

Wednesday, April 17, 2019
9:00 a.m.
CLARE COUNTY BOARD OF COMMISSIONERS

MISSION STATEMENT:

The mission of Clare County government is to provide quality services among competing demands for limited resources in the most effective and efficient manner possible to the citizens and patrons of Clare County government.

1. Call to Order
Pledge of Allegiance

2. Roll Call

Approval of Agenda

4. Approval of Minutes

A. Board of Commissioners Minutes for March 20, 2019 **Pages 5-10**

5. General Public Comment (Limited to Three Minutes per Speaker)

6. Communications List **Pages 11-24**

7. ADMINISTRATOR'S REPORT (Limited to three minutes)

8. COMMUNITY SERVICES DIRECTOR (Limited to five minutes)

9. Public Hearings/Special Presentation

9:10 a.m. Michelle Ambrozaitis- MGT Contract **Pages 25-056**

Motion: To enter into an agreement with MGT to complete the Clare County Security Audit for the Prosecutor's Office and the Friend of the Court office in the amount not to exceed \$13,225 with a net cost for the county not to exceed \$4500. The remainder of the full amount will be reimbursed from the State through the CRP Program.

Motion By: **Seconded By:** **Carried** **Failed**

9:15 a.m. Shari Spoelman & Michelle Neff- MSUE, Clare County 2018 Annual Report
Pages 57-60

9:45 a.m. Pete Preston & Scott Cunningham – County Equalization Report **Pages 61-65**

Motion: To accept the equalized value recommendation presented by the County Equalization Director of \$1,293,369,433 for Clare County.

Motion By: **Seconded By:** **Carried** **Failed**

5. Position Change

Motion: To move Tammy Goodman from Secretary in UAW Unit 1 to Office Manager in UAW Unit 2 effective April 11, 2019.

Motion By:

Seconded By:

Carried

Failed

6. Budget Calendar

Page 89

Motion: To approve the FY 2020 Budget Calendar

Motion By:

Seconded By:

Carried

Failed

7. Legal Intervention (Legal Guardian and Conservatorship) Page 91-94

Motion: To approve the Contract # CT180000001300 amendment # 6 with the State of Michigan DHHS increase of \$4980.00 and extend contract expiration date thru September 30, 2020 the, Legal Intervention Agreement.

Motion By:

Seconded By:

Carried

Failed

- 11. CLERK'S REPORT (Limited to five minutes)**
- 12. TREASURER'S REPORT (Limited to five minutes)**
- 13. CHAIRPERSON REPORT (Limited to five minutes)**
- 14. VICE CHAIRPERSON REPORT (Limited to five minutes)**
- 15. COMMISSIONER REPORT (Limited to five minutes for each Commissioner)**
- 16. PUBLIC COMMENT (Limited to three minutes per speaker)**
- 17. UNFINISHED BUSINESS**
- 18. NEW BUSINESS**
- 19. ADJOURNMENT**

**MINUTES OF THE CLARE COUNTY
BOARD OF COMMISSIONERS**

Harrison, Michigan 48625

Unapproved minutes
March 20, 2019

Meeting was called to order at 9:00 a.m.

Pledge of Allegiance

COMMISSIONERS PRESENT

District 2 Samantha Pitchford, District 3 Leonard Strouse, District 4 Jack Kleinhardt, District 5 Mark Fitzpatrick, District 6 David Hoefling, and District 7 Jeff Haskell.

COMMISSIONERS ABSENT

District 1 Dale Majewski - excused

OTHERS PRESENT

Ken Hoyt, Valerie Kusiak, Don Kolander, Lisa Ashley, Liz Bouchey, William and Cindy Hoefling.

APPROVAL OF AGENDA

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Hoefling, to approve the agenda. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

APPROVAL OF MINUTES

- A. It was moved by Commissioner Strouse, seconded by Vice Chairperson Pitchford to approve the Board of Commissioners Minutes for February 20, 2019. Chairperson Kleinhardt asked for discussion, hearing none motion carried.
- B. It was moved by Commissioner Fitzpatrick, seconded by Commissioner Haskell to approve the Board of Commissioners Minutes for March 4, 2019. Chairperson Kleinhardt asked for discussion, Commissioner Hoefling apologized for not being present, he was not notified of the meeting, motion carried.

GENERAL PUBLIC COMMENT

Don Kolander, Director of Clare County Parks and Recreation was present and gave an update on all the fundraisers the Friends of Parks and Rec's are putting on.

Valerie Kusiak, Hayes Township resident, was present and passed out a map of the proposed gravel pit near her home, and thanked the Board for entertaining the map. Commissioner Strouse asked a few questions and Ms. Kusiak was pleased to answer.

COMMUNICATIONS LIST

- 1. Department of Agriculture and Rural Development - Spreadsheet represents land owners in jurisdiction that have Farmland Development Rights Agreements with the State of Michigan.
- 2. Cheboygan County - Resolution #19-05, revising Medicare Prescription Drug Bill of 2003.

ADMINISTRATOR'S REPORT

Administrator Byard and Undersheriff Miedzianowski met with 44North regarding inmate medical coverage, they are also looking for a better dental plan for employees.

ADMINISTRATOR'S REPORT - continued

Administrator Byard attended the Middle Michigan meeting and the 2020 Census is changing the way they count the census. It will be more electronic, the State is not going to hire individuals to count/door knock this time, Administrator Byard and Lori Phelps will sit on a panel that will oversee the 2020 Census for Clare County. Clare County received a \$708,000.00 check (50%) for Indigent Defense, sick leave law going into effect March 31, 2019 she has a list of who will be receiving the sick time. Workers Compensation will be sending a dividend check in the amount of \$6,000.00, court union negotiations will be starting soon, Administrator Byard handed out a budgetary status report year to date, Clare County is holding an Easter Egg hunt at the airport on April 20, 2019, the hanger keeps flooding at the airport, may need to be replaced or repaired. Commissioner Strouse asked if the grant money for the prosecutor's office has been released, Administrator Byard replied they have not.

COMMUNITY SERVICES DIRECTOR

Community Services Director Lori Phelps was absent and excused. Director Phelps submitted a written report that was not discussed.

COMMITTEE REPORTS/CONSENT CALENDAR

A. Justice Committee

1. Mid Mitt Consortium

It was moved by Commissioner Strouse, seconded by Vice Chairperson Pitchford to allow Central Dispatch to join the Mid Mitt Consortium by having the chairperson sign the Intergovernmental agreement as provided. Chairperson Kleinhardt asked for discussion, Commissioner Fitzpatrick asked for explanation, 911 Dispatch Director Marlana Terrian gave explanation and motion carried.

2. 911 Phone Equipment

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Hoefling to allow Central Dispatch to purchase an upgraded phone system from West Safety Services at the total cost of \$185,340.84. \$131,024.93 of the cost will be financed through Leasing 2 over four years, and the remainder of the costs are for future maintenance, and must be paid directly to West Safety Services in the amount of \$9,202.03 per year for years 2-5. Chairperson Kleinhardt asked for discussion, Commissioner Strouse asked if this was going to be paid from existing funds, Director Terrian confirmed that they have this year's funds, but future years they will have to budget for the maintenance line item to pay for it, motion carried.

3. Cost Share to Join Multi-Node System

It was moved by Commissioner Haskell, seconded by Commissioner Strouse to approve the request by Central Dispatch to reimburse Mason-Oceana Central Dispatch in the amount of \$6,155.78 to pay for the software updates required for Clare County to join the multi-node telephone system. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

B. Health and Human Services Committee

1. Community Mental Health

It was moved by Commissioner Fitzpatrick, seconded by Vice Chairperson Pitchford to reappoint Joe Phillips to the Community Mental Health Board for a three-year term to expire on March 20, 2022. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

COMMITTEE REPORTS/CONSENT CALENDAR – continued

Health and Human Services Committee – continued

2. Veterans Affairs
It was moved by Commissioner Hoefling, seconded by Commissioner Strouse to allow Karl Hauser to attend the National Conference for Veterans Affairs in Cleveland, OH with funds to come from the Veterans Affairs Grant. Chairperson Kleinhardt asked for discussion, hearing none motion carried.
3. Veterans Service Fund Grant
It was moved by Commissioner Strouse, seconded by Commissioner Fitzpatrick to approve the Veteran Service Fund Grant in the amount of \$59,490.00 for an increase to Veterans' services and allow the chair to sign. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

C. Physical Resources and Economic Development Committee

1. Airport Board Appointments
It was moved by Vice Chairperson Pitchford, seconded by Commissioner Strouse to reappoint Terry Acton, Connie Cauchi and Ed Erskine and appoint Kim Kennicott to the Airport Board for a two-year term to expire March 20, 2021. Chairperson Kleinhardt asked for discussion, hearing none motion carried.
2. Clare County GIS Data Pricing
It was moved by Commissioner Haskell, seconded by Vice Chairperson Pitchford to adopt the revised Clare County GIS Data Pricing to reflect current pricing and sizes. Chairperson Kleinhardt asked for discussion, Tina Moore from Equalization Department gave explanation of why this update was needed, motion carried.
3. Equalization Dept. and Central Dispatch
Maintenance Service Agreement with Amalgam LLC

It was moved by Commissioner Fitzpatrick, seconded by Vice Chairperson Pitchford to approve the maintenance agreement with Amalgam LLC in order to update Clare County GIS data for three years at the cost of \$50/hour, to be paid by the applicable department. Chairperson Kleinhardt asked for discussion, hearing none motion carried.
4. Equalization Dept. and Central Dispatch
Intergovernmental Agreement for Data Exchange with DTMB

It was moved by Commissioner Hoefling, seconded by Commissioner Strouse to approve the request by Moore and Terrian to approve the Intergovernmental Agreement with DTMB in which the county will receive aerial imagery at no cost in exchange for Clare County GIS data. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

D. Finance and Administration Committee

1. Statutory Finance Committee
It was moved by Vice Chairperson Pitchford, seconded by Commissioner Haskell to approve Statutory Finance Committee meeting minutes of February 26, 2019 in the amount of \$69,893.50 and March 12, 2019 in the amount of \$62,511.56. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

COMMITTEE REPORTS/CONSENT CALENDAR – continued

2. Monthly Expenditures

It was moved by Commissioner Haskell, seconded by Vice Chairperson Pitchford to approve the expenditures for the month of February 2019 in the amount of \$2,921,268.76 with the General Fund expenditures totaling \$851,138.18. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

3. Budget Adjustments

It was moved by Commissioner Fitzpatrick, seconded by Commissioner Haskell to approve Budget Adjustment #19-38, 19-40 and 19-41 in the amount of \$7,200.00, \$326,000.00 and \$1,740,020.00 to be distributed. Chairperson Kleinhardt asked for discussion, Administrator Byard indicated the \$1,740,020.00 was for the Indigent Defense budget, motion carried.

4. Resolution #19-08

It was moved by Commissioner Hoefling, seconded by Commissioner Strouse to adopt Resolution #19-08 amending the Non-Union Personnel Manual to reflect the Part Time Medical Leave Act providing paid leave to part time employees that exceed 25 hours or more per week to take effect on March 29, 2019. Chairperson Kleinhardt asked for discussion, Administrator Byard indicated this was a law change and how she came to the decision regarding how the medical leave act would be implemented. Chairperson Kleinhardt asked how many employees this would affect, Administrator Byard was unsure:

Roll call vote revealed:

Yeas: (6) being Commissioners Hoefling, Strouse, Fitzpatrick, Haskell, Pitchford, and Kleinhardt.

Nays: (0)

Absent: (1) Commissioner Majewski

Motion for Resolution carried

CLERK/REGISTER OF DEEDS REPORT

Clerk/Register of Deeds Lori Martin gave an update on bitcoin, block chain, E-notary, E-recording, asked for discussion on the bidding process or requirement for an RFP for new Register of Deeds software, and updated the Board on the passing of long time Frost Township Clerk Emerson Davis.

TREASURER'S REPORT

Treasurer Jenny Beemer-Fritzinger gave an update on the cash amount in the general fund and the appropriations. Treasurer Beemer-Fritzinger explained that there are two tax funds that appropriate funds to the general fund throughout the year (not general fund revenue), and wanted to make clear that the over \$100,000.00 the Administrator reported as an increase in revenue, is not actual operating funds, it has the appropriated funds and revenue sharing (approximately \$700,000.00 a year) included, so it isn't truly an increase in revenue, some of those funds were appropriated from the tax fund. Operating wise, the general fund cannot stay afloat on its own without these appropriations. On that note, Treasurer Beemer-Fritzinger has appropriated (given to the general fund/not loaned) \$820,000.00 so far this year from the tax funds and has also loaned \$900,000.00 to the general fund (that must be paid back by September 30, 2019). Property taxes are 90% paid and the county will buy back 10% in the amount of \$4,051,743.00. The PRE denials have increased over the past few years. This year the county will have to buy back 25,000 of these, where in the past it was between 5,000 – 8,000. Commissioner Strouse asked Treasurer Beemer-Fritzinger about the Little Tobacco Drain Project and the interest payments. Administrator Byard will get the meeting dates of the Little Tobacco Drain Project for the Board so they can attend the meetings if they choose to.

March 20, 2019

Recess: 10:37 a.m.

Back in session: 10:49 a.m.

CHAIRPERSON'S REPORT

Chairperson Jack Kleinhardt spent a couple days in Lansing regarding road funding and is going back Friday. The railroad is looking into the pot ash plant in Hersey, and car insurance reform is a big discussion in Lansing.

VICE CHAIRPERSON'S REPORT

Vice Chairperson Samantha Pitchford attended all her meetings. Surrey Township received the quote for taking light polls down, \$3,000.00 per pole.

COMMISSIONER'S REPORT

Commissioner Strouse has been attending all his meetings. City of Clare is dissolving their Lake Board, City of Clare will take over, there has been heavy discussion about dredging.

Commissioner Haskell has been attending meetings, City of Harrison HEADCO is looking at bringing urgent care to Harrison.

Commissioner Fitzpatrick has been attending most of his meetings. He has observed how interesting it is at the Road Commission meetings and the County meetings, things are done so different between the two meetings. Arthur Township is still struggling with fire protection.

Commissioner Hoefling has been attending all his meetings, Summerfield Township has received a grant for roads, prior to his first MMCAA meeting he took an hour long orientation, Road Commission chip seal is out for bids, Greenwood Township had the library in asking for a renewal millage in May, Winterfield Township took bids for their kitchen, Frost Township was somber as the Clerk Emerson Davis passed away the day before.

PUBLIC COMMENT

Lisa Ashley Coordinator of Clare County Recover Court announced May is National Specialty Court month, going through the certification process on June 6, 2019, Ms. Ashley then provided information, as requested by Commissioner Majewski, regarding the successes and failures of Recovery Court. Medicated assisted treatment is being pushed from the Fed's on down.

UNFINISHED BUSINESS

- A. Wage/Non-Union/Elected Official lump sum payment discussion.
Administrator Byard explained the 1.5% lump sum payment, it does include some of the part time people that are not in the union based on last year's wage. The funds are already in the budget from wages that were not used from vacated positions, and is a one-time occurrence. Chairperson Kleinhardt commented that the Board voted to approve that for Senior Services

- B. Sheriff and Undersheriff wage increase - Commissioner Strouse would like to see a wage increase to all elected officials, but couldn't in good conscience give an increase to one and not to others. The wage increase included the #2 person, that would also have to be considered. Administrator Byard offered to compile a list of comparisons for the Board of Directors. Commissioner Fitzpatrick's concern would be that giving a wage increase to an elected official that is doing a great job, then gets voted out and the next does a poor job. Chairperson Kleinhardt struggles with the fairness aspect also.

March 20, 2019

UNFINISHED BUSINESS - continued

It was moved by Commissioner Haskell, seconded by Commissioner Fitzpatrick to approve a one-time lump sum payment for non-union and elected officials in the amount of 1.5% of their 2018 fiscal year wage, to be paid in fiscal year 2019. Chairperson Kleinhardt asked for discussion.

Chairperson Kleinhardt indicated that in the 12 years he has been in office there has only been 1 raise for the elected officials. Kim Davis, Administrative Assistant at the Clare County Sheriff's Department indicated that was not right, that there has been more than one raise to the elected officials in the past 12 years, Chairperson Kleinhardt did not agree.

Vice Chairperson Pitchford commented that every year Administrator Byard brings a balanced budget to the Commissioners with everything she cut out in order to balance the budget, and asked how the Commissioners can tell the department heads they can't have the things they need to run their offices, then turn around and give out lump sum payments. Vice Chairperson Pitchford indicated all the employees deserve a raise and that is not the issue. The County needs to prepare for the future.

Roll call vote revealed:

Yeas: (4) being Commissioners Haskell, Fitzpatrick, Strouse, and Kleinhardt

Nays: (2) being Commissioners Pitchford and Hoefling

Absent: (1) being Commissioner Majewski

Motion carried

NEW BUSINESS

None

Meeting Adjourned at 12:01 p.m.

Lori Martin, Clerk
Clare County Board of Commissioners

Jack Kleinhardt, Chairperson
Clare County Board of Commissioners

**CLARE COUNTY BOARD OF
COMMISSIONERS
COMMUNICATIONS LIST
April 17, 2019**

1. Baraga County- Resolution- Supporting HB 4227, The Creation of a “Committee on Michigan’s Mining Future”
2. Jackson County- Resolution # 03-19.14, Request the State of Michigan reconsider the Public Act 93 of 2013 and MCL780.993 (17) regarding the operations of local MIDC offices.
3. Region VII AAA- Allocation Plan for Senior Services for FY 2020



Wendy J. Goodreau
CLERK/REGISTER

Carrie Verbanac
DEPUTY

Kim Fedie
DEPUTY

**RESOLUTION SUPPORTING HB 4227
THE CREATION OF A "COMMITTEE ON MICHIGAN'S MINING FUTURE"**

WHEREAS, the mining industry is a vital economic contributor, not just for Upper Peninsula, but for the State of Michigan, and

WHEREAS, it is in the best interest of the Upper Peninsula counties and the State of Michigan to strengthen and develop sustainable mining practices for the future, and

WHEREAS, it is of vital importance to enhance the talent supply and demand needs of the Upper Peninsula through strategic focus on talent retention and attraction to build a strong workforce for mining in the Upper Peninsula, and

WHEREAS, it is the intention of House Bill 4227 to create a Committee on Michigan's Mining Future to ensure a comprehensive plan focused on ferrous, non-ferrous, and aggregate mining industry needs such as infrastructure, transportation, energy, applied research, environmental quality, government policies, taxation, rural development, mining legacy cleanup funds, and communications and public outreach, and

WHEREAS, the proposed committee would be comprised of fifteen members with governor-appointed representatives from diverse areas of industry, state departments, environmental groups, tribal members and labor groups to meet the challenges and take advantage of the opportunities for the future.

THEREFORE, BE IT RESOLVED, that the Baraga County Board of Commissioners supports House Bill 4227 in the interest of strengthening and developing the future of Michigan mining practices, and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to all counties in Michigan, the Upper Peninsula Commission for Area Progress (UPCAP), the Michigan Townships Association, the Michigan Association of Counties, Upper Peninsula legislators and Governor Whitmer.

STATE OF MICHIGAN)
) SS
COUNTY OF BARAGA)

I, WENDY J. GOODREAU, Clerk of the Baraga County Board of Commissioners and Clerk of the County of Baraga, do hereby certify that the above Resolution was duly adopted by the said Board on March 20, 2019.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Circuit Court at L'Anse, Michigan this 20th day of March 2019.


Wendy J. Goodreau, Clerk

BOARD OF COMMISSIONERS



Gale Eilola
DISTRICT 1

Michael Koskinen
DISTRICT 2

Dan Robillard
DISTRICT 3

William Menge
DISTRICT 4

William C. Rolof
DISTRICT 5

**JACKSON COUNTY BOARD OF COMMISSIONERS
RESOLUTION # 03-19.14
Michigan Indigent Defense Commission**

WHEREAS, The State of Michigan created Act 93 of 2013 Michigan Indigent Defense Commission Act, MCL 780.981, effective July 1, 2013, an act to create the Michigan Indigent Defense Commission (MIDC) and to provide for its powers and duties, to provide indigent defendants in criminal cases with effective assistance of counsel, to provide for the appointment of legal counsel, to provide for and limit certain causes of action and to provide for certain appropriations and grants; and

WHEREAS, MCL 780.993(6-7) and MCL 780.997(2) provide that the State of Michigan will pay for any increased funding that is necessary to meet minimum standards developed by the MIDC. The MIDC Act requires the state to provide grants to local delivery systems (trial court funding units), in order to comply with the new standards. A local system’s duty of compliance is dependent on this funding; and

WHEREAS, Jackson County was advised March 27, 2018 that the MIDC had approved it’s required compliance plan for the first four standards with approved funding from the State of Michigan in the amount of \$1,244,032.74 for fiscal year 2018; and

WHEREAS, The Indigent Defense standards have the best intent of equitable treatment for defendants through providing fair and consistent indigent defense services throughout the State of Michigan; and

WHEREAS, The Board of Commissioners of Jackson County believe that MCL 780.993(17), which requires the collection and remittance of 20% of payments collected from partially indigent defendants with court appointed attorneys to the Department of Licensing and Regulatory Affairs (LARA), creates an unfunded mandate. Additional unfunded mandates include unfunded staff time at the court and prosecutor’s office; and

WHEREAS, Jackson County Commissioners believe that this is not the most efficient way to provide indigent defense services for defendants in the State of Michigan; and

WHEREAS, The Jackson County Board of Commissioners believes that the local MIDC offices would be more efficiently and equitably operated under the State of Michigan administration; and

WHEREAS, due to statutory requirements and LARA requirements, operations at the local level are burdensome, including data entry and collection, administrative oversight, monitoring and application of grant resources, which are driving up costs at the local level and increasing utilization of public resources; and

THEREFORE, BE IT RESOLVED, the Jackson County Board of Commissioners request that the State of Michigan reconsider the Public Act 93 of 2013 and MCL780.993(17) regarding the operations of local MIDC offices.

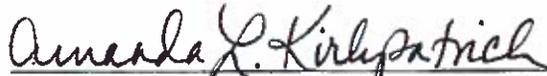
THEREFORE, BE IT ALSO RESOLVED, the Jackson County Board of Commissioners request that legislation be created and passed, moving the administration and oversight of local MIDC offices to the State of Michigan.


James E. Shotwell, Jr., Chairperson
Jackson County Board of Commissioners
March 19, 2019

STATE OF MICHIGAN)
) SS.
COUNTY OF JACKSON)

I, Amanda L. Kirkpatrick, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners at a Board meeting thereof held on the 19th day of March, 2019 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this 19th day of March, 2019


Amanda L. Kirkpatrick, County Clerk



REGION VII AREA AGENCY ON AGING

received
4.10.19
012



YVONNE CORBAT, CHAIR

BOB BROWN, EXECUTIVE DIRECTOR

TO: Interested Parties

FROM: Bob Brown, Executive Director *BB-4-8-2019*

SUBJECT: Opportunity for Review & Comment
Allocation Plan for Senior Services for FY 2020

DATE: April 8, 2019

Enclosed please find a Draft Allocation Plan for senior services funded through the Region VII Area Agency on Aging. We are requesting your review and comments.

These figures are preliminary planning figures in anticipation of federal and state appropriations for FY 2020. Region VII AAA may allow transfers among service categories as long as the Michigan Aging and Adult Services Agency (AASA) Guidelines are followed. AASA does not allow transfers between state funded programs, Title III-D programs or Title III-E programs. Final allocations for service categories and service areas are subject to change, contingent upon subsequent notification of funding distributions.

Written comments on the allocations are due at the Region VII Area Agency on Aging office by 4:00 p.m. on Monday, April 22, 2019.

Please send your comments to:

Barb Hair, Contract Support Specialist
 Region VII Area Agency on Aging
 1615 South Euclid Avenue
 Bay City, MI 48706

The Region VII AAA Board of Director will take your comments and recommendations into consideration before final allocations are determined. If you have any questions or concerns, please do not hesitate to contact Barb at (989) 893-4506.

BB/bh

Enclosure

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLA

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

REGION VII AREA AGENCY ON AGING
1615 S. EUCLID AVENUE
BAY CITY, MI 48706

FY 2020 Draft Allocation

County	Service Category	DRAFT FY 2020
Bay	Congregate Nutrition	\$77,821
"	Home Delivered Meals	259,984
"	Case Coordination & Support	56,870
"	Homemaking	65,632
"	Personal Care	14,818
"	Adult Day Care	69,761
"	Caregiver Training	12,866
"	Caregiver Training	12,865
	SUBTOTAL	\$570,617
Clare	Congregate Nutrition	\$32,092
"	Home Delivered Meals	100,642
"	Case Coordination & Support	22,789
"	Personal Care	13,456
"	Homemaking	19,835
"	Respite Care	12,687
"	Senior Center Staffing	4,473
"	Adult Day Care	17,791
"	Caregiver Training	7,214
	SUBTOTAL	\$230,979
Gladwin	Congregate Nutrition	\$31,750
"	Home Delivered Meals	90,895
"	Case Coordination & Support	19,749
"	Personal Care	17,289
"	Homemaking	16,012
"	Respite Care	10,091
"	Senior Center Staffing	3,669
"	Adult Day Care	9,954
"	Caregiver Training	6,873
	SUBTOTAL	\$206,282
Gratiot	Congregate Nutrition	\$29,742
"	Home Delivered Meals	68,858
"	Case Coordination & Support	28,070
"	Homemaking	9,339
"	Home Repair	8,052
"	Chore	12,330
"	Personal Care	26,292
"	Respite Care	16,129
"	Senior Center Staffing	7,546
"	Adult Day Care	11,129
"	Caregiver Training	6,960
	SUBTOTAL	\$224,447

County	Service Category	DRAFT FY 2020
Isabella	Congregate Nutrition	\$39,186
"	Home Delivered Meals	71,686
"	Case Coordination & Support	30,870
"	Personal Care	21,748
"	Homemaking	25,471
"	Respite Care	15,495
"	Adult Day Care	22,943
"	Caregiver Training	11,623
	SUBTOTAL	\$239,022
Midland	Congregate Nutrition	\$56,292
"	Home Delivered Meals	159,944
"	Case Coordination & Support	33,635
"	Transportation	14,001
"	Homemaking	32,433
"	Home Repair	27,000
"	Respite Care	15,438
"	Adult Day Care	42,376
"	Caregiver Training	16,565
	SUBTOTAL	\$397,684
Saginaw	Congregate Nutrition	\$115,731
"	Home Delivered Meals	374,660
"	Case Coordination & Support	90,592
"	Senior Center Operations	9,000
"	Senior Center Staffing	13,000
"	Adult Day Care	116,427
"	Caregiver Training	49,761
	SUBTOTAL	\$769,171
Huron	Congregate Nutrition	\$30,249
"	Home Delivered Meals	135,135
"	Case Coordination & Support	18,674
"	Transportation	7,217
"	Chore	2,180
"	Adult Day Care	16,428
"	Caregiver Training	8,289
"	Personal Care	12,939
"	Respite Care	6,623
"	Homemaking	22,587
	SUBTOTAL	\$260,321

County	Service Category	DRAFT FY 2020
Sanilac	Congregate Nutrition	\$31,177
"	Home Delivered Meals	140,283
"	Case Coordination & Support	19,663
"	Transportation	5,945
"	Chore	3,077
"	Adult Day Care	19,067
"	Caregiver Training	10,718
"	Personal Care	19,352
"	Respite Care	8,084
"	Homemaking	26,988
	SUBTOTAL	\$284,354
Tuscola	Congregate Nutrition	\$15,858
"	Home Delivered Meals	163,634
"	Case Coordination & Support	28,790
"	Transportation	5,872
"	Chore	5,418
"	Adult Day Care	23,215
"	Caregiver Training	11,681
"	Personal Care	23,988
"	Respite Care	6,265
"	Homemaking	34,329
	SUBTOTAL	\$319,050
	Total of County Allocations	\$3,501,927
Saginaw	Personal Care	133,810
"	Homemaking	95,513
"	Respite Care	45,752
	Saginaw In-Home Subtotal	\$275,075
Saginaw	Minority Outreach/Advocacy	75,000
Saginaw	Senior Center Staffing/ Minority Outreach / Transportation	40,685
Thumb	Minority Outreach/Advocacy	20,000
	Special Programs Subtotal	\$135,685
All 10 Counties	Long Term Care Ombudsman	\$84,262
All 10 Counties	Legal Assistance	56,000
All 10 Counties	Elder Abuse Prevention	12,485
	Total Other Programs	\$152,747
	GRAND TOTAL	\$4,065,434

CONSULTING SERVICES AGREEMENT

By and Between
Clare County, Michigan
and
MGT of America Consulting, LLC

THIS AGREEMENT is made this _____ day of _____ 2019, by and between Clare County, Michigan ("Client"), and MGT of America Consulting, LLC, a Florida company ("MGT").

In consideration of the mutual covenants set forth in this Agreement, the parties agree as follows:

1. Description of Services.

MGT shall, as an independent contractor, provide the services specified in section 1.1 below ("the Services").

1.1 Scope of Services

MGT shall provide a cyber security assessment to the Friend of the Court Office in accordance with the proposal submitted to the Client dated 4-4-2019 which has been incorporated into this agreement as Exhibit A.

2. Compensation.

For its work under this Agreement, MGT shall be paid the following fixed fees as set out in Exhibit A:

\$ 8,417.50 for the Friend of the Court Office Cyber Security Risk Assessment Report

2.1 Invoicing

MGT will invoice Client on the following schedule:

\$ 2,104.38	25% upon project kick off
\$ 4,208.75	50% upon security risk assessment and discovery
\$ 2,104.37	25% upon report submission
\$ 8,417.50	Total

Invoice payment will be due thirty (30) days after submission.

3. Additional Services.

Additional services may be provided to the Client as requested by the Client. Any request for additional services will be made in writing, will include a detailed scope of work, will be signed by each party, and will be included as an amendment to this agreement.

Additional services will be billed at an hourly rate of \$ 185.00 per hour. MGT will invoice client monthly for any additional services, with payment due 30 days after each submission unless otherwise identified in the mutually agreeable scope of work.

4. Term and Termination.

This agreement shall become effective upon its execution and delivery by the parties and shall remain in effect until completion of, and full payment for, the Services. This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party. In the event of early termination by Client, MGT shall be paid, upon invoicing in accordance with this Agreement, the agreed compensation (or if, due to termination, there is no agreed value for the services performed to date, MGT's standard hourly rates) for Services performed, plus expenses incurred, prior to termination.

5. Independent Contractor Status

The relationship of MGT to Client is that of an independent contractor, and nothing in this Agreement shall be construed as creating any other relationship. As an independent contractor, MGT shall comply with all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations. Neither MGT nor anyone employed or subcontracted by MGT shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant to Client.

6. Project Managers

Tony Martinez shall serve as Principal in Charge for point of contact and overseeing quality control for MGT under this Agreement.

Jamie Raymond shall serve as Project Managers and point of contact for Client under this Agreement.

By written notice to the other party, either party may change the identity of its project manager during the term of this Agreement.

7. Miscellaneous

7.1. No Continuing Waiver

The failure or forbearance by either party in exercising any remedy available to it upon a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or continuing breach by either party.

7.2. Indemnification

To the extent allowed by law, Consultant shall defend, indemnify and hold harmless the Client from and against any and all third-party claims and resulting proven direct damages, liabilities and costs (including reasonable attorney's fees) to the extent proximately caused by the negligent actions or willful misconduct of Consultant, its employees or agents. Consultant shall not be responsible for any damages, liabilities, or costs resulting from the negligence or willful misconduct of the Client, its employees, consultants, or agents or any third party.

7.3. Limitation of Liability

Client agrees that Consultant's total liability to Client for any and all damages whatsoever arising out of, or in any way related to, this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed the value of the contract – Eight Thousand Four Hundred Seventeen Dollars and 50/100 (\$ 8,417.50).

7.4. Entire Agreement.

This written Agreement represents the entire agreement of the parties, and neither party is relying upon any negotiation, representation, warranty, promise, or covenant not set forth in this Agreement. This Agreement may not be modified or amended except by a written instrument for that purpose duly executed by both parties.

7.5. Subcontracting and Assignment.

MGT may use subcontractors in performing the Services, but MGT shall remain responsible to Client for performance under this Agreement. This contract shall be binding upon and inure to the benefit of both Client and MGT and their respective successors and assigns, if any, and legal representatives.

7.6. Interpretation, Venue, and Severability.

This agreement shall be construed, interpreted, and enforced in accordance with Michigan law without regard to conflicts of laws principles. Should any provision of this Agreement be held invalid or unenforceable by final judgment of a court of competent jurisdiction, it is the parties' intention that the remainder of this Agreement shall nevertheless be given effect as written. Any action arising out of or relating to this Agreement may be brought in the Michigan state court having jurisdiction.

7.7. Prior Performance.

Services performed by MGT pursuant to Client's authorization, but before execution of this Agreement, shall be considered as having been performed pursuant to the terms and conditions of this Agreement.

7.8. Notices.

All written notices, demands or requests pursuant to this Agreement may be served (as an alternate to personal service) by registered or certified mail or air freight services that provide proof of delivery, with postage and fees thereon fully prepaid, and addressed to the parties so to be served as follows

If to MGT:

MGT of America Consulting, LLC.
Attn: Tony Martinez
2343 Delta Road
Bay City, Michigan 48706

If to Client:

Clare County
Attn: Jamie Raymond
225 West Main, PO Box 438
Harrison, MI 48625

Service of any such notice or demand so made by mail shall be deemed complete on the day of actual delivery as shown by the addressee's registry or certification receipt. Either party hereto may, from time to time, by written notice served upon the other as aforesaid, designate a different mailing address, or (a) different or additional person(s) to which or to whom all such notices or demands are thereafter to be addressed. Persons named to receive copies of notices are listed for accommodation only and are not required to be personally served to comply with service of notice on a party.

IN WITNESS WHEREOF, this agreement has been executed and delivered by Client and MGT on the date first written above.

CLARE COUNTY, MICHIGAN

MGT of AMERICA CONSULTING, LLC

By: _____

By: 

Name: _____

Name: J. Bradley Burgess

As its: _____

As its: Executive Vice President

Address: _____

Address: 2343 Delta Road

City/State/Zip: _____

City/State/Zip: Bay City, MI 48706

Date: _____

Date: 4-10-2019

EXHIBIT A – INDEPENDENT SECURITY AUDIT PROPOSAL

ORIGINAL

4/4/2019



SUBMITTED BY:

MR. TONY MARTINEZ
VP, CYBER SECURITY SOLUTIONS
813.454.8386
tmartinez@mgtconsulting.com

CLARE COUNTY INDEPENDENT SECURITY RISK ASSESSMENT:

- OCSE SECURITY AGREEMENT
- IRS PUBLICATION 1075,
- DTMB TECHNICAL POLICIES, STANDARDS,
& PROCEDURES, AND
- MDHHS-OCS SECURITY &
CONFIDENTIALITY POLICIES

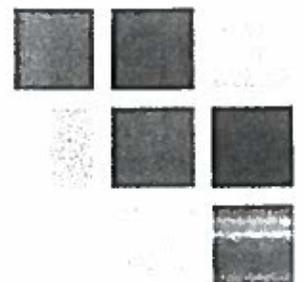


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3. PROJECT SCOPE AND TIME REQUIREMENTS..... 4

3. MGT BACKGROUND & QUALIFICATIONS..... 5

4. COST PROPOSAL 6

I. INTRODUCTION

MGT Consulting Group (MGT) is pleased to present this proposal to provide Independent Information Security Audit Services for the Clare County FOC and PA Departments in accordance with the requirements presented in the IV-D MEMORANDUM 2017-011.

With a cyber security team bringing 18+ years of experience to our clients, we are confident this proposal delivers all key components required for an engagement of these characteristics, the critical project management back bone to ensure a successful delivery in a complex project scenario, and the strategic expertise to help the County meet, and surpass, compliance requirements as well as harden their overall security posture.

With a primary focus on evaluating the County's overall security posture and meeting the requirements set forth in the IV-D MEMORANDUM 2017-011, MGT's security team will follow defined industry best practices in order to perform a comprehensive independent security audit and provide the deliverables required by the OCS and MDHHS. With that in mind, we will ensure the following:

- **Perform an independent security audit and deliver a risk assessment report to the County Department following the standards stipulated in the memorandum as well as providing the County IT department with a comprehensive report with any and all findings.**

2. RESPONSE TO GENERAL REQUIREMENTS

REQUIREMENT

INDEPENDENT SECURITY RISK ASSESSMENT

All FOC and PA Offices are required to perform an independent security audit to remain in compliance with Section 4.33(b) of the current (FY 2017) CRP agreement:

At least once every three years, the Grantee must obtain an independent security audit that evaluates its compliance with the management, operational, and technical controls required by the OCSE Security Agreement, Internal Revenue Service (IRS) Publication 1075, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies. The audit must be conducted by an unbiased, independent entity. The entity must issue an audit report that includes detailed findings and recommendations to improve the Grantee's procedures, practices and systems in order to meet the control requirements. The Grantee must provide the report to MDHHS.

SOLUTION:

MGT Consulting will provide a comprehensive Information Security Risk Assessment for the FOC and PA Office and determine the degree to which information system security controls are correctly implemented, whether they are operating as intended, and whether they are producing the desired level of security.

In order to meet compliance requirements, we will leverage the security controls found in IRS publication 1075, DTMB policies, standards and procedures, as well as the security and confidentiality policies provided by MDHHS-OCS and OCSE.

KEY COMPONENTS OF THE INFORMATION SECURITY RISK ASSESSMENT PROCESS:

- **Project Initiation**
 - o Define project rules of engagement
 - o Review project schedule
 - o Define key project tasks and milestones
 - o Define project communications between MGT and County
- **Security Assessment Categories and Framework**

2. RESPONSE TO GENERAL REQUIREMENTS



- IRS p 1075 security controls as stipulated in (“Publication 1075 Tax Information Security Guidelines For Federal, State and Local Agencies. Safeguards for Protecting Federal Tax Returns and Return Information”)
- DTMB Policies, Standards and Procedures
- MDHHS-OCS Security and Confidentiality Policies
- NIST SP 800-53 (as needed)
- **Data Gathering/Information Discovery**
 - Review of security assessment scope
 - Gathering of all security policy and procedure documentation as applicable to the security controls being assessed.
- **Management Controls Review**
 - Review of all managerial security controls per security standard
- **Operational Controls Review**
 - Review of all operational/administrative security controls per security standard
- **Technical Controls Review**
 - Review of all technical security controls per security standard
- **Risk assessment Report Development & Submission**
 - Completion of report with all relevant findings formatted to meet IRS publication 1075 security control requirements.

RISK ASSESSMENT REPORT: WHAT TO EXPECT?

- A documented list of in-scope inventory, listing all system components and establishing the system boundary for the purposes of the Report;
- Documentation of the system’s policies and procedures, and details of its operation;
- List of threat / vulnerability pairs, with severity of impact and likelihood of occurrence;
- List of safeguards for controlling these threats and vulnerabilities and outcomes of control review;
- List of recommended changes, with approximate levels of effort for each;
- The level of residual risk that would remain after the recommended changes are implemented.
- Attestation of compliance and narrative regarding current state.



3. PROJECT SCOPE AND TIME REQUIREMENTS

Per the County's request, we will be providing time requirements for an FOC-PA Security Risk Assessment.

MGT anticipates the following timeline for the completion of the work:

- Task 2: Security Risk Assessment:
 - o Deliverable: Risk Assessment Report following IRS p 1075 standards, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies and OCSE review.
 - o Time for Completion: 65 hours



3. MGT BACKGROUND & QUALIFICATIONS

MGT was established in 1974 by a group of former public sector employees to provide management consulting services to assist state and local governments clients operate more efficiently, effectively, and with more accountability to the communities they serve. For over 42 years, MGT has provided high quality management consulting services to government agencies nationwide and is dedicated to providing the most creative yet practical solutions to the challenges faced by public organizations and entities.

Since its founding in Tallahassee, Florida, MGT has grown to include offices around the country as evidenced below.

FLORIDA Tallahassee Tampa	KANSAS Wichita	TEXAS Austin
CALIFORNIA Sacramento Pasadena	MICHIGAN Bay City	WASHINGTON Olympia
COLORADO Centennial		



MGT offers an impartial perspective of the outcomes and findings. As an independent entity, our only vested interest is that of the clients; therefore, we apply our extensive experience to generating objective independent solutions to assist our client needs.

MGT understands lasting and meaningful changes require innovative and bold thinking, and we do not shy away from questioning everything from organizational structures and work processes to the very statutes and ordinances that create and guide the work of an agency or institution. MGT is committed to offering useful recommendations that achieve real results and is ever mindful of the practical and political realities an organization may face.

Our information security and compliance solutions are centered on helping public and private organizations build and optimize a security and risk management program, harden their overall information systems, meet regulatory compliance across all industries, and more effectively and efficiently achieve their goals and serve constituents (using security as an organizational tool). Our team of certified information security experts is committed to helping our clients make cyber security a core competency.

Team Certifications:

CISSP, GPEN, GWAPT, QSA, C|EH, GICSP, GMOB, GCIH, GCFE, OPST.

4. COST PROPOSAL



4. COST PROPOSAL

Below is a breakdown of the time allocations for each key task within the independent security risk assessment:

Key Task	FOC/PA
- Project Kick Off and Documentation Gathering	4
- Risk Assessment Questionnaires (key personnel)	16
- Risk Assessment Interview (key personnel)	16
- Policy and Procedure Review	5
- External Vulnerability Assessment	8
- Internal Vulnerability Assessment	8
- Report Development	8
Total	65

	FOC /PA Cost
TOTAL COST: SECURITY RISK ASSESSMENT	\$12,025

Travel not to exceed \$1,200

CONSULTING SERVICES AGREEMENT

By and Between
Clare County, Michigan
and
MGT of America Consulting, LLC

THIS AGREEMENT is made this _____ day of _____ 2019, by and between Clare County, Michigan ("Client"), and MGT of America Consulting, LLC, a Florida company ("MGT").

In consideration of the mutual covenants set forth in this Agreement, the parties agree as follows:

1. Description of Services.

MGT shall, as an independent contractor, provide the services specified in section 1.1 below ("the Services").

1.1 Scope of Services

MGT shall provide a cyber security assessment to the Prosecuting Attorney's Office in accordance with the proposal submitted to the Client dated 4-4-2019 which has been incorporated into this agreement as Exhibit A.

2. Compensation.

For its work under this Agreement, MGT shall be paid the following fixed fees as set out in Exhibit A:

\$ 3,607.50 for the Prosecuting Attorney's Office Cyber Security Risk Assessment Report

2.1 Invoicing

MGT will invoice Client on the following schedule:

\$ 901.88	25% upon project kick off
\$ 1,803.75	50% upon security risk assessment and discovery
\$ 901.87	25% upon report submission
\$3,607.50	Total

Invoice payment will be due thirty (30) days after submission.

3. Additional Services.

Additional services may be provided to the Client as requested by the Client. Any request for additional services will be made in writing, will include a detailed scope of work, will be signed by each party, and will be included as an amendment to this agreement.

Additional services will be billed at an hourly rate of \$ 185.00 per hour. MGT will invoice client monthly for any additional services, with payment due 30 days after each submission unless otherwise identified in the mutually agreeable scope of work.

4. Term and Termination.

This agreement shall become effective upon its execution and delivery by the parties and shall remain in effect until completion of, and full payment for, the Services. This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party. In the event of early termination by Client, MGT shall be paid, upon invoicing in accordance with this Agreement, the agreed compensation (or if, due to termination, there is no agreed value for the services performed to date, MGT's standard hourly rates) for Services performed, plus expenses incurred, prior to termination.

5. Independent Contractor Status

The relationship of MGT to Client is that of an independent contractor, and nothing in this Agreement shall be construed as creating any other relationship. As an independent contractor, MGT shall comply with all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations. Neither MGT nor anyone employed or subcontracted by MGT shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant to Client.

6. Project Managers

Tony Martinez shall serve as Principal in Charge for point of contact and overseeing quality control for MGT under this Agreement.

Michelle Ambrozaitis shall serve as Project Managers and point of contact for Client under this Agreement.

By written notice to the other party, either party may change the identity of its project manager during the term of this Agreement.

7. Miscellaneous

7.1. No Continuing Waiver

The failure or forbearance by either party in exercising any remedy available to it upon a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or continuing breach by either party.

7.2. Indemnification

To the extent allowed by law, Consultant shall defend, indemnify and hold harmless the Client from and against any and all third-party claims and resulting proven direct damages, liabilities and costs (including reasonable attorney's fees) to the extent proximately caused by the negligent actions or willful misconduct of Consultant, its employees or agents. Consultant shall not be responsible for any damages, liabilities, or costs resulting from the negligence or willful misconduct of the Client, its employees, consultants, or agents or any third party.

7.3. Limitation of Liability

Client agrees that Consultant's total liability to Client for any and all damages whatsoever arising out of, or in any way related to, this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed the value of the contract – Three Thousand Six Hundred Seven Dollars and 50/100 (\$ 3,607.50).

7.4. Entire Agreement.

This written Agreement represents the entire agreement of the parties, and neither party is relying upon any negotiation, representation, warranty, promise, or covenant not set forth in this Agreement. This Agreement may not be modified or amended except by a written instrument for that purpose duly executed by both parties.

7.5. Subcontracting and Assignment.

MGT may use subcontractors in performing the Services, but MGT shall remain responsible to Client for performance under this Agreement. This contract shall be binding upon and inure to the benefit of both Client and MGT and their respective successors and assigns, if any, and legal representatives.

7.6. Interpretation, Venue, and Severability.

This agreement shall be construed, interpreted, and enforced in accordance with Michigan law without regard to conflicts of laws principles. Should any provision of this Agreement be held invalid or unenforceable by final judgment of a court of competent jurisdiction, it is the parties' intention that the remainder of this Agreement shall nevertheless be given effect as written. Any action arising out of or relating to this Agreement may be brought in the Michigan state court having jurisdiction.

7.7. Prior Performance.

Services performed by MGT pursuant to Client's authorization, but before execution of this Agreement, shall be considered as having been performed pursuant to the terms and conditions of this Agreement.

7.8. Notices.

All written notices, demands or requests pursuant to this Agreement may be served (as an alternate to personal service) by registered or certified mail or air freight services that provide proof of delivery, with postage and fees thereon fully prepaid, and addressed to the parties so to be served as follows

If to MGT:

MGT of America Consulting, LLC.
Attn: Tony Martinez
2343 Delta Road
Bay City, Michigan 48706

If to Client:

Clare County
Attn: Michelle Ambrozaitis
225 West Main, PO Box 586
Harrison, MI 48625

Service of any such notice or demand so made by mail shall be deemed complete on the day of actual delivery as shown by the addressee's registry or certification receipt. Either party hereto may, from time to time, by written notice served upon the other as aforesaid, designate a different mailing address, or (a) different or additional person(s) to which or to whom all such notices or demands are thereafter to be addressed. Persons named to receive copies of notices are listed for accommodation only and are not required to be personally served to comply with service of notice on a party.

IN WITNESS WHEREOF, this agreement has been executed and delivered by Client and MGT on the date first written above.

CLARE COUNTY, MICHIGAN

MGT of AMERICA CONSULTING, LLC

By: _____

By: 

Name: _____

Name: J. Bradley Burgess

As its: _____

As its: Executive Vice President

Address: _____

Address: 2343 Delta Road

City/State/Zip: _____

City/State/Zip: Bay City, MI 48706

Date: _____

Date: 4-10-2019

EXHIBIT A – INDEPENDENT SECURITY AUDIT PROPOSAL

ORIGINAL

4/4/2019



SUBMITTED BY:

MR. TONY MARTINEZ
VP, CYBER SECURITY SOLUTIONS

813.454.8386

tmartinez@mgtconsulting.com

CLARE COUNTY INDEPENDENT SECURITY RISK ASSESSMENT:

- OCSE SECURITY AGREEMENT
 - IRS PUBLICATION 1075,
 - DTMB TECHNICAL POLICIES, STANDARDS,
& PROCEDURES, AND
 - MDHHS-OCS SECURITY &
CONFIDENTIALITY POLICIES
-

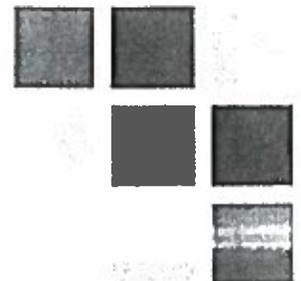


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3. MGT BACKGROUND & QUALIFICATIONS..... 5

4. COST PROPOSAL 6

I. INTRODUCTION

MGT Consulting Group (MGT) is pleased to present this proposal to provide Independent Information Security Audit Services for the Clare County FOC and PA Departments in accordance with the requirements presented in the IV-D MEMORANDUM 2017-011.

With a cyber security team bringing 18+ years of experience to our clients, we are confident this proposal delivers all key components required for an engagement of these characteristics, the critical project management back bone to ensure a successful delivery in a complex project scenario, and the strategic expertise to help the County meet, and surpass, compliance requirements as well as harden their overall security posture.

With a primary focus on evaluating the County's overall security posture and meeting the requirements set forth in the IV-D MEMORANDUM 2017-011, MGT's security team will follow defined industry best practices in order to perform a comprehensive independent security audit and provide the deliverables required by the OCS and MDHHS. With that in mind, we will ensure the following:

- Perform an independent security audit and deliver a risk assessment report to the County Department following the standards stipulated in the memorandum as well as providing the County IT department with a comprehensive report with any and all findings.

2. RESPONSE TO GENERAL REQUIREMENTS

REQUIREMENT

INDEPENDENT SECURITY RISK ASSESSMENT

All FOC and PA Offices are required to perform an independent security audit to remain in compliance with Section 4.33(b) of the current (FY 2017) CRP agreement:

At least once every three years, the Grantee must obtain an independent security audit that evaluates its compliance with the management, operational, and technical controls required by the OCSE Security Agreement, Internal Revenue Service (IRS) Publication 1075, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies. The audit must be conducted by an unbiased, independent entity. The entity must issue an audit report that includes detailed findings and recommendations to improve the Grantee's procedures, practices and systems in order to meet the control requirements. The Grantee must provide the report to MDHHS.

SOLUTION:

MGT Consulting will provide a comprehensive Information Security Risk Assessment for the FOC and PA Office and determine the degree to which information system security controls are correctly implemented, whether they are operating as intended, and whether they are producing the desired level of security.

In order to meet compliance requirements, we will leverage the security controls found in IRS publication 1075, DTMB policies, standards and procedures, as well as the security and confidentiality policies provided by MDHHS-OCS and OCSE.

KEY COMPONENTS OF THE INFORMATION SECURITY RISK ASSESSMENT PROCESS:

- **Project Initiation**
 - o Define project rules of engagement
 - o Review project schedule
 - o Define key project tasks and milestones
 - o Define project communications between MGT and County
- **Security Assessment Categories and Framework**

2. RESPONSE TO GENERAL REQUIREMENTS

♦ ♦ ♦

- IRS p 1075 security controls as stipulated in (“Publication 1075 Tax Information Security Guidelines For Federal, State and Local Agencies. Safeguards for Protecting Federal Tax Returns and Return Information”)
- DTMB Policies, Standards and Procedures
- MDHHS-OCS Security and Confidentiality Policies
- NIST SP 800-53 (as needed)
- **Data Gathering/Information Discovery**
 - Review of security assessment scope
 - Gathering of all security policy and procedure documentation as applicable to the security controls being assessed.
- **Management Controls Review**
 - Review of all managerial security controls per security standard
- **Operational Controls Review**
 - Review of all operational/administrative security controls per security standard
- **Technical Controls Review**
 - Review of all technical security controls per security standard
- **Risk assessment Report Development & Submission**
 - Completion of report with all relevant findings formatted to meet IRS publication 1075 security control requirements.

RISK ASSESSMENT REPORT: WHAT TO EXPECT?

- A documented list of in-scope inventory, listing all system components and establishing the system boundary for the purposes of the Report;
- Documentation of the system's policies and procedures, and details of its operation;
- List of threat / vulnerability pairs, with severity of impact and likelihood of occurrence;
- List of safeguards for controlling these threats and vulnerabilities and outcomes of control review;
- List of recommended changes, with approximate levels of effort for each;
- The level of residual risk that would remain after the recommended changes are implemented.
- Attestation of compliance and narrative regarding current state.

3. PROJECT SCOPE AND TIME REQUIREMENTS

Per the County's request, we will be providing time requirements for an FOC-PA Security Risk Assessment.

MGT anticipates the following timeline for the completion of the work:

- **Task 2: Security Risk Assessment:**
 - o **Deliverable:** Risk Assessment Report following IRS p 1075 standards, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies and OCSE review.
 - o **Time for Completion: 65 hours**



3. MGT BACKGROUND & QUALIFICATIONS

MGT was established in 1974 by a group of former public sector employees to provide management consulting services to assist state and local governments clients operate more efficiently, effectively, and with more accountability to the communities they serve. For over 42 years, MGT has provided high quality management consulting services to government agencies nationwide and is dedicated to providing the most creative yet practical solutions to the challenges faced by public organizations and entities.

Since its founding in Tallahassee, Florida, MGT has grown to include offices around the country as evidenced below.

FLORIDA
Tallahassee | Tampa
CALIFORNIA
Sacramento | Pasadena
COLORADO
Centennial

KANSAS
Wichita
MICHIGAN
Bay City

TEXAS
Austin
WASHINGTON
Olympia



MGT offers an impartial perspective of the outcomes and findings. As an independent entity, our only vested interest is that of the clients; therefore, we apply our extensive experience to generating objective independent solutions to assist our client needs.

MGT understands lasting and meaningful changes require innovative and bold thinking, and we do not shy away from questioning everything from organizational structures and work processes to the very statutes and ordinances that create and guide the work of an agency or institution. MGT is committed to offering useful recommendations that achieve real results and is ever mindful of the practical and political realities an organization may face.

Our information security and compliance solutions are centered on helping public and private organizations build and optimize a security and risk management program, harden their overall information systems, meet regulatory compliance across all industries, and more effectively and efficiently achieve their goals and serve constituents (using security as an organizational tool). Our team of certified information security experts is committed to helping our clients make cyber security a core competency.

Team Certifications:

CISSP, GPEN, GWAPT, QSA, C|EH, GICSP, GMOB, GCIH, GCFE, OPST.

4. COST PROPOSAL



4. COST PROPOSAL

Below is a breakdown of the time allocations for each key task within the independent security risk assessment:

Key Task	FOC/PA
- Project Kick Off and Documentation Gathering	4
- Risk Assessment Questionnaires (key personnel)	16
- Risk Assessment Interview (key personnel)	16
- Policy and Procedure Review	5
- External Vulnerability Assessment	8
- Internal Vulnerability Assessment	8
- Report Development	8
Total	65

	FOC /PA Cost
TOTAL COST: SECURITY RISK ASSESSMENT	\$12,025

Travel not to exceed \$1,200

ORIGINAL

4/4/2019



SUBMITTED BY:

MR. TONY MARTINEZ
VP, CYBER SECURITY SOLUTIONS

813.454.8386

tmartinez@mgtconsulting.com

CLARE COUNTY INDEPENDENT SECURITY RISK ASSESSMENT:

- OCSE SECURITY AGREEMENT
 - IRS PUBLICATION 1075,
 - DTMB TECHNICAL POLICIES, STANDARDS,
& PROCEDURES, AND
 - MDHHS-OCS SECURITY &
CONFIDENTIALITY POLICIES
-

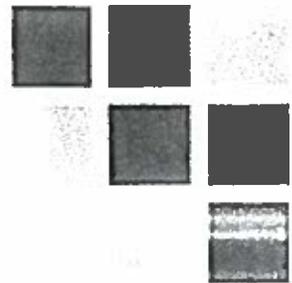


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4. COST PROPOSAL 6

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With a cyber security team bringing 18+ years of experience to our clients, we are confident this proposal delivers all key components required for an engagement of these characteristics, the critical project management back bone to ensure a successful delivery in a complex project scenario, and the strategic expertise to help the County meet, and surpass, compliance requirements as well as harden their overall security posture.

With a primary focus on evaluating the County's overall security posture and meeting the requirements set forth in the IV-D MEMORANDUM 2017-011, MGT's security team will follow defined industry best practices in order to perform a comprehensive independent security audit and provide the deliverables required by the OCS and MDHHS. With that in mind, we will ensure the following:

- **Perform an independent security audit and deliver a risk assessment report to the County Department following the standards stipulated in the memorandum as well as providing the County IT department with a comprehensive report with any and all findings.**

2. RESPONSE TO GENERAL REQUIREMENTS

REQUIREMENT

INDEPENDENT SECURITY RISK ASSESSMENT

All FOC and PA Offices are required to perform an independent security audit to remain in compliance with Section 4.33(b) of the current (FY 2017) CRP agreement:

At least once every three years, the Grantee must obtain an independent security audit that evaluates its compliance with the management, operational, and technical controls required by the OCSE Security Agreement, Internal Revenue Service (IRS) Publication 1075, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies. The audit must be conducted by an unbiased, independent entity. The entity must issue an audit report that includes detailed findings and recommendations to improve the Grantee's procedures, practices and systems in order to meet the control requirements. The Grantee must provide the report to MDHHS.

SOLUTION:

MGT Consulting will provide a comprehensive Information Security Risk Assessment for the FOC and PA Office and determine the degree to which information system security controls are correctly implemented, whether they are operating as intended, and whether they are producing the desired level of security.

In order to meet compliance requirements, we will leverage the security controls found in IRS publication 1075, DTMB policies, standards and procedures, as well as the security and confidentiality policies provided by MDHHS-OCS and OCSE.

KEY COMPONENTS OF THE INFORMATION SECURITY RISK ASSESSMENT PROCESS:

- **Project Initiation**
 - o Define project rules of engagement
 - o Review project schedule
 - o Define key project tasks and milestones
 - o Define project communications between MGT and County
- **Security Assessment Categories and Framework**

2. RESPONSE TO GENERAL REQUIREMENTS

◆◆◆

- IRS p 1075 security controls as stipulated in (“Publication 1075 Tax Information Security Guidelines For Federal, State and Local Agencies. Safeguards for Protecting Federal Tax Returns and Return Information”)
- DTMB Policies, Standards and Procedures
- MDHHS-OCS Security and Confidentiality Policies
- NIST SP 800-53 (as needed)
- **Data Gathering/Information Discovery**
 - Review of security assessment scope
 - Gathering of all security policy and procedure documentation as applicable to the security controls being assessed.
- **Management Controls Review**
 - Review of all managerial security controls per security standard
- **Operational Controls Review**
 - Review of all operational/administrative security controls per security standard
- **Technical Controls Review**
 - Review of all technical security controls per security standard
- **Risk assessment Report Development & Submission**
 - Completion of report with all relevant findings formatted to meet IRS publication 1075 security control requirements.

RISK ASSESSMENT REPORT: WHAT TO EXPECT?

- A documented list of in-scope inventory, listing all system components and establishing the system boundary for the purposes of the Report;
- Documentation of the system's policies and procedures, and details of its operation;
- List of threat / vulnerability pairs, with severity of impact and likelihood of occurrence;
- List of safeguards for controlling these threats and vulnerabilities and outcomes of control review;
- List of recommended changes, with approximate levels of effort for each;
- The level of residual risk that would remain after the recommended changes are implemented.
- Attestation of compliance and narrative regarding current state.



3. PROJECT SCOPE AND TIME REQUIREMENTS

Per the County's request, we will be providing time requirements for an FOC-PA Security Risk Assessment.

MGT anticipates the following timeline for the completion of the work:

- Task 2: Security Risk Assessment:
 - o Deliverable: Risk Assessment Report following IRS p 1075 standards, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies and OCSE review.
 - o Time for Completion: 65 hours



3. MGT BACKGROUND & QUALIFICATIONS

MGT was established in 1974 by a group of former public sector employees to provide management consulting services to assist state and local governments clients operate more efficiently, effectively, and with more accountability to the communities they serve. For over 42 years, MGT has provided high quality management consulting services to government agencies nationwide and is dedicated to providing the most creative yet practical solutions to the challenges faced by public organizations and entities.

Since its founding in Tallahassee, Florida, MGT has grown to include offices around the country as evidenced below.

FLORIDA Tallahassee Tampa	KANSAS Wichita	TEXAS Austin
CALIFORNIA Sacramento Pasadena	MICHIGAN Bay City	WASHINGTON Olympia
COLORADO Centennial		



MGT offers an impartial perspective of the outcomes and findings. As an independent entity, our only vested interest is that of the clients; therefore, we apply our extensive experience to generating objective independent solutions to assist our client needs.

MGT understands lasting and meaningful changes require innovative and bold thinking, and we do not shy away from questioning everything from organizational structures and work processes to the very statutes and ordinances that create and guide the work of an agency or institution. MGT is committed to offering useful recommendations that achieve real results and is ever mindful of the practical and political realities an organization may face.

Our information security and compliance solutions are centered on helping public and private organizations build and optimize a security and risk management program, harden their overall information systems, meet regulatory compliance across all industries, and more effectively and efficiently achieve their goals and serve constituents (using security as an organizational tool). Our team of certified information security experts is committed to helping our clients make cyber security a core competency.

Team Certifications:

CISSP, GPEN, GWAPT, QSA, C|EH, GICSP, GMOB, GCIH, GCFE, OPST.

4. COST PROPOSAL



4. COST PROPOSAL

Below is a breakdown of the time allocations for each key task within the independent security risk assessment:

Key Task	FOC/PA
- Project Kick Off and Documentation Gathering	4
- Risk Assessment Questionnaires (key personnel)	16
- Risk Assessment Interview (key personnel)	16
- Policy and Procedure Review	5
- External Vulnerability Assessment	8
- Internal Vulnerability Assessment	8
- Report Development	8
Total	65

	FOC/PA Cost
TOTAL COST: SECURITY RISK ASSESSMENT	\$12,025

Travel not to exceed \$1,200



Clare County 2018 ANNUAL REPORT

Over 1,800 Clare County adults and youth participated in MSU Extension programs

Almost 1,200 youth participated in 4-H and school enrichment programs

More than 260 residents participated in health, wellness and nutrition programs

Over 70 residents participated in gardening programs and services

Over 150 community members helped with financial, homeownership, and foreclosure prevention education

MSU Extension helped bring in over \$39,000 in delinquent taxes

Over 200 residents participated in agricultural services and programs

MSU spent more than \$440,000 with local businesses in Clare County

MESSAGE FROM THE DISTRICT DIRECTOR

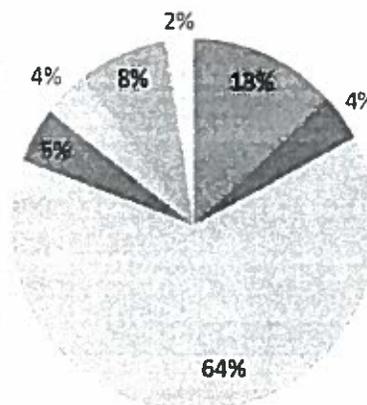
I'm delighted to share the results of another successful year of partnership between Clare County and Michigan State University (MSU) Extension. Because of your continued support, we've been able to make a difference in the lives of youth, families, businesses and communities.



MSU Extension offers a broad range of research-based educational services to county residents. Over this past year, we've empowered families and individuals to live healthier lives, supported new and local businesses, created opportunities for youth leadership development and career exploration, helped farmers with business management and mental health, and much more. Our staff live and work alongside county residents, are rooted in community relationships and are responsive to community needs

Shari Spoelman, District Director.

Numbers Served = 1,876



- Agriculture (245)
- Adult leaders for youth (76)
- Youth (1192)
- Health & Nutrition Adults (91)
- Gardening (74)
- Comm, Econ Dev & Nat'l Res (152)
- Family Development (46)

Clare County MSU Extension
225 W. Main Street
P.O. Box 439 - County Building
Harrison, MI 48825

Contact us:
989-539-7805

MICHIGAN STATE UNIVERSITY | Extension

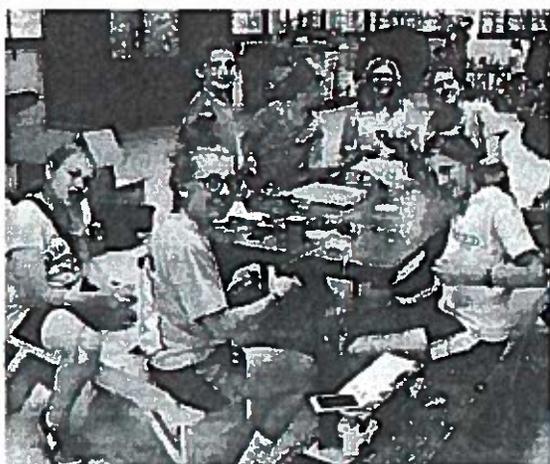
Program Highlights



Budgeting classes help residents understand their limited resources and provide skills to help plan for homeownership.

FINANCE & HOMEOWNERSHIP

MSU Extension's team of knowledgeable financial pros demystify common financial and homeownership best practices with university-backed, research-based programs and resources to help Michigan residents navigate through challenges life throws their way. In 2018, the team provided rental education, homeowner education, financial capabilities, foreclosure counseling and Step-Forward Michigan assistance in Clare County.



4-H campers and counselors enjoy time making friendship bracelets during Overnight Camp at Camp Neyati.

4-H YOUTH DEVELOPMENT

4-H is the largest youth development organization in Michigan. Connected at the national level, MSU's program promotes the traditional 4-H clubs and fair projects, as well as many other leadership and life-skills development opportunities for youth. 4-H provides experiential learning opportunities that allow youth to explore new interests and discover their passion. In 2018, Clare County had 22 4-H clubs serving 309 youth with 60 adult volunteers. The total number of youth served in the county was 1192.



One of the many insect samples brought into the Extension office for identification.

GARDENING & CONSUMER HORTICULTURE

Homeowners often have insect infestations or plant diseases that they are unfamiliar with and need help addressing. MSU Extension provides soil testing, plant and insect identification, disease identification and treatment, Smart Gardening resources, and a toll-free Lawn and Garden hotline. The Clare County MSU Extension office provides assistance to many customers with basic home gardening concerns.

Program Highlights

AGRICULTURE & AGRIBUSINESS

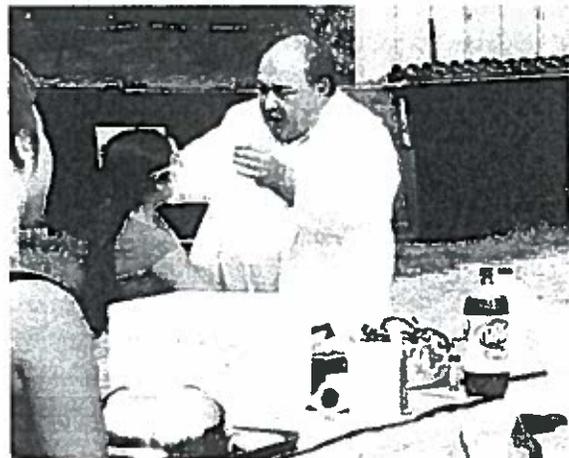
During the past year in Clare County, MSU Extension provided farm support and education through individual consultation, workshops, research opportunities, evaluation of practices, articles and training for employees. Topics included the impact of milking procedures on cows, disease control, finance management, breeding readiness, employee management and dealing with farm stress. Hundreds of Clare County residents attended, participated or consulted in these programs.



Extension Educator Kable Thurlow speaking to a crowd about grass-fed beef.

NUTRITION EDUCATION

MSU Extension's Supplemental Nutrition Assistance Program provides basic nutrition education and hands-on activities for all ages. Core curricula are designed to help low-income families stretch their food dollars while maintaining good nutrition. Some instruction includes physical activity and cooking techniques that help instill life-long skills. It is estimated that every \$1 spent on nutrition education saves as much as \$10 in long-term health costs.



"Dr. Slime" at Community Outreach Day in Leota. MSU Extension provided nutrition education and physical activities for the kids.

WORK FORCE PREPARATION

"Mock Interview Day" offers students the opportunity to practice interview skills and network with the business community. Students are expected to bring a completed resume, job application or portfolio, and dress appropriately for an interview. Students receive individual feedback from volunteers. They become more prepared for job-seeking as a result of this experience. MSU Extension works with Clare County youth at Harrison High School to prepare for this event held annually at Mid Michigan College in Mt Pleasant.



During a Mock Interview Day, youth pair up with adult volunteers and practice their interview skills.

Teens Speak Out



Clare County youth represent 19% of the population and are leaders today as well as in the future.

MSU Extension is listening to the youth and making a difference in Clare County under the leadership of Michelle Neff from MSU Extension.

Highlights of MSU Extension actions taken in 2018: More than 540 teens in Clare County participated in a needs assessment survey that provides information about the needs of youth in Clare County. Seventh through twelfth grade students from Clare, Farwell and Harrison schools provided feedback and responses to an eight-question survey.

After sorting through pages of comments, it was clear that teens have some strong feelings about what the needs are in Clare County. One of the first questions asked focused on what one change would make Clare County better for teens. The most popular topic commented on was **school**. The academic stress, homework, bullying, more welcoming environment for learning, and more funding for all programs were the themes related to school. The second most popular topic commented on related to **support**. Help dealing with depression, anxiety, food at home, parental support, and someone to talk to that cares were important aspects to youth. Other topics shared for this question included getting rid of drugs, a community center/recreation center, more teen jobs, more kindness, and overall the idea that they want someone to listen to them.

Other questions asked in the survey related to programs and activities youth wanted to see in our county. Another question asked about plans after high school. The survey ended with an opportunity for youth to share general information related to what teens need.

MSU Extension, along with other community organizations, is working to help address the needs noted by teens in Clare County. Listening to our youth is important; but more importantly, taking action with them at the table will help to address their needs. MSU Extension gets youth involved in many different leadership roles and will continue to do so in the future.

TOP 5 ISSUES THAT IMPACT

CLARE COUNTY YOUTH

- ◆ Stress from schoolwork
- ◆ Stress from family issues
- ◆ College/future plans
- ◆ Pressure to succeed
- ◆ Depression/suicidal thoughts

**MICHIGAN STATE
UNIVERSITY**

Extension

MISSION:

Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

MSU is an affirmative action, equal opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jeffrey W. Dwyer, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned. The 4-H Name and Emblem have special protections from Congress, protected by code 18 USC 707.

Personal and Real Property - TOTALS

L-4024

Clare County

Statement of acreage and valuation in the year 2019 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township or City	Number of Acres Assessed (Col. 1)	Total Real Property Valuations (Col. 2)	Personal Property Valuations (Col. 4)	Total Real Plus Personal Property (Col. 6)	Equalized Valuations (Col. 3)	Equalized Valuations (Col. 5)	Equalized Valuations (Col. 7)
Arthur	0.00	38,297,615	835,546	39,133,161	38,297,615	835,546	39,133,161
Franklin	0.00	39,157,800	1,689,600	40,847,400	39,148,425	1,689,600	40,838,025
Freeman	0.00	55,470,224	3,320,728	58,790,952	55,470,224	3,320,728	58,790,952
Frost	0.00	53,358,750	2,231,944	55,590,694	53,358,750	2,231,944	55,590,694
Garfield	0.00	117,445,900	3,918,600	121,364,500	117,445,900	3,918,600	121,364,500
Grant	0.00	113,898,600	7,749,400	121,648,000	113,898,600	7,749,400	121,648,000
Greenwood	0.00	53,018,600	4,890,000	57,908,600	53,018,600	4,890,000	57,908,600
Hamilton	0.00	78,612,250	3,773,447	82,385,697	78,612,250	3,773,447	82,385,697
Hatton	0.00	32,520,900	3,744,500	36,265,400	32,520,900	3,744,500	36,265,400
Hayes	0.00	121,135,400	5,559,000	126,694,400	121,135,400	5,559,000	126,694,400
Lincoln	0.00	94,975,848	21,260,400	116,236,248	94,975,848	21,260,400	116,236,248
Redding	0.00	23,348,500	3,304,300	26,652,800	23,348,500	3,304,300	26,652,800
Sheridan	0.00	62,797,700	5,232,500	68,030,200	62,797,700	5,232,500	68,030,200
Summerfield	0.00	19,251,300	5,566,400	24,817,700	19,251,300	5,566,400	24,817,700
Surrey	0.00	105,600,613	8,719,543	114,320,156	105,600,613	8,719,543	114,320,156
Winterfield	0.00	25,983,700	30,927,400	56,911,100	25,983,700	30,927,400	56,911,100
Clare	0.00	80,377,100	5,990,300	86,367,400	80,377,100	5,990,300	86,367,400
Harrison	0.00	54,819,500	4,594,900	59,414,400	54,819,500	4,594,900	59,414,400
Totals for County	0.00	1,170,070,300	123,308,508	1,293,378,808	1,170,060,925	123,308,508	1,293,369,433

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF CLARE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951, P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated _____, 20____

Equalization Director _____ Clerk of the Board of Commissioners _____ Chairperson of Board of Commissioners _____

Equalized Valuations - REAL

L-4024

Clare County

Statement of acreage and valuation in the year 2019 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township or City	Real Property Equalized by County Board of Commissioners						Total Real Property (Col. 7)
	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	
Arthur	19,715,957	214,746	0	18,366,912	0	0	38,297,615
Franklin	60,000	307,900	0	38,780,525	0	0	39,148,425
Freeman	0	345,881	0	55,124,343	0	0	55,470,224
Frost	209,750	1,950,400	27,150	51,171,450	0	0	53,358,750
Garfield	3,525,700	2,858,200	0	111,062,000	0	0	117,445,900
Grant	15,915,500	7,991,000	1,196,300	88,795,800	0	0	113,898,600
Greenwood	7,972,000	206,800	77,500	44,762,300	0	0	53,018,600
Harrison	9,631,800	1,356,800	161,900	67,461,750	0	0	78,612,250
Halton	4,851,200	2,091,200	399,400	25,179,100	0	0	32,520,900
Hayes	884,800	11,543,300	0	108,707,300	0	0	121,135,400
Lincoln	0	1,850,100	1,414,100	91,711,648	0	0	94,975,848
Redding	1,765,400	294,900	27,700	21,260,500	0	0	23,348,500
Sheridan	27,415,000	1,526,800	230,000	33,626,100	0	0	62,797,700
Summerfield	0	229,800	0	19,021,500	0	0	19,251,300
Surrey	0	8,140,727	5,570,468	91,869,418	0	0	105,600,613
Winterfield	5,803,800	0	1,347,700	18,832,200	0	0	25,983,700
Clare	0	32,884,200	6,682,100	40,810,800	0	0	80,377,100
Harrison	0	12,749,200	1,928,800	40,141,500	0	0	54,819,500
Total for County	97,750,907	86,541,754	19,063,118	966,705,146	0	0	1,170,060,925

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF CLARE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated _____, 20__

Equalization Director

Clerk of the Board of Commissioners

Chairperson of Board of Commissioners

Assessed Valuations - REAL

L-4024

Clare County

Statement of acreage and valuation in the year 2019 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township or City	Real Property Assessed Valuations Approved by Boards of Review							Total Real Property (Col. 7)
	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7)	
Arthur	19,715,957	214,746	0	18,366,912	0	0	38,297,615	
Franklin	60,000	307,900	0	38,789,900	0	0	39,157,800	
Freeman	0	345,881	0	55,124,343	0	0	55,470,224	
Frost	209,750	1,950,400	27,150	51,171,450	0	0	53,358,750	
Garfield	3,525,700	2,658,200	0	111,062,000	0	0	117,445,900	
Grant	15,915,500	7,991,000	1,196,300	88,795,800	0	0	113,898,600	
Greenwood	7,972,000	206,800	77,500	44,762,300	0	0	53,018,600	
Hamilton	9,631,800	1,356,800	161,900	67,461,750	0	0	78,612,250	
Hatton	4,851,200	2,091,200	399,400	25,179,100	0	0	32,520,900	
Hayes	884,800	11,543,300	0	108,707,300	0	0	121,135,400	
Lincoln	0	1,850,100	1,414,100	91,711,648	0	0	94,975,848	
Redding	1,765,400	294,900	27,700	21,260,500	0	0	23,348,500	
Sheridan	27,415,000	1,526,600	230,000	33,626,100	0	0	62,797,700	
Summerfield	0	229,800	0	19,021,500	0	0	19,251,300	
Surrey	0	8,140,727	5,570,468	91,889,418	0	0	105,600,613	
Winterfield	5,803,800	0	1,347,700	18,832,200	0	0	25,983,700	
Clare	0	32,884,200	6,682,100	40,810,800	0	0	80,377,100	
Harrison	0	12,749,200	1,928,800	40,141,500	0	0	54,819,500	
Total for County	97,750,907	86,541,754	19,063,118	966,714,521	0	0	1,170,070,300	

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF CLARE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated _____, 20__

Equalization Director

Clerk of the Board of Commissioners

Chairperson of Board of Commissioners

**D. FINANCE AND ADMINISTRATION
STANDING COMMITTEE**

51

STATUTORY FINANCE COMMITTEE

MEETING MINUTES OF

March 26, 2019

COMMISSIONERS PRESENT: Commissioner Kleinhardt, Commissioner Haskell

CALL TO ORDER

Committee member Strouse called the meeting to order at 9:00 a.m.

II. PUBLIC COMMENTS:

III. COMMITTEE ITEMS

A. March 26, 2019 Claims

Per legal counsel opinion, the County Board of Commissioners established separate meetings for review of claims by the Statutory Finance Committee.

It was moved by Commissioner Haskell and seconded by Commissioner Kleinhardt to approve the March 26, 2019 General Fund claims as submitted in the amount of \$ 155,193.85 Motion carried.

B. PRESENTATIONS

IV. UNFINISHED BUSINESS

V. NEXT MEETING DATE: April 9, 2019 at 9:00 A.M.

VI. ADJOURNMENT

The Statutory Finance Committee meeting adjourned at 9:45 a.m.

STATUTORY FINANCE COMMITTEE

MEETING MINUTES OF

April 9, 2019

COMMISSIONERS PRESENT: Commissioner Kleinhardt, Commissioner Haskell and Commissioner Strouse

CALL TO ORDER

Committee member Strouse called the meeting to order at 9:00 a.m.

II. PUBLIC COMMENTS:

III. COMMITTEE ITEMS

A. April 9, 2019 Claims

Per legal counsel opinion, the County Board of Commissioners established separate meetings for review of claims by the Statutory Finance Committee.

It was moved by Commissioner Strouse and seconded by Commissioner Kleinhardt to approve the April 9, 2018 General Fund claims as submitted in the amount of \$ 173,630.88 Motion carried.

B. PRESENTATIONS

IV. UNFINISHED BUSINESS

V. NEXT MEETING DATE: April 23, 2019 at 9:00 A.M.

VI. ADJOURNMENT

The Statutory Finance Committee meeting adjourned at 10:00 a.m.

MONTHLY EXPENDITURES					
Mar-19					
GENERAL FUND	PARKS & RECREATION	FRIEND OF COURT	GYPSY MOTH	PUBLIC BLDG IMPROVEMENT	
101	208	215	239	245	
\$ 1,025,852.82	\$ -	\$ 32,275.45	\$ 20.88	\$ -	\$ 1,058,149.15
BLDG/ELECT DEPT	INDIGENT DEFENSE FUND	911 SERVICE	LOCAL CORR CPL LICENSING	DRUG LAW OFCR TRAINING	
249	260	261	263	264	
\$ 16,681.76	\$ 13,261.77	\$ 50,572.99	\$ 68.44	\$ 221.63	\$ 80,806.59
G LAW INVOCEM FUND	ORV ORDINANCE FUND	OWI FORFEITURE FUND	CLARE/GLADWIN RECOVERY CRT	LAW LIBRARY	
265	266	267	268	269	
\$ 87.29	\$ -	\$ 364.36	\$ 8,487.58	\$ 408.20	\$ 9,347.43
HOUSING	COMM DEV ESCROW	COUNCIL ON AGING	SOCIAL SERVICES	CHILD CARE PROBATE	
274	275	288	290	291	
\$ 787.73	\$ -	\$ 129,283.51	\$ -	\$ 29,191.04	\$ 159,262.28
CHILD CARE SOCIAL SERV	SOLDIERS/ SAILORS RELIEF	VETERANS TRUST	AIRPORT	VETERANS SPECIAL PROJECTS	
292	293	294	295	296	
\$ 74,160.64	\$ 1,550.68	\$ -	\$ 810.58	\$ 12,703.67	\$ 89,225.57
CRTHOUSE RENOV DEBT	BLDG AUTH DEBT	BROWNFIELD DEBT FUND	ANIMAL SHELTER	CO CONST LOAN	
366	370	380	413	466	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BROWNSFIELD AUTH-REV LOAN	BROWNSFIELD E P A	LAND BANK AUTHORITY	TAX REVOLVING	TAX FORECLOSURE FUND	
480	486	515	516	518	
\$ -	\$ -	\$ -	\$ 12,539.08	\$ 3,650.37	\$ 16,189.45
TRANSIT	JAIL COMMISS FUND	TECHNOLOGY	HEALTH INSURANCE	T & A	
588	595	644	677	701	
\$ -	\$ 6,581.86	\$ -	\$ -	\$ 1,095,181.96	\$ 1,101,763.82
LIBRARY	CLEARING FUND	DRAIN	LAKE LEVEL	LAKE IMPROVEMENT	
721	777	801	841	845	
\$ -	\$ 277,117.27	\$ 183.32	\$ 71.56	\$ -	\$ 277,372.15
GRAND TOTAL	\$ 2,792,116.44		\$ 2,792,116.44		
			101 GENERAL FUND	\$ (1,025,852.82)	
			ALL OTHER FUNDS	\$ 1,766,263.62	

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #19- 53

REQUESTING DEPARTMENT: Community Services-Seniors

DATE: 3/29/2019

Adjust for Health Fair

INCREASE

Acct.#	288-617-401.501	\$1,111.00
Acct.#	288-617-519.000	\$10,000.00
Acct.#		
TOTAL		\$11,111.00

INCREASE

Acct.#	288-617-727.000	\$11,111.00
Acct.#		
TOTAL		\$11,111.00


 Lori Phelps 3/29/2019
 Department Head/Authorized Signature

DO NOT WRITE BELOW THIS LINE

Verification:

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- | | | | |
|---------------------------------------|---|---|--|
| Finance/Budget Committee _____ | / | / | |
| 1. Finance Chair _____ | / | / | |
| 2. Board Chair _____ | / | / | |
| 3. Administrator _____ | / | / | |

Action Req: _____

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #19-54

REQUESTING DEPARTMENT: Community Services-Building

DATE: 3/29/2019

Adjust for additional Revenues and overages

INCREASE

Acct.#	249-000-480.000	\$25,000.00
Acct.#	249-000-481.000	\$7,000.00
Acct.#		
TOTAL		\$32,000.00

INCREASE

Acct.#	249-371-716.005	\$2,000.00
Acct.#	249-372-705.000	\$30,000.00
Acct.#		
TOTAL		\$32,000.00

Lori Phelps 3/29/2019

Department Head/Authorized Signature

DO NOT WRITE BELOW THIS LINE

Verification:

-
- Finance/Budget Committee _____ / /
1. Finance Chair _____ / /
2. Board Chair _____ / /
3. Administrator _____ / /

Action
Req: _____

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #19-56

REQUESTING DEPARTMENT: Community Services-Seniors

DATE: 3/29/2019

Add Budget for Fee For Service

INCREASE

Acct.#	288-630-608.000	\$22,450.00
Acct.#		
TOTAL		\$22,450.00

INCREASE

Acct.#	288-630-704.000	\$250.00
Acct.#	288-630-705.000	\$20,000.00
Acct.#	288-630-710.000	\$1,500.00
Acct.#	288-630-711.000	\$300.00
Acct.#	288-630-864.000	\$400.00
Acct.#		
TOTAL		\$22,450.00

Lori Phelps 3/29/2019

Department Head/Authorized Signature

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Verification:

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|---------------------------------------|---|---|--|
| Finance/Budget Committee _____ | / | / | |
| 1. Finance Chair _____ | / | / | |
| 2. Board Chair _____ | / | / | |
| 3. Administrator _____ | / | / | |

Action

Req: _____

LINE ITEM TRANSFER/BUDGET ADJUSTMENT # 19-60

REQUESTING DEPARTMENT: Veterans

DATE: 3/28/19

EXPLANATION OF REQUEST (explain fully)
Transfer from County Veterans Services Fund grant

Acct.#	INCREASE REVENUE	
Acct.#	101-000-553.000	\$25,000.00
Acct.#	FROM	
Acct.#	101-000-608-682	\$25,000.00
Acct.#		
TOTAL		\$50,000.00

	INCREASE EXP	
Acct.#	101-682-727.000	\$5,000.00
Acct.#	101-682-864.000	\$3,000.00
Acct.#	101-682-978.000	\$1,500.00
Acct.#	101-682-814.000	\$250.00
Acct.#	101-682-705.000	\$6,750.00
Acct.#	101-682-710.000	\$1,225.00
Acct.#	101-682-711.000	\$300.00
Acct.#	101-682-717.000	\$60.00
Acct.#	101-901-978.682	\$6,915.00
Acct.#	TO	
Acct.#	101-000-553-000	\$25,000.00
Acct.#		
TOTAL		\$50,000.00

[Handwritten Signature]

..... Department Head/Authorized Signature

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Verification:

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|-----------------------------------|-----|----------------------|
| | / / | |
| 1. Finance/Budget Committee _____ | / / | Action
Req: _____ |
| 2. Finance Chair _____ | / / | |
| 3. Board Chair _____ | / / | |
| 3. Administrator _____ | / / | |



CLARE COUNTY BOARD OF COMMISSIONERS

225 West Main Street, P.O. Box 438 Harrison, MI 48625
Ph: (989) 539-7436 Fax (989) 539-2588

District 1: DALE MAJEWSKI District 2: SAMANTHA PITCHFORD District 3: LEONARD STROUSE
District 4: JACK KLEINHARDT District 5: MARK FITZPATRICK District 6: DAVID HOEFLING District 7: JAMES GELIOS

RESOLUTION #19-09

At a Board meeting of the Board of Commissioners of the County of Clare, State of Michigan held at Clare County, Michigan, on the 17th day of April, 2019.

Present:

Absent:

C/_____ offered the following resolution and moved its adoption. The motion was seconded by C/_____.

Whereas, at the Board of Commissioners meeting on July 26, 2016 the Clare County Board of Commissioners adopted Resolution 16-12A for the purpose of allowing the Clare County Veterans Affairs to pay back the \$160,000.00 loan received from the Delinquent Tax Revolving Loan, approved by the aforementioned Board of Commissioners on May 6, 2015, over a five year period according to the attached pro forma;

Whereas, the Clare County Board of Commissioners were aware that these funds will come from fund raisers and grant funds; and

Now, therefore, be it resolved that the Board of Commissioners of the County of Clare, State of Michigan has approved this resolution to allow the Clare County Veterans Affairs to repay the \$160,000.00 loan received from the Delinquent Tax Revolving Loan Fund as per approval by the Board of Commissioners on May 6, 2015 and per the **UPDATED** pro forma.

State of Michigan }
 } SS
County of Clare }

Yeas:
Nays:
Absent:

I, Clerk of said County of Clare and Clerk of the Circuit Court thereof, the same being a Court of Record, do hereby certify that the above Resolution #19-09 as adopted by the Clare County Board of Commissioners at their meeting held on April 17, 2019 as appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Harrison, this 17th day of April, 2019.

Lori Martin, County Clerk

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Handwritten notes in the middle left area, including a large '2' and some illegible text.

Handwritten notes in the bottom left corner, including a large '3' and some illegible text.

BUDGET PLANNING MANUAL

**FISCAL YEAR 2020
BUDGET CALENDAR**

<u>DATES</u>	<u>EVENT</u>
April 17	Adopt FY '20 Budget Calendar
April 29	FY '20 Budget and Manual Distribution
April 29- June 7	County Administrator assists Departments with Budget Preparation and Budget Trainings
June 7	Department requests due in County Administrator's Office
June 11- June 28	County Administrator Budget Review/meetings with Departments
July 10	County Administrator Presents Budget Recommendation to the Board of Commissioners at a Special Meeting - COMMISSIONERS
July 23-25	Special County Board Work Sessions to Review Budgets/Board of Commissioners Meeting -COMMISSIONERS
August 6 & 7	Special County Board Work Sessions for Department- -COMMISSIONERS
September 11	Appeals/Board of Commissioners Meeting -COMMISSIONERS
September 18	Public Hearing on FY 2020 Budget County Board Adopts FY 2020 Budget - COMMISSIONERS

ALL MEETING START AT 9:00A.M. IN THE BOARD OF COMMISSIONERS ROOM
A QUORUM OF THE COUNTY COMMISSIONER WILL BE PRESENT
POSTING DATE: APRIL 17, 2019

07

CONTRACT NUMBER: CT180000001300

AMENDMENT NUMBER: 6

Between
THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES

And

CONTRACTOR	County of Clare
CONTRACTOR ADDRESS	225 W. Main Street, Harrison, MI 48625
CONTRACTOR EMAIL	staffordd@clareco.net

STATE CONTACT	NAME	EMAIL
Contract Administrator	Tina L. Root	roott2@michigan.gov
BGP Analyst	Mae Johnson	johnsonm65@michigan.gov

CONTRACT SUMMARY			
SERVICE DESCRIPTION	Legal Intervention (Guardianship and Conservatorship)		
GEOGRAPHIC AREA	Clare County		
INITIAL EFFECTIVE DATE	October 1, 2015	CURRENT EXPIRATION DATE	September 30, 2019
CURRENT CONTRACT VALUE	\$15,740.00		
CONTRACT TYPE	Unit Rate		

AMENDMENT DESCRIPTION			
EXTEND EXPIRATION DATE	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	NEW EXPIRATION DATE September 30, 2020
AMENDMENT AMOUNT	ESTIMATED REVISED AGGREGATE CONTRACT VALUE		
\$4,980.00	<input checked="" type="checkbox"/> INCREASE	<input type="checkbox"/> DECREASE	\$20,720.00
NATURE OF CHANGE	This amendment will utilize the second of two, one-year option years to extend the contract and add funds accordingly.		

The undersigned have the lawful authority to bind the Contractor and the Michigan Department of Health and Human Services (MDHHS) to the terms set forth in this Contract.

By signing this Contract, the Contractor certifies and assures to the state that they will comply with the Anti-Trust Lobbying Act 31 USC 1352, as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq, Federal Acquisition Regulations 52.203.11 and 52.203.12, and Section 503 of the Departments of Labor, Health & Human Services and Education, and Related Agencies section of the current FY Omnibus Consolidated Appropriations Act.

FOR THE CONTRACTOR:

FOR THE STATE:

County of Clare

Contractor

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

Signature of Director or Authorized Designee
Jack Klienhardt

Print Name

Signature of Director or Authorized Designee
Terri Smith
Director, Purchasing Division

Print Name

Date

Date

Contract Number: CT180000001300
Amendment Number: 6

	<u>Contract Period</u>	<u>Amount</u>
Year 1	October 1, 2015 through September 30, 2016	\$3,560.00
Year 2	October 1, 2016 through September 30, 2017	\$3,600.00
Year 3	October 1, 2017 through September 30, 2018	\$3,600.00
Year 4	October 1, 2018 through September 30, 2019	\$4,980.00
Year 5	October 1, 2019 through September 30, 2020	\$4,980.00
Total Amount:		\$20,720.00

Check all Contract years affected by this amendment:
 Year 1 Year 2 Year 3
 Year 4 Year 5 Year 6

**STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, the Michigan Department of Health and Human Services (hereinafter referred to as "MDHHS") entered into a Contract effective October 1, 2015, with County of Clare (hereinafter referred to as "Contractor"), having a mailing address of 225 W. Main Street, Harrison, MI 48625, for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to MDHHS and to the Contractor to amend the aforesaid Contract.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Contract. This amendment shall be attached to the Contract, said Contract being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of MDHHS signature.

Article II

MDHHS will exercise the second of two, one-year options to renew. Therefore, the end date of the Contract shall be changed from September 30, 2019 to September 30, 2020.

Article III

The maximum dollar amount of the Contract shall be increased by \$4,980.00 from \$15,740.00 to \$20,720.00 for the period October 1, 2015, through September 30, 2020.

Contract Number: CT180000001300
Amendment Number: 6

State of Michigan
Michigan Department of Health and Human Services
Contract No. CT180000001300
Legal Intervention (Guardianship and Conservatorship)
SCHEDULE B
PRICING MATRIX

MDHHS shall make payments to the Contractor based upon the following rates per unit of service delivered as identified below:

<u>Unit Title</u>	<u>Rate</u>
Legal Intervention (includes Guardianship and Conservatorship)	\$83/ per month

Contract Period	Contract Amount
Begin date through September 30, 2016	\$3,560.00
October 1, 2016 through September 30, 2017	\$3,600.00
October 1, 2017 through September 30, 2018	\$3,600.00
October 1, 2018 through September 30, 2019	\$4,980.00
October 1, 2019 through September 30, 2020	\$4,980.00
Total	\$20,720.00

The Contractor cannot charge MDHHS more for a provision of service than is charged to other entities for whom the Contractor provides services.

Costs incurred outside of the term of this Contract shall not be eligible for reimbursement. The unit rate(s) established in this Contract shall remain fixed for the initial term of the Contract.

Contract Number: CT180000001300
Amendment Number: 6

From the total amount, the maximum amount the Contractor may expend during the following periods is:

<u>Contract Period</u>	<u>Amount</u>
October 1, 2015, through September 30, 2016	\$3,560.00
October 1, 2016, through September 30, 2017	\$3,600.00
October 1, 2017, through September 30, 2018	\$3,600.00
October 1, 2018, through September 30, 2019	\$4,980.00
October 1, 2019, through September 30, 2020	\$4,980.00

The existing Schedule B Pricing Matrix shall be deleted and replaced with the attached Schedule B Pricing Matrix.