

FINANCE COMMITTEE AGENDA

August 19, 2020, 7:30 AM

Zoom Virtual Meeting Room

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

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1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
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Meeting minutes dated: August 5, 2020
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
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	Dated: August 19, 2020	
11.	PREAUTHORIZED	
	Dated: July 21 through August 13, 2020	
12.	CALL TO THE PUBLIC	
13.	ADJOURNMENT	

FINANCE COMMITTEE

MEETING MINUTES

August 5, 2020, 7:30 a.m.

Zoom Virtual Meeting Room

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Members Present Kate Lawrence , Douglas Helzerman, William Green , Wes Nakagiri, Robert Bezotte, Carol Griffith, Jay Gross, Gary Childs

1. **CALL MEETING TO ORDER**

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

2. **ROLL CALL**

Indicated the presence of a quorum.

3. **APPROVAL OF MINUTES**

Meeting minutes dated: July 22, 2020

Motion to approve the minutes as presented.

Moved by: D. Helzerman

Seconded by: R. Bezotte

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

4. **TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

5. **APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

Moved by: G. Childs

Seconded by: C. Griffith

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

6. CALL TO THE PUBLIC

None.

7. REPORTS

Commissioner Lawrence thanked the County Clerk's office and the Information Technology Department for their work at last night's elections.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Juvenile Court

Resolution Authorizing Submission of the 2020/2021 Child Care Fund Budget to the State of Michigan

Debby Shaw presented the resolution. Jennifer Tate, Roberta Sacharski, and Heather McCray-Germain were also present to answer questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: R. Bezotte

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

8.2 Car Pool

Resolution Authorizing an Increase in Total Authorized Vehicles in the Airport Fleet

Greg Kellogg and Mark Johnson presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: W. Nakagiri

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

8.3 LETS

Resolution to Adopt a Policy and Procedure for Approval of Non-Commercial Livingston County and County Municipal Entity Public Services Outreach & Education or Public Services Announcement Postings in or on LETS Transportation Vehicles

Greg Kellogg presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: J. Gross

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

8.4 County Clerk

Resolution Authorizing the County Clerk to Purchase a Backup Election Equipment Workstation

Elizabeth Hundley presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: D. Helzerman

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

8.5 County Clerk

Resolution Authorizing the Livingston County Clerk to Enter Agreements to Provide Election Services to Local Jurisdictions

Elizabeth Hundley presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: W. Green

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

8.6 Health Department

Resolution to Accept Michigan Department of Health and Human Services Funding and Create Grant Funded Positions to Support Livingston County Health Department's COVID-19 Response

Dianne McCormick presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: J. Gross

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

8.7 Health Department

Resolution to Authorize Agreement for Delivery of Comprehensive Health Services for the Period of October 1, 2020 through September 30, 2021

Dianne McCormick presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: J. Gross

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

8.8 Fiscal Services

Resolution Authorizing an Agreement with MAC Services Corporation/ CoPro+ for Procurement Support

Cindy Catanach presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: W. Nakagiri

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

9. ANNUAL REPORTS

9.1 Facility Services Department

Chris Folts, Department Director, presented 2019 activities and data.

9.2 Planning Department

Kathleen Kline-Hudson, Department Director, presented 2019 activities and data.

10. CLAIMS

Dated: August 5, 2020

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: C. Griffith

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

11. PREAUTHORIZED

Dated: July 17 through July 30, 2020

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: J. Gross

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

12. CALL TO THE PUBLIC

None.

13. ADJOURNMENT

Motion to adjourn the meeting at 8:55 a.m.

Moved by: D. Helzerman

Seconded by: G. Childs

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

Motion Carried (8 to 0)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Second Quarter Budget Amendment to Fiscal-Year 2020

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

WHEREAS, the proposed amendment recognizes actual expenditure activity for the second quarter of 2020 and includes:

- Increase/decreases in departmental expenditures to correspond to actual activity
 - Net-zero transfer to adjust to actuals expenses for several departments
 - Increased expenditures for modems for Election equipment offset by additional reimbursement revenue received this year
 - Increased wages and supplies for Medical Examiner caused by increased cases
 - Increased expenses for DPW eWaste program offset by private contributions
 - Increased expenditures for Drain contracts and supplies offset by SAW state grant revenue
 - Increased expenditures for Sheriff, Jail and Animal Control for agreed upon bargaining agreements including education incentives and retirement DC match
- Increase in Retirement capturing the use of the MI Works transfer-in for an additional payment to MERS in the amount of \$300,000
- Increased expenditures for Health Department for temporary wages, personal protection equipment, and medical supplies for COVID-19 response offset by an increase in grant revenue
- Increased expenditures for Animal Shelter renovations offset by an increase in grant revenue
- Increased expenditures for Building Inspection software as a result of onboarding Williamston inspection services contract
- Increased expenditures for Airport for lightning damage covered by an MMRMA claim; and

WHEREAS, the proposed amendment adjusts General Fund revenue to anticipated collection levels for:

- Increase in Election reimbursement in the amount of \$23,681
- Increase in Fiscal Services for the purchase card (P-Card) rebate program in the amount of \$18,170
- Increase in DPW for eWaste program private contributions in the amount of \$37,500

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the following second quarter budget amendment to the Fiscal-Year 2020 Budget as illustrated below:

FUND	Approved 2020 budget	Proposed amendment	Amended 2020 budget
101 - General Fund	\$50,913,886	\$ 358,546	\$51,272,432
221 - Health	\$ 4,188,170	\$ 36,200	\$ 4,224,370
239 - Animal Shelter Grants	\$ 25,000	\$ 8,605	\$ 33,605
542 - Building Inspection	\$ 3,272,246	\$ 9,900	\$ 3,282,146
581 - Airport	\$ 1,397,319	\$ 7,254	\$ 1,404,573

BE IT FURTHER RESOLVED that the worksheet showing details of the above is available for review in the Fiscal Services office.

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MOVED:
SECONDED:
CARRIED:

EXPENDITURES			
		2020 Amended	Proposed Amended
Special Revenue Funds			
21065100	EMS	\$ 10,542,142	\$ - \$ 10,542,142
21110100	CENSUS 2020	\$ 50,000	\$ - \$ 50,000
21414100	FOC Family Counseling	\$ 14,000	\$ - \$ 14,000
21514100	FOC	\$ 2,790,160	\$ - \$ 2,790,160
21814900	REDD Grant	\$ 61,518	\$ - \$ 61,518
22160100	Health	\$ 4,188,170	\$ 36,200 \$ 4,224,370
23030100	Sheriff Donation Fund	\$ 3,500	\$ - \$ 3,500
23143000	Animal Shelter Donations	\$ -	\$ - \$ -
23816800	Courts FED Grants	\$ 461,349	\$ - \$ 461,349
23826717	Family Support	\$ 305,544	\$ - \$ 305,544
23830100	Sheriff - Federal Grants	\$ 314,275	\$ - \$ 314,275
23833100	Sheriff Marine Safety	\$ 5,600	\$ - \$ 5,600
23842600	FED Emergency Mngmnt	\$ 176,862	\$ - \$ 176,862
23872100	Planning Federal Grants	\$ 24,555	\$ - \$ 24,555
23916800	Courts STATE Grants	\$ 537,580	\$ - \$ 537,580
23926718	Crime Victims Rights	\$ 167,421	\$ - \$ 167,421
23930100	Sheriff State Grants	\$ 12,000	\$ - \$ 12,000
23930106	Sheriff Traffic Secondary Road	\$ 132,446	\$ - \$ 132,446
23943000	Animal Shelter State Grants	\$ 25,000	\$ 8,605 \$ 33,605
23944100	DPW State Grants	\$ -	\$ - \$ -
24469000	CDBG Grant	\$ 17,255	\$ - \$ 17,255
24527800	ROD Survey & Remon	\$ 166,245	\$ - \$ 166,245
25522300	Princ Res Exemption	\$ 7,322	\$ - \$ 7,322
25626801	ROD Automation	\$ 314,113	\$ - \$ 314,113
26017200	Indigent Defense	\$ 2,532,119	\$ - \$ 2,532,119
26132500	911 Central Dispatch	\$ 4,584,628	\$ - \$ 4,584,628
26132525	911 Enhanced	\$ 372,254	\$ - \$ 372,254
26132526	911 Training	\$ 26,646	\$ - \$ 26,646
26335100	Sheriff CO Training	\$ 20,000	\$ - \$ 20,000
26530100	Drug Law Enforcement	\$ 4,500	\$ - \$ 4,500
26630100	DEA Equitable Sharing	\$ 6,166	\$ - \$ 6,166
26821500	Concealed Pistol Licensing	\$ 67,240	\$ - \$ 67,240
26914500	Law Library	\$ 85,168	\$ - \$ 85,168
27536200	Community Corrections	\$ -	\$ - \$ 85,168
27830100	Sheriff Victim Svcs Unit	\$ 1,075	\$ - \$ 1,075
29067000	Social Welfare	\$ 9,500	\$ - \$ 9,500
29266200	Child Care Juvenile	\$ 2,041,993	\$ - \$ 2,041,993
29266300	Child Care Social Services	\$ 1,065,000	\$ - \$ 1,065,000
29568900	Veteran Services	\$ 1,038,133	\$ - \$ 1,038,133
29630100	Criminal Forfeiture	\$ 1,890	\$ - \$ 1,890
Enterprise Funds			
54237100	Building & Safety	\$ 3,272,246	\$ 9,900 \$ 3,282,146
5780275	Septic Receiving	\$ 1,592,264	\$ - \$ 1,592,264
58105400	Airport	\$ 1,397,319	\$ 7,254 \$ 1,404,573
58853800	LETS	\$ 5,536,946	\$ - \$ 5,536,946
59535100	Jail Commissary	\$ 175,765	\$ - \$ 175,765
Internal Service Funds			
63126500	Facility Services	\$ 2,881,566	\$ - \$ 2,881,566
63622800	Information Technology	\$ 5,655,173	\$ - \$ 5,655,173
66126300	Car Pool	\$ 1,953,029	\$ - \$ 1,953,029
67785200	Benefit Fund	\$ 10,954,169	\$ - \$ 10,954,169

REVENUES			
		2020 Amended	Proposed Amended
Special Revenue Funds			
21065100	EMS	\$ (10,542,142)	\$ - \$ (10,542,142)
21110100	CENSUS 2020	\$ (50,000)	\$ - \$ (50,000)
21414100	FOC Family Counseling	\$ (14,000)	\$ - \$ (14,000)
21514100	FOC	\$ (2,619,177)	\$ - \$ (2,619,177)
21814900	REDD Grant	\$ (61,518)	\$ - \$ (61,518)
22160100	Health	\$ (4,027,644)	\$ (434,586) \$ (4,462,230)
23030100	Sheriff Donation Fund	\$ (500)	\$ - \$ (500)
23143000	Animal Shelter Donations	\$ -	\$ - \$ -
23816800	Courts FED Grants	\$ (461,349)	\$ - \$ (461,349)
23826717	Family Support	\$ (305,544)	\$ - \$ (305,544)
23830100	Sheriff - Federal Grants	\$ (314,275)	\$ - \$ (314,275)
23833100	Sheriff Marine Safety	\$ (5,600)	\$ - \$ (5,600)
23842600	FED Emergency Mngmnt	\$ (279,527)	\$ - \$ (279,527)
23872100	Planning Federal Grants	\$ (24,555)	\$ - \$ (24,555)
23916800	Courts STATE Grants	\$ (559,674)	\$ - \$ (559,674)
23926718	Crime Victims Rights	\$ (167,421)	\$ - \$ (167,421)
23930100	Sheriff State Grants	\$ (12,000)	\$ - \$ (12,000)
23930106	Sheriff Traffic Secondary Road	\$ (132,446)	\$ - \$ (132,446)
23943000	Animal Shelter State Grants	\$ (25,000)	\$ (8,605) \$ (33,605)
23944100	DPW State Grants	\$ -	\$ - \$ -
24469000	CDBG Grant	\$ (42,855)	\$ - \$ (42,855)
24527800	ROD Survey & Remon	\$ (65,000)	\$ - \$ (65,000)
25522300	Princ Res Exemption	\$ (6,150)	\$ - \$ (6,150)
25626801	ROD Automation	\$ (204,000)	\$ - \$ (204,000)
26017200	Indigent Defense	\$ (2,554,318)	\$ - \$ (2,554,318)
26132500	911 Central Dispatch	\$ (4,272,325)	\$ - \$ (4,272,325)
26132525	911 Enhanced	\$ (372,250)	\$ - \$ (372,250)
26132526	911 Training	\$ (26,646)	\$ - \$ (26,646)
26335100	Sheriff CO Training	\$ (20,000)	\$ - \$ (20,000)
26530100	Drug Law Enforcement	\$ (2,000)	\$ - \$ (2,000)
26630100	DEA Equitable Sharing	\$ (3,000)	\$ - \$ (3,000)
26821500	Concealed Pistol Licensing	\$ (120,780)	\$ (27,600) \$ (148,380)
26914500	Law Library	\$ -	\$ - \$ -
27536200	Community Corrections	\$ (85,168)	\$ - \$ (85,168)
27830100	Sheriff Victim Svcs Unit	\$ (1,250)	\$ - \$ (1,250)
29067000	Social Welfare	\$ (9,000)	\$ - \$ (9,000)
29266200	Child Care Juvenile	\$ (2,115,993)	\$ - \$ (2,115,993)
29266300	Child Care Social Services	\$ (1,065,000)	\$ - \$ (1,065,000)
29568900	Veteran Services	\$ (1,011,000)	\$ - \$ (1,011,000)
29630100	Criminal Forfeiture	\$ -	\$ - \$ -
Enterprise Funds			
54237100	Building & Safety	\$ (2,273,500)	\$ - \$ (2,273,500)
5780275	Septic Receiving	\$ (2,150,414)	\$ - \$ (2,150,414)
58105400	Airport	\$ (1,501,242)	\$ - \$ (1,501,242)
58853800	LETS	\$ (5,273,608)	\$ - \$ (5,273,608)
59535100	Jail Commissary	\$ (129,000)	\$ - \$ (129,000)
Internal Service Funds			
63126500	Facility Services	\$ (2,646,720)	\$ - \$ (2,646,720)
63622800	Information Technology	\$ (4,940,300)	\$ - \$ (4,940,300)
66126300	Car Pool	\$ (1,579,550)	\$ - \$ (1,579,550)
67785200	Benefit Fund	\$ (10,954,169)	\$ - \$ (10,954,169)

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Approve the Livingston County Community Corrections Advisory Board’s Amended Bylaws – Community Corrections

WHEREAS, the Livingston County Community Corrections Advisory Board (LCCCAB) reviewed and amended their bylaws, and approved the amended bylaws on July 29, 2020.

WHEREAS, noted in the bylaws, they are to be reviewed and revised as necessary at least every two years, and submitted to the Livingston County Board of Commissioners for approval.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the amended bylaws approved by the LCCCAB on July 29, 2020.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners

From: Megan Kerekes, Community Corrections Manager

Date: 8/6/2020

Re: Approval of the Livingston County Community Corrections Advisory Board amended bylaws

The Livingston County Community Corrections Advisory Board (LCCCAB) reviewed and amended their bylaws, and approved the amended bylaws on July 29, 2020.

As noted in the bylaws, they are to be reviewed and revised as necessary at least every two years, and submitted to the Livingston County Board of Commissioners for approval.

If you have any questions, please contact me directly.

**LIVINGSTON COUNTY
COMMUNITY CORRECTIONS ADVISORY BOARD**

BYLAWS

ARTICLE I

NAME AND LOCATION

Section 1. Name

The name of this board shall be the Livingston County Community Corrections Advisory Board hereinafter referred to as LCCCAB.

Section 2. Location

Location of all documents prepared by or on behalf of the LCCCAB and requiring formal action by the Livingston County Board of Commissioners will be on file with the Livingston County Clerk's Office.

Section 3. Mission

The Livingston County Community Corrections Advisory Board (LCCCAB) has a mission to design, implement, monitor, assess and evaluate community corrections programs in Livingston County with the following objectives:

- a) To ensure public safety
- b) To provide appropriate alternative sanctioning options for the non-violent offender,
- c) To address the unique needs of the local offender population,
- d) To reduce the likelihood of recidivism
- e) To provide the means to improve the utilization of the county jail, and
- f) To target at-risk population groups such as youthful offenders, special population groups (gender specific, drug addicted, mental health, etc.), domestic violence and pretrial offenders for programming designed to address their specific needs.

ARTICLE II

PURPOSE

Section 1. General

The purpose of the LCCCAB shall be to formulate a comprehensive plan for development, implementation, and operation of community correctional services in Livingston County and to develop a plan for the administration, monitoring, and control of the community correctional services under the comprehensive plan. The LCCCAB, or designated sub-committee, is authorized to formulate and revise the plan through annual applications for renewal of funds as required by the Office of Community Corrections (OCC) and Michigan Department of Corrections. The original plan and subsequent applications are subject to the review and approval of the Livingston County Board of Commissioners.

Section 2. Specific Duties

- a.) Develop a comprehensive community corrections plan, including monitoring activities, recommending improvements, performing annual evaluations, and preparing an annual report for submission to the Livingston County Board of Commissioners.

- b.) Provide management of the implementation of the Community Corrections Plan.
 - I) Develop a process for receiving and selecting program proposals.
 - II) Develop a system for data analysis for evaluation and reporting purposes.
 - III) Develop program policies and procedures for the LCCCAB operation and locally funded programs.
 - IV) Develop on-going public education programs and information activities.
 - V) Enter into contracts for services as identified in the Comprehensive Corrections Plan.
 - VI) Develop safeguards to prevent unnecessary duplication of public and private services.
 - VII) Encourage local planning activities and support greater interagency coordination.

- c) Monitor programs and operations for compliance with *OCC* operating standards.

MEETINGS

Section 1. Regular Meetings

- a) Regular Meetings of the LCCCAB shall be held on a pre-announced schedule, at least quarterly, at such time and place as the LCCCAB shall determine and designate. Annual meetings will be scheduled for the purposes of:
 - I) Organizational Meeting to accept nominations to the officer positions as defined in these By-Laws (JANUARY)
 - II) Review and approval for submission of the mid-year report (APRIL)
 - III) Adoption of the final comprehensive plan for the new fiscal year (AUGUST/SEPTEMBER)
 - IV) Review and approval for submission of the year-end report (OCTOBER)
- b) All proceedings of the LCCCAB and any committee or subcommittee of the LCCCAB shall be announced publicly to the media and open to the public in accordance with and subject to the provisions of the "Open Meetings Act" inclusive of acts amendatory thereto.
- c) Board members may attend a meeting virtually via telephone or video conference, so as long as a quorum is physically present at the meeting. Board members who attend virtually shall be counted as being present at the meeting.

Section 2. Special Meetings

If special meetings are called, the LCCCAB and public must be advised at least three (3) days prior to the special meeting. Special meetings shall be called by the chairperson or vice-chairperson or by a majority of the members of the LCCCAB and notice of these meetings must appear publicly.

Section 3. Voting

Each member of the LCCCAB shall have one (1) vote. A minimum of five (5) approving votes at any meeting at which there is a quorum shall be the action of the whole LCCCAB except as otherwise provided by these Bylaws. All votes of members of the LCCCAB shall be recorded and shall become matters public record.

Section 4. Quorum

No official business shall be conducted without a quorum. The quorum shall constitute no less than five (5) of the LCCCAB membership.

Section 5. Record Keeping/Public Notice

The Community Corrections Manager will be responsible for preparing agendas for all regular LCCCAB meetings, recording meeting minutes and ensuring that proper public notice is given for all meetings and membership appointments to the Board as required by the Open Meetings Act and PA511. Meeting minutes will be submitted no later than 30 days after approval of the LCCCAB to the OCC.

ARTICLE III

LCCCAB COMPOSITION

Section 1. LCCCAB Members

a) The LCCCAB shall consist of no less than fourteen (14) statutorily mandated members pursuant to Section 7 (1), Page 3, of Enrolled House Bill 4164, Public Act 51 1 (PA51 1) who shall be representative of the following statute of mandated members.

1. One member shall be a county sheriff, or his/her designee.
2. One member shall be a chief of a city police department, or his/her designee.
3. One member shall be a judge of the circuit court, or his/her designee.
4. One member shall be a judge of the district court, or his/her designee.
5. One member shall be a judge of the probate court, or his/her designee.
6. One member shall be a county commissioner or city councilperson. In the case of a regional advisory board or a city-county advisory board, 1 county commissioner or councilperson from each participating city and county shall serve as a member.
7. One member shall be selected from 1 of the following service areas: mental health, public health, substance abuse, employment, and training, or community alternative programs.
8. One member shall be a county prosecuting attorney, or his/her designee.
9. One member shall be a criminal defense attorney.
10. One member shall be from the business community.
11. One member shall be from the communications media.
12. One member shall be a representative of circuit court or district court probation.
13. One member who is affiliated with the applicable workforce investment board.
14. Member of the local clergy.

b) The board requires the establishment of standing committees to enhance the delivery of services and provide oversight to community corrections planned activities. These committees are as follows:

- I. Executive/Finance Committee:
Shall be comprised of the Chair and Vice Chair.

Mission:

To review issues of personnel, finance and matters relative to litigation (if necessary). To make recommendations to the full board at regularly scheduled meetings and special meetings per the By-Laws.

- II. Program and Policy Committee
Comprised of four (4) members of the regular board- also may include ex-officio and/or ad-hoc committee members to enhance the mission of community-based corrections.

Mission:

To review existing programs and policies as they compare to progress in each area based on reports submitted to the board by the Community Corrections Manager. To determine the effectiveness of existing programs and make recommendations for changes or modifications based on this review.

- III. Ad-Hoc Committees

The Chair of the LCCCAB may appoint members to serve on ad-hoc committees to address special needs and/or concerns. Ad-Hoc Committees will be effective for a term to be determined by the Chair.

The Community Corrections Manager serves as staff to all committees established by the LCCCAB.

Section 2. Appointment of Designees

Only those statutory appointments named in the Act with allowance for a designee, may assign a designee to serve in cases of his/her absence. Designees are allowed, per Act 511 for the Sheriff, Chief of Police, Prosecutor, and Circuit, District and Probate Court Judges, only.

Section 3. LCCCAB Terms

Members of the Community Corrections Advisory Board shall serve from the date of their appointment and shall remain in office until their successors are duly appointed. Where a non-statutorily mandated Board Member has served more than two (2) consecutive years, the CCAB may at its discretion, nominate and appoint a new board member to that position. The LCCCAB shall elect its own officers.

Section 4. Absence

Absences should be reported to the Community Corrections Manager in advance of the regularly scheduled meeting. More than three (3) consecutive absences may constitute removal from the LCCCAB. Removal of a Board member due to excessive absences shall occur only on a vote of a majority of the Board.

Section 5. Compensation

There shall be no compensation to any Community Corrections Advisory Board members.

Section 6. Resignation

Resignation from the LCCCAB shall be by written letter to be submitted to the Advisory Board Chairperson and to the Livingston County Board of Commissioners.

Section 7. Vacancies

Vacancies of the LCCCAB shall be filled by appointment by the Livingston County Board of Commissioners pursuant to the provisions of PA511.

ARTICLE IV

OFFICERS

Section 1. Elected Officers

The elected officers of the Community Corrections Advisory Board shall consist of the Chairperson and Vice-Chairperson.

Section 2. Qualification

Elected officers shall be members of the Community Corrections Advisory Board.

Section 3. Term of Office

The term of office for officers shall be two years from the first regular meeting after their appointment or until successors are duly elected.

Section 4. Resignation

Resignation from office shall be by written letter to be submitted to the Advisory Board. A copy of such notices shall be forwarded to Livingston County Board of Commissioners.

Section 5. Vacancies

Vacancies of offices will be filled by a special election conducted by the Community Corrections Advisory Board for the remaining term of office. Notification of newly appointed officers shall be provided to the Livingston County Board of Commissioners.

ARTICLE V

AUTHORITY AND DUTIES OF OFFICERS

Section 1. Chairperson

The Chairperson will preside at all LCCCAB meetings and will create such committees as deemed necessary and make appointments to those committees.

Section 2. Vice-Chairperson

The Vice-Chairperson will assume the duties of the Chairperson in his/her absence.

ARTICLE VI

FISCAL AGENT

Section 1. Fiscal Agent

Livingston County will be the fiscal agent for the LCCCAB. All grants, contracts, and financial proceedings will conform with Livingston County, and State of Michigan PA511 policies and requirements.

CONFLICT OF INTEREST

Section 1. General

LCCCAB members or agencies represented by that member shall not benefit financially from Board membership. If such situation arises that a member must declare a "Conflict of Interest" and not participate in the discussion or vote concerning a contract or funding decision about which the conflict of interest is related. However, that member may be

available to the LCCCAB to answer questions, which are raised by other LCCCAB members.

Whenever possible, efforts will be made to reduce the situations where contractors of services are current LCCCAB members.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority

Parliamentary authority shall be regulated by Robert's Rules of Order.

ARTICLE VIII

AMENDMENTS

Section 1. General

These Bylaws may be recommended to be adopted, amended, repealed, or added to by a two-thirds (2/3) vote of the Community Corrections Advisory Board at any regular or special meeting of the members, if notice of the proposed adoption, amendment, repeal or addition is contained in the notice of the meeting. Recommendations shall be submitted to the Livingston County Board of Commissioners for approvals. Bylaws should be reviewed at least every two years and revised as necessary.

Adopted:

Livingston County Board of Commissioners _____

Amended:

Livingston County Community Corrections _____

Livingston County Board of Commissioners _____

Attach Resolutions Reflecting Amendment:

Livingston County Board of Commissioners Resolution Number: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Sheriff Department 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 2021 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 2021; and

WHEREAS, the County of Livingston will be receiving up to \$59,856 in reimbursement funds from the State of Michigan, Office of Highway Safety Planning for participation in the 2021 Secondary Road Patrol and Accident Prevention Program.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the submission of application and entering into a contract with the State of Michigan, Office of Highway Safety Planning wherein Livingston County will receive a maximum of \$59,856 in State reimbursement funds effective October 1, 2020 through September 30, 2021.

BE IT FURTHER RESOLVED that if awarded by the State of Michigan, Office of Highway Safety Planning, the Chair of the Livingston County Board of Commissioners is hereby authorized to sign all forms, assurances, contracts, agreements, amendments and support documents related to the 2021 Secondary Road Patrol and Accident Prevention Program upon review by Civil Counsel.

#

**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 3, 2020

TO: Livingston County Board of Commissioners

FROM: Sergeant Chad Sell

RE: 2021 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 2021.

The State of Michigan, Office of Highway Safety Planning has offered Livingston County Sheriff Department up to \$59,856 in state reimbursement funds for participation in the program.

Continued participation in this grant opportunity will allow the Sheriff to maintain officer's 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 2021. Your support will allow the Sheriff's Office to continue a vital service to our County.



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

July 27, 2020

Sheriff Michael Murphy
Livingston County Sheriff's Office
150 South Highlander Way
Howell, Michigan 48843

Dear Sheriff Murphy:

Enclosed is the Secondary Road Patrol and Traffic Accident Prevention Program (SRP) application for fiscal year (FY) 2021 (October 1, 2020 through September 30, 2021). Appropriate forms to certify compliance are enclosed. The application, quarterly financial report, semi-annual program report, annual program report, and contract adjustment requests are also available on the Secondary Road Patrol website at www.michigan.gov/ohsp-srp; click on SRP Forms. Completed applications for participation in the program must be back in our office by **September 1, 2020**. Applications received after September 1, 2020, may jeopardize the county's eligibility for funding.

Estimated program funding for FY 2021 is **\$5,800,000.00** from the Secondary Road Patrol and Training Fund.

Your county's total allocation for FY 2021 is \$59,856.00. Your reimbursement from the fund may not exceed this amount. The amount being allocated to each county for FY 2021 is based on current citation revenue collections in the SRP and Training Fund. The FY20 citation revenue collected through the month of June is 22.19% less than the amount collected during the same period in 2019.

P.A. 416, as amended, requires a "Maintenance of Effort" by the county. Your attention is directed to Section 77(1), which states, in part:

"An agreement entered into under this section shall be void if the county reduces its expenditures or level of road patrol below that which the county was expending or providing immediately before October 1, 1978, unless the county is required to reduce general services because of economic conditions and is not merely reducing law enforcement services."

County level of effort must not include positions and expenditures funded from the SRP. If the level of county funded road patrol is less than your "Maintenance of Effort" requirement, your application cannot be processed. Should this occur, and you subsequently come into compliance during the year, a partial year application will be processed at that time.

If you have any questions, please call Julie Roth at 517-284-3121 or Emily Upton at UptoneE1@michigan.gov.

Sincerely,

Michael L. Prince
Division Director
Office of Highway Safety Planning

Attachment
By email

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving Continuation of Inmate Educational Services Provided to Inmates of the Livingston County Jail – Sheriff/Jail

WHEREAS, the Livingston County Sheriff’s Office Jail Services Division affords their inmate population with a myriad of educational opportunities including Literacy, resume preparation, tips for a successful job interview, life skills such as Parenting, Healthy Lifestyle Choices and Personal Finance Management, as well as preparation and testing for the State of Michigan General Equivalency Diploma (GED); and

WHEREAS, the aforementioned services are provided by a full-time Jail Educator; and

WHEREAS, the current Jail Educator will resign their position effective 8/20/2020, thereby creating a vacancy; and

WHEREAS, due to increased participation, class sizes continue to expand as students actively seek out opportunities for self-improvement, thus increasing the rate of successful reintegration upon their release from jail and reducing recidivism; and

WHEREAS, the full-time SG6 Jail Educator position is solely funded by the Inmate Commissary Fund, which currently has a balance of \$ 304,737.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes an exception to the hiring freeze and allows the Sheriff Office to fill a full time Jail Educator to be paid 100% from the Inmate Commissary Fund.

Position #	Effective Date	Description	Status	# Emps	CY FTE Perc
35100110	01/01/1995	JAIL ED TEACHER	A	1	1.000

#

**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Lt. Dan Adas
Date: 08/05/2020
Re: Resolution approving continuation of Inmate Educational Services provided to inmates of the Livingston County Jail

The Jail Services Division, Inmate Services Unit, of the Livingston County Sheriff's Office provides educational services to incarcerated individuals. Services include literacy, resume preparation, tips for a successful job interview, life skills such as Parenting, Healthy Lifestyle Choices and Personal Finance Management, and preparation and testing for the State of Michigan General Equivalency Diploma (GED). Our current Jail Educator has resigned from this position effective 8/20/2020 thus creating a vacancy.

In February, 2019, the Livingston County Board of Commissioners authorized an increase in hours for the Jail Educator (SG-6) position from part-time to full-time. This decision was based on the success of inmates who qualified for their GED'S and a substantial increase in interest to participate in the myriad of learning opportunities available. This position is budgeted to cost \$67,725 annually and is solely funded by the Commissary Fund which currently has a fund balance of \$304,737.

Incarcerated individuals continue to actively seek out self-improvement opportunities, thereby increasing the rate of successful reintegration upon their release from jail and a reduction in recidivism.

If you have any questions or concerns, please reach out to Lieutenant Dan Adas at (517) 540-7974 or via email at DAdas@livgov.com

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with Inmate Calling Solutions for Inmate Phones - Jail

WHEREAS, Livingston County has a need for inmate phone and visitation services; and

WHEREAS, Livingston County received a total amount of \$254,133 commission in 2019 for these services; and

WHEREAS, the current contract will expire on Auguts 31, 2020; and

WHEREAS, in accordance with the County’s Purchasing Policy, a formal quoting process was performed and the submitted quotes were evaluated; and

WHEREAS, Inmate Calling Solutions, LLC of San Antonio, TX, submitted a quote that will provide a 46% commission rate of gross sales on all inmate phone calls and a 50% commission rate on all inmate video visitation. In addition, ICS will pay an annual signing bonus of \$115,000, with the first three years paid upfront for a total of \$345,000 the first year of signing. An additional \$115,000 will be paid the fourth year and the fifth year of the contract. The contact will be in effect for the period of September 1, 2020 through August 31, 2025.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into an agreement with Inmate Calling Solutions, LLC for inmate phone and video visitation services at the commission rate of 46% commission on all inmate phone calls and 50% commission for all inmate video visitation as well as a signing bonus of \$115,000 for each year of the five year contract for a total of \$575,000 for the period of September 1, 2020 through August 31, 2025.

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.

#

MOVED:
SECONDED:
CARRIED:



**Bid Recap
For
Inmate Telephone Services**

**Lead Public Agency: Livingston County
Solicitation: RFP-LC-20-10**

**RFP Issued & Publicly Posted: 5/29/20
Public Posting: Livingston County Fiscal
Services Website & BidNet
Proposals Received: 5**

RFP Due Date: 6/29/20

Livingston County received five (5) proposals in response to the Request for Proposal referenced above. Below is a recap of the bid evaluation.

Five (5) companies provided a response within the timeframe outlined in the RFP:

- **Combined Public Communications, LLC**
- **Global Tel*Link Corporation (GTL)**
- **HomeWAV, LLC**
- **Inmate Calling Solutions, LLC**
- **Securus Technologies, LLC**

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work, and the Attachment A price submissions. A review of the minimum requirements revealed that the five (5) bidders met the minimum mandatory requirements (Section 1.2), and the bidders confirmed their understanding of the Scope of Services (Section 1.3) and Technical Proposal (Section 1.4). The bidders were determined to be responsive and responsible after a review of the answers to the Scope of Work sections and the information provided on the requisite forms.

The Evaluation Review Committee (ERC) consisted of five (5) members. The ERC evaluated the proposals submitted by each vendor using the following scoring criteria:

- Proposal Responses (up to 50 points)
- Company Profile (up to 25 points)
- References (up to 25 points)

Based on this scoring criteria, the points awarded to each vendor were averaged with the following results:



	Vendors				
	Inmate Calling Solutions	Combined Public Communications	Global Tel*Link	Securus Technologies	HomeWAV
Proposal Responses	45.6	39.2	35.8	35.8	29.7
Company Profile	23	21	20.8	18.2	17.4
References	23	20.2	20.4	18.6	17
Total	91.6	80.4	77	72.6	64.1

The pricing proposals were then reviewed for each bidder. The prices submitted by each bidder were in a competitive range for Inmate Telephone Services. Please refer to the attached Pricing Proposals - Narrative Summary for call rates, fees, commission rates, and signing bonuses and/or incentives being offered by each vendor.

The pricing options submitted by each vendor were as follows:

- Inmate Calling Solutions offered four (4) pricing options. Call rates ranged from \$0.15 to \$0.21 per minute, video visitation at \$0.25 per minute, voice mail at \$1.00 per message.
- Securus Technologies offered three (3) pricing options. Call rates ranged from \$0.16 to \$0.25 per minute.
- HomeWAV offered one (1) pricing option. Call rates, including video calls, at \$0.20 per minutes.
- Combined Public Communications offered two (2) pricing options. Call rates at \$0.20 per minute, international calls at \$1.00 per minute, video visitation at \$0.20 per minute, email at \$0.50 per email, inmate messaging at \$0.10 per message.
- Global Tel*Link offered two (2) pricing options. Call rates at \$0.25 per minute except Inter-state at \$0.21 per minute, video visitation at \$0.25 per minute, inmate messaging at \$0.05 per minute, family/friends messaging at \$0.25 per minute, inmate content usage \$0.05 per minute. Recovery fees ranged from \$0.05 to \$0.25 per minute.

Based on the evaluation of the technical and pricing proposals, it is recommended that a five-year contract be offered to Inmate Calling Solutions. The ERC selected Pricing Option 1A being offered by Inmate Calling Solutions. Inmate Calling Solutions received the highest evaluation score, offered competitive pricing for inmate telephone services as well as favorable commission rates and financial incentives.

Inmate Calling Solutions (ICS)	Securus Technologies	HomeWAV	Combined Public Communications (CPC)	Global Tel*Link
ICS offered four (4) pricing options.	Securus offered three (3) pricing options.	HomeWAV offered one (1) pricing option.	CPC offered two (2) pricing options.	GLT offered two (2) pricing options.
<p>Option 2B is offering \$0.15/minute for all call types, Inmate Voicemail at \$1.00/message, and Remote Video Visitation at \$0.25/minute or \$5.00/20 minute visit.</p> <p>A commission rate of 46% for all call types and a commission rate of 50% for voicemail and video visitation.</p> <p>Inmate E-mail Messaging (optional) - \$0.25/message.</p> <p>Prepaid Account Funding Fees:</p> <p>IVR or Website \$3.00 per transaction</p> <p>Live Agent \$5.95 per transaction</p> <p>Mail-In Payment \$0.00 – ICS provides at No Charge</p> <p>Payments by Western Union \$0.00 – ICS provides at No Charge</p> <p>Inmate Purchase from Trust Account \$0.00 – ICS provides at No Charge</p> <p>Financial Incentive Payment - \$45,000.00 per Year, for a Total of \$225,000.00 over Five (5) Years:</p> <p>First three (3) years paid upfront at the beginning of Contract Year 1 (\$135,000.00)</p> <p>Fourth (4th) year paid upfront at the beginning of Contract Year 4 (\$45,000.00)</p> <p>Fifth (5th) year paid upfront at the beginning of Contract Year 5 (\$45,000.00)</p> <p>Michigan Sheriff's Association Support Payment - \$5,000.00 per Year, for a Total of \$25,000.00 over Five (5) Years:</p> <p>First three (3) years paid upfront at the beginning of Contract Year 1 (\$15,000.00)</p> <p>Fourth (4th) year paid upfront at the beginning of Contract Year 4 (\$5,000.00)</p> <p>Fifth (5th) year paid upfront at the beginning of Contract Year 5 (\$5,000.00)</p> <p>CoPro* Admin Fee - 1.5% of Total Gross Inmate Calling Revenue</p>	<p>Option 3 is offering \$0.16/minute for all call types, including phone calls being made thru a tablet, with a 72% commission rate (ITS). Guarded Exchange can be added by reducing the Commission on ITS by eight percentage points (8%).</p> <p>A commission rate of 20% for Video Connect and e-Messaging.</p> <p>Financial offer includes Next Gen Secure Call Platform, IPRO (Investigative Tools Suite), Threads, ICER, eMessaging, Securus Video Connect, and Tablets.</p> <p>The cost of software is included in this pricing.</p> <p>Tablets are being provided at no cost to the facility.</p> <p>There are no surcharges/recovery fees levied in addition to the established rates listed.</p>	<p>HomeWAV is offering \$0.20/minute for all call types, including video calls.</p> <p>Messaging will have a rate of \$0.40/message.</p> <p>Per proposal, HomeWAV acknowledged the commission rate of 46% generated from gross revenue of telephone sales.</p>	<p>Option 1 is offering \$0.20/minute for all call types and an annual cash bonus of \$60,000/year*.</p> <p>International calls start at \$1.00/minute.</p> <p>A commission rate of 46% for all call types.</p> <p>*The cash bonus is based on an ADP of 250. If the ADP is lower, the bonus will be adjusted accordingly.</p> <p>Inmate Telephone System includes 66 phones at no cost to the county.</p> <p>Required Bandwidth for Technology included at no cost to the county. Value to County - \$8,100/year.</p> <p>CPC Investigator's Toolbox (CPC-ITB) - Optional, Non-commissionable \$0.01 deducted from call rate.</p>	<p>Option 2 is offering \$0.25/minute for all call types except Inter-state at \$0.21/minute.</p> <p>Video visitation is being offered at \$0.25/minute with a surcharge/recovery fee of \$0.25/minute.</p> <p>A commission rate of 71% with all call types and a commission rate of 20% with remote video visitation.</p> <p>An annual technical grant of \$100,000.</p> <p>Deposit/Billing Fee per Deposit:</p> <p>\$3.00 via IVR & Web</p> <p>\$5.95 via Live Operator</p> <p>No charge via certified check or money order.</p> <p>AdvancedPay One Call is \$3.00 per call.</p> <p>Third party financial transaction fees vary by third party. Charged by third parties including, but not limited to, MoneyGram, Western Union, credit card processing, and transfers from commissary accounts. Fees do not include any markup by GTL. Third party financial transaction fees may be in addition to other fees as applicable to the transaction choice.</p>
<p>Option 2A is offering \$0.15/minute for all call types, Inmate Voicemail at \$1.00/message, and Remote Video Visitation at \$0.25/minute or \$5.00/20 minute visit.</p> <p>A commission rate of 46% for all call types and a commission rate of 50% for voicemail and video visitation.</p> <p>Inmate E-mail Messaging (optional) - \$0.25/message.</p> <p>Prepaid Account Funding Fees:</p> <p>IVR or Website \$3.00 per transaction</p> <p>Live Agent \$5.95 per transaction</p> <p>Mail-In Payment \$0.00 – ICS provides at No Charge</p> <p>Payments by Western Union \$0.00 – ICS provides at No Charge</p> <p>Inmate Purchase from Trust Account \$0.00 – ICS provides at No Charge</p> <p>Financial Incentive Payment - \$50,000.00 per Year, for a Total of \$250,000.00 over Five (5) Years:</p> <p>First three (3) years paid upfront at the beginning of Contract Year 1 (\$150,000.00)</p> <p>Fourth (4th) year paid upfront at the beginning of Contract Year 4 (\$50,000.00)</p> <p>Fifth (5th) year paid upfront at the beginning of Contract Year 5 (\$50,000.00)</p> <p>CoPro* Admin Fee - 1.5% of Total Gross Inmate Calling Revenue</p>	<p>Option 2 is offering \$0.21/minute for all call types, including phone calls being made thru a tablet, with a 79% commission rate (ITS). Guarded Exchange can be added by reducing the Commission on ITS by eight percentage points (8%).</p> <p>A commission rate of 20% for Video Connect and e-Messaging.</p> <p>Financial offer includes Next Gen Secure Call Platform, IPRO (Investigative Tools Suite), Threads, ICER, eMessaging, Securus Video Connect, and Tablets.</p> <p>The cost of software is included in this pricing.</p> <p>Tablets are being provided at no cost to the facility.</p> <p>There are no surcharges/recovery fees levied in addition to the established rates listed.</p>		<p>Option 2 is offering \$0.20/minute for all call types and an annual cash bonus of \$73,000/year*.</p> <p>International calls start at \$1.00/minute.</p> <p>A commission rate of 46% for all call types.</p> <p>*The cash bonus is based on an ADP of 250. If the ADP is lower, the bonus will be adjusted accordingly.</p> <p>Inmate Telephone System includes 66 phones at no cost to the county.</p> <p>Required Bandwidth for Technology included at no cost to the county. Value to County - \$8,100/year.</p> <p>CPC Investigator's Toolbox (CPC-ITB) - Optional, Non-commissionable \$0.01 deducted from call rate.</p> <p>CPC View In-Pod Kiosk Solution - No Cost - Value to County \$67,400. Up to 30 View Units, 1 server and 30 stools.</p> <p>Fastcase Law Library subscription on CPC-View - Optional, \$1/inmate/month deducted from commission.</p> <p>Optional Tablet Solution - Would need to be negotiated into contract.</p>	<p>Option 2 is offering \$0.25/minute for all call types except Inter-state at \$0.21/minute.</p> <p>Tablet with Visitation on Demand:</p> <p>Visitation on Demand (Video) at \$0.25/minute with a surcharge/recovery fee of \$0.25/minute.</p> <p>Inmate messaging at \$0.05/minute with a surcharge/recovery fee of \$0.05/minute.</p> <p>Friends/Family messaging at \$0.25/message.</p> <p>Inmate Content Usage at \$0.05/minute with a surcharge/recovery fee of \$0.05/minute.</p> <p>A commission rate of 82% with all call types, a commission rate of 15% with Visitation, and a commission rate of 15% with Inmate Content and Messaging.</p> <p>An annual technical grant of \$100,000 contract execution.</p> <p>Deposit/Billing Fee per Deposit:</p> <p>\$3.00 via IVR & Web</p> <p>\$5.95 via Live Operator</p> <p>No charge via certified check or money order.</p> <p>AdvancedPay One Call is \$3.00 per call.</p>
<p>Option 1B is offering \$0.21/minute for all call types, Inmate Voicemail at \$1.00/message, and Remote Video Visitation at \$0.25/minute or \$5.00/20 minute visit.</p> <p>A commission rate of 46% for all call types and a commission rate of 50% for voicemail and video visitation.</p> <p>Inmate E-mail Messaging (optional) - \$0.25/message.</p> <p>Prepaid Account Funding Fees:</p> <p>IVR or Website \$3.00 per transaction</p> <p>Live Agent \$5.95 per transaction</p> <p>Mail-In Payment \$0.00 – ICS provides at No Charge</p> <p>Payments by Western Union \$0.00 – ICS provides at No Charge</p> <p>Inmate Purchase from Trust Account \$0.00 – ICS provides at No Charge</p> <p>Financial Incentive Payment - \$100,000.00 per Year, for a Total of \$500,000.00 over Five (5) Years:</p> <p>First three (3) years paid upfront at the beginning of Contract Year 1 (\$300,000.00)</p> <p>Fourth (4th) year paid upfront at the beginning of Contract Year 4 (\$100,000.00)</p> <p>Fifth (5th) year paid upfront at the beginning of Contract Year 5 (\$100,000.00)</p> <p>Michigan Sheriff's Association Support Payment - \$15,000.00 per Year, for a Total of \$75,000.00 over Five (5) Years:</p> <p>First three (3) years paid upfront at the beginning of Contract Year 1 (\$45,000.00)</p> <p>Fourth (4th) year paid upfront at the beginning of Contract Year 4 (\$15,000.00)</p> <p>Fifth (5th) year paid upfront at the beginning of Contract Year 5 (\$15,000.00)</p> <p>CoPro* Admin Fee - 1.5% of Total Gross Inmate Calling Revenue</p>	<p>Option 1 is offering \$0.25/minute for all call types, including phone calls being made thru a tablet, with a 83% commission rate (ITS). Guarded Exchange can be added by reducing the Commission on ITS by eight percentage points (8%).</p> <p>A commission rate of 20% for Video Connect and e-Messaging.</p> <p>Financial offer includes Next Gen Secure Call Platform, IPRO (Investigative Tools Suite), Threads, ICER, eMessaging, Securus Video Connect, and Tablets.</p> <p>The cost of software is included in this pricing.</p> <p>Tablets are being provided at no cost to the facility.</p> <p>There are no surcharges/recovery fees levied in addition to the established rates listed.</p>		<p>With Option 2, Remote Video Visitation is being offered at \$0.20/minute, viewing email at \$0.50/email, and Chirping (inmate messaging) at \$0.10/message.</p> <p>A commission rate of 50% is being offered with video visitation and email.</p> <p>An additional cash bonus of up to \$27,000/year is being offered for the full implementation of Chirping with the following stipulation: Chirping implementation, activation and usage is based on fifty percent (50%) of the inmate population utilizing the Inmate Chirping Service daily. Inmates must have the ability to utilize this service for a minimum of twelve (12) hours a day, seven (7) days a week. If less than 50% of inmate population is utilizing the chirpers, or inmates are unable to have access to the service for a minimum of twelve (12) hours a day, seven (7) days a week, CPC reserves the right to adjust the monthly payment with thirty (30) days notice.</p>	<p>Third party financial transaction fees vary by third party. Charged by third parties including, but not limited to, MoneyGram, Western Union, credit card processing, and transfers from commissary accounts. Fees do not include any markup by GTL. Third party financial transaction fees may be in addition to other fees as applicable to the transaction choice.</p>
<p>Option 1A is offering \$0.21/minute for all call types, Inmate Voicemail at \$1.00/message, and Remote Video Visitation at \$0.25/minute or \$5.00/20 minute visit.</p> <p>A commission rate of 46% for all call types and a commission rate of 50% for voicemail and video visitation.</p> <p>Inmate E-mail Messaging (optional) - \$0.25/message.</p> <p>Prepaid Account Funding Fees:</p> <p>IVR or Website \$3.00 per transaction</p> <p>Live Agent \$5.95 per transaction</p> <p>Mail-In Payment \$0.00 – ICS provides at No Charge</p> <p>Payments by Western Union \$0.00 – ICS provides at No Charge</p> <p>Inmate Purchase from Trust Account \$0.00 – ICS provides at No Charge</p> <p>Financial Incentive Payment - \$115,000.00 per Year, for a Total of \$575,000.00 over Five (5) Years:</p> <p>First three (3) years paid upfront at the beginning of Contract Year 1 (\$345,000.00)</p> <p>Fourth (4th) year paid upfront at the beginning of Contract Year 4 (\$115,000.00)</p> <p>Fifth (5th) year paid upfront at the beginning of Contract Year 5 (\$115,000.00)</p> <p>CoPro* Admin Fee - 1.5% of Total Gross Inmate Calling Revenue</p>				



Memorandum

To: Livingston County Board of Commissioners
From: Lieutenant Tarnesia Pringle
Date: AUGUST 4, 2020
Re: Resolution Authorizing an Agreement with Inmate Calling Solutions to Provide Phone and Visitation Services for the jail – PUBLIC SAFETY/ FINANCE / BOARD

The Livingston County Sheriff's Office has a need for inmate phone and inmate video visitation. Per the County Procurement Policy, a competitive bid was performed by CoPro Plus. Livingston County received five (5) proposals in response to the Request for Proposal **RFP-LC-20-10**.

The RFP outlined the services necessary to meet the minimum requirements for inmate phones and inmate video visitation which includes inmate calling, inmate video visitation, Inmate voicemail, Enforcer Software System for managing and recording records and inmate Law Library.

The Evaluation Committee consisted of 5 members. After careful consideration the Evaluation Committee selected Inmate Calling Solution with a score of 91.6%. Inmate Calling Solutions is offering the County a five (5) year contract. Inmate Calling Solutions is offering a 46% commission rate of gross sales on all inmate phone calls. Inmate Calling Solutions is offering a 50% commission rate to the County of all inmate visits. Inmate Calling Solutions is offering an \$115,000 annual bonus with the first 3 years being paid upfront totaling \$345,000 for the first year of signing. An additional \$115,000 to be paid the fourth year of the contract and \$115,000 being paid the fifth year of the contract.

Based on the recommendation of the Evaluation Committee's award recommendation, I am requesting the attached resolution be approved and to award a contract with Inmate Calling Solutions to provide inmate phone calls and inmate visitation.

If you have any questions please contact Lt. Pringle or Lt. Adas

Respectfully Submitted

Lt. Tarnesia Pringle

Resolution Authorizing an Agreement with Inmate Calling Solutions, LLC to Provide Phone and Video Visitation Services - Jail

WHEREAS, Livingston County has a need for inmate phone and visitation services; and

WHEREAS, Livingston County received a total amount of \$254,133 commission in 2019 for these services; and

WHEREAS, the current contract will expire on Augusts 31, 2020; and,

WHEREAS, in accordance with the County’s Purchasing Policy, a formal quoting process was performed and the submitted quotes were evaluated; and

WHEREAS, Inmate Calling Solutions, LLC of San Antonio, TX, submitted a quote that will provide a 46% commission rate of gross sales on all inmate phone calls and a 50% commission rate on all inmate video visitation. In addition, ICS will pay an annual signing bonus of \$115,000, with the first three years paid upfront for a total of \$345,000 the first year of signing. An additional \$115,000 will be paid the fourth year and the fifth year of the contract. The contract will be in effect for the period of September 1, 2020 through August 31, 2025.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into an agreement with Inmate Calling Solutions, LLC for inmate phone and video visitation services at the commission rate of 46% commission on all inmate phone calls and 50% commission for all inmate video visitation as well as a signing bonus of \$115,000 for each year of the five year contract for a total of \$575,000 for the period of September 1, 2020 through August 31, 2025.

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.

#

MOVED:
SECONDED:
CARRIED:



2019 ANNUAL REPORT

Mary Durst, Director

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A Message to our Stakeholders

I am honored to present the 2019 Annual Report for Livingston County Veteran Services. Much has changed in a year and much more change is on the way. This report will give you an overview of what has been accomplished in 2019 and what we are setting our sights on in 2020.

LCVS History

The Livingston County Veterans' Services Department was established in 1971 as authorized by Act 192 of the Public Acts of 1968 and was funded through Livingston County's general funds. This superseded the Public Act 214, more commonly known as the old "Soldiers and Sailors Relief Fund", and transferred the power and duties to the counties. This provided many benefits to local veterans. Specifically, it allowed for a more tailored governance to fit our County's individual veteran needs. In 2016 a millage was passed to fund the department which provided further funding and room for growth. We currently operate exclusively on millage funds and state grants.

Functions & Duties of Veteran Services

Under Act 192 of the Public Acts of 1968, we are mandated to provide, *"assistance and programming of any kind to meet the needs of the veterans in this state. Veteran service operations include, but are not limited to, providing assistance, programming, and services for the purpose of assisting veterans in this state and providing advice, advocacy, and assistance to veterans, service member, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible."*

Under this act, our department has grown in size and in services as the needs of our veterans have been identified. We currently provide three distinct divisions within our department.

- VA Claims Advocacy and Representation
- Livingston County Veteran Assistance Programs - Formerly known as Emergency Relief
- Livingston County Veteran Medical Transportation

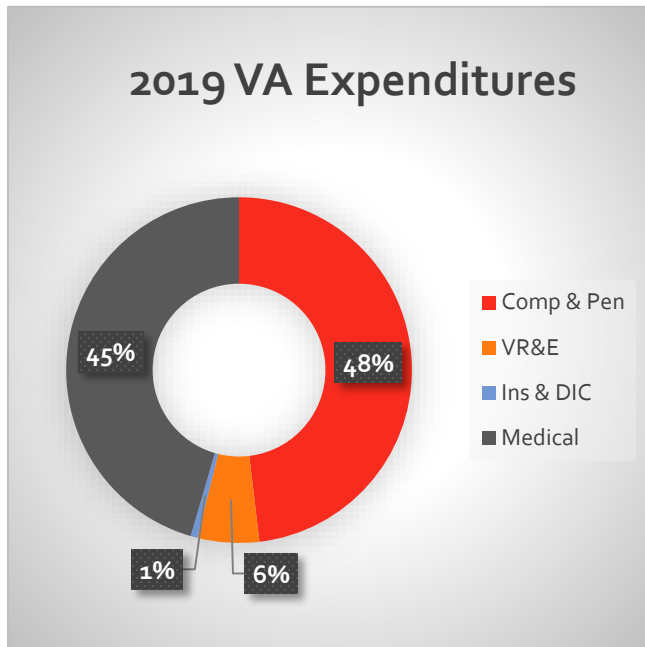
VA Claims Representation

- Claims representatives obtain a VA PIV card and are accredited through the NACVSO and American Legion. They are also responsible for keeping current on all new laws and yearly continuing education credits. Claims representatives are responsible for assisting service members, dependents and survivors, in exploring and receiving VA benefits in which they are entitled. This includes, but is not

limited to, VA disability compensation, non-service connected/survivors pension and burial assistance. We also provide assistance obtaining the following items:

- DD-214's
- Service Treatment Records
- Medals
- Hospital Records

We work closely with the American Legion Regional Office, National Cemetery, National Public Records and the Ann Arbor VA to assure a smooth experience for the veteran.



\$75,831,000

The total amount of money and/or assistance the VA spent on or disbursed to, Veterans and their dependents of Livingston County.

1,895

Receiving benefits

\$7,563

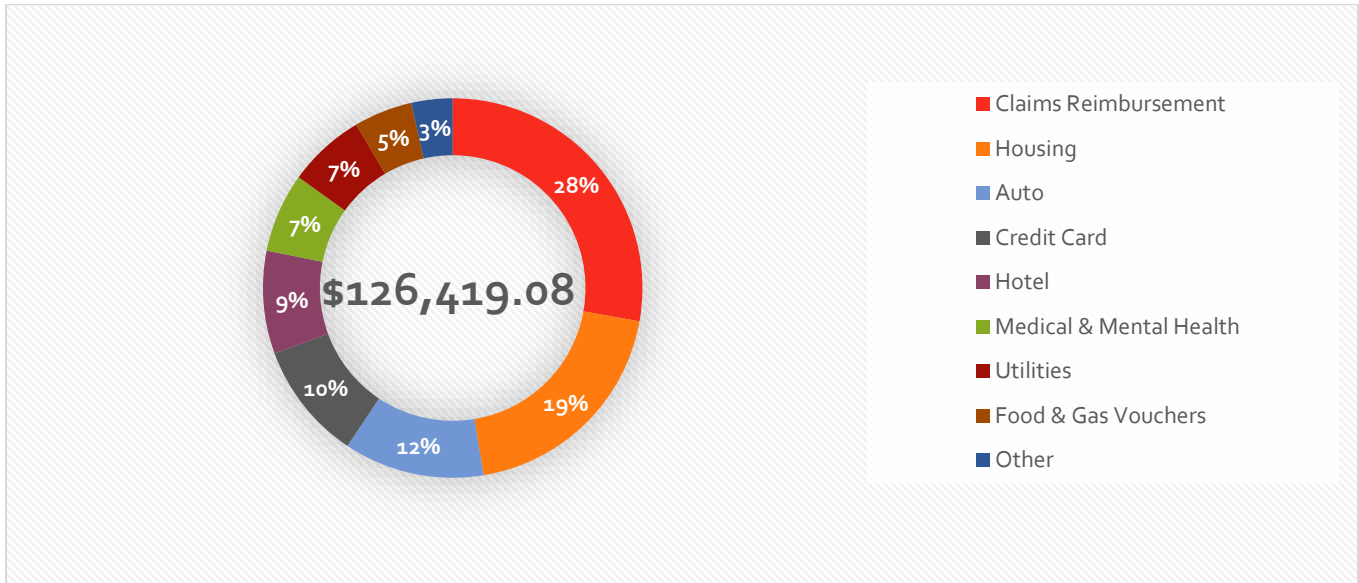
The average amount of money received per veteran in 2019.

<https://www.va.gov/vetdata/Expenditures.asp>

"Excellent service great people to work with I could not have been more pleased with the way I was treated. They deserve more than 5 stars." -G.C.

Veteran Assistance Programs

Some of these programs have been carried over from the old previous acts; specifically, the emergency financial relief fund and the county burial allowance. And some have been developed to explicitly address the needs of veterans and their dependents in Livingston County. These programs can, and will, change as the needs of our veterans' change. Some services currently being offered are general case management for financial situations or billing issues, the Mental Health Assessment Program, gas and food assistance, and more.



"Thus far I have quite appreciative of the help I have been receiving. They have shown a real understanding of veterans and their concerns. I gladly give them five stars." –H.J.

Medical Transportation Program

Veteran Services owns and operates two handicapped accessible vans. Transportation is provided 5 days a week, by three part-time staff, to and from appointments within Livingston County, the Ann Arbor VA and surrounding VA satellite offices. Transportation may also be used to attend a Veteran Services office appointment. When transportation is not feasible through the office, transportation is arranged through L.E.T.S. or local sources and pay the associated costs.

"Driver was fantastic, the people were very nice!" –V.S.

Auxiliary Services

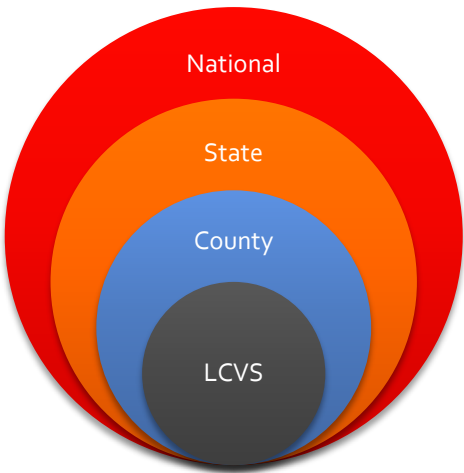
- Funding for County Clerk Veteran ID cards
- Notary for Veteran related services
- Dry food pantry
- Medical supply and clothing closet
- Complimentary flag boxes

2019 Year End Totals

<i>CASH</i>	<i>\$79,200.90</i>
<i>INVESTMENTS</i>	<i>\$1,307,000.00</i>
<i>TOTAL</i>	<i>\$1,386,200.90</i>

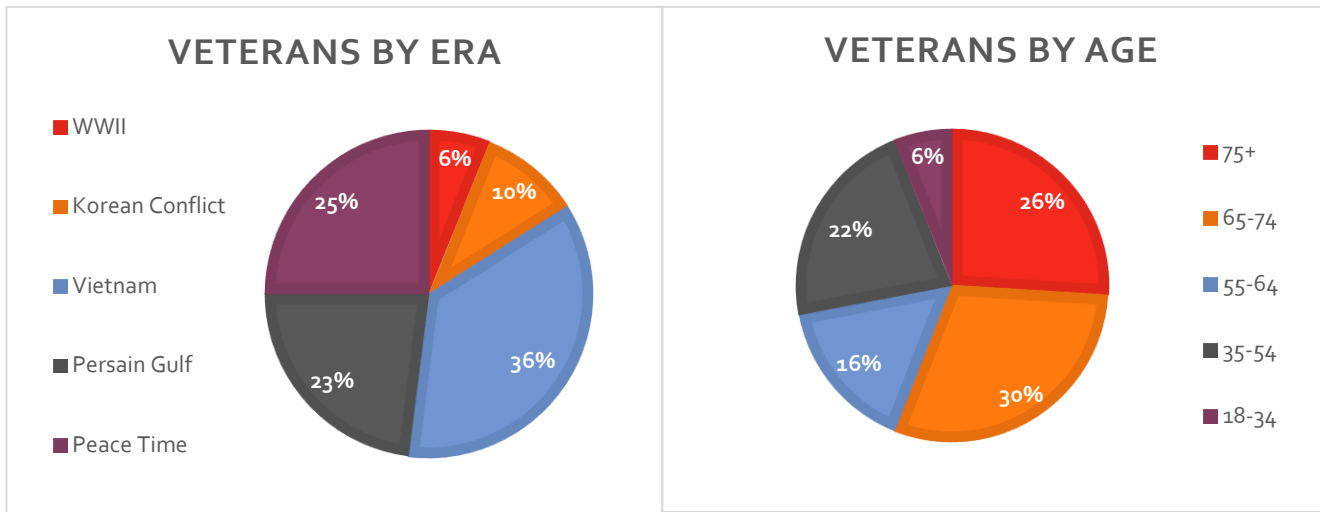
Veteran Statistics

Veteran Population Overview



- ▼ NATIONAL - 18.2 MILLION
- ▼ STATE – 634,000
- ▼ LIVINGSTON COUNTY – 10,026
- ▼ LCVS VETERANS - < 848

State and County Demographics



Future Goals

<h3 style="color: white; margin: 0;">New Office</h3>	<ul style="list-style-type: none"> Provide room for outreach programs. Provide a more welcoming atmosphere. Provide more visibility and more convenience. Change the perception of the services we provide.
<h3 style="color: white; margin: 0;">CRM Database</h3>	<ul style="list-style-type: none"> More accurately track performance to properly identify and measure goal success. Identify those demographics who are under-utilizing services/benefits and create targeted outreach. Identify under utilized services and identify the driving factors.
<h3 style="color: white; margin: 0;">Marketing</h3>	<ul style="list-style-type: none"> Alert and inform veterans and dependents of our office. Inform veterans and dependents of possible benefits. Solicit feedback Encourage participation from veterans.
<h3 style="color: white; margin: 0;">New Programs</h3>	<ul style="list-style-type: none"> Create new programs from database and outreach and marketing feedback.

New Office



ENTRANCE



WAITING AREA



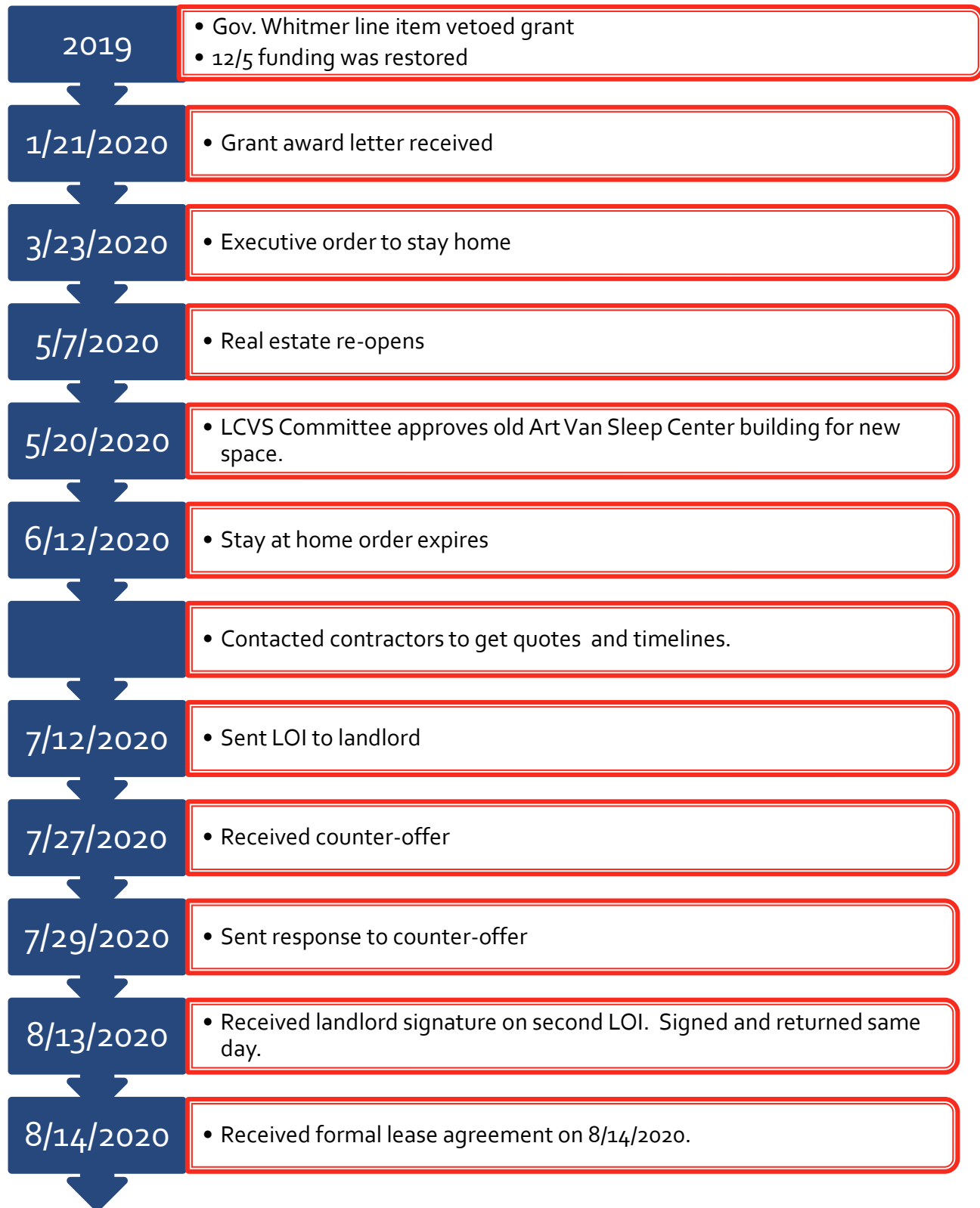
KIDS AREA



OFFICE #1



Timeline of Events



Lease and Build-Out Funding Options

Requesting an Exemption

The MVAA is requesting a "Special Exemption" for our county. This is the same type of exemption they requested when they wanted to re-allocate grant funds for COVID relief. We should know by August 21st if the exemption has been approved or not.

Work Project

A Work Project is another scenario where we would get 100% of our 2020 grant funds. Unfortunately, this is a slow moving process and we won't know if the work project is approved until the beginning of December 2020.

Rollover and Redistribution

The money we did not use rolls back over into the general fund and will be reallocated and split between the Counties that were awarded a 2021 grant. We would get some, but not all, funds returned. We have been tentatively awarded \$64,520 for 2021.

Out of Pocket

We pay for the build out, out of pocket. State MAY be able to reimburse us and MAY allow us to continue using the grant money to pay rent moving forward. But nothing has been officially said.