



BOARD OF COMMISSIONERS MEETING AGENDA

September 28, 2020, 5:30 PM

Zoom Virtual Meeting Room

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

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

"The mission of Livingston County is to be an effective and efficient steward in delivering services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County."

Pages

1. CALL MEETING TO ORDER
2. MOMENT OF SILENT REFLECTION
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. ROLL CALL
5. CORRESPONDENCE
6. CALL TO THE PUBLIC
7. APPROVAL OF MINUTES
 - a. Minutes of Meeting Dated: September 14, 2020
 - b. Minutes of Meeting Dated: September 23, 2020
 - c. Minutes of Special Meeting Dated: September 3, 2020
 - d. Minutes of Work Session Dated: September 8, 2020
 - e. Minutes of Work Session Dated: September 21, 2020
8. TABLED ITEMS FROM PREVIOUS MEETINGS
9. APPROVAL OF AGENDA
10. REPORTS
 - a. MERS 2019 Actuarial Valuation
Sue Feinberg, Regional Manager
11. APPROVAL OF CONSENT AGENDA ITEMS
Resolutions 2020-09-225 through 2020-09-233

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	Resolution Authorizing a Budget Amendment for State of Michigan Coronavirus Emergency Supplemental Funding – Court Central Services	

12. RESOLUTIONS FOR CONSIDERATION

Resolutions 2020-09-234 through 2020-09-235

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Resolution Authorizing Contracts to Provide Residential Substance Use/ Co-Occuring
Treatment Services – Court Central Services

13. CALL TO THE PUBLIC

14. ADJOURNMENT

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

September 14, 2020, 5:30 p.m.

Zoom Virtual Meeting Room

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

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

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

Members Absent: Douglas Helzerman

1. CALL MEETING TO ORDER

The meeting was called to order by Chairwoman Carol Griffith at 5:31 p.m.

2. MOMENT OF SILENT REFLECTION

3. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

4. ROLL CALL

Roll call by the Clerk indicated the presence of a quorum.

District 5 Commissioner seat is vacant.

5. CORRESPONDENCE

a. Leelanau County Resolution 2020-014 to Condemn Racism

b. *[ADDED] Alcona County Resolution #2020-13 in Opposition to Continuing COVID Emergency Executive Orders from Lansing*

c. *[ADDED] Alcona County Resolution #2020-14 Opposing Executive Directive 2020-9*

Motion to receive and place on file the correspondence.

It was moved by K. Lawrence

Seconded by G. Childs

Roll Call Vote: Yes (7): K. Lawrence, W. Green, W. Nakagiri, R. Bezotte, J. Gross, G. Childs and C. Griffith;

No (0): None; Absent (1): D. Helzerman

MOTION Carried (7-0-1)

6. CALL TO THE PUBLIC

Megan Palmer, Livingston County Catholic Charities, shared a video regarding local youths and marijuana use.

Sandra Parker, Pinckney Community Schools, and Cassandra Parker, Prevention Coordinator, also commented regarding local youth and marijuana.

Kari, Brighton High School student, and Lauren E., Pinckney High School student, were in the video shown by Megan Palmer. Both students shared their views on the dangers and damage of marijuana use.

7. APPROVAL OF MINUTES

- a. Minutes of Meeting Dated: August 24, 2020
- b. Minutes of Meeting Dated: September 9, 2020

Motion to approve the minutes as presented.

It was moved by R. Bezotte
Seconded by W. Green

Roll Call Vote: Yes (7): C. Griffith, K. Lawrence, W. Green, W. Nakagiri, R. Bezotte, J. Gross, and G. Childs;
No (0): None; Absent (1): D. Helzerman

MOTION Carried (7-0-1)

8. TABLED ITEMS FROM PREVIOUS MEETINGS

Motion to adopt the Resolution.

8.a 2020-09-210

Resolution Authorizing the Business Property Lease Agreement with Country Corners Shopping Center, L.L.C. for the Livingston County Veteran Services Office to Occupy the North Facing 3,020 sq. ft. of 4050 E. Grand River, Howell, MI 48843 - Veterans' Services

Motion to adopt the Resolution.

It was moved by R. Bezotte
Seconded by K. Lawrence
Discussion

Roll Call Vote: Yes (7): R. Bezotte, J. Gross, G. Childs, C. Griffith, K. Lawrence, W. Green, and W. Nakagiri; No (0): None; Absent (1): D. Helzerman

MOTION Carried (7-0-1)

Commissioner Helzerman arrived at 5:45 p.m.

9. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by G. Childs
Seconded by R. Bezotte

Roll Call Vote: Yes (8): G. Childs, C. Griffith, K. Lawrence, W. Green, W. Nakagiri, R. Bezotte, D. Helzerman, and J. Gross; No (0): None; Absent (0): None

MOTION Carried (8-0-0)

10. REPORTS

Commissioner Gross congratulated Kathleen Kline-Hudson, Planning Director, and Chris Folts, Facilities Services Director, on their outstanding job regarding Fillmore Park and its grand opening.

Commissioner Griffith echoed the same sentiments.

11. APPROVAL OF CONSENT AGENDA ITEMS

Resolutions 2020-09-211 through 2020-09-218

Motion to approve the resolutions on the Consent Agenda.

It was moved by J. Gross
Seconded by G. Childs

Roll Call Vote: Yes (8): J. Gross, G. Childs, C. Griffith, K. Lawrence, W. Green, W. Nakagiri, R Bezotte, and D. Helzerman; No (0): None; Absent (0): None
MOTION Carried (8-0-0)

11.a 2020-09-211

Resolution Authorizing Additional Fencing at Rear of Jail to Secure Building and Protect Inmates - Jail

11.b 2020-09-212

Resolution Authorizing the Change of Fee Schedule in the Animal Shelter – Animal Shelter

11.c 2020-09-213

Resolution Authorizing FY 2021 Vehicle Replacements Leased through the County's Partnership with Enterprise Fleet Management – Car Pool

11.d 2020-09-214

Resolution Authorizing Resealing the Foundation and Replacing Failed Drain Tiles at the Historical Courthouse – Facility Services

11.e 2020-09-215

Resolution Authorizing the County Treasurer to Establish Fund 282 CARES Act - Treasurer

11.f 2020-09-216

Resolution Authorizing an Agreement with the Michigan Veterans Affairs Agency to Support the Livingston County Veterans Services Office to Enhance and Improve Operations – Veterans' Services

11.g 2020-09-217

Resolution Authorizing an Agreement Consenting to the Assignment of the Investment Advisory Agreement with Plante Moran Financial Advisors to CapFinancial Partners - Administration

11.h 2020-09-218

Resolution Requesting Reallocation of Pension Assets - Fiscal Services

12. RESOLUTIONS FOR CONSIDERATION

Resolutions 2020-09-219 through 2020-09-223

12.a 2020-09-219

Resolution Approving Appointments to Livingston County Boards and Committees - Board of Commissioners

Motion to adopt the Resolution.

It was moved by R. Bezotte
Seconded by G. Childs

Roll Call Vote: Yes (8): R. Bezotte, D. Helzerman, J. Gross, G. Childs, C. Griffith, K. Lawrence, W. Green, and W. Nakagiri; No: (0): None; Absent (0): None

MOTION Carried (8-0-0)

12.b 2020-09-220

Resolution to Certify Officer and Employee Delegates to the 2020 Municipal Employees' Retirement System Annual Conference – Human Resources

Motion to adopt the Resolution.

It was moved by K. Lawrence
Seconded by J. Gross

Roll Call Vote: Yes (8): K. Lawrence, W. Green, W. Nakagiri, R. Bezotte, J. Gross, C. Griffith, G. Childs and D. Helzerman; No: (0): None; Absent (0): None

MOTION Carried (8-0-0)

12.c 2020-09-221

Resolution Authorizing an Agreement with Multiple Providers to Provide Child Care Funded Treatment Services - Juvenile Court

Motion to adopt the Resolution.

It was moved by W. Green
Seconded by R. Bezotte
Discussion

Roll Call Vote: Yes (7): W. Green, R. Bezotte, J. Gross, C. Griffith, G. Childs, D. Helzerman and K. Lawrence; No: (1): W. Nakagiri; Absent (0): None

MOTION Carried (7-1-0)

12.d 2020-09-222

Authorizing Felony Public Defender Contracts for 2021 – Public Defender

Motion to adopt the Resolution.

It was moved by G. Childs
Seconded by J. Gross

Roll Call Vote: Yes (8): G. Childs, C. Griffith, K. Lawrence, W. Green, W. Nakagiri, R. Bezotte, D. Helzerman, and J. Gross; No (0): None; Absent (0): None

MOTION Carried (8-0-0)

13. CALL TO THE PUBLIC

None.

14. ADJOURNMENT

Motion to adjourn the meeting at 5:55 p.m.

It was moved by K. Lawrence
Seconded by D. Helzerman

Roll Call Vote: Yes (8): K. Lawrence, W. Green, W. Nakagiri, R. Bezotte, J. Gross, C. Griffith, G. Childs and D. Helzerman; No: (0): None; Absent (0): None

MOTION Carried (8-0-0)

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

September 23, 2020

IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE

Zoom Virtual Meeting Room

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

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

Members Present Carol Griffith, William Green, Wes Nakagiri, Douglas Helzerman, Robert Bezotte, and Jay Gross

Members Absent Kate Lawrence and Gary Childs

1. CALL MEETING TO ORDER

The meeting was called to order by Chairwoman Carol Griffith at 10:18 a.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

3. ROLL CALL

Indicated the presence of a quorum.
District 5 seat vacant.

4. CALL TO THE PUBLIC

None.

5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By D. Helzerman

Seconded By R. Bezotte

Roll Call Vote: Yes (6): D. Helzerman, R. Bezotte, J. Gross, C. Griffith, W. Green, and W. Nakagiri; No (0): None; Absent (2): K. Lawrence and G. Childs

Motion Carried (6-0-2)

6. RESOLUTIONS FOR CONSIDERATION

6.1 2020-09-223

Resolution to Accept Michigan Department of Health and Human Services (MDHHS) Coronavirus Relief Fund (CRF) to Support Livingston County Health Department's Covid-19 Response - Health Department

Motion to adopt the Resolution.

Moved By D. Helzerman

Seconded By R. Bezotte

Roll Call Vote: Yes (6): D. Helzerman, R. Bezotte, J. Gross, C. Griffith, W. Green, and W. Nakagiri; No (0): None; Absent (2): K. Lawrence and G. Childs

Motion Carried (6-0-2)

6.2 2020-09-224

Resolution Authorizing the Acceptance of the Coronavirus Relief Local Government Grants (CRLGG) Program in Fiscal Year 2020 – Fiscal Services

Motion to adopt the Resolution.

Moved By J. Gross

Seconded By D. Helzerman

Roll Call Vote: Yes (6): J. Gross, C. Griffith, W. Green, W. Nakagiri, D. Helzerman, and R. Bezotte; No (0): None; Absent (2): K. Lawrence and G. Childs

Motion Carried (6-0-2)

7. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS

Dated: September 23, 2020

Motion to approve the Claims.

Moved By D. Helzerman

Seconded By W. Green

Roll Call Vote: Yes (6): D. Helzerman, R. Bezotte, J. Gross, C. Griffith, W. Green, and W. Nakagiri; No (0): None; Absent (2): K. Lawrence and G. Childs

Motion Carried (6-0-2)

8. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES

Dated: September 4 through September 17, 2020

Motion to approve the Payables.

Moved By W. Green

Seconded By R. Bezotte

Roll Call Vote: Yes (6): W. Green, W. Nakagiri, D. Helzerman, R. Bezotte, J. Gross, and C. Griffith; No (0): None; Absent (2): K. Lawrence and G. Childs

Motion Carried (6-0-2)

9. CALL TO THE PUBLIC

None.

10. ADJOURNMENT

Motion to adjourn the meeting at 10:23 a.m.

Moved By D. Helzerman

Seconded By W. Nakagiri

Roll Call Vote: Yes (6): D. Helzerman, R. Bezotte, J. Gross, C. Griffith, W. Green, and W. Nakagiri; No (0): None; Absent (2): K. Lawrence and G. Childs

Motion Carried (6-0-2)

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

SPECIAL MEETING MINUTES

September 3, 2020, 4:30 p.m.

Zoom Virtual Meeting Room

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

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

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

1. CALL MEETING TO ORDER

The special meeting was called to order by Chairwoman Carol Griffith at 4:30 p.m.

As Commissioners we were notified of the purpose and agreed to hold this Special Meeting, the Board agrees to waive the bylaw rule pertaining to the scheduling of the meeting. Open Meeting Act requirements have been satisfied.

2. MOMENT OF SILENT REFLECTION

3. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

4. ROLL CALL

Indicated the presence of a quorum.
District 5 Commissioner seat is vacant.

5. CALL TO THE PUBLIC

None.

6. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by K. Lawrence
Seconded by J. Gross

Roll Call Vote: Yes (7): K. Lawrence, W. Green, W. Nakagiri, R. Bezotte, J. Gross, G. Childs and C. Griffith;
No (0): None; Absent (1): D. Helzerman

MOTION Carried (7-0-1)

7. REPORTS

None.

Commissioner Helzerman arrived at 4:35 p.m.

8. RESOLUTIONS FOR CONSIDERATION

8.a 2020-09-209

Resolution Authorizing Livingston County Departments to Apply for the Michigan Personal Protective Equipment Grant - EMS

Motion to adopt the Resolution.

It was moved by K. Lawrence

Seconded by R. Bezotte

Discussion

Roll Call Vote: Yes (8): K. Lawrence, W. Green, W. Nakagiri, D. Helzerman, R. Bezotte, J. Gross, G. Childs and C. Griffith; No (0): None; Absent (0): None

MOTION Carried (8-0-0)

9. CALL TO THE PUBLIC

None.

10. ADJOURNMENT

Motion to adjourn the meeting at 4:37 p.m.

It was moved by G. Childs

Seconded by D. Helzerman

Roll Call Vote: Yes (8): G. Childs C. Griffith, K. Lawrence, W. Green, W. Nakagiri, D. Helzerman, R. Bezotte, and J. Gross;; No (0): None; Absent (0): None

MOTION Carried (8-0-0)

Elizabeth Hundley, Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

WORK SESSION

MEETING MINUTES

September 8, 2020, 3:00 p.m.

Zoom Virtual Meeting Room

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

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

Members Present: Carol Griffith, Kate Lawrence, William Green, Wes Nakagiri, Douglas Helzerman, and Jay Gross

Members Absent: Robert Bezotte and Gary Childs

1. CALL MEETING TO ORDER

2. ROLL CALL

Indicated the presence of a quorum.

3. CALL TO THE PUBLIC

None.

Commissioner Green entered at 3:02 p.m.

4. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by K. Lawrence

Seconded by D. Helzerman

Yes (6): C. Griffith, K. Lawrence, W. Green, W. Nakagiri, D. Helzerman, and J. Gross

Absent (2): R. Bezotte, and G. Childs

Motion Carried (6 to 0)

5. DISCUSSION

Commissioner Griffith extended gratitude on behalf of the Board of Commissioners to Cindy Catanach, Finance Officer, and Hilery DeHate, Financial Analyst, for working with each Department and Office over the past several months to prepare the budget presentations.

Commissioner Griffith turned the floor to Nathan Burd, County Administrator. Nathan explained the 2021 Level 2 Budget, Department Requests.

Each Department presented slides reviewing Programs, Budget Overview, Budget Drivers and Spending Trends, representing their 2021 Budget Requests.

5.a Treasurer

Jenny Nash, County Treasurer, presented the office's 2021 Budget Request and answered questions from Commissioners.

5.b County Clerk

Elizabeth Hundley, County Clerk, presented the budget requests for the County Clerk's Office including Elections, CPL, and Circuit Court Clerk.

5.c Register of Deeds

Brandon Denby, Register of Deeds, presented slides and answered questions from Commissioners.

5.d Airport

Mark John, Airport Manager, presented the requested budget.

5.e Veterans' Services

Mury Durt, Department Director, presented the 2021 Budget Request to Commissioners and answered questions from Commissioners.

5.f Facilities Services

5.g Information Technology

Kris Tobbe, Department Director, presented the request and noted that efforts are being made to identify additional funding resources for updating the current infrastructure.

5.h Animal Shelter

5.i Equalization

The 2021 Budget Request was presented by Sue Bostwick, Department Director.

5.j Administration

Nathan Burd, Administrator, presented the budget request and explained recent reorganization that is reflecting an decrease to the department's budget.

5.k Human Resources

Jennifer Palmbois, Department Director, presented the 2021 Budget Request.

5.l Fiscal Services

5.m LETS / Car Pool

Greg Kellogg, Department Director, presented the the Department's 2021 Budget Request and answered questions from Commissioners.

5.n Health Department

Dianne McCormick, Health Officer, presented the Department's 2021 Budget Request and answered questions from Commissioners.

5.o Emergency Medical Services

David Feldpausch, Department Director, presented Department's 2021 Budget Request and answered questions from Commissioners.

5.p Medical Examiner

David Feldpausch, Department Director, presented Department's 2021 Budget Request and answered questions from Commissioners.

6. CALL TO THE PUBLIC

None.

7. ADJOURNMENT

Chairwoman Griffith thanked all Departments and presenters for their efforts.

Motion to adjourn the meeting at 4:30 p.m.

It was moved by K. Lawrence

Seconded by J. Gross

Yes (6): C. Griffith, K. Lawrence, W. Green, W. Nakagiri, D. Helzerman, and J. Gross

Absent (2): R. Bezotte, and G. Childs

Motion Carried (6 to 0)

Natalie Hunt, Recording Secretary

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

WORK SESSION

MEETING MINUTES

September 21, 2020, 3:00 p.m.

Zoom Virtual Meeting Room

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

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

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

1. CALL MEETING TO ORDER

2. ROLL CALL

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by K. Lawrence

Seconded by G. Childs

Yes (7): C. Griffith, K. Lawrence, W. Green, W. Nakagiri, R. Bezotte, J. Gross, and G. Childs

Absent (1): D. Helzerman

Motion Carried (7 to 0)

5. DISCUSSION

5.a 2021 Budget - Level 2

Introduction by Nathan Burd, County Administrator, explained that this is the last of the departments to present for Level 2 and Level 3 will be presented soon. Mr. Burd thanked all department heads, elected officials, and staff for their hard work.

5.b Department Presentations

Each Department presented slides to the Commissioners reviewing Programs, Budget Overview, FTE's, Budget Drivers, Spending Trends and Projected Revenue.

A. Planning Department

Kathleen presented for Planning Department Spending Trends. Reviewed line item increases due to mileage rate reimbursement increase. Professional Development includes \$2,000 for National and State conferences for each Planner to fulfill CTE requirements.

B. MSU Extension

Matt Shane, Department Director, presented slides noting Contract Services has not changed and a very minor increase is in the County staffing side, but the contract remains the same.

C. Drain Commissioner

Brian Jonckheere presented for the Drain Commissioner's Office, including Capital Improvement Project. Also presented slides for the Department of Public Works including Revenue. Septage Receiving Station Spending Trends. Landfill reviewed spending Trends increases for possible costs related to PFAS. Answered questions from Commissioners.

Commissioner Helzerman entered at approximately 3:25p.m.

D. Building Department

Jim Rowell presented for the Building Department and answered questions from Commissioners. Reviewed fund balance and fee schedule.

E. Prosecutor

Bill Valliencourt reviewed slides for the Prosecutor's Office including Family Support and Crime Victims' Rights

F. Public Defender

Karen Groenhout, Public Defender, presented the Department's budget request and answered questions from Commissioners.

G. Sheriff

Sheriff's Office Budget Request was presented by Sheriff Murphy. Explained in the Jail FTE's were decreased by the Hiring Freeze. Explained concerns with the Hiring Freeze. Secondary Road Patrol budget, Jail, Jail Commissary

H. Emergency Management

The 2021 Department Budget Request was presented by Therese Cremona, Emergency Manager, no questions were asked.

I. 9-1-1 Central Dispatch

Chad Chewing, Department Director, explained the building project is closing this year and a decrease is reflected in the overall 2021 department budget.

6. CALL TO THE PUBLIC

None.

7. ADJOURNMENT

Motion to adjourn the meeting at 4:18 p.m.

It was moved by K. Lawrence

Seconded by C. Griffith

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

Motion Carried (8 to 0)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: 2020-09-225

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution to Modify the Non-Union Employees, Elected Officials, Commissioners, and Judges Benefit Plans for 2021 Fiscal Year – Human Resources

WHEREAS, Livingston County has historically taken proactive measures to impact utilization of healthcare services including a wellness program, employee cost sharing at point of service, and low \$2 generic drug costs; and

WHEREAS, in order to continue to have maximum impact on utilization of healthcare services, we will continue to utilize Healthcare Bluebook, an online healthcare pricing tool, and Blue Cross Blue Shield's licensed Michigan telemedicine provider and continue a high deductible health plan coupled with a health savings account; and

WHEREAS, Aon went out to bid for vision coverage and based on the competitive bid process and expanded provider network, Livingston County Administration is recommending contracting with MetLife for employee paid vision coverage offered through the County flexible spending plan; and

WHEREAS, should the IRS employee contribution limits for §125 flexible spending, dependent care, or health savings accounts increase for 2021 to allow employees to increase their voluntary salary reduction, Livingston County will allow for the maximum contribution allowed under law; and

WHEREAS, effective 1/1/2021 an across the board wage increase of 1.5% has been budgeted for all non-union employees who are not red-circled; and

WHEREAS, the Board of Commissioners took action via Resolutions #2011-12-321, #2012-10-282, #2013-12-353, #2014-10-294, #2015-11-230 #2016-11-192, #2017-11-180, #2018-10-185 and 2019-09-148 to exempt the County from the employee premium sharing contributions required under 2011 PA 152 and all of the six (6) collective bargaining agreements require 10% and 20% employee premium sharing, depending on date of hire.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the non-union employees, elected officials, and judges health plan and other benefits for 2021:

1. Benefit changes effectuated by Resolutions #2019-09-148, #2019-08-121, #2018-10-165, #2017-11-180, #2016-11-192, #2015-11-230, #2014-10-294, #2013-12-353, #2012-10-282, #2011-10-276, #2010-10-277, #2009-08-266 and #2009-10-316 shall remain in full force and effect.

2. The wellness program for regular non-union employees, elected officials, and judges approved in Resolution #2012-09-250 shall continue for the 2021 benefit year.

3. The Livingston Flexible Benefits Plan document is hereby amended to allow employees to contribute the maximum salary reduction contributions to their flex spending, including limited purpose flexible spending accounts, dependent care, and health saving accounts.

4. Livingston County continue to offer a high deductible health plan (HDHP) with a health savings account (HSA). The plan shall be offered through Blue Cross/Blue Shield of Michigan with Health Equity as the HSA and Limited Purpose Flexible Spending Account administrator and shall provide the following: \$2,000/\$4,000 deductible, 80%/20% coverage once deductible is reached, 100% preventative coverage, Rx \$10/\$40/\$80, and preventative prescription drug rider. There shall be no employee premium sharing on a per pay basis. The County shall deposit contributions into the HSA account in the following manner: \$500 for single/\$1,000 family coverage effective 1/1/2021. The County will match employee contributions to the HSA account up to an additional \$500 for single/\$1,000 for family.

5. Based on the competitive bid process and expanded provider network, Livingston County shall contract with MetLife for employee paid vision coverage offered through the County flexible spending plan.

BE IT FURTHER RESOLVED that acting pursuant to the authority granted to a County under Section 8 of Act 152 of 2011, the Livingston County Board of Commissioners hereby exempts Livingston County from the requirements of 2011 P.A. 152 for the medical benefit plan coverage year 2021 (January 1, 2021 through December 31, 2021).

BE IT FURTHER RESOLVED that effective January 1, 2021, non-union employees including elected officials, but excluding County Commissioners and judges, shall receive a 1.5% increase in wages. For those employees whose wages have been red-circled, this 1.5% increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade.

BE IT FURTHER RESOLVED that 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 FURTHER RESOLVED that the Chair of the Livingston County Commissioners is authorized to sign any and all documents needed to effectuate these changes, after approval as to form by civil counsel.

BE IT FINALLY RESOLVED that this resolution supersedes all previous resolutions that would apply to the benefits plan for non-union employees, elected officials, and judges.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-09-226

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution Authorizing the Acceptance and Signing of the FY 2021 Emergency Management Performance Grant- Emergency Management

WHEREAS, funding is available through the FY 21 Emergency Management Performance Grant for the purpose of funding the Livingston County Emergency Management Program; and

WHEREAS, in 2020, Livingston County was granted \$41,548.00 for said Emergency Management Program; and

WHEREAS, Livingston County, upon meeting the stipulations set forth in the FY 21 Emergency Management Performance Grant Work Agreement, would be eligible to receive funding of a similar amount for the period of 10/01/2020 through 09/30/2021; and

WHEREAS, Livingston County would need to agree to the grant agreement terms for the Emergency Management Performance Grant; meet the criteria set forth in that agreement through the efforts of the Livingston County Emergency Manager and the Emergency Management Department; agree to a minimum 50% match share of the assigned grant award to be named for FY 21; and

WHEREAS, the grant work agreement document, signed by the Livingston County Board Chairperson, and accompanying financial, training & exercise, and job description documentation need to be submitted to the Michigan State Police, Emergency Management and Homeland Security Division by the dates of September 30, 2020 for training / exercise documents and October 15, 2020 for the Board of Commissioners approved signed grant agreement for the FY 21 EMPG funding.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with The Michigan State Police Emergency Management and Hoemland Security Division to approve the FY 21 Emergency Management Performance Grant Agreement documents allowing for the Livingston County Emergency Management Department to be eligible for supplemental funding.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, applications, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the the FY 21 Emergency Management Performance Grant upon review and or preparation by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Manager
Date: 09/04/2020
**Re: Review and Signing of the FY 21 Emergency Management
Performance Grant Agreement**

This resolution is to ask for the review and approval of the FY 21 Emergency Management Performance Grant (EMPG) agreement by the Board of Commissioners.

The EMPG grant is a federal funding source that is passed through the Michigan State Police Emergency Management and Homeland Security Division (MSP EMHSD). Funds are awarded to participating Act 390 Emergency Management Programs that meet the criteria set forth in the grant agreement. The amount varies slightly from year to year based on the total sum awarded to the State of Michigan by the federal government.

The grant agreement outlines specific objectives that local emergency management programs are required to meet to be eligible for the grant funding. The EMPG grant agreement needs to be signed by the Livingston County Board Chair to make the emergency management program eligible to receive funds. The signature is an assurance that the objectives in the grant agreement will be met by the local emergency management program.

If the emergency management program does not meet the criteria or standard set forth in agreement, the funding amount received by the county is subject to reduction.

Further, it should be noted that the funds require a 50% match by the county for the emergency management program. This is to ensure the emergency management program is being supplemented with the EMPG funding, and not supplanted.

It is the recommendation of the Livingston County Emergency Management Program that the FY 21 EMPG agreement document will be reviewed and signed by the Board of Commissioners and the Board Chairperson in order to have it turning into the MSP EMHSD by the submission date of October 15, 2020.

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

Michigan State Police
Emergency Management and Homeland Security Division
**FY 2021 Emergency Management Performance Grant
Document Submission Checklist**

- ☐ **September 30, 2020** – Annual Training and Exercise Plan Worksheet for 2021-2023
- ☐ **October 15, 2020** – Initial Work Agreement, EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report), EMD-17 (Summary Request for Emergency Management Assistance Expenses), and Current Job Description.
- ☐ **January 10, 2021** – EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report)
- ☐ **January 20, 2021** – EMD-007 – EMPG Quarterly Expenses Report.
- ☐ **April 10, 2021** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
- ☐ **April 20, 2021** - EMD-007 – EMPG Quarterly Expenses Report.
- ☐ **July 10, 2021** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
- ☐ **July 20, 2021** - EMD-007 – EMPG Quarterly Expenses Report.
- ☐ **September 30, 2021** – Annual Training and Exercises Plan Worksheet for 2021-2023.
- ☐ **October 10, 2021** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
- ☐ **October 20, 2021** - EMD-007 – EMPG Quarterly Expenses Report.

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	(Enter Jurisdiction Name) Emergency Management Fiscal Year 2021 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report		<input type="checkbox"/> Initial Work Agreement
<input type="checkbox"/> 1 st Quarter	<input type="checkbox"/> 2 nd Quarter	<input type="checkbox"/> 3 rd Quarter	<input type="checkbox"/> 4 th Quarter
SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	DATE
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER	DATE	SIGNATURE OF DISTRICT COORDINATOR	DATE

Purpose

This survey functions as the 2021 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

(1) ADMINISTRATION AND FINANCE		
The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.		
	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none">Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 1/20/21.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No

	<ul style="list-style-type: none">Submit documents for 2021 EMPG work agreement to EMHSD financial staff by 10/15/20.	Position Description Submitted: Yes/No EMD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No
2 nd	<ul style="list-style-type: none">Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 4/20/21.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
3 rd	<ul style="list-style-type: none">Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 7/20/21.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
4 th	<ul style="list-style-type: none">Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 10/20/21.Submit documents for 2022 EMPG work agreement to EMHSD financial staff by 10/1/21.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No Position Description Submitted: Yes/No EMD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No

(2) LAWS AND AUTHORITIES		
The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local Emergency Management (EM) resolution.		
	Planned Activities	Action Taken (Local EMC Status Report)
1 st		

	<ul style="list-style-type: none"> Attend quarterly district EM meetings held between 10/1/20-12/31/20. Report attendance at other EM related meetings held between 10/1/20-12/31/20. 	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation # _____</p> <p>ESF #2 - Communications # _____</p> <p>ESF #3 - Public Works and Engineering # _____</p> <p>ESF #4 - Firefighting # _____</p> <p>ESF #5 - Information and Planning # _____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____</p> <p>ESF #7 - Logistics # _____</p> <p>ESF #8 - Public Health and Medical Services # _____</p> <p>ESF #9 - Search and Rescue # _____</p> <p>ESF #10 - Oil and Hazardous Materials # _____</p> <p>ESF #11 - Agriculture and Natural Resources # _____</p> <p>ESF #12 - Energy # _____</p> <p>ESF #13 - Public Safety and Security # _____</p> <p>ESF #14 (Formerly) - Long Term Recovery # _____</p> <p>ESF #15 - External Affairs # _____</p> <p>Local # _____</p> <p>District # _____</p> <p>Regional # _____</p> <p>State # _____</p> <p>Federal # _____</p>
2 nd	<ul style="list-style-type: none"> Attend quarterly district EM meetings held between 1/1/21-3/31/21. Report attendance at other EM related meetings held between 1/1/21-3/31/21. 	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation # _____</p> <p>ESF #2 - Communications # _____</p> <p>ESF #3 - Public Works and Engineering # _____</p>

		<p>ESF #4 - Firefighting # _____</p> <p>ESF #5 - Information and Planning # _____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____</p> <p>ESF #7 - Logistics # _____</p> <p>ESF #8 - Public Health and Medical Services # _____</p> <p>ESF #9 - Search and Rescue # _____</p> <p>ESF #10 - Oil and Hazardous Materials # _____</p> <p>ESF #11 - Agriculture and Natural Resources # _____</p> <p>ESF #12 - Energy # _____</p> <p>ESF #13 - Public Safety and Security # _____</p> <p>ESF #14 – (Formerly) Long Term Recovery # _____</p> <p>ESF #15 - External Affairs # _____</p> <p>Local # _____</p> <p>District # _____</p> <p>Regional # _____</p> <p>State # _____</p> <p>Federal # _____</p>
3 rd	<ul style="list-style-type: none"> Attend quarterly district EM meetings held between 4/1/21-6/30/21. Report attendance at other EM related meetings held between 4/1/21-6/30/21. 	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation # _____</p> <p>ESF #2 - Communications # _____</p> <p>ESF #3 - Public Works and Engineering # _____</p> <p>ESF #4 - Firefighting # _____</p> <p>ESF #5 - Information and Planning # _____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____</p> <p>ESF #7 - Logistics # _____</p> <p>ESF #8 - Public Health and Medical Services # _____</p>

		ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 – (Formerly) Long Term Recovery # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
4 th	<ul style="list-style-type: none"> Attend quarterly district EM meetings held between 7/1/21-9/30/21. Report attendance at other EM related meetings held between 7/1/21-9/30/21. 	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____ ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 – (Formerly) Long Term Recovery # _____

		ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
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(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS		
The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdictions governance.		
	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/20-12/31/20. Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/20-12/31/20? 	<i>Type of Risk Assessment/Number Completed:</i> County: # _____ Municipal: # _____ Facilities: # _____ Special Events: # _____ I.P. Gateway tool utilized: Yes/No
2 nd	<ul style="list-style-type: none"> Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/21-3/31/21. Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or 	<i>Type of Risk Assessment/Number Completed:</i> County: # _____ Municipal: # _____ Facilities: # _____ Special Events: # _____ I.P. Gateway tool utilized: Yes/No

	consequence analysis activities performed between 1/1/21-3/31/21?	
3 rd	<ul style="list-style-type: none"> Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/21-6/30/21. Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/21-6/30/21? 	<i>Type of Risk Assessment/Number Completed:</i> County: # ____ Municipal: # ____ Facilities: # ____ Special Events: # ____ I.P. Gateway tool utilized: Yes/No
4 th	<ul style="list-style-type: none"> Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/21-9/30/21. Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/21-9/30/21? 	<i>Type of Risk Assessment/Number Completed:</i> County: # ____ Municipal: # ____ Facilities: # ____ Special Events: # ____ I.P. Gateway tool utilized: Yes/No

(4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Document whether your community has developed a hazard mitigation plan. Confirm the date of the jurisdiction's hazard mitigation plan. Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/20-12/31/20. Report how many action items listed in the hazard mitigation plan have been completed between 10/1/20-12/31/20. 	HM plan: Yes/No/Adopted County Plan Plan is expired: Yes/No Expiration Date: ____/____/____ Check appropriate steps <div> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder and public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions </div> Total action items: # ____ Action items completed: # ____
2 nd	<ul style="list-style-type: none"> Report how many action items listed in the hazard mitigation plan have been completed between 1/1/21-3/31/21. 	Total action items: # ____ Action items completed: # ____

	<ul style="list-style-type: none"> Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/21-3/31/21. 	<p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder or public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions
3 rd	<ul style="list-style-type: none"> Report how many action items listed in the hazard mitigation plan have been completed between 4/1/21-6/30/21. Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/21-6/30/21. 	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder and public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions
4 th	<ul style="list-style-type: none"> Report how many action items listed in the hazard mitigation plan have been completed between 7/1/21-9/30/21. Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/21-9/30/21. 	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts

	<ul style="list-style-type: none"> Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP. 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder and public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions <p>Information Was Disseminated: Yes/No Does not apply: _____</p>
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(5) PREVENTION	
<p>The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.</p>	
Planned Activities	Action Taken (Local EM Status Report)
<ul style="list-style-type: none"> Identify prevention activities that the jurisdiction participated in between 10/1/20-9/30/21. 	<p>Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan. <input type="checkbox"/> Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities. <input type="checkbox"/> Participating in the Homeland Security Information Network (HSIN). <input type="checkbox"/> Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities.

	<input type="checkbox"/> Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC. <input type="checkbox"/> Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC. <input type="checkbox"/> Conducting information sharing procedures. <input type="checkbox"/> Other: _____
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(6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/20-12/31/20. Host four LEPC meetings by 9/30/2021. Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/20 - 9/30/21. Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/20 - 12/31/20. Ensure that any section/annex updates are still in compliance with Pub 201a. 	#_____ LPT meetings. Hosted #_____ LEPC meetings. EOP/EAG is current: Yes/No Expiration Date: __/__/____ Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____

	<ul style="list-style-type: none"> Report participation in EM activities with school officials that took place between 10/1/20-12/31/20. Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/20-12/31/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator, (DC). 	<i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____ Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____
2 nd	<ul style="list-style-type: none"> Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/21-3/31/21. Host four LEPC meetings by 9/30/2021. Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC. Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/21 - 3/31/21. Ensure that any section/annex updates are still in compliance with Pub 201a. Report participation in EM activities with school officials that took place between 1/1/21-3/31/21. Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 	Attended/Hosted #_____ LPT meetings. Hosted #_____ LEPC meetings. EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply _____ Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____ <i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____ Total Support Plans: # _____ Current plans: # _____

	1/1/21-3/31/21. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Does Not Apply: ____
3 rd	<ul style="list-style-type: none"> Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/21-6/30/21. Host four LEPC meetings by 9/30/2021. Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/21 - 6/30/21. Ensure that any section/annex updates are still in compliance with Pub 201a. Report participation in EM activities with school officials that took place between 4/1/21-6/30/21. Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 4/1/21-6/30/21. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. Report the status of SARA Title III plans and report any problem areas. 	<p>#____ LPT meetings.</p> <p>Hosted #____ LEPC meetings.</p> <p>Reviewed Annexes: # ____ Total Annexes: # ____ Annexes Updated: # ____</p> <p><i>School Activities/Number of Activities:</i> Planning: # ____ Seminars: # ____ Outreach: # ____ Special Events: # ____</p> <p>Total Support Plans: # ____ Current plans: # ____ Does Not Apply: ____</p> <p>Total Sites: # ____ Total Plans: # ____ Problem Areas: ____ Does not apply: ____</p>

4 th	<ul style="list-style-type: none"> Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/21-9/30/21. Host four LEPC meetings by 9/30/21. Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/21 - 9/30/21. Ensure that any section/annex updates are still in compliance with Pub 201a. Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 7/1/21-9/30/21. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. Report participation in EM activities with school officials that took place between 7/1/21-9/30/21 and supply any planning guidance/templates that are available. Verify receipt by 9/15/21 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2021-2022 school year. 	<p>#____LPT meetings</p> <p>Hosted #____ LEPC meetings.</p> <p>Reviewed Annexes: # ____ Total Annexes: # ____ Annexes Updated: # ____</p> <p>Total Support Plans: # ____ Current plans: # ____ Does Not Apply: ____</p> <p><i>School Activities/Number of Activities:</i> Planning: # ____ Seminars: # ____ Outreach: # ____ Special Events: # ____</p> <p>Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No</p>
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(7) INCIDENT MANAGEMENT		
<p>The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).</p>		
	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/20. 	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2 nd	<ul style="list-style-type: none"> Update EOC call list and submit a copy to the DC by 3/31/21, only if changes have been made. 	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3 rd	<ul style="list-style-type: none"> Update EOC call list and submit a copy to the DC by 6/30/21, only if changes have been made. 	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4 th	<ul style="list-style-type: none"> Perform an EOC call-out for a drill or an actual event between 10/1/20 and 9/30/21. Update EOC call list and submit a copy to the DC by 9/30/21, only if changes have been made. Conduct EOC orientation session between 10/1/20 and 9/30/21. Submit the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/21. 	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No Changes have been made: Yes/No Changes have been sent to the DC: Yes/No EOC orientation was conducted: Yes/No EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/21: Yes/No

(8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID		
<p>The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including; identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.</p>		
	Planned Activities	Action Taken (Local EM Status Report)
1 st		
2 nd		
3 rd		
4 th	<ul style="list-style-type: none"> Report new, updated or current MAA/MOUs within the emergency management program. Report any MEMAC membership additions that occurred between 10/1/20 and 9/30/21. Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/21. 	New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____ MEMAC Member Name: _____ EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No

(9) COMMUNICATIONS AND WARNING	
<p>The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.</p>	
Planned Activities	Action Taken (Local EM Status Report)
<p>1st</p> <ul style="list-style-type: none"> Identify the primary and secondary public alerting (i.e. Emergency Alert System (EAS) & Wireless Emergency Alerts (WEA), sirens, weather radio, etc.) systems used in the jurisdiction. Identify the primary and secondary public opt-in mass notification systems used in the jurisdiction. Verify if the jurisdiction is Integrated Public Alert & Warning System (IPAWS) compliant. If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant. If jurisdiction is not working towards IPAWS compliancy; indicate reason. Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/20-12-31-20. Participate in district and/or statewide radio testing between 10/1/20-12/31/20 Participate in district and/or statewide MI CIMS drills/exercises between 10/1/20-12/31/20. 	<p>Primary Public Alerting System: _____ Secondary Public Alerting System: _____</p> <p>Primary Mass Notification System: _____ Secondary Mass Notification System: _____</p> <p>Jurisdiction is IPAWS compliant: Yes/No/IPAWS is on a County Level.</p> <p>Jurisdiction is in the process of becoming IPAWS compliant: Yes/No/IPAWS on County level.</p> <p>Reason why jurisdiction is not working towards IPAWs compliancy: _____</p> <p>IPAWS Proficiency Demonstrations Completed: # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p>

	<ul style="list-style-type: none"> Document the jurisdiction's participation in any additional communication tests between 10/1/20-12/31/20. 	<p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: # _____ State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____</p>
2 nd	<ul style="list-style-type: none"> Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 1/1/21-3/31/21. Participate in district and/or statewide radio testing between 1/1/21-3/31/21. Participate in district and/or statewide MI CIMS drills/exercises between 1/1/21-3/31/21. Document the jurisdiction's participation in any additional communication tests between 1/1/21-3/31/21. 	<p><i>IPAWS Proficiency Demonstrations Completed:</i> # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: # _____ State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____</p>
3 rd	<ul style="list-style-type: none"> Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 4/1/21-6/30/21. Participate in district and/or statewide radio testing between 4/1/21-6/30/21. Participate in district and/or statewide MI CIMS drills/exercises between 4/1/21-6/30/21. Document the jurisdiction's participation in any additional communication tests between 4/1/21-6/30/21. 	<p><i>IPAWS Proficiency Demonstrations Completed:</i> # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: # _____ State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____</p>

4 th	<ul style="list-style-type: none"> Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 7/1/21-9/30/21. Participate in district and/or statewide radio testing between 7/1/21-9/30/21. Participate in district and/or statewide MI CIMS drills/exercises between 7/1/21-9/30/21. Document the jurisdiction's participation in any additional communication tests between 7/1/21-9/30/21. Meet with local EAS/MAB region representatives between 10/1/20-9/30/21. Review and compare your jurisdiction's warning capabilities are compliant with the regional MAB, EAS plan by 9/30/21. 	<p><i>IPAWS Proficiency Demonstrations Completed:</i> # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: # _____ State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____</p> <p>EAS/MAB regional meetings were held – Yes/No</p> <p>Attended: # _____ Regional MAB/EAS Meeting.</p> <p>Capabilities were compared with regional MAB/EAS Plan: Yes/No</p>
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(10) OPERATIONS, PROCEDURES, AND FACILITIES		
<p>The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.</p>		
	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures by 12/31/20. 	<p>Procedures are up to date in plans or procedures: Yes/No</p> <p>EOC activation, operation, and deactivation procedures are current: Yes/No</p>

	<ul style="list-style-type: none"> Report updates to EOC activation procedures for the jurisdiction's EOC, provide a copy to the DC by 12/31/20. Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans. 	<p>Procedures have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
2 nd	<ul style="list-style-type: none"> Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/21. Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/21 and 3/31/21. Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans. 	<p>Procedures have been reviewed with public officials: Yes/No</p> <p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
3 rd	<ul style="list-style-type: none"> Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/21 and 6/30/21. Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans. 	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
4 th	<ul style="list-style-type: none"> Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/21 and 9/30/21. Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans. 	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>

(11) TRAINING		
<p>The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.</p>		
	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Promote emergency management courses between 10/1/20-12/31/20. 	Emergency management course schedule has been promoted: Yes/No
2 nd	<ul style="list-style-type: none"> Promote emergency management courses between 1/1/21-3/31/21. 	Emergency management course schedule has been promoted: Yes/No
3 rd	<ul style="list-style-type: none"> Promote emergency management courses between 4/1/21-6/30/21. 	Emergency management course schedule has been promoted: Yes/No
4 th	<ul style="list-style-type: none"> Promote emergency management courses between 7/1/21-9/30/21. 	Emergency management course schedule has been promoted: Yes/No

(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS		
<p>The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.</p> <p>All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.</p> <p>One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of state police by section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."</p> <p>At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.</p> <p>Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.</p>		
	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Submit EMD-065 – Quarter Training and Exercise Report by 1/10/21. 	EMD-065 has been submitted: Yes/No
2 nd	<ul style="list-style-type: none"> Submit EMD-065 – Quarter Training and Exercise Report by 4/10/21. 	EMD-065 has been submitted: Yes/No
3 rd	<ul style="list-style-type: none"> Submit EMD-065 – Quarter Training and Exercise Report by 7/10/21. 	EMD-065 has been submitted: Yes/No

4 th	<ul style="list-style-type: none"> Submit EMD-065 – Quarter Training and Exercise Report by 10/10/21. Develop and submit multi-year training and exercise plan for FY2022 – FY2024 by 9/30/21. 	<p>EMD-065 has been submitted: Yes/No</p> <p>Multi-year training and exercise plan has been submitted: Yes/No</p>
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(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION		
<p>The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as “Do 1 Thing.”</p>		
	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Document efforts to educate the public about preparedness activities occurring between 10/1/20-12/31/20. Report the data presented and the media by which this was accomplished. Document any Citizen Corps activity that occurred between 10/1/20-12/31/20. 	<p><i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No: Media: _____ 8 signs of terrorism: Yes/No: Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>
2 nd	<ul style="list-style-type: none"> Document efforts to educate the public about preparedness activities occurring between 1/1/21-3/31/21. Report the data presented and the media by which this was accomplished. Document any Citizen Corps activity that occurred between 1/1/21-3/31/21. 	<p><i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>

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		Deployment/Activation: # _____
3 rd	<ul style="list-style-type: none"> Document efforts to educate the public about preparedness activities occurring between 4/1/21-6/30/21. Report the data presented and the media by which this was accomplished. Document any Citizen Corps activity that occurred between 4/1/21-6/30/21. 	<p><i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>
4 th	<ul style="list-style-type: none"> Document efforts to educate the public about preparedness activities occurring between 7/1/21-9/30/21. Report the data presented and the media by which this was accomplished. Document any Citizen Corps activity that occurred between 7/1/21-9/30/21. 	<p><i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>

(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.		
	Activities	Action Taken
1 st		
2 nd		
3 rd		
4 th		

CONTACTS FOR ASSISTANCE			
The following is a list Subject Matter Experts (SME) to assist with the information required on this report.			
	Name of SME	Contact Information	Specialty
	Lt. Jeff Yonker	yonkerj@michigan.gov 517-284-3843 (office), 517-719-9767 (cell)	District 1 Coordinator
	Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov 586-726-6709 (office), 517-202-5597 (cell)	District 2N Coordinator
	Lt. Nate McQueen	McQueenN@michigan.gov 734-287-5044 (office), 248-210-0672 (cell)	District 2S Coordinator
	Lt. Charles Barker	BarkerC@michigan.gov 989-777-0650 (office), 810-223-8466 (cell)	District 3 Coordinator
	Lt. Josh Collins	CollinsJ1@michigan.gov 269-657-6081(office), 517-202-5545(cell)	District 5 Coordinator
	Lt. Orville Theaker	TheakerO@michigan.gov 269-953-6099 (cell)	District 6 Coordinator
	Lt. Michael DeCastro	DecastroM@michigan.gov 231-499-8266 (cell)	District 7 Coordinator
	Lt. Steven Derusha	DerushaS1@michigan.gov 906-293-8061 (office Newberry); 906-227-7504 (office Marquette); 517-898-5055 (cell)	District 8 Coordinator
	F/Lt. Gabe Covey	CoveyG@michigan.gov 517-284-3989 (office), 517-927-5362 (cell)	State and Local Support Section Manager
	Penny Burger	BurgerP@michigan.gov 517-898-0551 (cell)	Grants and Financial Management Section Manager
	Amanda VanKoevering	VanKoeveringA@michigan.gov 517-819-7653 (cell)	Financial Analyst
	Kim Richmond	RichmondK@michigan.gov 517-204-0211 (cell)	Grants Unit Manager
	Kristie Helms	HelmsK@michigan.gov 517-648-6352 (cell)	Emergency Management Performance Grant Coordinator
	Matt Schnepf	SchnepfM1@michigan.gov 517-256-1512 (cell)	Recovery Unit Manager
	Mike Sobocinski	SobocinskiM@michigan.gov 517-284-3947 (office)	Hazard Mitigation Planning

	Henrik Hollaender	HollaenderH@michigan.gov 517-284-3970 (office), 517-898-4225 (cell)	Local Planning/NIMS
	Brenna Roos	RoosB@michigan.gov 517-284-3727 (office)	HMEP/LEPC/ SARA Title III
	Brianna Briggs	BriggsB3@michigan.gov 517-230-2949 (cell)	Operations Management Section Manager
	Jaclyn Barcroft	BarcroftJ@michigan.gov 517-230-2279 (cell)	Emergency Operations Unit Manager
	Matt Cook	CookM1@michigan.gov 517-730-1689 (cell)	MI CIMS Coordinator
	Jackie Hampton	HamptonJ@michigan.gov 517-243-0149 (cell)	Training and Exercise Section Manager
	Tonya Nobach	NobachT@michigan.gov 517-284-3956 (office)	Training, Exercise, and Radiological Unit Manager
	Danica Frederick	FrederickD3@michigan.gov 517-285-9714 (cell)	Training Officer
	Shawn Ewing	EwingS2@michigan.gov 517-897-7576 (cell)	Exercise Officer
	Sherrie Loader	LoaderS@michigan.gov 517-284-3656 (office)	Audit
	Dale George	GeorgeD5@michigan.gov 517-284-3962 (office)	Public Information Officer
	Vacant	Vacant	MSP/EMHSD Assistant Commander
	Capt. Kevin Sweeney	SweeneyK@michigan.gov 517-284-3966 (office)	MSP/EMHSD Commander

Michigan State Police,
Emergency Management and Homeland Security Division
FY 2021 Emergency Management Report Schedule

Initial Work Agreement DUE: October 15, 2020

<ul style="list-style-type: none"> • Annual Training and Exercise Plan Worksheet for 2021-2023: Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by September 30, 2020. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]". • EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report: Submit Original and One (1) Copy to District Coordinator. Must include signatures. • EMD-17: Summary Request for Emergency Management Assistance Expenses: Submit to District Coordinator. Must include signatures. Electronic copy is acceptable. • Current Job Description: For federally EMPG funded employee on EMD 17. Submit to District Coordinator. Submit Two (2) Copies.
<p>First Quarter Report</p> <ul style="list-style-type: none"> • EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report: <u>DUE: 1/10/21</u>. Submit through MSP/EMHSD electronic survey tool. • EMD-065 Quarterly Training and Exercise Report: <u>DUE: 1/10/21</u>. Submit through MSP/EMHSD electronic survey tool. • EMD-007: EMPG Quarterly Expenses Report: <u>DUE: 1/20/21</u>. Submit on paper EMD 007.
<p>Second Quarter Report</p> <ul style="list-style-type: none"> • EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report: <u>DUE: 4/10/21</u>. Submit through MSP/EMHSD electronic survey tool. • EMD-065 Quarterly Training and Exercise Report: <u>DUE: 4/10/21</u>. Submit through MSP/EMHSD electronic survey tool. • EMD-007: EMPG Quarterly Expenses Report: <u>DUE: 4/20/21</u>. Submit on paper EMD 007.
<p>Third Quarter Report</p> <ul style="list-style-type: none"> • EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report: <u>DUE: 7/10/21</u>. Submit through MSP/EMHSD electronic survey tool. • EMD-065 Quarterly Training and Exercise Report: <u>DUE: 7/10/21</u>. Submit through MSP/EMHSD electronic survey tool. • EMD-007: EMPG Quarterly Expenses Report: <u>DUE: 7/20/21</u>. Submit on paper EMD 007.
<p>Fourth Quarter Report</p> <ul style="list-style-type: none"> • EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report: <u>DUE: 10/10/21</u>. Submit through MSP/EMHSD electronic survey tool. • EMD-065 Quarterly Training and Exercise Report: <u>DUE: 10/10/21</u>. Submit through MSP/EMHSD electronic survey tool. • EMD-007: EMPG Quarterly Expenses Report: <u>DUE: 10/20/21</u>. Submit on paper EMD 007. • Annual Training and Exercise Plan Worksheet for 2022-2024: Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by September 30, 2021. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".
<div>Agenda Page 36 of 67</div> <div>Updated 9/1/20</div>

Michigan State Police,
Emergency Management and Homeland Security Division
FY 2021 Emergency Management Report Schedule

Initial Work Agreement DUE: October 15, 2020

- **Annual Training and Exercise Plan Worksheet for 2021-2023:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by **September 30, 2020**. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".
- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit Original and One (1) Copy to District Coordinator. Must include signatures.
- **EMD-17: Summary Request for Emergency Management Assistance Expenses:** Submit to District Coordinator. Must include signatures. Electronic copy is acceptable.
- **Current Job Description:** For federally EMPG funded employee on EMD 17. Submit to District Coordinator. Submit Two (2) Copies.

First Quarter Report

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 1/10/21.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 1/10/21.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 1/20/21.** Submit on paper EMD 007.

Second Quarter Report

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 4/10/21.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 4/10/21.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 4/20/21.** Submit on paper EMD 007.

Third Quarter Report

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 7/10/21.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 7/10/21.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 7/20/21.** Submit on paper EMD 007.

Fourth Quarter Report

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 10/10/21.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 10/10/21.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 10/20/21.** Submit on paper EMD 007.
- **Annual Training and Exercise Plan Worksheet for 2022-2024:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by September 30, 2021. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".

Updated 9/1/20

RESOLUTION

NO: 2020-09-227

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution Authorizing a Community Development Block Grant (CDBG) CARES Funding Grant with the Michigan Economic Development Corporation (MEDC) to Assist with the Prevention, Mitigation and Response to COVID-19 - Planning Department

WHEREAS, the Coronavirus Aid, Relief and Economic Security Act (CARES Act), Public Law 116-136, makes available supplemental CDBG and Emergency Solutions Grant funding for grants to prevent, prepare for, and respond to Coronavirus; and

WHEREAS, the Michigan Strategic Fund has invited Counties to accept Community Development Block Grant Program Funds to support CDBG CARES Funding; and

WHEREAS, Livingston County will seek to receive up to \$370,301.71 in CDBG funds to reimburse for unexpected costs associated with COVID-19; and

WHEREAS, the proposed project will benefit all residents of the project area and 34.54% percent of Livingston County are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, Livingston County government, the Units of General Local Government in Livingston County, and the non-profit organizations that Livingston County contracts with, have incurred unplanned COVID-19 expenses that may be eligible for CDBG reimbursement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the County Planning Department to submit grant documents, and if awarded, accept CDBG CARES funding in an amount not to exceed \$370,301.71 through the Michigan Economic Development Corporation for the purpose of reimbursing Livingston County government, the Units of General Local Government in Livingston County, and the non-profit organizations that Livingston County contracts with, for eligible COVID-19 expenses they have incurred.

BE IT FURTHER RESOLVED that the Chairwoman 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.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendment to effectuate the above.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Kathleen Kline-Hudson, Planning Director
Date: 9/16/20
Re: CDBG CARES Funding

The Livingston County Planning Department became aware of COVID-19 funding support available to counties throughout the State of Michigan through Community Development Block Grant (CDBG) CARES Funding administered by the Michigan Economic Development Corporation (MEDC).

The allocation that is available to Livingston County is \$370,301.71. A Letter of Interest had to be signed by the Authorized Elected Official and submitted by August 14, 2020 in order to move forward with the grant process. This allocation is not a grant award until the potential grant offer has been approved by the Michigan Strategic Fund.

This grant will be used to assist with prevention, mitigation and response to COVID-19, specifically for healthcare equipment, public services and salary reimbursement, or other CDBG eligible costs as necessary to respond to COVID-19. The grant will be used to assist Livingston County government, Livingston County local units of government and the non-profits that Livingston County government contracts with, with unplanned COVID-19 costs that were incurred and may be eligible for CDBG reimbursement.

Therefore, Livingston County Planning staff in partnership with our Livingston County economic development partner SPARK would like the authorization to formally apply for a CDBG CARES funding grant.

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

RESOLUTION

NO: 2020-09-228

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Crime Victim Rights Grant for Fiscal Year 2021 – Prosecutor

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has been requested to award the Crime Victim Rights Division of the Prosecutor’s Office a Fiscal Year 2021 grant for the period of October 1, 2020 to September 30, 2021 in the amount of \$169,821; and

WHEREAS, MDHHS requires electronic submission of the grant application and award acceptance by the Prosecutor through the EGrAMS online portal.

WHEREAS, the functions performed by the Crime Victim Rights Division of the Prosecutor’s Office are mandated by statute and the grant will fund 100% of the Crime Victim Rights Division of the Prosecutor’s Office.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the Fiscal Year 2021 grant for the Crime Victim Rights Division of the Prosecutor’s Office in an amount not to exceed \$169,821.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize the Prosecutor to electronically sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above with the State of Michigan MDHHS upon review and/or preparation of Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



WILLIAM J. VAILLIENCOURT, JR.
PROSECUTING ATTORNEY

LIVINGSTON COUNTY PROSECUTOR'S OFFICE
210 South Highlander Way
Howell, Michigan 48843
(517) 546-1850

To: Board of Commissioners
From: William Vaillencourt
Prosecuting Attorney
Subject: MDHHS Grant for Victim Rights Services
Date: September 17, 2020

The Michigan Department of Health and Human Services provides grant funding to prosecutors across the state to fund the performance of mandated duties under the Crime Victim Rights Act. These duties require providing to crime victims comprehensive notification, information, and assistance addressing victim rights throughout the criminal justice process as established by the William Van Regenmorter Crime Victim Rights Act of 1985 and the Crime Victim Rights Amendment to the Michigan Constitution. The state supports personnel in prosecutor offices whose day-to-day tasks and activities fulfill the Prosecutor's statutory-mandated responsibilities to victims of crime.

The Crime Victim Rights Division of the Prosecutor's Office has requested and is eligible for grant funding in the amount of \$169,821 for FY 2021, which runs from October 1, 2020 through September 30, 2021. The grant will fund 100% of the Crime Victim Rights Division of the Prosecutor's Office. Final approval and awarding of the grant amount is expected and will not exceed the requested amount. Once the amount is approved by the state, which is anticipated to be near the end of September, the grant must be accepted by October 1, 2020.

This is a long-standing grant-funded program and the grant funds provided by the state do not require any matching funds from the County.

RESOLUTION

NO: 2020-09-229

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution Authorizing the Purchase and Upgrade of Camera Equipment for the Jail

WHEREAS, the Livingston County Jail uses a surveillance camera system that monitors various areas of the Jail; and

WHEREAS, we are at end of service life on some of the systems that run critical operations in the jail; and

WHEREAS, performance issues with our current CCTV system has resulted in occasional outages; and

WHEREAS, CCTV system failure caused several cameras in the jail to stop working presenting issues with safety, security, and liability issues; and

WHEREAS, Stanley suggested programing changes, but the problems still persisted; and

WHEREAS, Stanley highly recommended an upgrade of the server that operates the CCTV system and equally import upgrade the software; and

WHEREAS, with a new server and new operating system would allow us to achieve our goal of more reliable performance and allow us to no longer be in an “end of life” product; and

WHEREAS, American Video has provided a proposal of \$68,724 for new equipment, software, installation, and maintenance with a one-year on-site warranty; and

WHEREAS, the Sheriff Department requests funding to complete this project and requests a transfer of funds from Capital Improvement in the amount of \$ 68,724.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the transfer of \$68,724 from Capital Improvement for the purchase of new equipment, software, and installation for the jail camera system from American Video at a cost of \$68,724.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize the Treasurer to transfer \$68,724 from Fund 403 Capital Replacement to the Sheriff Jail General Fund.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize any budget amendments needed to effectuate the procurement of the projects as described above.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 517-540-7626 Fax 517-546-1800
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Tarneseia Pringle
Date: 9/16/2020
Re: Proposal to Upgrade the Jails CCTV System

Attached for your consideration and approval is a resolution authorizing the Sheriff to upgrade the existing CCTV system with Stanley Security and American Video. The current CCTV system is over 5 years old and operating end of life cycles. As of March 2021, the jail current CCTV system will no longer be supported by Gentec due to out of date software. During the last month, we have had performance issues with our CCTV system that has resulted in occasional outages. This is in addition to the other service problems and failures in the CCTV system that have crept into the system over the past couple of years.

The CCTV failures has caused two major issues in the jail. The first issue is that when the CCTV system fails all cameras jail wide goes to blank screens for anywhere from 30 seconds to a few minutes. The second issue when the CCTV system fails several cameras jail wide stops recording for days on in. Both of these issues presents safety, security and liability issues.

American Video has been maintaining and repairing our camera system since 2006. American Video Transfer has provided a proposal for \$68,724.00 for new equipment, installation, maintenance with a one-year on-site warranty. The upgrade software necessitates new call up monitors as our existing monitors will no longer work with the new software. This is a sole source vender as all the equipment is owned by Stanley Security and to go out for an RFP would result in a revamping of all our cameras, controls, locks, and video equipment. The new equipment and new operating system would allow us to achieve our goal of more reliable performance and allow us to no longer be in an "end of life" product.

The Sheriff Department originally requested and was approved to have the funding of this project be transferred from Capital Improvement in the amount of \$80,000. The total cost of this project is \$68,724.00.

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

Respectfully submitted,

Lt. Tarneseia Pringle

To:	Lt. Tarnesia Pringle
Organization:	Livingston County Jail
Address:	150 S. Highlander Way Howell, MI 48843
Phone:	517-540-7626
Fax or Email:	tpringle@livgov.com

**QUOTATION
#200559-2****Livingston County Jail, MI – Upgrade
Genetec Directory & Clients**

September 15, 2020

Dear Lt. Pringle:

Per your request, we have attached pricing to upgrade the CCTV System as described below.

Genetec Video Management Software Upgrade

We will be upgrading the Genetec Video Management Software from Omnicast 4.8 to Security Center 5.9. This will include upgrading the VMS software on the Directory Server, Archive Server(s), and video client computers. This also includes updating the integration between the Commander Computers and the Genetec Video Management Software for video call-up functionality. *See note below regarding the Video Client Computers being required for video callup functionality.*

Genetec Directory Server

With the increased bandwidth and processing required for the higher resolution cameras, the existing Genetec Directory server will be replaced with a new server to include Windows Server 2016.

Genetec Archive Server

Per Matt Eckman's request, the existing Archive Server with 66TB of RAID5 storage will remain and be reused.

Video Client Computers

Genetec Security Center 5.9 requires Windows 10 for the client software, therefore the existing CCTV Client computers will be required to be replaced with new computers to include Windows10. American Video Transfer, Inc. will be responsible for supplying and installing the new video client computers. The existing monitors shall remain and be reused. Should you desire new monitors, additional costs shall be incurred for this hardware.

Computers to be upgraded by American Video Transfer, Inc.:

1. Video Client Computer 1 – Central Control, Room 707
2. Video Client Computer 2 – Central Control, Room 707
3. Video Client Computer 3 – Central Control, Room 707
4. Video Client Computer 4 – East Pod Control, Room 700
5. Video Client Computer 5 – East Pod Control, Room 700
6. Video Client Computer 6 – Office, Room 696
7. Video Client Computer 7 – Max Control, Room 131
8. Video Client Computer 8 – Intake Control, Room 218
9. Video Client Computer 9 – Intake Control, Room 218

Since the Commander Computers do not have Windows 10 operating system, the callup functionality will be required to move to a separate Genetec Client Computer at each control station location. There will be two (2) panes within the Genetec Client software dedicated to Video Callup and Intercom Follow at each of the six (6) control station locations. There will be a "gray bar" in place of the video callup positions on the touchscreen control stations, as this functionality will be removed. We have provided two (2) 24-Port PoE network switches to accommodate the additional Genetec Client Computers.

Computers to be added by American Video Transfer, Inc. to accommodate new callup functionality:

1. Video Client Computer 10 – Central Control, Room 707
2. Video Client Computer 11 – East Pod Control, Room 700
3. Video Client Computer 12 – Max Control, Room 131
4. Video Client Computer 13 – Max Control, Room 131
5. Video Client Computer 14 – Intake Control, Room 218
6. Video Client Computer 15 – Intake Control, Room 218

Terms and Conditions

GENERAL

Terms are due upon receipt. STANLEY works under the terms of a purchase order only. We will wait to proceed with this change until we receive a Purchase Order or Signed Sales Agreement. STANLEY is not responsible for any work associated with hazardous materials (i.e. asbestos, lead paint, etc) that is associated with the work. This work will be the responsibility of the Owner or General Contractor.

All paperwork to be addressed to: **Stanley Convergent Security Solutions, Inc.** Please scan and email the Purchase Order or Signed Sales Agreement, W-9, and a Tax Exempt Certificate.

WARRANTY

Unless otherwise specified, STANLEY warrants that the engineering and equipment will be free from defects in material and workmanship for a period of twelve (12) months from the date the system is placed into operation. If during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced free of charge. Warranty repair and/or service shall be provided in accordance with the terms and conditions set forth in the Agreement between STANLEY and Owner. This warranty does not include acts of God or abuse by the owner.

DISCLAIMER OF ALL OTHER WARRANTIES: EXCEPT FOR THE FOREGOING LIMITED EQUIPMENT WARRANTY DESCRIBED ABOVE, STANLEY MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IT IS EXPRESSLY AGREED THAT UNDER NO CIRCUMSTANCES SHALL STANLEY BE HELD LIABLE FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, WHETHER ARISING UNDER ALLEGED BREACH OF AGREEMENT, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL OR EQUITABLE THEORY, AND STANLEY'S LIABILITY SHALL BE STRICTLY LIMITED AS STATED ABOVE.

ADDITIONAL CHARGES:

1. All prices quoted do not include sales tax, prevailing wage, or bonds unless specifically written on the face of the proposal.
2. Unless otherwise stated in the proposal, the price quoted is FOB shipping point. All shipments will be UPS ground.
3. Applicable permitting fees will be billed on a pass-through basis.
4. The price quoted assumes installation will be performed during STANLEY's normal working hours and using its own personnel. If Customer requests the installation or any part thereof to be performed outside ordinary business hours or, if the installation must be performed by outside contractors, or STANLEY's wage rates do not apply as a result of prevailing wage requirements, or otherwise, then the installation charge will be adjusted accordingly.
5. Any changes to the system required by any government agency or Authority Having Jurisdiction will be billed to Customer, and are not the responsibility of STANLEY.

INSURANCE:

STANLEY will carry Liability Insurance and Workers Comp. Insurance and will provide Certificates of Insurance to Contractor, with Contractor named as Certificate Holder, prior to the execution of any work. In the event STANLEY is required to indemnify Contractor, Owner or a third party, the indemnification shall be limited to the installation amount.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions attached hereto are satisfactory and are hereby accepted. STANLEY is authorized to do the work as specified. Payment will be made as outlined above.

Stanley Convergent Security Solutions, Inc.

Written By: Dustin Hackleman

Title: Senior Sales Engineer

Approved and Accepted by Stanley CSS

By: _____

Title: _____

Date: _____

Customer

Approved By: _____

Title: _____

Date: _____

PO#: _____

(if applicable)

This proposal may be withdrawn by us if not accepted within thirty (30) days.

RESOLUTION

NO: 2020-09-230

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution Authorizing a Budget Amendment to the Sheriff Jail 2020 Operating Budget - Jail

- WHEREAS,** in late January 2020, a vehicle driven by a citizen crashed into the south side of the east jail sally port which caused significant structural damage to the building; and
- WHEREAS,** a claim was submitted to Livingston County’s Insurance Carrier, Michigan Municipal Management Authority (MMRMA) and approved in the amount of \$61,648.73; and
- WHEREAS,** repairs were completed by John Stewart, General Contractors; and
- WHEREAS,** the insurance reimbursement received and the cost of the repairs are not in the 2020 budget and require a budget amendment so the Sheriff Office is able to pay the General Contractor for the work he completed related to this claim.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes a Budget Amendment in the amount of \$61,649 in the Jail 2020 Operating Budget to record the insurance proceeds and corresponding payment of this claim as follows:

10135100 696000 Insurance Recovery	+ \$61,649
10135100 930000 Building Repair & Maintenance	+ \$61,649
#	#

MOVED:
SECONDED:
CARRIED:

John Stewart

GENERAL CONTRACTORS

1645 N. MILFORD RD.
MILFORD, MICH. 48381
PH. (248) 390-5260
Email stewartcontractors@gmail.com

June 30, 2020

Livingston County
Facility Services
420 S. Highlander Way
Howell, MI. 48843
Attn: Mr. Chris Folts

RE: Repair Jail Transport Building
Insurance Claim (The ASU Group) # 2000376

INVOICE

Repair the exterior walls at the Livingston County Jail, Transportation Area.
Cost to remove damaged panels, remove and replace interior masonry wall.
Repair damaged electrical
Repaint interior section of wall, at new block wall repair
Interior temporary wall and wall shoring
Debris removal
Cleanup

Final agreed upon price with Mr. Bob Winn - ASU Group
Price includes the deductible cost.

Total\$ 61,648.73

John Stewart

0003028283

PAYEE: John Stewart Associates, LLC

CLAIM NUMBER
2000376CHECK DATE
8/6/2020LOSS DATE
1/28/2020AMOUNT
\$55,063.57POLICY NUMBER
M0001289TIN
xxxxx9813INSURED
Livingston CountyCLAIMANT
Livingston CountyADJUSTER
Soncia SalterMAIL TO John Stewart Associates, LLC
ADDRESS: 1648 N. Milford Road
Milford, MI 48381FOR: Vehicle Caused Damage
Building repairs
Vendor: John Stewart

Completed building repairs: \$ 61,648.73

Less previously paid amt: \$ 5,585.16

Less deductible: \$ 1,000.00

Building repairs owed: \$ 55,063.57

Member received \$ 5,585.16 directly.

DID NOT RECEIVED THIS

10135100

930000

PRINTED IN U.S.A.

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

14001 MERRIMAN • LIVONIA, MI 48154

Comerica Bank
9-9/720

0003028283

DATE
08/06/2020

Claim No. 2000376

AMOUNT
\$55,063.57

FIFTY FIVE THOUSAND SIXTY THREE AND

57/100 DOLLARS

PAY
TO THE
ORDER OF

JOHN STEWART ASSOCIATES, LLC

AUTHORIZED SIGNATURE

THIS RED IMAGE
FADING WITH HEAT

AUTHORIZED SIGNATURE

⑈0003028283⑈ ⑆072000096⑆ 0000184005172⑈

Jeff Warder

From: Cindy Catanach
Sent: Tuesday, September 15, 2020 12:43 PM
To: Jeff Warder
Cc: Natalie Hunt
Subject: Scanned from a Xerox Multifunction Printer (002).pdf
Attachments: Scanned from a Xerox Multifunction Printer (002).pdf

Hi Undersheriff –

Here is the back up. Simply put you need a budget amendment to pay this claim. It is 100% reimbursed by insurance (MMRMA). The accounts are below. Once this has been approved by the Board a check will need to be processed by you all to pay the balance. We can talk about that when this is completed after Full Board on 9/28/20.

10135100 696000 – Insurance Reimb	\$61,649.00
10135100 930000 – Building Repair and Maint	\$61,649.00

Thanks Jeff

RESOLUTION

NO: 2020-09-231

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution Amending Resolution 2020-09-211 Authorizing Additional Fencing at Rear of Jail to Secure Building and Protect Inmates - Sheriff / Jail

WHEREAS, additional fencing and security was identified as being needed behind the Jail and was originally in the approved FY 2019 Sheriff's Budget; and

WHEREAS the project was delayed until FY 2020 due to a larger renovation project and with a recent incident at the jail, the COVID-19 pandemic and civil unrest it is more imperative than ever to secure the rear entrance to the Jail and the Sheriff's Office building; and

WHEREAS we have obtained quotes from local vendors, Justice Fence Co (\$24,235) and American Video Transfer (\$10,050) to complete this project which is an expansion of our existing fencing including underground boring and electrical work; and

WHEREAS, funds are allocated as part of the \$1 million capital replacement funds for renovations in the Sheriff budget; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the expansion of the fencing and securing of the Jail and Sheriff's Office as part of the CIP Sheriff's Office renovation project.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize the issuance of purchase orders to Justice Fence Co. in the amount of \$24,235 and American Video Transfer in the amount of \$10,050 and/or others, as needed for the expansion of the fencing and securing of the Jail and Sheriff's Office Building.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorize the Treasurer to transfer \$34,285 from Fund 403 Capital Replacement to the Sheriff Jail General Fund.

BE IT FUTHUR RESOLVED that the Board of Commissioners hereby authorize any budget amendments needed to effectuate the procurement of the projects as described above.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-09-232

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution to Authorize Extension of the Temporary Juvenile Drug Treatment Court Attorney Services Contract made by the 44th Circuit Court & 53rd District-Specialty Courts and Programs until 12/31/2020 – Court Central Services

WHEREAS, Livingston County Specialty Courts and Programs had contracted with Rolland Sizemore, via Resolution 2017-01-007, for Attorney Services for participants of Juvenile Drug Treatment Court; and

WHEREAS, Rolland Sizemore tendered his resignation on March 12, 2020 from the Juvenile Drug Treatment Court; and

WHEREAS, A temporary contract was entered into with William Livingston to perform these services until September 30, 2020; and,

WHEREAS, Specialty Courts and Programs requests an additional 3 months to ensure continuity of services as we solicit bids for a contract for attorney services for Juvenile Drug Treatment Court; and

WHEREAS, the monies for this contract is currently appropriated in the 2020/2021 SCAO Juvenile Drug Court Grant; and

WHEREAS, the total monthly contracted amount shall not exceed \$1,000.00 per month.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the Specialty Courts and Programs to extend the temporary contract with William Livingston for Juvenile Drug Treatment Court Attorney Services until December 31st, 2020 with the total monthly contracted amount not to exceed \$1,000.00 per month.

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:



204 S. Highlander Way, Suite 3
Phone (517) 546-1500 Fax (517) 546-3731

Memorandum

To: Livingston County Board of Commissioners

From: Sara Applegate, Court Programs Administrator

Date: September 16, 2020

Re: Resolution to Authorize Extension of the Temporary Juvenile Drug Treatment Court Attorney Services Contract made by the 44th Circuit Court & 53rd District Specialty Courts and Programs until 12/31/2020

The Juvenile Drug Treatment Court Attorney Services contract was awarded to Rolland Sizemore, under Contract No. 433. Rolland Sizemore tendered his resignation from the Juvenile Drug Treatment Court and a temporary contract entered into with William Livingston until September 30th, 2020.

Specialty Courts and Programs would like to request an extension of this contract an additional 3 months to ensure that we have ample time to provide potential vendors the opportunity to bid on these services and to evaluate all received bids. Specialty Courts and Programs request to extend the temporary contract with Mr. Livingston until December 31st 2020. By extending the current contract, this will ensure continuity of services for our program participants while providing the County the opportunity to achieve the best value for this service.

Thank you in advance for your consideration. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO: 2020-09-233

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution Authorizing a Budget Amendment for State of Michigan Coronavirus Emergency Supplemental Funding – Court Central Services

WHEREAS, the Livingston County Courts – Central Services applied for the Coronavirus Emergency Supplemental Funding Program fiscal year 2020; and

WHEREAS, Resolution 2020-07-166 was approved by the Board of Commissioners on July 13, 2020, authorizing the Livingston County Courts to apply for and enter into contract with the State of Michigan for fiscal year 2020 Coronavirus Emergency Supplemental Funding; and

WHEREAS, the Livingston County Courts have been selected to receive an award, pending finalization of the Grant Agreement, in the amount of \$197,363.50 for reimbursement funds from the State of Michigan for participation in the 2020 Coronavirus Emergency Supplemental Funding Program.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the acceptance of 2020 Coronavirus Emergency Supplemental Funding Program funds in the amount of \$197,363.50.

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 of Civil Counsel.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners authorizes any budget amendment necessary to effectuate this grant award.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: September 16, 2020

**Resolution Authorizing a Budget Amendment for State of Michigan
Coronavirus Emergency Supplemental Funding**

WHEREAS, the Livingston County Courts – Central Services applied for the Coronavirus Emergency Supplemental Funding Program fiscal year 2020; and

WHEREAS, Resolution 2020-07-166 was approved by the Board of Commissioners on July 13, 2020, authorizing the Livingston County Courts to apply for and enter into contract with the State of Michigan for fiscal year 2020 Coronavirus Emergency Supplemental Funding; and

WHEREAS, the Livingston County Courts have been selected to receive an award, pending finalization of the Grant Agreement, in the amount of \$197,363.50 for reimbursement funds from the State of Michigan for participation in the 2020 Coronavirus Emergency Supplemental Funding Program.

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 of Civil Counsel.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners authorizes any budget amendment necessary to effectuate this grant award.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2020-09-234

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution Authorizing an Agreement with D’n’A-Drug and Alcohol Testing Centers to Provide Drug and Alcohol Testing Services - Court Central Services & Trial Courts

WHEREAS, Livingston County Courts have a need for drug and alcohol testing services; and

WHEREAS, the current contract expires on September 30th, 2020; and,

WHEREAS, in accordance with the County’s Procurement Policy, a formal bid process was performed and the submitted proposals were evaluated; and

WHEREAS, D’n’A, submitted a proposal that will provide the drug and alcohol testing at the attached rates for the period of October 1st, 2020 through September 30th, 2023, with an option for two (2) additional one-year renewal periods; and

WHEREAS, funding for same is available through the Court Central Services’ state and federal grants, the Child Care Fund, and the Court budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with D’n’A for drug and alcohol testing services at the attached rates for the period of October 1st, 2020 through September 30th, 2023, with up to two (2) additional one-year renewal periods.

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:

Answer: See **Attachment C Subcontractor Form** as it relates to subcontractors.

10. To the best of the vendor's knowledge, does an actual potential conflict of interest exist between a County employee and the vendor?

Answer: There is no conflict of interest between any County employee and D'n'A.

11. Please describe the software that would be used to provide and drug and alcohol testing results to the court. Would you provide training to the court staff on how to use your software at no additional cost to the court?

Answer: D'n'A's software was developed by Dynamic Solutions and currently maintained by Design Source Media. In-house or ZOOM training is available to all staff and at no charge. D'n'A currently enters data in the DCCMIS system for the Court as well and will continue to adapt to any requirements or requests that are asked from us.

Attachment B – Pricing Proposal
THESE PRICES ARE FOR PROPOSED FOR BOTH CONTRACTS

Registration Fee	FREE
PBT Test/ Free with any other Test	\$4.00
Instant ETG Test	\$5.00
5 Panel Instant Test - (Predetermined)	\$5.00
3 Panel A La Carte Test Strips (Select 3 Drugs of Choice from 12)	\$5.00
ETG/ETS Lab/Dilution/Confirm	\$14.00
10 Panel Instant Drug Test w/ Adulterants	\$10.00
12 Panel Instant Drug Test	\$11.00
16 Panel Instant Drug Test	\$12.00
12 Panel Drug Test/ETG Lab	\$20.00
13 Panel Drug Test/ETG Lab	\$22.00
14 Panel Drug Test/ETG Lab	\$23.00
Drug Sweat Patches Lab Confirmation	\$85.00
Instant Oral Drug Swab	\$15.00
Confirmation Fees	\$20.00
Instant Kratom Strips	\$6.00
RFP-LC-20-16	

Ketamine	\$15.00
Dextromethorphan	\$15.00
Acid Screen	\$25.00
Instant Nicotine	\$5.00
Hair Testing (Starting at)	\$100.00
Dilution Strips	\$1.00
Mobile Testing - (See Reference Section - Mobile Unit- D'n'A)	

Reference Section

In the Reference Section you will find the following:

1. Certificate of Compliance with Public Act of 517 of 2012	59
2. RFP-LC-20-16 Addendum #1 – Signed and Dated	60-64
3. RFP-LC-20-16 Addendum #2 – Signed and Dated	65
4. RFP-LC-20-16 Addendum #3 – Signed and Dated	66-67
5. W-9	68-73
6. 2020 Annual Report	74-75
7. D'n'A Forms	
a. Acknowledgment of Dilution	76
b. Acknowledgment of Failure to Provide Sample	77
c. Admission Report	78
d. COVID-19 Testing Protocols & Procedures	79-81
e. Mobile Unit- D'n'A	82
f. Successful Urine Sample Instructions	83
8. Invoice Drug Court- July 2020	84
9. Invoice- Adult Drug Court	85
10. Lab Certification	86
11. Chicago Sun Times Article	87
12. Chicago Tribune Article	88
13. Certificate of Insurance	89



**Bid Recap
For
Drug and Alcohol Testing Services**

**Lead Public Agency: Livingston County
Solicitation: RFP-LC-20-16**

**RFP Issued & Publicly Posted: 8/5/20
Public Posting: Livingston County Fiscal
Services Website & BidNet
Proposals Received: 1**

RFP Due Date: 8/26/20

Livingston County received one (1) proposal in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

The RFP was publicly posted on two websites. As a result, the bid documents were downloaded by 24 qualified companies. Even though only one (1) qualified submission was received, the Evaluation Committee believes that the process created a system of free and open competition and should be considered valid.

The response was received from D'n'A Drug and Alcohol Testing Centers, Inc. D'n'A Drug and Alcohol Testing Centers provided their response within the timeframe outlined in the RFP.

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work, Attachment A - Vendor Questionnaire, and Attachment B - Pricing Proposal. A review of the minimum requirements revealed that the one (1) bidder met the minimum mandatory requirements (Section 1.2), and the bidder confirmed its understanding of the Scope of Services (Section 1.3 and 1.4). The bidder was 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 four (4) members. The ERC evaluated the proposal submitted by the vendor using the following scoring criteria; Proposal Responses (up to 30 points), Company Profile (up to 10 points), References (up to 10 points), Vendor Questionnaire (up to 30 points), and Pricing Proposal (up to 20 Points).

The consensus score of the Evaluation Committee was 100 points out of 100. Pricing was determined to be fair and reasonable for the services offered.

Based on the evaluation of the technical and pricing proposal, it is recommended that D'n'A Drug and Alcohol Testing Centers, Inc. be offered a three-year contract, with two (2) one-year renewal options for a total contract period not to exceed five years.



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY COURTS CENTRAL SERVICES

204 S. Highlander Way, Howell, MI 48843
Phone 517-540-7414 Fax 517-546-3731
Web Site: <https://www.livgov.com/>

Memorandum

To: Livingston County Board of Commissioners
From: Sara Applegate, Specialty Courts and Programs Administrator
Date: September 16, 2020
Re: Resolution Authorizing a Contract Award to D'n'A-Drug and Alcohol Testing Center to Provide Drug Testing Services for the Specialty Courts and Programs and Trial Courts

Livingston County Specialty Courts and Trial Courts is requesting the Board of Commissioners' approval to award a contract to D'n'A-Drug and Alcohol Testing Center to provide drug testing services for the Specialty Courts and Programs and Livingston County Trial Courts.

The current contract for drug testing services for the Specialty Courts and Programs and the Trial Courts is set to expire on September 30th, 2020. Per the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the BidNet Michigan Inter-governmental Trade Network (MITN) and the County Purchasing website. One (1) proposal was received and evaluated.

After careful review of the proposal, the Court recommends an award to D'n'A-Drug and Alcohol Testing Center who has provided exemplary services to both our Specialty Courts and Programs and Trial Courts over the last two years as our contracted vendor. As a result, we are requesting the attached resolution be approved which authorizes a contract with D'n'A-Drug and Alcohol Testing Center to provide drug testing services for the Specialty Courts and Programs and Trial Courts for a period of October 1, 2020 through September 30, 2023, with the options for up to two (2) additional one-year renewal periods.

Thank you for your consideration. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO: 2020-09-235

LIVINGSTON COUNTY

DATE: September 28, 2020

Resolution Authorizing Contracts to Provide Residential Substance Use/ Co-Occurring Treatment Services – Court Central Services

WHEREAS, Livingston County Courts have a need for Residential Substance Use/Co-occurring Treatment Services; and

WHEREAS, the current contract expires on September 30th, 2020; and

WHEREAS, in accordance with the County's Procurement Policy, a formal bid process was performed and four proposals were received and evaluated to provide residential substance use/co-occurring treatment services to the Specialty Courts and Programs for the period of October 1st, 2020 through September 30th, 2023, with the option of renewal for up to two additional one-year periods; and

WHEREAS, Great Lakes, Inc. and Harbor Hall, Inc. have met the requirements including pricing at a daily rate of \$150 per day for up to 60 days to provide the Specialty Courts and Programs with residential substance use/co-occurring treatment services; and

WHEREAS, through various program funding including State and Federal grants, the Courts will have the flexibility to award non-exclusive contracts to the above vendors based on program requirements and the Court's needs with an anticipated start date of October 1st, 2020.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into non-exclusive contracts for residential substance use/co-occurring treatment services with Great Lakes, Inc. and Harbor Hall, Inc., beginning October 1st, 2020 and continue until September 30, 2023, with the ability to renew the contracts at the Court's discretion for up to two additional one-year periods.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign the contracts and contract extensions referenced above and any future amendments for monetary and contractual language upon review by Civil Counsel.

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MOVED

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Sara Applegate, Specialty Courts and Programs Administrator
Date: September 16, 2020
Re: Resolution Authorizing Contracts to Provide Residential Substance Use/Co-occurring Treatment Services for Specialty Courts and Programs

Livingston County Specialty Courts is requesting the Board of Commissioners' approval to award contracts to Great Lakes Recovery, Inc. and Harbor Hall, Inc. to provide residential substance use/co-occurring treatment services for the Specialty Courts and Programs for the period of October 1, 2020 through September 30, 2023 with the ability to renew the contracts at the Court's discretion for up to two (2) additional one-year periods.

The current contract for residential substance use/co-occurring treatment services for the Specialty Courts and Programs is set to expire on September 30th, 2020. Per the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the BidNet Michigan Inter-governmental Trade Network (MITN) and the County Purchasing website. Four (4) proposals were received and evaluated. Out of the four proposals, two (2) of the bids met the needs of the Court

Based on the results of the bid tabulation, the Court's evaluation committee determined the following counter pricing proposal for the three chosen vendors: \$150.00 per day rate not to exceed 60 days without Court approval. This counter offer has been agreed upon by two of the chosen vendors. As a result, the Specialty Court Programs will pay the same price for the same service across both participating vendors.

After careful review of the proposal, the evaluation committee recommends an award to Great Lakes Recovery, Inc., and Harbor Hall, Inc. As a result, we are requesting the attached resolution be approved which authorizes a contract with Great Lakes Recovery, Inc., and Harbor Hall, Inc to provide residential substance use/co-occurring treatment services for the Specialty Courts and Programs for a period of October 1, 2020 through September 30, 2023, with the option for up to two (2) additional one-year renewal periods.

The Specialty Court Programs will fund the services through various programs including, but not limited to Swift & Sure Sanctions Probation Program, Adult Drug Court, Veterans Treatment Court, and Intensive Treatment Mental Health Court.

Thank you for your consideration. If you have any questions regarding this matter, please contact me.



**Bid Recap
For
Residential Substance Use/Co-occurring Treatment Services**

**Lead Public Agency: Livingston County
Solicitation: RFP-LC-20-15**

**RFP Issued & Publicly Posted: 8/3/20
Public Posting: Livingston County Fiscal
Services Website and BidNet
Proposals Received: 4**

RFP Proposals Due Date: 8/24/20

Livingston County received four (4) proposals in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

Four (4) companies provided a response within the timeframe outlined in the RFP.

- Dawn Farm
- Great Lakes Recovery Centers, Inc.
- Harbor Hall, Inc.
- Hegira Health, Inc.

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work, Attachment A - Vendor Questionnaire, and Attachment B - Pricing Proposal. A review of the minimum requirements revealed that the four (4) bidders met the minimum mandatory requirements (Section 1.2), and the bidders confirmed their understanding of the Scope of Services (Section 1.3, 1.4, and 1.5). 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 three (3) members. The ERC evaluated the proposals submitted by each vendor using the following scoring criteria:

- Proposal Responses (up to 30 points)
- Company Profile (up to 10 points)
- References (up to 10 points)
- Vendor Questionnaire (30 points)
- Pricing Proposal (20 Points)

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



	Vendors			
	Dawn Farm	Great Lakes Recovery Centers	Harbor Hall	Hegira Health
Proposal Responses	19	30	24.3	28
Company Profile	9.3	10	9.7	9.7
References	9.7	9	10	9.7
Vendor Questionnaire	21	27.7	28.3	28.7
Pricing Proposal	16.7	17.7	15.7	16
Total	75.7	94.4	88	92.1

Thirty-minute interviews were held with each vendor on Thursday, September 3, 2020. Clarifications and negotiations were held with three of the four vendors regarding the rate per day on Wednesday, September 16, 2020.

The final rate per day submitted by the three vendors on September 17, 2020 after negotiated discounts were as follows:

- Great Lakes Recovery Centers, Inc. - \$150.00
- Harbor Hall, Inc. - \$150.00
- Hegira Health, Inc. - \$175.00

Based on the evaluation of the technical and pricing proposals as well as information obtained during interviews and negotiations, the ERC cannot recommend that Hegira Health be awarded a contract due to its rate per day being too high. However, it is recommending that Great Lakes Recovery Centers and Harbor Hall be offered a three-year contract, with two (2) one-year renewal options for a total contract period not to exceed five years.

Attachment B - Pricing - Final

Vendor Name:	Great Lakes Recovery Centers
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Residence in Home		Rate/Day	
Daily rate includes at a minimum: <ul style="list-style-type: none">• Room and Board• Group Sessions• Individual Sessions• Recreation Activities• Sober Support Recovery Meetings• Transportation		\$150.00	

Signature: _____ 

Date: 9-16-20

Attachment B - Pricing - Final

Vendor Name:	Harbor Hall, Inc.
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Residence in Home		Rate/Day	
Daily rate includes at a minimum: <ul style="list-style-type: none">• Room and Board• Group Sessions• Individual Sessions• Recreation Activities• Sober Support Recovery Meetings• Transportation		150.00	

Signature: _____



Date: _____

9/16/2020