

GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

SPECIAL MEETING AGENDA

May 3, 2021

5:30 PM

Board of Commissioners Hybrid Meeting

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

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

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Pages

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

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Minutes of Meeting Dated: April 5, 2021

4. APPROVAL OF AGENDA

5. REPORTS

6. CALL TO THE PUBLIC

7. RESOLUTIONS FOR CONSIDERATION

7.1. Facility Services

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Resolution Authorizing Reorganization of the Facility Services Department

7.2. Information Technology

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Resolution Authorizing a Master Agreement Contract Renewal with Windstream for Telephone Service and Internet Services

7.3. Board of Commissioners

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Resolution Authorizing the Issuance of FOIA Requests for documents supporting an extension of the MIOSHA COVID-19 Emergency Rules

Resolution Authorizing Livingston County to Host a Cooperative Contract for Covid-19 Relief Consulting Services for Michigan Counties and Other Municipalities through the Michigan Association of Counties CoPro+ Program

8. CALL TO THE PUBLIC

9. ADJOURNMENT

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

MEETING MINUTES

April 5, 2021, 5:30 p.m.

Board of Commissioner Hybrid Meeting

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

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

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Members Present: Mitchell Zajac, Kate Lawrence , Douglas Helzerman, Brenda Plank

1. CALL TO ORDER

The meeting was called to order by Commissioner Zajac at 5:47 p.m.

2. ROLL CALL

Indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Minutes of Meeting Dated: March 1, 2021

Motion to approve the minutes as presented.

Moved by: K. Lawrence

Seconded by: D. Helzerman

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

4. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: D. Helzerman

Seconded by: B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

5. REPORTS

5.1 Community Project Funding Program regarding Broadband

Commissioner Zajac & Kris Tobbe, IT Department Director

5.2 Commissioner Helzerman

Presented slides including information regarding the spread of COVID-19 from the CDC.

6. CALL TO THE PUBLIC

None.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Board of Commissioners

Resolution Authorizing Amendment to the Livingston County Board of Commissioners 2021 Rules

Chairman Nakagiri presented this resolution.

Post our rules on our website. Look at our room as 1 location that has a physical component and a virtual component.

Commissioner Helzerman explained that this rule is allowed by the Open Meetings Act and is not Recommend Motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

7.2 Emergency Medical Services

Resolution Authorizing the Write-off of Aged Receivables

David Feldpausch, EMS Department Director presented the resolution.

Recommend Motion to the Finance Committee.

Moved by: D. Helzerman

Seconded by: K. Lawrence

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

7.3 Health Department

Resolution Authorizing the Issuance of a Blanket Purchase Order for 2021 Covid 19 Vaccination Clinic Supplies

Barton Maas presented the resolution to Commissioners.

Recommend Motion to the Finance Committee.

Moved by: B. Plank

Seconded by: K. Lawrence

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

7.4 LETS

Resolution to Accept Supplemental Section 5307 Grant Funding from the American Rescue Plan Act of 2021

Greg Kellogg, LETS Department Director.

Recommend Motion to the Finance Committee.

Moved by: D. Helzerman

Seconded by: B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

7.5 LETS

Resolution to Amend the Agreement with DoubleMap, Inc. to Purchase the Ecolane Interactive Voice Response (IVR) System

Greg Kellogg, LETS Department Director, presented the resolution.

Recommend Motion to the Finance Committee.

Moved by: K. Lawrence

Seconded by: B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

7.6 Facility Services

Resolution Authorizing a Contract with Lindhout Associates Architects for Architectural Services

Recommend Motion to the Finance Committee.

Moved by: D. Helzerman

Seconded by: K. Lawrence

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

8. CALL TO THE PUBLIC

None.

9. ADJOURNMENT

Motion to adjourn the meeting at 7:01 p.m.

Moved by: D. Helzerman

Seconded by: K. Lawrence

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

No (0): None.

Motion Carried (4 to 0)

Natalie Hunt, Recording Secretary

UNAPPROVED

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Reorganization of the Facility Services Department

WHEREAS, the Facility Services Department currently has 5 full time maintenance mechanics; and

WHEREAS, at this time one of the senior maintenance mechanics is at a point in their lives that they would like to reduce hours from 40 hours per week to 30 hours per week; and

WHEREAS, due to the pay rate at the entry level and the current job market, maintenance mechanics are typically hired in with basic skills; and

WHEREAS, because of the skillset of this employee, it would be advantageous for the department to allow the reduction of hours for purposes of training and mentor ship of less senior maintenance mechanics; and

WHEREAS, the reduction of hours for this position from 40 to 30 hours would result in savings of approximately \$14,500 annually; and

WHEREAS, this request is for a period not to exceed two years and would be reevaluated in May 2023.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reorganization of the Facility Services Department to allow a reduction in hours from 40 hours to 30 hours for a Maintenance Mechanic, Position Number 26500104, for a period not to exceed a two years and will be reevaluated May 2023.

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#

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MOVED:
SECONDED:
CARRIED:



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

DATE: April 12, 2021
TO: Livingston County Board of Commissioners
FROM: Chris Folts
RE: Resolution Authorizing the Reorganization of the Facility Services Department

The Facility Services Department has a senior employee that has reached a time in their life that they would like to reduce the hours worked from 40 to 30 hours per week.

This particular employee has a skill set and institutional knowledge that is unmatched. The mentorship and training that this certain employee can provide is priceless to this organization.

The Facility Services Department is in a transitional period that many other departments will be facing in the coming years. Succession planning has been a focus of Livingston County and this resolution is in line with that plan.

Therefore, Facility Services is requesting that the attached resolution be approved authorizing the reduction of hours of a Facility Services Maintenance Mechanic. If you have any questions or concerns, please feel free to contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Master Agreement Contract Renewal with Windstream for Telephone Service and Internet Services - Information Technology

WHEREAS, Windstream has been the County’s telephone and internet service provider since 2016 as a result of an RFP; and

WHEREAS, the current five-year contract expires August 6th 2024; and

WHEREAS, due to the current existing contract and complex conversion of Time-Division Multiplexing Primary Rate Interface (TDM PRI) copper-based circuit telephony service to Session Initiation Protocol (SIP) digital service over the existing fiber optic , the CIO recommends continuing with Windstream; and

WHEREAS, renewing with Windstream for a forty eight month (48) contract will save the County \$57,183.18 over the term; and

WHEREAS, funding for the same is available in the Information Technology budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves entering into a forty eight (48) month master agreement with Windstream for telephone and internet services, to begin on June 1, 2021 through May 30, 2025.

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

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MOVED:
SECONDED:
CARRIED:

Account Summary

Customer Name	COUNTY OF LIVINGSTON 304 E GRAND RIVER AVE
Quote #	2254099
Windstream Enterprise Representative	Suzy Flees
Contract Term Length	48 Months
Effective Date	April 27, 2021
MMF	\$6,294.55

Summary of Charges (Total for All Locations)

Product	Monthly Recurring Charges	One-Time Charges
Internet Service	\$925.28	\$0.00
SD WAN	\$309.00	\$0.00
Toll-Free (8xx)	\$4.95	\$0.00
Advantage Business Lines	\$1,953.60	\$0.00
Common Voice Features	\$720.00	\$0.00
Dynamic IP	\$2,381.72	\$0.00
Total*	\$6,294.55	\$0.00

“The Monthly Recurring Charges represented above DO NOT include the taxes or charges that Windstream passes on to governmental entities AND the following Windstream fees and surcharges: Access Recovery Charge of up to \$3.00 per line or a maximum of 5 per trunk. Regulatory Assessment Surcharge of up to 8% applies to Interstate and International charges in the following states MN, NY and PA. An Administrative Service Fee of up to 12% applies to Interstate, Intrastate and Internet services monthly charges in all states except MN, NY and PA.”

Usage Rates**

Rates listed within the Usage Rates section are applicable for all locations, unless otherwise noted on the individual Service Location listing in the Usage Rates sub-section. Additional charges apply for all voice features, router maintenance, CPE maintenance and directory listings. Local Usage is an additional charge in CA, DC, MA, MD, NH, NJ, NY, PA and RI and will be billed at the current retail rate. Customers participating in an Equipment for Services Lease Program will be billed program rates. Precision - each call is billed to two decimal places and rounds the billed amount for each call up to the nearest whole cent.

Service Agreement Summary

This Service Agreement is subject to and controlled by the Windstream Service Terms and Conditions and the service-specific terms and conditions located at <http://www.windstreamenterprise.com/service-terms-and-conditions>, including how such terms may be modified from time to time, and all of which are hereby incorporated herein by reference. Rates are subject to change on 30 days' notice via bill message on customer's invoice. By your signature you warrant that you have read, understand and agree to the Service Agreement, Windstream Service Terms and Conditions and applicable service-specific terms and conditions, and acknowledge that you are authorized to sign this Service Agreement and order the Service(s) as outlined herein.

CUSTOMER

WINDSTREAM

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

This offer is voidable by Windstream if not signed and returned by 6/11/2021.

Location Summary

Location Name	Monthly Recurring Charges	One-Time Charges	Credits
County Of Livingston	\$2,588.20	\$0.00	\$0.00
300 S Highlander	\$1,747.80	\$0.00	\$0.00
224 N 1ST ST	\$414.40	\$0.00	\$0.00
210 S HIGHLANDER WAY	\$118.40	\$0.00	\$0.00
2300 E GRAND RIVER AVE	\$360.15	\$0.00	\$0.00
Station 24	\$59.20	\$0.00	\$0.00
Station 23	\$59.20	\$0.00	\$0.00
1911 Tooley	\$296.00	\$0.00	\$0.00
3399 COUNTY AIRPORT DR	\$118.40	\$0.00	\$0.00
3480 W GRAND RIVER AVE	\$59.20	\$0.00	\$0.00
3755 BOWEN RD	\$59.20	\$0.00	\$0.00
5965 OLD US 23RD	\$59.20	\$0.00	\$0.00
150 S Highlander Way	\$118.40	\$0.00	\$0.00
Station 22	\$59.20	\$0.00	\$0.00
204 Highlander - Ste 101	\$177.60	\$0.00	\$0.00

Location Detail

Location Name	County Of Livingston	Account Number	200423699
Location Address	304 E GRAND RIVER AVE , HOWELL, MI 48843-2323	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
LD Block of 1000	36	\$20.00	\$720.00
Dynamic IP			\$504.17
Call Paths - SIP	100	Included	
Managed Router - Advanced	1	Included	
Managed Router Equipment	1	Included	
20 DID Station Numbers	35	\$1.00	\$35.00
FSLC Charge	25	\$9.20	\$230.00
PS-ALI Account Service Charge	1	\$25.00	\$25.00
Direct Trunk Overflow Charge	1	\$34.95	\$34.95
Internet Service			\$829.28
Ethernet Access(1,000 Mb)	1	Included	
Internet Service (1,000.0 Mbps)	1	Included	
IP Addresses Block of 64 Charge	1	\$96.00	\$96.00
SD WAN			\$113.80
Equipment - VMware VCE 610	1	Included	
SD-WAN Management - Advanced	1	Included	

SD-WAN Service License (50Mbps)	1	Included	
		Total	\$2,588.20

*Usage Rates***

Product and Usage Rates				
Usage Type	Rate	Initial Increment	Additional Increment	Precision
Regional Long Distance Charges (D)	0.03	6 sec	6 sec	2 digit
In State Long Distance Charges (D)	0.03	6 sec	6 sec	2 digit
Out of State Long Distance Charges (D)	0.03	6 sec	6 sec	2 digit

Location Detail

Location Name	300 S Highlander	Account Number	214279164
Location Address	300 S HIGHLANDER WAY , HOWELL, MI 48843-3974	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Dynamic IP			\$1321.60
Call Paths - SIP	100	Included	
Ethernet Access(50 Mb)	1	Included	
Managed Router - Advanced	1	Included	
Managed Router Equipment	1	Included	
20 DID Station Numbers	1	\$1.00	\$1.00
FSLC Charge	25	\$9.20	\$230.00
SD WAN			\$175.20
Equipment - VMware VCE 610	1	Included	
SD-WAN Management - Advanced	1	Included	
SD-WAN Service License (100Mbps)	1	Included	
IP Addresses Block of 8 Charge	1	\$20.00	\$20.00
	Total		\$1,747.80

*Usage Rates***

Product and Usage Rates				
Usage Type	Rate	Initial Increment	Additional Increment	Precision
Out of State Long Distance Charges (D)	0.03	6 sec	6 sec	2 digit
In State Long Distance Charges (D)	0.03	6 sec	6 sec	2 digit
Regional Long Distance Charges (D)	0.03	6 sec	6 sec	2 digit

Location Detail

Location Name	224 N 1ST ST	Account Number	204391550
Location Address	224 N 1ST ST , BRIGHTON, MI 48116-1205	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	7	\$9.20	\$64.40
Advantage Business Lines Charge	7	\$50.00	\$350.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Total			\$414.40

Location Detail

Location Name	210 S HIGHLANDER WAY	Account Number	204391549
Location Address	210 S HIGHLANDER WAY , HOWELL, MI 48843-1989	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	2	\$9.20	\$18.40
Advantage Business Lines Charge	2	\$50.00	\$100.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Total			\$118.40

Location Detail

Location Name	2300 E GRAND RIVER AVE	Account Number	200423703
Location Address	2300 E GRAND RIVER AVE , HOWELL, MI 48843-6551	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	6	\$9.20	\$55.20
Advantage Business Lines Charge	6	\$50.00	\$300.00
Common Voice Features			

900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Toll-Free (8xx)			
Toll-Free Access *	1	\$4.95	\$4.95
Total			\$360.15

*Usage Rates***

Product and Usage Rates				
Usage Type	Rate	Initial Increment	Additional Increment	Precision
International 8XX Charges (D)	Silver	30 sec	6 sec	2 digit
Regional 8XX Charges (S)	0.05	30 sec	6 sec	2 digit
International 8XX Charges (S)	Silver	30 sec	6 sec	2 digit
Regional 8XX Charges (D)	0.05	30 sec	6 sec	2 digit
In State 8XX Charges (S)	0.05	30 sec	6 sec	2 digit
Out of State 8XX Charges (S)	0.05	30 sec	6 sec	2 digit
In State 8XX Charges (D)	0.05	30 sec	6 sec	2 digit
Out of State 8XX Charges (D)	0.05	30 sec	6 sec	2 digit
Canadian 8XX Charges (D)	0.0607	30 sec	6 sec	2 digit
Canadian 8XX Charges (S)	0.0657	30 sec	6 sec	2 digit

Location Detail

Location Name	Station 24	Account Number	207653773
Location Address	7304 OAK GROVE RD , HOWELL, MI 48855-9361	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	1	\$9.20	\$9.20
Advantage Business Lines Charge	1	\$50.00	\$50.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Total			\$59.20

Location Detail

Location Name	Station 23	Account Number	207653771
Location Address	2877 W COON LAKE RD , HOWELL, MI 48843-8937	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
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Advantage Business Lines				
	FSLC	1	\$9.20	\$9.20
	Advantage Business Lines Charge	1	\$50.00	\$50.00
Common Voice Features				
	900/976 Block	1	\$0.00	\$0.00
	International Block	1	\$0.00	\$0.00
Total				\$59.20

Location Detail

Location Name	1911 Tooley	Account Number	200423700
Location Address	1911 TOOLEY RD , HOWELL, MI 48855-8703	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	5	\$9.20	\$46.00
Advantage Business Lines Charge	5	\$50.00	\$250.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Total			\$296.00

Location Detail

Location Name	3399 COUNTY AIRPORT DR	Account Number	204391554
Location Address	3399 COUNTY AIRPORT DR , HOWELL, MI 48855-8800	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	2	\$9.20	\$18.40
Advantage Business Lines Charge	2	\$50.00	\$100.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Total			\$118.40

Location Detail

Location Name	3480 W GRAND RIVER AVE	Account Number	204391556
Location Address	3480 W GRAND RIVER AVE , HOWELL, MI 48855-9608	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	1	\$9.20	\$9.20
Advantage Business Lines Charge	1	\$50.00	\$50.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Total			\$59.20

Location Detail

Location Name	3755 BOWEN RD	Account Number	204391557
Location Address	3755 BOWEN RD , HOWELL, MI 48855-7756	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	1	\$9.20	\$9.20
Advantage Business Lines Charge	1	\$50.00	\$50.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Total			\$59.20

Location Detail

Location Name	5965 OLD US 23RD	Account Number	204391562
Location Address	5965 OLD US 23RD , FENTON, MI 48430-9372	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	1	\$9.20	\$9.20
Advantage Business Lines Charge	1	\$50.00	\$50.00

Common Voice Features				
	900/976 Block	1	\$0.00	\$0.00
	International Block	1	\$0.00	\$0.00
			Total	\$59.20

Location Detail

Location Name	150 S Highlander Way	Account Number	200423701
Location Address	150 S HIGHLANDER WAY , HOWELL, MI 48843-1993	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	2	\$9.20	\$18.40
Advantage Business Lines Charge	2	\$50.00	\$100.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
		Total	\$118.40

Location Detail

Location Name	Station 22	Account Number	207653767
Location Address	1579 N LATSON RD , HOWELL, MI 48843-9007	Service Order Type	Conversion

Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	1	\$9.20	\$9.20
Advantage Business Lines Charge	1	\$50.00	\$50.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
		Total	\$59.20

Location Detail

Location Name	204 Highlander - Ste 101	Account Number	204666299
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Location Address	204 S HIGHLANDER WAY , SUITE 101, HOWELL, MI 48843-1953	Service Order Type	Conversion
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Monthly Recurring Charges

Product	Qty.	Unit Price	Total Price
Advantage Business Lines			
FSLC	3	\$9.20	\$27.60
Advantage Business Lines Charge	3	\$50.00	\$150.00
Common Voice Features			
900/976 Block	1	\$0.00	\$0.00
International Block	1	\$0.00	\$0.00
Total			\$177.60

APPLICATION FOR CREDIT

Representative: Suzy Flees

Representative Phone: (248) 660-6813

CUSTOMER INFORMATION				
Customer Name: COUNTY OF LIVINGSTON 304 E GRAND RIVER AVE		Tax Exempt Status: _____		
Federal Tax ID or SS Number: _____		EMR: _____		
Notice Address: _____		Years in Operation: _____		
City: _____		Number Of Employees: _____		
State: _____		Zip: _____		
Business Structure: _____		Nature of Business: _____		
PARENT COMPANY (if Applicable)				
Company Name: _____				
Address: _____				
City: _____ State: _____ Zip: _____				
CUSTOMER CONTACT INFORMATION				
Contact Name: _____		AP Contact Name: _____		
Contact Phone: _____		AP Contact Phone: _____		
Contact Fax: _____		AP Contact Fax: _____		
Contact Email: _____		AP Contact Email: _____		
Principal/Partner/Officer Full Name: Contact Name: _____				
Title: _____				
BANK REFERENCE				
Bank Name: _____				
Address: _____		Bank Contact Name: _____		
City: _____		Bank Contact Phone: _____		
State: _____		Bank Contact Fax: _____		
Zip: _____		Account Number: _____		
TRADE REFERENCES				
Vendor	Account Number	Phone	Fax	Contact
1. _____	_____	_____	_____	_____
Address: _____				
2. _____	_____	_____	_____	_____
Address: _____				
3. _____	_____	_____	_____	_____
Address: _____				
Current Local Telco: _____ Current I.D. Carrier: _____				
<p>Authorization</p> <p>I hereby represent that I am authorized to submit this application on behalf of the Customer named above, and the information provides is for the purpose of obtaining credit and is warranted to be true. I/We hereby authorize Company, and its affiliates, to investigate the references listed pertaining to my/our credit and financial responsibility sold. I further represent that the Customer applying for credit has the financial ability and willingness to pay for all invoices with established terms.</p>		<p>Accepted By Customer</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>		

Letter of Agency

Contact Name: Janice Hanba	Company Name: COUNTY OF LIVINGSTON 304 E GRAND RIVER AVE
Billing Address:	
City, State, Zip:	
Current Carrier:	Order Date:

Authorization to Change Service Provider(s)

On behalf of the Company, I hereby authorized Windstream Communications ("Windstream") and its operating affiliates* listed on Exhibit A to change my Company's provider(s) for the following services from my current telecommunications carrier(s) to Windstream for each of the telephone numbers listed below. Check all applicable services:

	Local
	Intrastate, IntraLATA Long Distance Service (also known as local toll)
	Interstate, InterLATA and International Long Distance

I represent that I am at least eighteen years of age and that I have the authority to change telecommunications carriers for each of the telephone numbers identified below. I understand that I have the right to obtain telecommunications services individually. I also understand that I may designate only one local exchange carrier, one intraLATA carrier, and one interLATA carrier per telephone number.

I choose Windstream to act as my agent to carry out the change(s) and authorize Windstream to handle on my behalf all arrangements, including ordering, changing, and/or maintaining my service, with my local telephone company(s), interexchange carriers, equipment vendor(s), and consultant(s). By designating Windstream to act as my agent, I do not permit Windstream to change my service to a carrier other than Windstream. I understand, that there may be a fee to change from the Company's current telecommunications carrier(s) to Windstream.

Telephone Numbers:

I authorize Windstream to issue all necessary instructions on my behalf and confirm that my preferred provider for the telecommunications service(s) checked above will be changed for the telephone number(s) specified above. This agreement will remain in effect until revoked in writing by the Company.

Company

Signature: _____

Date: _____

*Business Telecom of Virginia, Business Telecom, Cavalier Telephone Mid-Atlantic, Cavalier Telephone, Choice One Communications (of Connecticut, Maine, Massachusetts, New Hampshire, New York, Ohio, Pennsylvania, or Rhode Island), Connecticut Broadband, Connecticut Telephone & Communication Systems, Conversent Communications (of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, or Vermont), CTC Communications, CTC Communications of Virginia, DeltaCom Business Solutions, DeltaCom, Windstream New Edge, LLC, Windstream FiberNet, LLC, Georgia Windstream, Intellifiber Networks, LDMI Telecommunications, Lightship Telecom, McLeodUSA Telecommunications Services, Nebraska Windstream, Network Telephone, NuVox (Arkansas or Indiana), Oklahoma Windstream, PAETEC Communications of Virginia, PAETEC Communications, Talk America of Virginia, Talk America, Texas Windstream, The Other Phone Company, US LEC Communications, US LEC (of Alabama, Florida, Georgia, Maryland, North Carolina, Pennsylvania, South Carolina, Tennessee, or Virginia), US Xchange (of Illinois, Indiana, Michigan, or Wisconsin), Windstream (Communications Southwest, Accucomm Telecommunications, Alabama, Arkansas, Buffalo Valley, Communications Kerrville, Communications Telecom, Communications, Concord Telephone, Conestoga, D&E Systems, D&E, Direct, EN-TEL, Florida, Georgia Communications, Georgia Telephone, Georgia, Iowa Communications, Iowa-Comm, IT-Comm, KDL, KDL-VA, Kentucky (East or West), Kerrville Long Distance, Lakedale Link, Lakedale, Lexcom Communications, Lexcom Long Distance, Mississippi, Missouri, Montezuma, Norlight, North Carolina, NorthStar, NTI, Windstream of the Midwest, Ohio, Oklahoma, Pennsylvania, South Carolina, Southwest Long Distance, Standard, Sugar Land, Systems of the Midwest, or Western Reserve), or Windstream NuVox (of Indiana, Kansas, Missouri, Ohio, and Oklahoma)

Windstream VoIP 911 Disclosure

Windstream and its affiliates (collectively, "WIN") are subject to an FCC requirement to provide notification of any E911 limitations that may be associated with the service provided to your company. There are critical differences between traditional telephone service and WIN VoIP Services:

- 911 emergency services will not be available in the event of a power failure.
- 911 emergency services will not be available in the event of an internet failure.
- There are severe limitations (details below) to 911 emergency services if you move your phone from its registered location.

Loss of 911 services due to power failure or Internet connection failure:

Historically, telephone service has been powered by electrical power within the telephone network. If you subscribe to WIN VoIP Services, power is supplied directly from the premise in which you are operating the telephone.

- In the event of a commercial power outage, and if your building does not have a back-up power system, your telephone service, including 911, will not function until power is restored.
- Loss of power to your broadband gateway (through which your service is provided) will cause a loss of telephone and 911 services.
- Any internet connection failure, including a suspension for nonpayment, will cause a loss of telephone and 911 services.

WIN recommends that you always have an alternative means of accessing 911 during a power failure or internet connection failure such as a basic business or copper line (non-VoIP line) for elevator, alarm, and other critical functions.

To ensure that 911 calls are properly routed:

- **Do not move the equipment installed at your premise to another location.** Use of the telephone service at another location will prevent E911 service (the ability of the 911 operator to automatically determine your location) from working. If you move equipment provided as part of the WIN VoIP Service to another location, you must update your service address with WIN prior to using the service from a different location. Use of your equipment at a location other than the registered physical location may route 911 calls to an incorrect 911 dispatch center, potentially delaying or preventing emergency services.
- **If you have users that will be using devices such as software telephones that are installed on mobile personal computers, laptops, smart phones, netbooks and any other mobile VoIP supported device that is intended to be mobile with WIN service,** you must update your service address prior to using the service from a different location in order for your current location to be transmitted automatically and accurately to emergency services. Use of your software telephone at a location other than the registered physical location may route 911 calls to an incorrect 911 dispatch center, potentially delaying or preventing emergency services.
- **Always state the telephone number and address that you are calling from to the 911 operator.** The 911 operator receiving the emergency call may not be able to automatically identify your phone number and physical location and be able to call you back if the call is disconnected, therefore you must specify the exact location of the emergency and the telephone number from which you are calling.
- **Contact WIN when you plan to move your service address: WIN customers should contact the WIN Business Center at 1-800-600-5050, Windstream New Edge (formerly EarthLink Business) customers should contact Customer Care at 1-800-239-3000 and Broadview customers should contact the OfficeSuite® Support Center at 1-800-623-VOIP (8647).** Since your WIN VoIP Services will not provide 911 services from another location, you must notify WIN before you move the registered location of your service.

To help remind you about the availability of 911 emergency service and its limitations with WIN VoIP Services, we will provide stickers to be placed on or near all of your telephones and devices.

To Report a Change to Your Service Location:

- WIN Customers - Contact Customer Service at 1-855-361-7792.
- Windstream New Edge Customers - Contact Customer Care at 1-800-239-3000.
- Legacy Broadview Customers - Contact the OfficeSuite® Support Center at 1-800-623- VOIP (8647). For Broadview customers with PC/Softphone service, you may also update your address when prompted upon login.
- For Customers with Windstream Hosted Communications - Contact WHC Repair at 1- 855-759-7420. Customers using Windstream Hosted Communications on a smart phone may also access the Windstream Hosted Communications Client Software application to update.
- Legacy MassComm Customers - Contact your Account Manager directly or use 1-866- 791-6277.

Customer Affirmation of Notification

I have read the above notice and understand that there are critical differences between 911 service with WIN VoIP Services and traditional telephone service. I assume all responsibility and risk of harm, loss, or damage in the event that 911 service fails as a result of a power outage or Internet outage, in the event I fail to update my service address with WIN if I use the service from a different location or in the event I do not provide the address, correct address, extension or other information to emergency authorities.

Printed Name	205167954
Signature	Account Number
	Date

**Livingston County
Information Technology
Department**

Report

To: Livingston County Board of Commissioners, Livingston County Administrator - Nathan Burd, Livingston County Deputy County Administrator / Chief Financial Officer - Cindy Catanach

From: Kristoffer Tobbe Livingston County Chief Information Officer

Date: April 30, 2021

Re: Livingston County Information Technology Department: Phone and Internet carrier conversion and one-year contract extension

Request for Approval

- Convert and extend the existing Windstream telecommunications agreement for phone and internet service for 1 additional year (from termination date of August 6th 2024 to May 3rd 2025) to allow for digital SIP conversion of the County's existing copper telecommunications network.

Summary

The Livingston County Information Technology Department began the replacement of the County's existing phone system with Board approval in 2020. We are now at the phase of restructuring the County's telecommunications lines and migrating them from an old technology of Time-Division Multiplexing Primary Rate Interface (TDM PRI) copper-based circuits at multiple locations (7 circuits in total = 161 call paths) to Session Initiation Protocol (SIP) digital service over the existing fiber optic internet circuit residing at the County's Administration Building. This will allow for 200 simultaneous call paths between two Livingston County locations (current utilization reports show approximately 88 simultaneous call paths during peak time periods). All existing telephone numbers will be retained with this migration.

In addition to this technology conversion, the new design incorporates a second telco service location to support all locations' voice services at 300 S. Highlander with 100 voice call paths

using a new 100Mb access circuit with 50Mb internet connection deployed out of a separate Central Office (Grand Rapids vs Farmington Hills) for network redundancy.

This design will provide seamless failover of voice service and business continuity in the event of ANY service interruptions at the Administration building. The second internet connection can also be used for public internet connectivity.

The new design will also allow Livingston County to shift the County's back up internet connection at the Administration Building to the Central Dispatch building on a diverse circuit (Windstream on-net connection at 304 East Grand River to Windstream's 100M connection using AT&T for the last mile out of Grand Rapids vs. Farmington Hills).

All required equipment and licensing to provision this new network design is included in the pricing summary below with an allowance for future growth, if required.

Current Contract and Costs

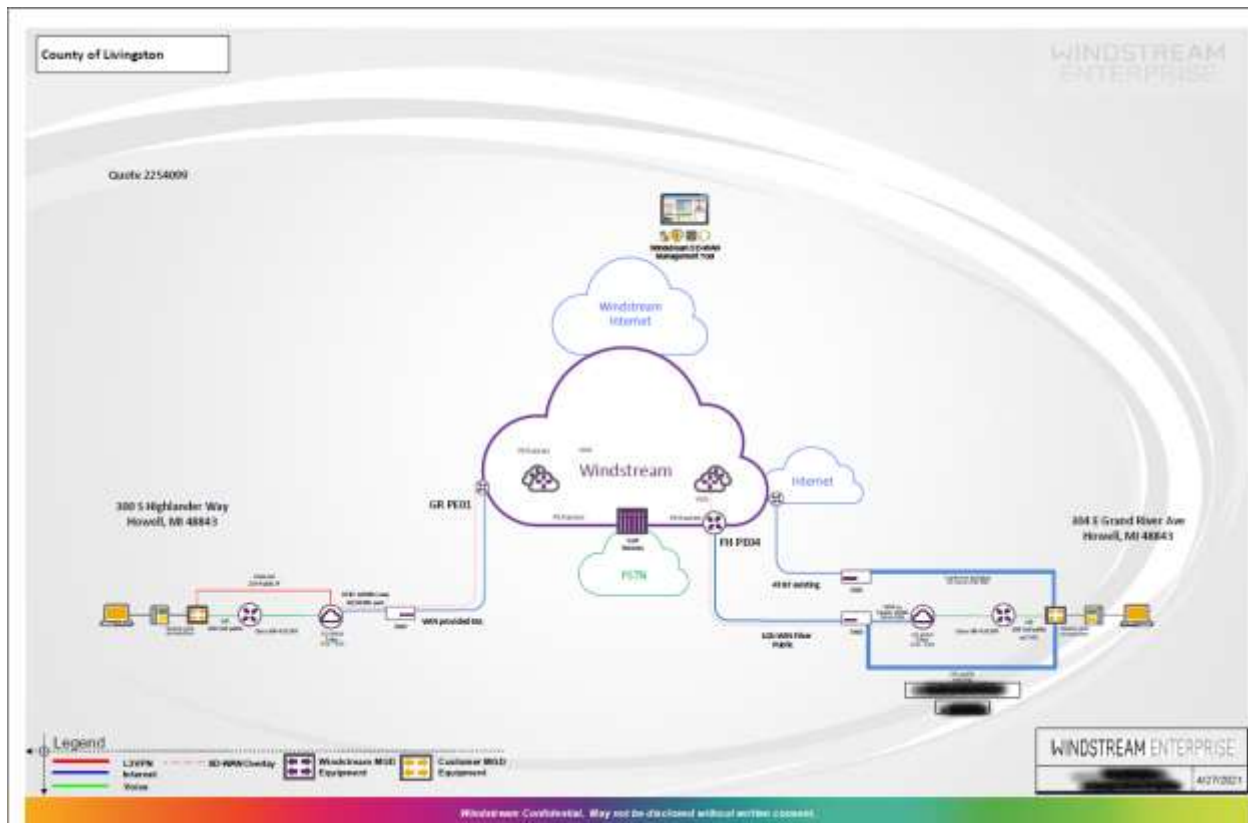
The County is currently under contract with Windstream for both voice and data telecommunications. We are now close to 24 months into the existing contract. This contract is a five-year term which started on May 24th 2019 and terminates on May 23rd 2024.

- The minimum monthly service fee for these services is \$6,128.83 the actual estimated monthly recurring cost is \$7,349.09. This is due to other fees like fluctuations in long distance usage and non-contractual charges (i.e., administrative service fees, access recovery fee, E911, etc.)

Current	Monthly Reoccurring	Total Contract Est	Amt per Year	Term	Start	Term renewal	Today's Date	Days Remaining time on Contract	Internet
ACC (AT & T)	\$ 1,617.99	\$ 58,247.64	\$ 19,415.88	3 Year	12/19/2019	12/31/2021	4/28/2021	247	250 MB circuit
Windstream	\$ 7,349.09	\$ 440,945.40	\$ 88,189.08	5 Year	8/7/2019	8/6/2024	4/28/2021	1196	1 GB Fiber Circuit
Total			\$ 107,604.96						

Recommendation:

We are proposing renewing this contract for 48 months which will extend Livingston County's Windstream service into May of 2025 (effectively extending the service contract 1 additional year) for \$6,294.55 per month. This is an extension of service in exchange for a completely redundant network of fiber optic SIP services. Net contractual cost increase: **\$165.72 per month** for a completely redundant solution, 100 more voice call paths, and an additional 100M internet access circuit with a 100M (50M/50M) port speed at Central Dispatch.



And lastly, the TDM PRI service is a telco offering that is being phased out by carriers. Therefore, it is in Livingston County's best interest to migrate to this newer technology for ongoing carrier support.

New	Monthly Reoccurring	Total Contract Est	Amt per Year	Term	Start	Term renewal	Todays Date	Days Remaining time on Contract	Internet
Windstream	\$ 6,294.55	\$ 302,138.40	\$ 75,534.60	4 Year	6/1/2021	5/30/2025	4/28/2021	1493	1 GB Fiber Circuit 100 MB 911 Circuit

New Projected 2022 Costs	Monthly	12 Months	2021 Adjusted for bills 6 months paid this year	2022	2023	2024	2025	Totals
Windstream	\$ 6,294.55	\$ 75,534.60	\$ 81,861.84	\$ 75,534.60	\$ 75,534.60	\$ 75,534.60	\$ 75,534.60	\$ 384,000.24
ACC (AT &T)	\$ 1,617.99	\$ 19,415.88	\$ 19,415.88	\$ 19,415.88	\$ -	\$ -	\$ -	\$ 38,831.76
Sub Total	\$ 7,912.54	\$ 94,950.48	\$ 101,277.72	\$ 94,950.48	\$ 75,534.60	\$ 75,534.60	\$ 75,534.60	\$ 422,832.00
Savings After AT &T contract expires					\$ 19,415.88	\$ 19,415.88	\$ 19,415.88	\$ 58,247.64
Total Expected savings					\$ 19,415.88	\$ 19,415.88	\$ 19,415.88	\$ 58,247.64

Funding Recommendation:

This contract extension is an existing 2021 budgeted expense in the Information Technology budget, no additional funds would be necessary to complete this contract extension. The new amount will be projected into the 2022 – 2025 Livingston County Information Technology Budgets.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Issuance of FOIA Requests for documents supporting an extension of the MIOSHA COVID-19 Emergency Rules - Board of Commissioners

WHEREAS, on April 10, 2021 Governor Whitmer declared “the COVID-19 Emergency Rules shall remain effective until October 14, 2021”; and

WHEREAS, these MIOSHA COVID-19 Emergency Rules (henceforth referred to as “Rules”) impact all Michigan employers, including Livingston County; and

WHEREAS, the extension of the Rules are required to be based upon the Governor’s finding of a need for an extension based upon a Finding of Emergency; and

WHEREAS, the Governor’s certificate of need for extension is devoid of any factual basis and, rather, appears to be relying on assertions of Finding of Emergency in the original Rules, which includes an assertion that it was “based upon on the best available scientific evidence and public health guidance published by the U.S. Centers for Disease Control (CDC) and other public health authorities.” Further, the Finding of Emergency asserts, “There is currently no approved vaccine or proven effective antiviral treatment for COVID-19”; and

WHEREAS, clearly the Governor’s failing to provide a factual basis to extend the Rules (without following the procedures of the Administrative Procedures Act) and instead relying on outdated and wrong assertions that there is “currently no approved vaccine”, and the Governor’s apparent reliance on this blatantly incorrect information calls into question what other outdated or wrong information she is relying upon to support her Finding of Emergency.

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners authorizes the Livingston County Administrator to issue Freedom of Information Act (FOIA) requests to the Governor and the Department of Labor and Economic Opportunity to provide those records establishing what the Governor considers to be “the best available scientific evidence and public health guidance published by the U.S. Centers for Disease Control (CDC) and other public health authorities.”

BE IT FURTHER RESOLVED, that this FOIA request shall also ask for the records establishing what the Governor considers to be “the best available scientific evidence and public health guidance available regarding the spread of COVID-19 in the workplace,” which she relied upon when she asserted, “Based on the best available scientific evidence and public health guidance available regarding the spread of COVID-19 in the workplace, I find that these emergency rules are necessary to protect employees.”

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**MOVED:
SECONDED:
CARRIED:**

Date: 4/28/2021

Subject: Resolution Authorizing the Issuance of FOIA Requests for documents supporting an extension of the MIOSHA COVID-19 Emergency Rules

To: The Livingston County Board of Commissioners

From: Wes Nakagiri

On April 10, 2021 the MIOSHA COVID-19 Emergency Rules were extended by the Michigan Department of Labor and Economic Opportunity (MDLEO). Originally expiring on April 14, 2021, these rules now expire on October 14, 2021.

Governor Whitmer concurred with MDLEO that “circumstances creating an emergency have occurred and the public interest requires promulgation of the above rules.”

In extending these rules, it is clear that both MDLEO and the Governor relied upon incorrect and outdated information as both asserted in their Finding of Emergency, “There is currently no approved vaccine or proven effective antiviral treatment for COVID-19.”

The Governor has long asserted that she is following the best science as she imposes her COVID-19 policies throughout the State of Michigan. Now we see with clarity that her best science is both wrong and outdated as there are multiple COVID-19 vaccines. Further the FDA has approved an antiviral treatment (Remdesivir).

As an employer impacted by these promulgated rules, Livingston County has a right to assess the quality of the science that guides the Whitmer Administration’s COVID-19 policy. Therefore, I urge the Livingston County Board of Commissioner to approve the issuance of Freedom of Information Act requests for documents the Governor considers to be the “best available scientific evidence.”

We need to confirm for ourselves that her best evidence is not outdated.

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
GENERAL RULES

CERTIFICATE OF NEED FOR EXTENSION OF EMERGENCY RULES

Pursuant to Section 48(1) of 1969 PA 306, as amended, MCL 24.248(1), I hereby certify that it is necessary to extend the Coronavirus Disease 2019 (COVID-19) Emergency Rules, which was filed with the secretary of state on October 14, 2020, for an additional 6 months. Therefore, the COVID-19 Emergency Rules shall remain effective until October 14, 2021.



4/10/21

Gretchen Whitmer, Governor

Date

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

GENERAL RULES

EMERGENCY RULES

CORONAVIRUS DISEASE 2019 (COVID-19)

Filed with the secretary of state on October 14, 2020

These rules take effect upon filing with the secretary of state and shall remain in effect for 6 months.

(By authority conferred on the director of the department of labor and economic opportunity by sections 19, 21, and 24 of the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1019, 408.1021, and 408.1024, and Executive Reorganization Order Nos. 1996-1, 1996-2, 2003-1, 2008-4, 2011-4, and 2019-3, MCL 330.3101, 445.2001, 445.2011, 445.2025, 445.2030, and 125.1998.)

FINDING OF EMERGENCY

These rules are promulgated by the Director of the Michigan Department of Labor and Economic Opportunity to establish requirements for employers to control, prevent, and mitigate the spread of coronavirus disease 2019 (COVID-19) among employees. Based on the best available scientific evidence and public health guidance published by the U.S. Centers for Disease Control (CDC) and other public health authorities, COVID-19 is an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). SARS-CoV-2 is easily transmitted through the air from person-to-person through respiratory aerosols, and the aerosols can settle and deposit on environmental surfaces where they can remain viable for days. There is currently no approved vaccine or proven effective antiviral treatment for COVID-19. In addition to its contagious nature, COVID-19 is dangerous and deadly. As of October 7, 2020, COVID-19 has infected 130,842 Michiganders and killed 6,847 in less than seven months.

Work, by its nature, removes people from the confines and relative safety of their homes to interact with others who may be carrying the virus including coworkers, customers, patients, or the public at large. Employees who come into contact with others at work are at elevated risk of infection.

Since March 2020, employers have reported 30 worker deaths from COVID-19 in Michigan and 127 in-patient hospitalizations for COVID-19 potentially linked to workplace exposure to SARS-CoV-2. MIOSHA has received over 3,800 complaints from employees alleging uncontrolled COVID-19 hazards in the workplace and 263 referrals from local government, including local health departments, indicating that businesses were not taking all the necessary measures to protect their employees from SARS-CoV-2 infection.

The Legislature has declared that “all employees shall be provided safe and healthful work environments free of recognized hazards.” MCL 408.1009. Employers must provide employees with “a place of employment that is free from recognized hazards that are causing, or are likely to

October 14, 2020

cause, death or serious physical harm to the employee.” MCL 408.1011(a). Nonetheless, Michigan’s experience with COVID-19 demonstrates that the disease can spread rapidly without protective measures and standards in place. Workplaces, where employees, customers, and members of the public congregate, pose a particular threat for COVID-19’s spread. To mitigate and limit COVID-19’s spread in workplaces and to protect employees across Michigan, it is necessary to impose these rules and standards.

Businesses must do their part to protect employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel unsafe at work. Pursuant to section 21(2) of the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1021, I find that these emergency rules are necessary to protect employees during the ongoing COVID-19 pandemic.

Based on the best available scientific evidence and public health guidance available regarding the spread of COVID-19 in the workplace, I find that these emergency rules are necessary to protect employees. If the non-emergency rulemaking process specified in the administrative procedures act of 1969 (APA), 1969 PA 306, MCL 24.201 to 24.328, for the promulgation of rules was followed, employees across Michigan may be unnecessarily exposed to SARS-CoV-2 during the rule promulgation process. Further, existing MIOSHA rules do not directly address COVID-19’s spread in the workplace and employees are likely to experience an increased probability of infection at work until the protective measures in this rule are in place. Accordingly, following the non-emergency rulemaking process would undermine the effectiveness of Michigan’s emergency response to COVID-19, and expose Michigan workers to a higher risk of contracting the disease in their places of employment.

The Director, therefore, for the preservation of the public health, safety, and welfare, finds that a clear and convincing need exists for the promulgation of emergency rules as provided in section 48 of the APA, MCL 24.248, without following the notice and participation procedures required by sections 41 and 42 of the APA, MCL 24.241 and 24.242.

Rule 1. Scope and application.

These rules apply to all employers covered in the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1001 to 408.1094.

Rule 2. Definitions.

(1) As used in these rules:

- (a) “Close contact” means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.
- (b) “COVID-19” means coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, and death.
- (c) “Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.
- (d) “SARS-CoV-2” means severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.
- (e) “Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

Rule 3. Exposure determination for all employers.

- (1) The employer shall evaluate routine and reasonably anticipated tasks and procedures to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2.
- (2) The employer shall categorize jobs tasks and procedures into the following risk categories:
 - (a) Lower exposure risk job tasks and procedures. These job tasks and procedures are those that do not require contact with people known to be or suspected of being infected with SARS-CoV-2 nor frequent close contact (e.g., within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
 - (b) Medium exposure risk job tasks and procedures. These job tasks and procedures include those that require frequent or close contact (e.g., within 6 feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, high-volume retail settings).
 - (c) High exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category could include licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers.
 - (d) Very high exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category can include:
 - (i) Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
 - (ii) Health care or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
 - (iii) Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have or are suspected of having COVID-19 at the time of their death.

Rule 4. COVID-19 preparedness and response plan for all employers.

- (1) The employer shall develop and implement a written COVID-19 preparedness and response plan, consistent with the current guidance for COVID-19 from the US Centers for Disease Control and Prevention (CDC) and recommendations in “Guidance on Preparing Workplaces for COVID-19,” developed by the Occupational Health and Safety Administration (OSHA).
- (2) The preparedness and response plan shall include the employee exposure determination from Rule 3 and shall detail the measures the employer will implement to prevent employee exposure, including any:
 - (a) Engineering controls.

- (b) Administrative controls.
 - (c) Basic infection prevention measures.
 - (d) Personal protective equipment.
 - (e) Health surveillance.
 - (f) Training.
- (3) The employer shall make the preparedness and response plan readily available to employees and their representatives, whether via website, internal network, or by hard copy.

Rule 5. Basic infection prevention measures for all employers.

- (1) The employer shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.
- (2) The employer shall require workers who are sick to not report to work or work in an isolated location.
- (3) The employer shall prohibit workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- (4) The employer shall increase facility cleaning and disinfection to limit exposure to SARS-CoV-2, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, and vehicles).
- (5) The employer shall establish procedures for disinfection in accordance with CDC guidance if it is suspected or confirmed that an employee, visitor, or customer has a known case of COVID-19.
- (6) The employer shall use Environmental Protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
- (7) The employer shall follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment).
- (8) The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.

Rule 6. Health surveillance for all employers.

- (1) The employer shall conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
- (2) The employer shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.
- (3) The employer shall physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:
 - (a) Not allowing known or suspected cases to report to work.
 - (b) Sending known or suspected cases away from the workplace.
 - (c) Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.
- (4) When an employer learns of an employee, visitor, or customer with a known case of COVID-19, the employer shall:
 - (a) Immediately notify the local public health department, and

- (b) Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.
- (5) The employer shall allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation order by the local public health department.

Rule 7. Workplace controls for all employers.

- (1) The employer shall designate one or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules. The COVID-19 safety coordinator must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the COVID-19 safety coordinator role.
- (2) The employer shall place posters in the languages common in the employee population that encourage staying away from the workplace when sick, cough and sneeze etiquette, and proper hand hygiene practices.
- (3) The employer shall keep everyone on the worksite premises at least 6 feet from one another to the maximum extent possible and to reduce congestion, including using ground markings, signs, and physical barriers, as appropriate to the worksite.
- (4) The employer shall provide non-medical grade face coverings to their employees at no cost to the employee.
- (5) The employer shall require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace and consider face shields when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace.
- (6) The employer shall require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

Rule 8. Personal protective equipment requirements for all employers.

- (1) The employer shall provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.
- (2) The employer shall ensure that the personal protective equipment is properly fitted and worn; used consistently; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, or the work environment.
- (3) In establishments that provide medical treatment or housing to known or suspected cases of COVID-19, the employer shall ensure that employees in frequent or prolonged close contact with such cases are provided with and wear, at a minimum, an N95 respirator, goggles or face shield, and a gown.

Rule 9. Industry-specific requirements. An employer of a business, operation, or facility in the industry sectors named below shall comply with the following requirements specific for its business, operation, or facility.

- (1) **Construction.** Businesses or operations in the construction industry must:
 - (a) Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in Rule 6 of these rules, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.

- (b) Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
- (c) Create protocols for minimizing personal contact upon delivery of materials to the worksite.
- (2) **Manufacturing.** Manufacturing facilities must:
 - (a) Create dedicated entry point(s) at every facility for daily screening and ensure physical barriers are in place to prevent anyone from bypassing the screening.
 - (b) Create protocols for minimizing personal contact upon delivery of materials to the facility.
- (3) **Retail, libraries, and museums.** Retail stores that are open for in-store sales, as well as libraries and museums, must:
 - (a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.
 - (b) Require patrons to wear a face covering (unless the patron is unable medically to tolerate a face covering).
 - (c) Post signs at store entrances instructing customers to wear a face covering when inside the store.
 - (d) Post signs at store entrances informing customers not to enter if they are or have recently been sick.
 - (e) Design spaces and store activities in a manner that encourages employees and customers to maintain 6 feet of distance from one another.
 - (f) Install physical barriers at checkout or other service points that require close interaction, including plexiglass barriers, tape markers, or tables.
 - (g) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.
- (4) **Restaurants and bars.** Restaurants and bars must:
 - (a) Require 6 feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).
 - (b) Require patrons to wear a face covering except when seated at their table or bar top (unless the patron is unable medically to tolerate a face covering).
 - (c) Prohibit access to common areas in which people can congregate.
 - (d) Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
 - (e) Post signs at all entrances informing customers not to enter if they are or have recently been sick.
 - (f) Post signs instructing customers to wear face coverings until they are seated at their table.
 - (g) Require hosts, servers, and staff to wear face coverings in the dining area in addition to areas where social distancing cannot be maintained.
- (5) **Health care.** Health facilities or agencies, including outpatient health-care facilities, clinics, primary care physician offices, dental offices, and veterinary clinics, must:
 - (a) Post signs at entrance(s) instructing patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.

- (b) Limit waiting-area occupancy to the number of individuals who can be present while staying 6 feet away from one another and ask patients, if possible, to wait in cars for their appointment to be called.
- (c) Mark or arrange waiting rooms to enable 6 feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).
- (d) Conduct a common screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms.
- (e) Place hand sanitizer and face coverings at patient entrances.
- (f) Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.
- (g) Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction (e.g., plexiglass, cardboard, tables).
- (6) **In-home services.** All businesses or operations that provide in-home services, including cleaners, repair persons, painters, and the like, must:
 - (a) Maintain accurate appointment record, including date and time of service, name of client, and contact information, to aid with contact tracing.
 - (b) Prior to entering the home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had close contact with someone who has been diagnosed with COVID-19. If so, the business or operation must reschedule for a different time.
- (7) **Personal-care services.** All businesses or operations that provide barbering, cosmetology services, body art services (including tattooing and body piercing), tanning services, massage services, or similar personal-care services must:
 - (a) Post signs at all entrances instructing customers to wear a face covering when inside the facility.
 - (b) Post signs at all entrances informing customers not to enter if they are or have recently been sick.
 - (c) Restrict entry to customers, to a caregiver of those customers, or to the minor dependents of those customers.
 - (d) Limit waiting-area occupancy to the number of individuals who can be present while staying 6 feet away from one another and ask customers, if possible, to wait in cars for their appointment to be called.
 - (e) Discard magazines in waiting areas and other non-essential, shared items that cannot be disinfected.
 - (f) Mark or arrange waiting rooms to enable 6 feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).
 - (g) Require employees and customers to wear a face covering at all times, except that customers may temporarily remove a face covering when receiving a service that requires its removal. During services that require a customer to remove their face covering, an employee must wear a face shield or goggles in addition to the face covering.
- (8) **Public accommodations.** Sports and entertainment facilities, including arenas, cinemas, concert halls, performance venues, sporting venues, stadiums and theaters, as well as places of public amusement, such as amusement parks, arcades, bingo halls, bowling alleys, night clubs, skating rinks, and trampoline parks, must:
 - (a) Post signs at all entrances instructing customers to wear a face covering when inside the facility.
 - (b) Post signs outside of entrances informing customers not to enter if they are or have recently been sick.
 - (c) Require patrons to wear a face covering (unless the patron is unable medically to tolerate a face covering).

- (d) Establish crowd-limiting measures to meter the flow of patrons (e.g., digital queuing, delineated waiting areas, parking instructions, social distance markings on ground or cones to designate social distancing).
- (e) For sports and entertainment facilities, establish safe exit procedures for patrons (e.g., dismiss groups based on ticket number, row).
- (9) **Sports and exercise facilities.** Gymnasiums, fitness centers, recreation centers, exercise facilities, exercise studios, bowling alleys, roller rinks, ice rinks, and like facilities must:
 - (a) Post signs at all entrances instructing customers to wear a face covering when inside the facility.
 - (b) Post signs outside of entrances instructing individuals not to enter if they are or have recently been sick.
 - (c) Mandate wearing of facial coverings at all times except when swimming.
 - (d) Provide equipment-cleaning products throughout the facility for use on equipment.
 - (e) Ensure that ventilation systems operate properly.
- (10) **Meat and poultry processing.** Meat and poultry processing plants must:
 - (a) Create at least 1 dedicated entry point at every facility for daily screening and ensure physical barriers are in place to prevent anyone from bypassing the screening.
 - (b) Provide clean face coverings or disposable mask options for employees to use when the coverings become wet, soiled, or otherwise visibly contaminated over the course of a workday.
- (11) **Casinos.** Casinos must:
 - (a) Post signs at all entrances instructing customers to wear a face covering when inside the facility.
 - (b) Designate entry points and exit points with extensive signage of the directional flow of patrons.
 - (c) Place signs at each entrance point, cage, and throughout the casino reminding patrons of CDC guidelines for social distancing practices, proper washing of hands, wearing face coverings, and to stay at home if feeling ill or sick.
 - (d) Conduct a daily entry screening protocol for customers and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening.
 - (e) Require patrons to wear a face covering, except while eating or drinking or for identification purposes.

Rule 10. Training requirements for all employers.

- (1) The employer shall provide training to employees on SARS-CoV-2 and COVID-19.
- (2) The employer shall provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
- (3) The training shall cover:
 - (a) Workplace infection-control practices.
 - (b) The proper use of personal protective equipment.
 - (c) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - (d) How to report unsafe working conditions.
- (4) The employer shall provide updated training if it changes its preparedness and response plan or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

Rule 11. Recordkeeping requirements for all employers.

- (1) Employers must maintain a record of the following requirements:
- (a) Training. The employer shall maintain a record of all COVID-19 employee training.
 - (b) Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
 - (c) Records of required notifications. The employer shall maintain a record of each notification required by Rule 6 of these rules.
- (2) Employers must maintain records for 1 year from time of generation.

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

10/14/2020
Date

Sean Egan
Sean Egan
Director COVID Workplace Safety

Pursuant to Section 48(1) of the administrative procedures act of 1969, 1969 PA 306, MCL 24.248(1), I hereby concur in the finding of the Department of Labor and Economic Opportunity that circumstances creating an emergency have occurred and the public interest requires the promulgation of the above rules.

10/14/2020
Date

Gretchen Whitmer
Honorable Gretchen Whitmer
Governor

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Livingston County to Host a Cooperative Contract for Covid-19 Relief Consulting Services for Michigan Counties and Other Municipalities through the Michigan Association of Counties CoPro+ Program – County Administration

WHEREAS, the American Rescue Plan Act of 2021 provides a \$1.9 trillion relief package with resources to address the global pandemic, funding to support multiple sectors of the economy, and payment of direct aid to Americans struggling to make ends meet; and

WHEREAS, the bill, which includes about \$65B in funding for states, provides for the U.S. Department of the Treasury to oversee and administer these funds to state and local governments; and

WHEREAS, every county will be eligible to receive a direct allocation from Treasury. Municipalities and counties will receive funds in two payments – with 50 percent this year and the remaining 50 percent no earlier than 12 months from the first payment; and

WHEREAS, the Michigan Association of Counties recognized a need for counties, and potentially other entities, to require assistance in accessing and guiding appropriate uses of such funding.

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners hereby approves hosting the Covid 19 Relief Consulting Services Program with the Michigan Association of Counties which would allow entities receiving relief funds to enter into agreements with **Guidehouse Inc.**, 294 Fairview Park Drive, Suite 501, Falls Church, VA; **iParametrics, LLC**, 178 S. Main Street, Suite 100, Alpharetta, GA; **Pierce, Monroe & Associates, LLC**, 535 Griswold Street, Suite 1680, Detroit, MI; and **Public Sector Consultants**, 230 N. Washington Square, Suite 300, Lansing, MI to provide Covid-19 relief consulting services on an as-needed basis for a one (1) year term with options for two (2) additional one-year renewals for a total contract period not to exceed three (3) years.

BE IT FURTHER RESOLVED that the Board Chairman is authorized to sign renewal options for Guidehouse, Inc., iParametrics, LLC, Pierce, Monroe & Associates, LLC, and Public Sector Consultants to provide Covid-19 relief consulting services as prepared by Civil Counsel, as necessary.

BE IT FURTHER RESOLVED that Livingston County is not entering into contract at this time and if determined this service is needed will come back to the Board under a separate resolution for approval of these services.

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MOVED:
SECONDED:
CARRIED: