordingly upon the next renewal of the active Support and Maintenance Agreement.

### **TAXES**

Sales Tax or any other applicable taxes are **NOT** included in any of this proposal's pricing information. If taxes become applicable, these taxes will then need to be added to the proposed pricing.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

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**Resolution Authorizing the Sheriff's Office and the County of Livingston to Apply for and Enter Into Contract with the State of Michigan, Office of Highway Safety Planning for Fiscal Year 2020 Secondary Road Patrol and Traffic Accident Prevention Program Grant - Sheriff**

**WHEREAS,** the Livingston County Sheriffs' Department wishes to continue the operation of the Secondary Road Patrol and Traffic Accident Prevention Program for state fiscal year 2020; and

**WHEREAS,** the County of Livingston will be receiving up to \$87,720 in reimbursement funds from the State of Michigan, Office of Highway Safety Planning for participation in the 2020 Secondary Road Patrol and Accident Prevention Program.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the submission of application to enter into a contract with the State of Michigan, Office of Highway Safety Planning wherein Livingston County will receive a maximum of \$87,720 in State reimbursement funds effective October 1, 2019 through September 30, 2020.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts, agreements, amendments and support documents related to the 2020 Secondary Road Patrol and Accident Prevention Program upon review by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendment necessary to effectuate this \$87,720 grant award.

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MOVED:  
SECONDED:  
CARRIED:



## **LIVINGSTON COUNTY SHERIFF DEPARTMENT**

**150 S. Highlander Way  
Howell, Michigan 48843-2323  
(517) 546-2440 ext. 7983  
csell@livgov.com**

**DATE:** August 6, 2019

**TO:** Livingston County Board of Commissioners

**FROM:** Sergeant Chad Sell

**RE:** 2020 Secondary Road Patrol Grant offered by the State of Michigan Office of Highway Safety Planning

The Livingston County Sheriff's Office has been invited to participate in the State of Michigan, Office of Highway Safety Planning Secondary Road Patrol and Accident Prevention Program grant for State fiscal year 2020.

The State of Michigan, Office of Highway Safety Planning has offered Livingston County Sheriff Department up to \$87,720 in state reimbursement funds for participation in the program.

Continued participation in this grant opportunity will allow the Sheriff to maintain officers dedicated specifically to traffic enforcement and accident prevention within Livingston County.

The main purpose of the program is to increase traffic enforcement on secondary roads within Livingston County thereby reducing the number of traffic related incidents. The Livingston County Sheriff's Office has participated in the Secondary Road Patrol and Accident Prevention Program for a number of years in the past. I am requesting that the Board of Commissioners support the submission of the application and enter into contract with the State of Michigan, Office of Highway Safety Planning for fiscal year 2020. Your support will allow the Sheriff's Office to continue a vital service to our County.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

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**Resolution Authorizing the Sheriff's Office and the County of Livingston to Apply for FY 2020 Byrne Justice Assistance Grant - Sheriff**

**WHEREAS,** the Livingston County Sheriff's Office wishes to enter an application into the FY2020 Byrne Justice Assistance Grant, through the Michigan State Police, under the Technology Enhancement Projects section; and

**WHEREAS,** the purpose of the grant is to acquire funding to make technology enhancements to the Sheriff's Office through the purchase of new equipment and software; and

**WHEREAS,** the state funding are a one-time funds that do not require any County matching or cash match funds; and

**WHEREAS,** the County of Livingston will be applying to receive up to \$350,000 in reimbursement funds from the State of Michigan, through the Byrne Justice Assistance Grant.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Sheriff's Office to apply and if awarded enter into contract with the State of Michigan, for the Byrne Justice Assistance Grant wherein Livingston County could receive a maximum of \$350,000 in State reimbursement funds effective October 1, 2019 through September 30, 2020.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts, agreements, amendments and support documents related to the 2020 Byrne Justice Assistance Grant upon review by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendment necessary to effectuate this \$350,000 grant award.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY SHERIFF DEPARTMENT**

**150 S. Highlander Way  
Howell, Michigan 48843-2323  
(517) 546-2440 ext. 7983  
csell@livgov.com**

DATE: August 6, 2019

TO: Livingston County Board of Commissioners

FROM: Sergeant Chad Sell

RE: 2020 Byrne Justice Assistance Grant

The Livingston County Sheriff's Office is requesting approval to apply for the FY2020 Byrne Justice Assistance Grant offered through the Michigan State Police.

Through this competitive grant the Sheriff's Office may obtain a one-time reimbursement of up to \$350,000 from the State of Michigan to purchase equipment. There are no matching funds required from the County if the Sheriff's Office is awarded the grant.

The main purpose of the program is to provide agencies with funding to make purchases of equipment that can dramatically improve the ability to investigate, document and solve crimes through the use of new technology.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Terminating Taxpayer Funding of Elective Abortion Coverage in Livingston County's Employee Health Insurance Plans - Board of Commissioners**

**WHEREAS,** being self-insured Livingston County has limited discretion within the scope of State and Federal law to determine the scope of health benefits offered to its employees. Under recent enactments to Michigan law, one such now discretionary benefit is elective abortion coverage.

**WHEREAS,** the Federal Government through its Office of Personnel Management restricts abortion funding for its employees as its website states, "No federal funds, including administrative funds, will be used to cover abortions or administer plans that cover abortions."

**WHEREAS,** it is the position of many that the aforementioned regulation was implemented to prevent citizens, especially those who are opposed to abortion, from being forced to pay for this procedure with their tax dollars; and

**WHEREAS,** a review of the health insurance plan document, LIVINGSTON COUNTY - PPO 6 NON-0070018090002- 064G3 Effective Date: 01/01/2017, provided to Commissioner Nakagiri by Livingston County Human Resources, shows that elective abortion Coverage was, prior to the amendment of Michigan law to permit opt out, and is currently included in the health plan provided to employees; and

**WHEREAS,** elective abortion coverage provided by Livingston County is contrary to the principals upon which many believe the current federal policy prohibiting taxpayer-funded abortions is premised in that it necessarily forces Livingston County taxpayers to finance this procedure.

**THEREFORE, BE IT RESOLVED** Livingston County will undertake, within the requirements of the law, to no longer require taxpayers to fund elective abortion coverage in County health plans provided to employees and will terminate elective abortion coverage provided to non-union employees.

**BE IT FURTHER RESOLVED** this change in benefits will occur no later than the start of the new fiscal year, January 1, 2020, or sooner provided all contractual obligations can be met, and that documents, printed or electronic, shall be updated to reflect this change.

**BE IT FURTHER RESOLVED** the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise

modified by the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners.

**BE IT FINALLY RESOLVED** when bargaining over new contracts with unionized employee groups, bargainners for Livingston County are directed to negotiate for the elimination of elective abortion coverage.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**


## Screen Shot from the Office of Personnel Management Webpage

<https://www.opm.gov/faqs/topic/insure/index.aspx?cid=0c8d0402-8645-4471-81a2-bd6e5c2404d3>

https://www.opm.gov/faqs/topic/insure/index.aspx?cid=0c8d0402-8645-4471-81a2-bd6e5c2404d3

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A-Z Index | Contact Us | Forms | FAQs OPERATING STATUS: OPEN

 **OPM.GOV**

ABOUT POLICY INSURANCE RETIREMENT SUITABILITY

OPM.gov Main > FAQs > Insurance > Continuing FEHB Coverage into Retirement

IN THIS SECTION

- Assessment Policy
- Benefits for LGBT Federal Employees and Annuitants
- Classification
- Combined Federal Campaign
- Contracting and Acquisition
- Cybersecurity Information
- Diversity and Inclusion
- Employee Relations
- Employment
- Furlough
- Insurance**
- Investigations

## Frequently Asked Questions

### INSURANCE

Search by keywords:

### SHOP Health Coverage

I am a Member of Congress or designated congressional staff. If I separate from service will I be eligible for temporary continuation of coverage? [View more](#)

**Are federal funds used to provide abortion services covered under the Health Exchanges?** [View less](#)

No federal funds, including administrative funds, will be used to cover abortions or administer plans that cover abortions.



## Excerpt from Health Insurance Policy

LIVINGSTON COUNTY - PPO 6 NON-0070018090002- 064G3 Effective Date: 01/01/2017

page 6

Benefits	In-network	Out-of-network
Voluntary sterilization for males	90% after in-network deductible	80% after out-of-network deductible
Note: For voluntary sterilizations for females, see "Preventive care services."		
Voluntary abortions	90% after in-network deductible	80% after out-of-network deductible

Human organ transplants		
Benefits	In-network	Out-of-network
Specified human organ transplants - must be in a designated facility and coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% (no deductible or copay/coinsurance)	100% (no deductible or copay/coinsurance) - in designated facilities only
Bone marrow transplants - must be coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	90% after in-network deductible	80% after out-of-network deductible
Specified oncology clinical trials	90% after in-network deductible	80% after out-of-network deductible
Note: BCBSM covers clinical trials in compliance with PPACA.		
Kidney, cornea and skin transplants	90% after in-network deductible	80% after out-of-network deductible

## Mental health care and substance use disorder treatment

Note: Some mental health and substance use disorder services are considered by BCBSM to be comparable to an office visit or medical online visit. When a mental health or substance use disorder service is considered by BCBSM to be comparable to an office visit or medical online visit, we will process the claim under your office visit or medical online visit benefit.

Benefits	In-network	Out-of-network
Inpatient mental health care and inpatient substance use disorder treatment	90% after in-network deductible	80% after out-of-network deductible
	Unlimited days	
Residential psychiatric treatment facility:	90% after in-network deductible	80% after out-of-network deductible
<ul style="list-style-type: none"> <li>covered mental health services must be performed in a residential psychiatric treatment facility</li> <li>treatment must be preauthorized</li> <li>subject to medical criteria</li> </ul>		
Outpatient mental health care:	90% after in-network deductible	90% after in-network deductible in participating facilities only
<ul style="list-style-type: none"> <li>Facility and clinic</li> </ul>		
<ul style="list-style-type: none"> <li>Online visits - by physician or BCBSM selected vendor must be medically necessary</li> </ul>	\$10 copay per online visit	80% after out-of-network deductible
<ul style="list-style-type: none"> <li>Physician's office</li> </ul>	90% after in-network deductible	80% after out-of-network deductible
Outpatient substance use disorder treatment - in approved facilities only	90% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

ADM COB-3;ADM PLAN/YR JAN;ASCMOD 8339 DRG;CB GBC ASC;CB-AMB ASC;CB-ECM-IN \$1K A;CB-ECM-ON \$2K A;CB-ET \$100 ASC;CB-OLV\$0ASC;CB-OPMN 6350 A;CBC 20%-ON ASC;CBD \$250-IN ASC;CBD \$500-ON ASC;CBOPMON 12.7K A;MOPD-2X ASC;PD-PT ASC;PD TTC \$25/\$0 A;PRX PC ASC;PRX-MM ASC

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association. Services from a provider for which there is no Michigan PPO network and services from an out-of-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.

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000007610067

# Equalization



What's new for 2020

# Pubic Act 660: Assessing Reform

Effective date: December 31, 2020.

We will need to have in place an intergovernmental agreement between most of the local units and the county board of commissioners by December stating that if the local unit becomes noncompliant with certain assessing standards they must hire a new assessor or employ the county's designated assessor. Until which time they are compliant with the standards.

We must have in place a designated assessor that is approved by the BOC and the STC by December.

# AMAR

Audit of Minimum Assessing Requirements

What are they looking for?

Back ground information that will be asked.

What date did the assessor certified the assessment roll?

What is the COD? What is the PRD?

Does the 4022 at the local unit match the 4022 at the county and the information on the 4023 at the state?

When a denial for a PRE is issued is the correct interest rate applied?

Does the unit have auditing procedures for granting exemption or removing the exemption on real property?

Do they have accurate Land Value Maps?

1. Do they have properly calculated ECF's?
2. Do they have properly calculated land values?
3. Does the true cash value on the local unit record card agree with the true cash value on the assessment roll?
4. Does the unit conduct an annual personal property canvass?  
Did the local unit grant any Small Business Taxpayer Exemptions? Were the proper procedures followed?

5. Review of Exemptions granted under 211.7u (poverty exemptions)  
Does the local unit have proper poverty exemption guidelines?  
Does the local unit have an asset test? Was the policy followed?



6. Does the July and December BOR consider only items in which they have statutory authority? (211.53b)

7. Does the local unit follow the requirements under 211.27b to levy the interest and penalty for failure to file a Property Transfer Affidavit? If waived, was there a resolution? Where is that resolution kept on file?

# MAA

## Michigan Assessors Association

MAA has requested equalization departments work with the local units to mentor new MCAT's in the different facets of property tax administration. I've reached out to our local association, Livingston County Assessors Association, and are working to provide intern positions as an interdiction to the various positions of the profession.



Act No. 660  
Public Acts of 2018  
Approved by the Governor  
December 28, 2018  
Filed with the Secretary of State  
December 28, 2018  
EFFECTIVE DATE: December 28, 2018

**STATE OF MICHIGAN  
99TH LEGISLATURE  
REGULAR SESSION OF 2018**

Introduced by Rep. Lower

## **ENROLLED HOUSE BILL No. 6049**

AN ACT to amend 1893 PA 206, entitled "An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts," by amending sections 10d, 10e, and 28 (MCL 211.10d, 211.10e, and 211.28), section 10d as amended by 1984 PA 19, section 10e as added by 1986 PA 223, and section 28 as amended by 2006 PA 143, and by adding section 10g.

*The People of the State of Michigan enact:*

Sec. 10d. (1) The annual assessment of property shall be made by an assessor who has been certified as qualified by the state tax commission as having successfully completed training in a school of assessment practices or by the passage of a test approved by the state tax commission and conducted by the state tax commission or an agency approved by the state tax commission that will enable the individual to properly discharge the functions of the office. The school shall be established by an approved educational institution in conjunction with the state tax commission and be supervised by the state tax commission and its agents and employees. The state tax commission may determine that a director of a county tax or equalization department or an assessor who has not received the training possesses the necessary qualifications for performing the functions of the office by the passage of an approved examination.

(313)

(2) The state tax commission may also grant a conditional 6-month certification to a newly elected assessing officer or an assessing officer appointed to fill an unexpired term if all of the following criteria are met:

(a) The newly elected or appointed assessing officer applies for certification and pays the required filing fee.

(b) The governing body of the assessing district requests the state tax commission to conditionally certify the newly elected or appointed assessing officer.

(c) The newly elected or appointed assessing officer or the governing body of the assessing district submits a statement outlining the course of training he or she plans to pursue.

(d) The period of time for which the conditional certification is requested does not exceed 6 months after the date that he or she assumes office.

(3) Conditional certification under subsection (2) shall not be granted for any assessing district more than once in 4 years.

(4) Conditional certification under subsection (2) shall only be granted to a newly elected or appointed assessing officer in an assessing district that does not exceed a total state equalized valuation of \$125,000,000.00.

(5) Upon presentation of evidence of the successful completion of the qualifications, the assessor shall be certified as qualified by the state tax commission.

(6) An assessing district that does not have an assessor qualified by certification of the state tax commission may employ an assessor so qualified. If an assessing district does not have an assessor qualified by certification of the state tax commission, and has not employed a certified assessor, the assessment shall be made by the county tax or equalization department or the state tax commission and the cost of preparing the rolls shall be charged to the assessing district.

(7) Every lawful assessment roll shall have a certificate attached signed by the certified assessor who prepared or supervised the preparation of the roll. A village that is located in more than 1 assessing district may, in a form and manner prescribed by the state tax commission, request state tax commission approval that the assessment of property within the village be combined with the assessment of property in 1 of those assessing districts. A certificate attached to an assessment roll pursuant to this subsection shall be in the form prescribed by the state tax commission. If after completing the assessment roll the certified assessor for the assessing district dies or otherwise becomes incapable of certifying the assessment roll, the director of the county tax or equalization department or the state tax commission shall certify the completed assessment roll at no cost to the assessing district.

(8) The assessing district shall assume the cost of training, if a certification is awarded, to the extent of course fees and recognized travel expenditures.

(9) An assessor who certifies an assessment roll over which he or she did not have direct supervision is guilty of a misdemeanor.

(10) The state tax commission shall promulgate rules for the issuance or revocation of certification.

(11) The director of a county tax or equalization department required by section 34 of this act shall be certified by the state tax commission at the level determined to be necessary by the state tax commission before being appointed by the county board of commissioners pursuant to section 34 or before performing or, after March 29, 1985, continuing to perform, the functions of the director of a county tax or equalization department. The state tax commission may grant a conditional extension of 12 months to an individual who is serving as the director of a county tax or equalization department on March 29, 1985 if all of the following conditions are satisfied:

(a) At the time of applying for certification the individual is currently certified at not less than 1 level below the level required by the state tax commission for that county.

(b) The individual applies for certification and pays the required fee.

(c) The county board of commissioners requests the state tax commission to grant the extension.

(d) The individual submits a statement to the state tax commission outlining the course of study he or she intends to pursue to obtain certification.

(12) The state tax commission may grant an additional 6-month extension to the conditional extension described in subsection (11) if the extension is requested by the county board of commissioners and the applicant demonstrates satisfactory progress in the course of study outlined to the state tax commission under subsection (11). In a county in which a vacancy has been created in the position of director of a county tax or equalization department and in which the position was previously filled by an individual certified at the level required by the state tax commission pursuant to this subsection, an individual certified at 1 level below the level required by the state tax commission pursuant to this subsection may serve in the position for 12 months after the vacancy has been created.

Sec. 10e. All assessing officials whose duty it is to assess real or personal property on which real or personal property taxes are levied by any taxing unit of the state shall use only the official assessor's manual or a manual approved by the state tax commission consistent with the official assessor's manual, with their latest supplements, as prepared or approved by the state tax commission as a guide in preparing assessments. Beginning with the tax

assessing year 1978, all assessing officials shall maintain records relevant to the assessments, including appraisal record cards, personal property records, historical assessment data, tax maps, and, through calendar year 2018, land value maps, consistent with standards set forth in the assessor's manual published by the state tax commission.

Sec. 10g. (1) Pursuant to subsection (2), on and after December 31, 2021, the state tax commission shall audit the assessing districts in this state to determine if they do all of the following:

(a) Employ or contract with an assessor of record that oversees and administers an annual assessment of all property liable to taxation in the assessing district, as provided in section 10, in accordance with the constitution and laws of this state. For an assessing district that amends its corrective action plan pursuant to subsection (3)(c), its assessor of record must be an advanced assessing officer or a master assessing officer.

(b) Use a computer-assisted mass appraisal system that is approved by the state tax commission as having sufficient software capabilities to meet the requirements of this act and to store and back up necessary data.

(c) Subject to state tax commission guidelines, have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers. A policy under this subdivision must include, at a minimum, the items in subparagraphs (i) to (iv) and should include the item in subparagraph (v) as follows:

(i) A designation, by name, telephone number, and electronic mail address, of at least 1 official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.

(ii) An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.

(iii) Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for purposes of discussing an inquiry in person.

(iv) Information about how requests for inspection or production of records maintained by the assessor's office should be made by a taxpayer and how those requests will be handled by the assessor's office.

(v) Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the board of review.

(d) If a city or township building within the assessing district is in an area with broadband internet access, provide taxpayers online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. As used in this subdivision, "area with broadband internet access" means an area determined by the connect Michigan broadband service industry survey to be served by fixed terrestrial service with advertised speeds of at least 25 megabits per second downstream and 3 megabits per second upstream in the most recent survey available.

(e) Include the contact information described in subdivision (c)(i) in notices to taxpayers concerning assessment changes and exemption determinations, including, but not limited to, notices issued under section 24c.

(f) Ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its board of review members receive board of review training and updates required and approved by the state tax commission.

(g) Comply with section 44(4) with respect to any property tax administration fee collected under section 44.

(h) Have all of the following:

(i) Properly developed and documented land values.

(ii) An assessment database for which not more than 1% of parcels are in override.

(iii) Properly developed and documented economic condition factors.

(iv) An annual personal property canvass and sufficient personal property records according to developed policy and statutory requirements.

(v) A board of review that operates in accordance with this act.

(vi) An adequate process for determining whether to grant or deny exemptions according to statutory requirements.

(vii) An adequate process for meeting the requirements outlined in the state tax commission's publication entitled, "Supervising Preparation of the Assessment Roll", as those requirements existed on October 1, 2018.

(i) Comply with any other requirement that the state tax commission lawfully promulgates under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, in the exercise of its authority under this act that expressly states that it is intended as an additional requirement under this subsection.

(2) The state tax commission shall develop and implement an audit program to determine whether an assessing district is in substantial compliance with the requirements in subsection (1). If, after December 31, 2021, the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1), the state tax commission may initiate the process described in subsection (3) to ensure that the assessing district achieves and maintains substantial compliance with those requirements.

(3) The state tax commission shall develop and implement a process to ensure that all assessing districts in the state achieve and maintain substantial compliance with the requirements in subsection (1). At a minimum, that process shall include all of the following actions and procedures:

(a) If the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1) and elects to initiate the process described in this subsection, the commission shall provide the assessing district with a notice of noncompliance setting forth the reasons the assessing district is not in substantial compliance with the requirements in subsection (1) and requesting that the assessing district develop a corrective action plan approved by its governing body to address those deficiencies. Except as otherwise provided in subdivision (g), an assessing district shall file a corrective action plan requested under this subdivision with the state tax commission within 60 days after receipt of the notice of noncompliance. The state tax commission shall approve a corrective action plan filed under this subdivision or request changes to the plan within 60 days after filing.

(b) No earlier than May 1 and no later than September 1 of the calendar year immediately following the year of the notice described in subdivision (a), or, in the case of a corrective action plan approved by the state tax commission that extends beyond 1 year, no earlier than May 1 and no later than September 1 of the calendar year that is the second calendar year following the year of the notice described in subdivision (a), the state tax commission shall conduct an initial follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(c) Except as otherwise provided in subdivisions (g) and (i), an assessing district that has received a notice of noncompliance as part of an initial follow-up review under subdivision (b) shall elect to either contract with the designated assessor for the county to serve as the district's assessor of record or amend its corrective action plan with the approval of the state tax commission to provide that the assessing district will employ or contract with a new assessor of record, who shall be an advanced assessing officer or a master assessing officer, to achieve and maintain substantial compliance with the requirements in subsection (1).

(d) If an assessing district amends its corrective action plan pursuant to subdivision (c), no earlier than May 1 and no later than September 1 of the following calendar year, the state tax commission shall conduct a second follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(e) If the state tax commission, pursuant to subdivision (b) or (d), provides an assessing district a notice of substantial compliance with the requirements in subsection (1), no further follow-up reviews are required under this subsection.

(f) Except as otherwise provided in subdivision (g), if the state tax commission provides an assessing district a notice of noncompliance pursuant to a second follow-up review under subdivision (d) or notifies an assessing district that it has fallen out of substantial compliance less than 5 calendar years after the calendar year a notice of substantial compliance was issued under this subsection, the state tax commission may require the assessing district to contract with the designated assessor for the county to serve as the district's assessor of record. If the state tax commission notifies an assessing district that it has fallen out of substantial compliance with the requirements in subsection (1) more than 4 calendar years after the calendar year a notice of substantial compliance was issued, that notice of noncompliance shall be treated as an initial determination of noncompliance under this subsection.

(g) Within 30 days after receiving a notice of noncompliance under subdivisions (a), (b), (d), or (f), an assessing district may file a written petition with the state tax commission challenging the determination. The state tax commission shall arbitrate the dispute based on the documented facts supporting the notice of noncompliance and the information contained in the written petition and may request additional information as needed from the assessing district. If a petition is properly filed under this subdivision, the requirements applicable to an assessing district under subdivisions (a), (c), and (f) do not apply until the state tax commission notifies the assessing district of the results of the arbitration. With respect to the corrective action plan filing requirement in subdivision (a), the 60-day window for filing the plan will run from the date of this notice.

(h) Unless earlier times are agreed to by the state tax commission and the designated assessor, an assessing district that is under contract with a designated assessor under this subsection may petition the state tax commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than 5 years after commencement of the contract. The state tax commission shall approve termination of a contract under this subdivision if it determines that the assessing district can achieve and maintain substantial compliance with the requirements in subsection (1) using a different assessor of record.

(i) Notwithstanding any other provision of this subsection, the state tax commission may immediately require an assessing district to contract with the designated assessor for the county to serve as the district's assessor of record if after the expiration of 90 days following a second notice of noncompliance under subdivision (b) or the issuance of a notice of arbitration results under subdivision (g), whichever is later, the assessing district has not either contracted

with the designated assessor for the county or employed or contracted with a new assessor of record pursuant to subdivision (c) or if both of the following apply:

(i) The assessing district has failed to file an acceptable corrective action plan with the state tax commission under subdivision (a) within 180 days following an initial notice of noncompliance under subdivision (a) or has failed to make a good-faith effort to implement a corrective action plan approved by the state tax commission under subdivision (a) within 240 days following an initial notice of noncompliance under subdivision (a).

(ii) The failure is likely to result in assumption of the assessing district's assessment roll.

(j) A designated assessor may charge an assessing district that is required to contract with the designated assessor under this subsection, and that assessing district shall pay, for the reasonable costs incurred by the designated assessor in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The state tax commission shall develop guidelines, which, at a minimum, shall provide for the ability of an assessing district to protest a charge to the state tax commission and the ability of the state tax commission to resolve disputes between the designated assessor and the assessing district regarding costs and charges.

(k) A designated assessor is a local assessing unit for purposes of the provisions in section 44 concerning the division and use of any collected property tax administration fees.

(4) Beginning December 31, 2020, every county shall have a designated assessor on file with the state tax commission, subject to all of the following:

(a) Subject to subdivision (d), to designate an assessor as a designated assessor, a county shall provide the state tax commission with an interlocal agreement that designates an individual who will serve as the county's designated assessor and shall petition the state tax commission to approve of the individual as the designated assessor for that county. The interlocal agreement must be executed by the board of commissioners for that county, a majority of the assessing districts in that county, and the individual put forth as the proposed designated assessor. For purposes of this subdivision and subsection (5)(d), an assessing district is considered to be in the county where all of, or in the case of an assessing district that has state equalized value in multiple counties, the largest share of, that assessing district's state equalized value is located.

(b) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall approve the petition.

(c) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall reject the petition and request the submission of additional interlocal agreements under subdivision (a) until a suitable assessor has been presented.

(d) Except as otherwise provided in subdivision (e), an approved designated assessor designation shall not be revoked and no new designation shall be made under subdivision (a) earlier than 5 years following the date of the approved designation.

(e) The state tax commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a county's designated assessor and, if applicable, revoke the approved designation of the current designated assessor under the following circumstances and subject to the following time limit:

(i) If the designated assessor dies or becomes incapacitated.

(ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.

(iii) If it determines at any time that the designated assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1).

(iv) If, as of December 31, 2020, it has not been provided an interlocal agreement, executed as provided in subdivision (a), that presents a suitable individual to serve as the county's designated assessor.

(v) An approved designation under this subdivision is effective only until a new assessor has been designated and approved under subdivisions (a) to (c).

(5) As used in this section:

(a) "Advanced assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Advanced Assessing Officer(3) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Advanced Assessing Officer(3).

(b) "Assessing district" means a city, township, or joint assessing authority.

(c) "Corrective action plan" means a plan developed by an assessing district that specifically indicates how the assessing district will achieve substantial compliance with the requirements in subsection (1) and when substantial compliance will be achieved.

(d) "Designated assessor" means an individual designated and approved, as provided in subsection (4), to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor pursuant to the process specified in subsection (3).

(e) "Master assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Master Assessing Officer(4) or; if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Master Assessing Officer(4).

(f) "Noncompliance" means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute. It is the opposite of substantial compliance and shall be determined based on a holistic evaluation of compliance with the requirements in subsection (1), taking into account the anticipated overall impact of the deficiencies on the assessing district's ability to perform the assessment function. A finding of noncompliance shall not be based on isolated technical deficiencies.

(g) "Substantial compliance" means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute. It is the opposite of noncompliance.

(6) Not later than 2 years after the effective date of the amendatory act that added this section, the state tax commission shall adopt and publish guidelines to implement this section. The guidelines shall include, at a minimum, minimum standards and model policies to be followed for substantial compliance with the requirements of subsection (1) and shall identify those deficiencies that may lead to a finding of noncompliance and those deficiencies that are technical. The state tax commission may update the guidelines as needed to implement this section.

Sec. 28. (1) The township board shall appoint those electors of the township who will constitute a board of review for the township. At least 2/3 of the members must be property taxpayers of the township. Members appointed to the board of review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year. Each member of the board of review shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the membership of the board of review. A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy. A majority of the board of review constitutes a quorum for the transaction of business, but a lesser number may adjourn and a majority vote of those present will decide all questions. At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the board of review.

(2) The township board may appoint 3, 6, or 9 electors of the township, who will constitute a board of review for the township. If 6 or 9 members are appointed as provided in this subsection, the membership of the board of review must be divided into board of review committees consisting of 3 members each for the purpose of hearing and deciding issues protested pursuant to section 30. Two of the 3 members of a board of review committee constitute a quorum for the transaction of the business of the committee. All meetings of the members of the board of review and committees must be held during the same hours of the same day and at the same location.

(3) A township board may appoint not more than 2 alternate members for the same term as regular members of the board of review. Each alternate member must be a property taxpayer of the township. Alternate members shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the alternate membership of the board of review. A member of the township board is not eligible to serve as an alternate member or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the board of review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the board of review for the purpose of reaching a decision in issues protested in which a regular member has abstained for reasons of conflict of interest.

(4) The size, composition, and manner of appointment of the board of review of a city may be prescribed by the charter of a city. In the absence of or in place of a charter provision, the governing body of the city, by ordinance, may establish the city board of review in the same manner and for the same purposes as provided by this section for townships.

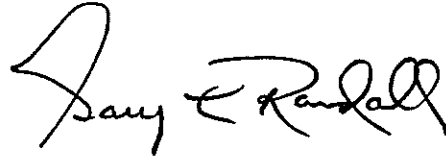
(5) A majority of the entire board of review membership shall indorse the assessment roll as provided in section 30. The duties and responsibilities of the board contained in section 29 shall be carried out by the entire membership of the board of review and a majority of the membership constitutes a quorum for those purposes.

(6) The governing bodies of 2 or more contiguous cities or townships may, by agreement, appoint a single board of review to serve as the board of review for each of those cities or townships for purposes of this act. The provisions in

subsections (1) to (5) should serve as a guide in determining the size, composition, and manner of appointment of a board of review appointed under this subsection.

Enacting section 1. It is the intent of the legislature to appropriate sufficient money to address start-up and training costs associated with this amendatory act, including, but not limited to, necessary costs incurred to train board of review members, increase the number of assessors qualified to serve as assessors of record, facilitate initial designated assessor designations, respond to assessor requests for technical assistance, enhance staff and programming within the state tax commission to improve technical support for assessors of record, and transition some assessment services to designated assessors.

This act is ordered to take immediate effect.



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Clerk of the House of Representatives



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Secretary of the Senate

Approved .....

.....  
Governor