AGENDA
Wednesday, January 15, 2020
9:00 a.m.
CLARE COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING

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**

   A. **Election of Vice Chair**
   B. **Review/Adoption of Board Rules** **Pages 5-27**

3. **Approval of Agenda**

4. **Approval of Minutes**

   A. **Board of Commissioners Minutes for December 18, 2019** **Pages** 29-34

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

6. **Communications List**

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

8. **COMMUNITY SERVICES DIRECTOR (Limited to five minutes)**

9. **Public Hearings/Special Presentation**

   9:15 a.m. MGT of America Consulting- Cost Allocation plan discussion
   - Contract to be distributed.

   9:30 a.m. Brett Hansen- MMR Representative

10. Committee Reports/Consent Calendar

A. Justice Committee

1. MIDC Grant **Pages 37-71**

Motion: To approve the Michigan Indigent Defense Commission Grant No. 2020-24, total authorized budget $1,976,939.89 from October 1, 2019 to September 30, 2020

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

A. Health and Human Services Committee

B. Physical Resources and Economic Development Committee

D. Finance and Administration Committee

1. Statutory Finance Committee **Pages 75-76**

Motion: To approve Statutory Finance Committee meeting minutes of December 16, 2019 in the amount of $75,422.82 and December 30, 2019 in the amount of $ 62,575.79.

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

2. Monthly Expenditures **Page 77**

Motion: To approve the expenditures for the month of December 2019 in the amount of $1,554,585.59 with the General Fund expenditures totaling $773,166.45.

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

3. Budget Adjustments **Pages 79-82**

Motion: To approve Budget Adjustment #20-22, 12-24 and 20-25 in the amount of $2000.00, $8056.00 and $548.00 to be distributed.

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

4. Fee Increase

Motion: To approve the Register of Deeds to increase her Grantor/Grantee, Mortgagor/Mortgagee and Record Review fee from $5.00 per search to $ 6.95 per search

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

5. MDOT Resolutions **Pages 83-90**

Motion: to approve **Resolution of Intent #20-01** to apply for financial assistance for fiscal year 2018-19 for our public transportation program, **Contract Resolution FY 2018-19 #20-02** which allows Tom Pirnstill to execute contracts with MDOT which are $968,000.00 or less, **Resolution authorizing adoption and ratification of Contract Clauses Certification #20-03** which governs how any transit project requirements apply and such clauses apply to all Federally funded contracts for FY 2018-19, and **Resolution adoption and ratification of Public Act 51 to maintain an accessibility Plan with MDOT #20-04** addressing accessibility for all residents

Motion By:	Seconded By:		Carried	Failed
	Roll Call	Yeas:	Nays:	Absent:

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. STATE OF COUNTY BUDGET
17. PUBLIC COMMENT (Limited to three minutes per speaker)
18. UNFINISHED BUSINESS
19. NEW BUSINESS
20. ADJOURNMENT

2A

RULES OF THE CLARE COUNTY

BOARD OF COMMISSIONERS

Reviewed January 16, 2019
Adopted January 16, 2019

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RULES OF THE
CLARE COUNTY BOARD OF COMMISSIONERS

ARTICLE I – MEETINGS

1. BOARD MEETINGS – TIME AND PLACE

1.1 **Meeting Location** The Board of Commissioners shall convene for the purpose of holding meetings in the Clare County Building in the City of Harrison, or any other location within the boundaries of Clare County, provided proper notice is given to the public, pursuant to the Open Meetings Act, 1976 PA 267, as amended.

1.2 **Organizational Meeting** The first meeting in each calendar year shall be the organizational meeting. At the organizational meeting the County Clerk shall preside. As the first item of business, the County Clerk shall administer the oath of office to the Commissioners if the oath has not previously been administered. The second item of business shall be the election of the Chairperson of the Board. The third item shall be the election of the Vice-Chairperson. The fourth item of business shall be scheduling the year's regular meeting.

1.3 **Regular and Adjourned Regular Meetings** The Board of Commissioners shall meet on the **third Wednesday at 9:00 a.m. of each month** unless another scheduled meeting has been approved. Unless the Board provides otherwise, the motion to adjourn any meeting of the Board of Commissioners, whether regular, special or emergency shall mean to adjourn to the next succeeding regular meeting.

1.4 **Annual Meeting** The Annual Meeting as required, under MCL 46.1, shall be the **third** Wednesday in October, (recess from meeting to meeting if necessary).

1.5. **Special Meetings** The Board of Commissioners may also convene for the purpose of holding special meetings upon the written request of at least one-third (1/3) of the commissioners elected and serving. Special meeting requests must be submitted to the County Clerk, specifying the time,

date, location and purpose of such meetings. When a special meeting is called as provided above, the County Clerk shall immediately give written notice to each Commissioner at least twenty-four (24) hours before the time of such meeting by fax, personal delivery, email, or leaving a notice at the Commissioner's residence. The Clerk shall post at least eighteen (18) hours before the meeting, a public notice, as required by 1976 PA 267.

1.6. Meetings on Legal Holidays

Any regular or adjourned meetings of the Board which fall on a legal holiday shall automatically be set over to the next working day following that is not a legal holiday, at the same time and place indicated for the original meeting.

1.7 Change of Regularly Scheduled Meetings

Whenever the Board of Commissioners shall change a regularly scheduled meeting, a posting notice of the change will take place as required by the Open Meetings Act.

ARTICLE II ORGANIZATION

2.1 CHAIRPERSON AND VICE CHAIRPERSON

2.11 Election

The County Board of Commissioners shall elect 1 member as chairperson and 1 member as vice-chairperson. The chairperson shall be elected each odd numbered year for a 2-year term, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a 1-year term. The vice-chairperson shall be elected annually for a 1-year term. The election of a chairperson or vice-chairperson shall take place at the first meeting of the county board of commissioners in a year in which a chairperson or vice-chairperson, respectively, is to be elected. The term of a chairperson or vice-chairperson shall begin upon his or her election. A resolution providing for a 1-year term for the chairperson does not shorten the term of office of a sitting chairperson elected for a 2-year term.

Section 2.3 If the Commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of Commissioners elects one of its members to be Chairperson. The Board of Commissioners may proceed onto other agenda items, as they shall

decide.

Section 2.4 The newly elected Chairperson shall assume that office and proceed with the election of the office of Vice-Chairperson, which shall be conducted by roll call vote.

2.12 Secret Ballot:

The election of the Chairperson may be conducted by use of a Secret Ballot, as provided by state statute. No other matter may be decided by the use of a Secret Ballot.

2.13 Duties

The Chairperson shall preside at all meetings of the Board of Commissioners and decide all questions of order, subject to appeal to the full Board. In the absence of the Chairperson, the Vice-Chairperson shall fulfill the responsibility of the Chairperson.

The Chairperson shall arbitrate all jurisdictional disputes between committees, subject to these Rules and subject to an appeal to the full Board.

2.14 Seating

Following the elections of the Chairperson and of the Vice Chairperson of the Board of Commissioners, the County Administrator shall take the chair to the immediate left of the Chairperson.

2.2 CONDUCT OF BOARD MEETINGS

2.21. Form of Address

Board members wishing to speak shall first obtain the approval of the chair and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless recognized by the chair.

2.22 Disorderly Conduct

The chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated. If the person shall continue to be disorderly and to disrupt the meeting, the chair may order the sergeant-at-arms or the Sheriff to

remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

2.23 Quorum

A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary.

2.24 Attendance

As a matter of courtesy, it is requested that no member of the County Board absent himself or herself without first notifying leave from the Chairperson of the Board of Commissioners or the County Administrator's Office.

2.3 ORDER OF BUSINESS

2.31 The following shall be the order of the business at the Board meetings

1. Call to Order
   Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. General Public Comment (limited to three minutes per speaker)
6. Communications List
7. Administrator Report (Limited to three minutes.)
8. Community Services Director
9. Public Hearings/Special Presentations
10. Sub Committee-Reports /Consent Calendar
    A. Justice Committee
    B. Health and Human Services
    C. Physical Resources and Economic Development
    D. Finance and Administration
11. Clerk's Report
12. Treasurer's Report
13. Chairperson Report (Limited to five minutes.)
14. Vice Chairperson Report (Limited to five minutes.)
15. Commissioner Report (Limited to five minutes each Commissioner.)
16. Public Comment (limited to three minutes per speaker)
17. Unfinished Business
18. New Business
19. Adjournment

Note: Agenda may be varied to accommodate the requirements of evening meetings or upon the majority vote of those Commissioners seated.

2.32. Agenda Deadline

All information to be placed on the agenda for the Board of Commissioners must be submitted to the County Administrator by 12:00 noon on the Wednesday prior to the regular meeting date. However, a County Commissioner may request to add an item to the agenda at any meeting and may only be considered at that meeting by a majority vote of the Board. Such items shall be considered under "New Business", and acted upon or referred to the appropriate committee, whichever action is the pleasure of the Board. The agenda, including all reference and support documents, shall be delivered to each Commissioner in the most effective manner available. Copies of the agenda will also be made available to the public and the news media. No committee report or regular item of business, other than routine claims or reports will be considered for action unless a copy of it has been given to each Commissioner with the agenda or delivered to each Commissioner no later than the starting time of the meeting.

Any late item may be added to the agenda as allowed by a vote of the Board of Commissioners. They shall be distributed to Commissioners at the beginning of the Board meeting. A five (5) minute recess may be granted at the request of the Commissioner prior to the consideration of late agenda items.

2.33 Agenda Items The item of "Approve the expenditures for the month" shall automatically be placed **on the Board agenda**.

Items shall fall under the following major categories:

A. JUSTICE – Responsible for the following Offices/Services

Medical Control
911
Animal Control
Emergency Management
Courts
Medical Examiner
Prosecutor
Sheriff/Jail
Child Care Fund

B. Health and Human Services - – Responsible for the following Offices/Services

Clare County Housing
Clare Co. Human Service Coordinating – Collaborative Body
Commission on Aging/Senior Service Nutrition
Department of Human Services (formerly Family Independence Agency)
Mental Health
Michigan Works (Region VII B)
MidMichigan Community Action Agency
Public Health
Region VII AAA
Substance Abuse
Veterans Affairs

C. Physical Resources and Economic Development - Responsible for the following Offices/Services

Airport
Building & Grounds
Brownfield Redevelopment
Building & Electrical
Cooperative Extension/Fair Board
Drain
Department of Public Works
Economic Development
Enterprise Community
Equalization
Gypsy Moth
Environmental Affairs
Middle Michigan Development Corporation
Planning Commission
Parks and Recreation
Renaissance Zone
Rural Partners of Michigan
Soil Conservation
Solid Waste
Transit
East Central Michigan Planning and Development
Road Commission
Transportation

D. Finance and Administration - Responsible for the following Offices/Services

Board of Commissioners
Administration
Personnel/Salary
Legal/Bonds/Purchasing
Negotiations
Policy and Procedures/Rules
Insurance/Health/Liability
Budget and Finance
Communications
Computer Committee
Management
County Directory
Clare/Gladwin Equity Distribution

Clerk/Register/Abstract
Treasurer

The Finance Committee shall provide an oversight function for the board, between the Board and the various County offices, Boards, and agencies The Committee of the Whole will not be involved in the management functions of County Offices.

2.34 **Consent Calendar Agenda:** The Board may use a Consent Calendar Agenda under the following conditions:

A. The Board Chairperson and/or Board Vice Chairperson shall, with input from the County Administrator, determine which items on the Board Agenda shall be considered on the Consent Calendar Agenda. The Consent Calendar Agenda items shall be designated with an asterisk (*) to the immediate left of the agenda item.

B. After announcing that a motion has been made for the approval of the Consent Calendar Agenda items, the Board Chairperson shall announce if a Commissioner wishes to remove an item from the Consent Calendar Agenda. If a request is made, then the item will be removed from the Consent Calendar Agenda and voted on separately.

2.4. RIGHTS AND DUTIES OF COMMISSIONERS

2.41 Every motion or resolution must be properly seconded prior to any discussion of the question. The sponsor shall have the right to speak for up to five (5) minutes in support of the motion or resolution. Each Commissioner shall then have the right to speak for up to five (5) minutes on the issue at hand with the prior recognition of the Chairperson. No Commissioner may speak more than once on the same question, except upon special permission by the Chairperson or the Board. The Board should also have the authority to allow one (1) of its members to speak for more than five (5) minutes and not just the Chairperson. There shall be no interruption of a speaker once he/she has been recognized by the Chairperson. The Chairperson may preserve the privilege of speaking last on every motion or resolution. Every Commissioner shall vote on all questions unless there is a conflict and the Commissioner requests to abstain and the Chairperson excuses the Commissioner. The Chairperson shall vote on all questions unless there is a conflict and the

Chairperson requests to abstain and the Board excuses the Chairperson. The Chairperson will maintain order at all times pursuant to these rules.

2.5. Statement by Chair, Motions and Resolutions

All motions and resolutions except procedural motions may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order. No motion or resolution shall be considered until the motion is stated by the moving Commissioner or repeated as presented by the County Clerk or that individual recording the minutes of the meeting.

2.6. Roll call Votes

The names and votes of commissioners shall be recorded on board actions to adopt ordinances, motions, resolutions, fiscal matters and the appointment or election of officers. Upon the demand of any Commissioner seated, a roll call vote shall be taken on any motions and actions. (Also see Section 3.3.)

2.7. Order and Precedence of Motions

1. To adjourn – No debate.
2. To call the previous question – No debate.
3. To limit or extend limits of debate.
4. To postpone to a certain day.
5. To table.
6. To refer to committee.
7. To amend.

2.8 Order and Precedence of Motions continued:

1. A motion to adjourn shall not be in order while a vote is being taken.
2. Any motion or resolution may be amended prior to calling the previous question if the amendment is properly seconded. In such cases, the amendment will be voted on prior to the main question.

2.9 Motions to Reconsider

A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a

later date may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event, the moving member shall file written notice of his/her intention to move for a reconsideration in the office of the Clerk of the Board at least one day before making such a motion, or upon the approval of two-thirds (2/3) of those Commissioners elected and serving if a reconsideration is made without written, prior notification.

2.10. Appeal of a Decision of the Chairperson

When an appeal is taken from the decision of the Chairperson, the member taking the appeal shall be allowed to state his/her reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present except the Chairperson shall not preside over such a vote.

2.11. Comments from the Public

Only members of the Clare County Board of Commissioners will be allowed to speak while a meeting is in session unless permission is granted by the Chairperson, or the majority of the Board of Commissioners, for another person to speak, except during Public Comment. Public comment will be limited to three (3) minutes per individual.

2.12. Motion to Clear the Floor

If, in the judgment of the Chairperson, there is confusion on a parliamentary procedure, the Chairperson shall have the right to request "a Motion to Clear the Floor" which motion, made and seconded, shall be forthwith put by the Chair, and if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.

ARTICLE III. CLERK OF THE BOARD

3.1. Official Clerk and Duties

The duly elected or appointed Clerk of Clare County shall be the Clerk of the Board of Commissioners. The Clerk, or a duly appointed deputy, shall perform all duties pertaining to such office as required by law.

3.2 Open Meetings Act Posting Requirements

The Clare County Clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267. Meeting notices shall be posted on the **bulletin board at the main South entrance of the Clare County Building.**

3.3 Minutes and Official Records

The County Clerk shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the decisions of the Board. The minutes shall include the names of the mover and seconder and the vote of each member of the Board. (Also see Section 5.2 Publication of Proceedings.)

3.4. Record of Discussion

The Clerk shall not be responsible for maintaining a written record or summary written record of the discussion or comments of the board members nor of the comments made by members of the public. The Clerk, however, shall be responsible for making an electronic tape recording of each meeting of the Board of Commissioners (other than a closed session), and each such recording shall be maintained in the office of the Clerk until the minutes have been formally adopted. In accordance with state statute, an electronic tape recording of each CLOSED SESSION meeting of the Board of Commissioners shall be maintained for a period of not less than twelve (12) months and one day following the date of the meeting. Thereafter, the recording shall be erased unless directed by the Board.

3.5. Request for Remarks to be Included

Any Commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Such comments to be included in the record shall be provided in writing by the Commissioner making the request.

3.6. Public Access to Meeting Records

The Clerk shall make available to members of the public the records and minutes of the board meetings in accordance with the Freedom of Information Act and the Open Meetings Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available

within five business days of the meeting at which they were approved. The Clerk shall also promptly mail copies to persons who have requested them as required by the Freedom of Information Act and the Open Meetings Act.

ARTICLE IV. COMMITTEE OF THE WHOLE

4.1. Statutory Finance Committee

The Statutory Finance Committee shall consist of **not less than three (3)** Commissioners appointed by the Chairperson of the Board and shall be responsible for reviewing and approving all claims as required by State Statute. The Finance Committee meeting schedule shall coincide with the accounts payable timeframes. **Additional duties may be assigned to the Committee by the full Board of Commissioners.**

a. The committee shall have and perform such other duties as the Board may direct.

4.2. Special Committees

There shall be, in addition to the Finance Committee, such other special committees as the Chairperson, from time to time, may appoint and establish subject to the approval by the Board. The membership of all such special committees shall automatically expire on December 31 in the year of its creation. These committees shall provide a report of such meetings to the full Board. Special named committees, date formed and membership will be included on the Board agendas.

4.3. Work Sessions (Special Committee of the Whole)

Whenever the Board shall meet in "work sessions" the Board shall meet as a special committee of the whole. Generally, the work sessions will be devoted to a single issue that may require additional discussion of all commissioners. The Chairperson or Vice Chairperson shall preside. Work sessions shall conform to the requirements of the Open Meetings Act.

ARTICLE V ADMINISTRATION

5.1. Signing of Documents

The Chairperson shall be the signatory of all contracts, bonds, and other documents, which require the signature of the Board of Commissioners. In the event the Chairperson is unable to perform this duty, then the Vice-Chairperson shall fulfill the signature requirements.

5.2. Publication of Proceedings

The Clerk of the Board shall keep minutes of each meeting showing the date, time location, members present, members absent, any decisions reached at a meeting open to the public, and the purpose or purposes for closing a segment of a meeting to the public. The minutes shall include all votes taken at the meeting. The minutes taken at a Board meeting shall be public records, open to the public inspection with copies made available to the public at the County Clerk's office. Proposed minutes of each board meeting shall be available to the public for inspection not more than eight (8) business days after the Board meeting. Approved minutes shall be available to the public at the County Clerk's office not later than five (5) business days after the meeting at which the minutes are approved by the Board of Commissioners. (Also see Section 3.3 Minutes and Official Records.)

ARTICLE VI. BOARD OF COMMISSIONERS SALARIES

6.1 The salary of each Commissioner shall be established by the full Board according to the provisions of the law.

6.2. Board of Commissioners Per Diem Payments

All Commissioners will strictly adhere to the Clare County Per Diem rules as listed below when submitting vouchers for the payment of Per Diem. Per Diem requests submitted for approval must be submitted within 60 days after the per diem request is incurred unless a longer time frame is allowed by a majority vote of those Commissioners elected and serving. Regardless, all per diem requests incurred in a fiscal year must be submitted and approved prior to the end of the County's fiscal year unless otherwise approved by a majority vote of those Commissioners elected and serving.

6.3 Per Diem

1. Rate.

   a. One-half day: $25.00.

   b. Full day: $50.00.

   c. Maximum: $75.00

2. Per Diem may also be paid for other county-related functions.

6.4 Mileage Reimbursement. Payment for mileage claims for use of privately owned vehicles by Commissioners to conduct official County business. Rate to be determined by the IRS rate.

6.5 Rules

1. Per Diem (and any other Commissioner reimbursement) requests/claims are initialed/approved by the Administrator prior to payment and any challenges brought to the attention of the Board Chair or Board Vice-Chair.

2. All requests for reimbursement must be directly related to the conduct of official County business. Receipts must be submitted with travel expense vouchers in accordance with County Policy. Requests for reimbursement must be submitted within 60 days after completion of the event in question. Travel expenses shall be reimbursed in the budget year in which expenses are incurred.

3. County Commissioners charging for per diem should be as follows:

   a. $25 for morning (until 12:00)

   b. $25 for afternoon (to 5:00 p.m.)

   c. $25 for evenings (after 5:00 p.m. -?)

   d. When a regular Board meeting is scheduled for 4:00 p.m., and lasts more than three (3) hours, it is the Chair's discretion to declare a second per diem.

   e. Not to exceed $75 per day.

4. Per Diem eligible meetings include:

   a. Committee meetings, which a Commissioner has been assigned.

   b. Board of Commissioners and special Board of Commissioner meetings, Township, City or Village meetings that are in their district.

c. Lake Board meetings, which they represent.

d. Michigan Township Association – Clare County Chapter meetings.

e. Training sessions as in County Commissioner training (e.g. strategic planning),

f. Conference's which provide informative county information.

g. Finance training sessions

h. Department and/or organization meetings (which the county funds all or part) that requests commissioner attendance, subject to the County Board appointing the commissioner.

i. Public economic development entities within the respective Commissioners district.

5. Per Diem for attending a Township, City and/or Village meeting in the Commissioner's district shall be $25.

6. Events not eligible for Per Diem reimbursement are:

a. Groundbreaking

b. Ribbon cutting

c. Special dinner - luncheons (example – Senior Center),

d. Lions Club

e. UAW retirees

f. Republican – Democrat events

f. Fair Booth

7. In addition to the above, the per diem falls to the discretion of each commissioner.

ARTICLE VII. AMENDMENT, RULE AND SUSPENSION CHANGES

7.1 These rules may be amended, changed or suspended at any time upon the majority vote of the total Board of Commissioners. Otherwise, these rules shall remain in effect until rescinded, amended or suspended. Any amendment or change shall take immediate effect unless otherwise stated by the Board of Commissioners at the time of the amendment or change.

7.2 Parliamentary Authority

All questions of procedures, which are not stated in these rules, shall be governed by Robert's Rules of Order (Second edition) with clarification by the attorney(s) of the Board.

ARTICLE VIII. BOARD AND COMMISSION VACANCIES

8.1 Boards and Commission Vacancies (Citizens/Non-Commissioners)

a. Prior written and public notice must be given whenever a vacancy occurs on one of the Boards or Commissions which the Board of Commissioners is responsible for filling, provided that such vacancy is one which will be filled by a member or the general public; such public notice should describe the nature of the Board of commission, the duties of the members and the terms of the office. The public notice should also indicate where applications can be obtained and the deadline for filing such applications.

b. It shall be the responsibility of the Board Chairperson to direct the County Administrator to prepare public notices of vacancies. Such action shall not require Board approval.

c. Public notice of vacancies on Boards or Commissions shall take the form of a notice or press release prepared by the County Administrator and made available to a newspaper regularly published in Clare County.

d. Public notice must be given to the above newspapers at least two (2) weeks prior to the committee meeting at which consideration of the appointments will occur.

e. The County Administrator shall be responsible for notifying the Board Chairperson of changes in Committee memberships, and at least sixty (60) days prior to the expiration of any term of office on any Board or Commission which members are appointed by the Board of Commissioners.

f. The committee reports on appointments shall include:

1. The name of the person(s) nominated by the committee to fill a vacancy or vacancies.
2. The name of all other persons who applied for the appointment.
3. The term of the committee appointment

g. When nominations are closed, appointments will be made by a majority vote of the Board.

8.2 Commissioner Vacancy - When a vacancy occurs in the office of Commissioner by death,

resignation, removal from the district, or removal from office, the vacancy shall be filled:

a. by appointment within thirty (30) days by the County Board of Commissioners of a resident and registered voter of that district. A person who has been convicted of a violation of section 12a(1) of Act No. 370 of the Public Acts of 1941, being section 38.412a of the Michigan Compiled Laws, shall not be eligible for appointment to the office of county commissioner for a period of 20 years after conviction. The person appointed to fill a vacancy which occurred in an odd numbered year shall serve until the vacancy is filled **within the required election date.** The person appointed to fill a vacancy which occurs in a year which is an election year for the office of County Commissioner shall serve for the remainder of the unexpired term.

b. If the County Board of Commissioners does not fill the vacancy by appointment within thirty (30) days, the vacancy shall be filled by a special election regardless of whether the year is an election year or an odd year.

c. The above procedure shall be utilized unless otherwise amended by State law

Reviewed January 17, 2018
Adopted January 17, 2018

Changes to the Board of Commissioners Rules

1. **Order of Business 2.31 -9** - remove Committee of the Whole and add Reports – Effective January 1, 2014

2. **4.1 Committee of the Whole - Removed**

The Board of Commissioners shall meet as a Committee of the Whole, which shall consist of all seven (7) members. The Committee of the Whole shall conform to the requirements of the Open Meetings Act. The Committee of the Whole agenda items shall fall under the following major categories:

4.11 JUSTICE – Responsible for the following Offices/Services

Ambulance
Medical Control
911
Animal Control
Civil Defense
Courts
Medical Examiner
Prosecutor
Sheriff/Jail
Child Care Fund

4.12 Health and Human Services - – Responsible for the following Offices/Services

Clare County Housing
Clare Co. Human Service Coordinating – Collaborative Body
Commission on Aging/Senior Service Nutrition
Department of Human Services (formerly Family Independence Agency)
Mental Health
Michigan Works (Region VII B)
Mid Michigan Community Action Agency
Public Health
Region VII AAA
Substance Abuse
Veterans Affairs

4.13 Physical Resources and Economic Development - Responsible for the following Offices/Services

Airport
Bldg & Grounds
Brownfield Redevelopment
Building. & Electrical
Convention and Visitors Bureau
Cooperative Extension/Fair Board
Drain
Department of Public Works

Economic Development
Enterprise Community
Equalization
Gypsy Moth
Environmental Affairs
Middle Michigan Development Corporation
Planning Commission
Parks and Recreation
Renaissance Zone
Rural Partners of Michigan
Middle Michigan Development Corporation
Soil Conservation
Solid Waste
Transit
East Central Michigan Planning and Development
Road Commission
Transportation

4.14 Finance and Administration - Responsible for the following Offices/Services

Board of Commissioners
Administration
Personnel/Salary
Legal/Bonds/Purchasing
Negotiations
Policy and Procedures/Rules
Insurance/Health/Liability
Budget and Finance
Communications
Computer Committee
Management
County Directory
Clare/Gladwin Equity Distribution
Clerk/Register/Abstract
Treasurer

4.15. The Committee of the Whole shall provide an oversight function for the board, between the Board and the various County offices, Boards, and agencies The Committee of the Whole will not be involved in the management functions of County Offices – January 1, 2014

3. **4.21** Remove the week prior to and add on the same day preceding the January 4, 2012

4. **4.2.** **<u>General Duties of the Committee of the Whole</u>**

4.21. The Committee of the Whole ("committee") shall meet generally on the same day preceding the regularly scheduled Board meeting and report to the full Board upon all matters referred to the committee by the Board.

4.22. All matters presented to the committee shall be presented first to the County Administrator, who shall then present same to the committee.

4.23. All information to be placed on the committee agenda must be submitted to the County Administrator by seven calendar days prior to the scheduled committee meeting date outlined earlier in these rules. However, late items may be added to the Committee agenda **upon the discretion of the Chairperson.**

4.24. The committee shall act as liaison between the Board and the various county offices, boards and agencies which are applicable to that committee.

4.25. The County Administrator or his/her representative shall attend each committee, prepare an agenda for each and take **unofficial** minutes **with the County Clerk taking official minutes per state statute.**

5. **4.3** Remove of the Whole – January 1, 2014

6. **6.3** Per Diem

   a. One-half day: from $25.00 to $20.00 January4, 2012

   b. Full day: from $50.00 to $40.00 January 4, 2012

   c. Maximum: from $75.00 to $60.00 January 4, 2012

7. **6.3** Per Diem

   a. One-half day: from $20.00 to $25.00 April 17, 2013

   b. Full day: from $40.00 to $50.00 April 17, 2013

   c. Maximum: from $60.00 to $75.00 April 17, 2013

Clare County Board of Commissioners meeting on January 20, 2016 on page 5 under 1.3 first and was removed. On Page 8 the Community Services Director was added to the order of business. On page 9 under A. Justice Ambulance was removed.

MINUTES OF THE CLARE COUNTY BOARD OF COMMISSIONERS

Harrison, Michigan 48625

Unapproved minutes
December 18, 2019

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

Pledge of Allegiance and moment of silence for our active military, veterans and first responders.

COMMISSIONERS PRESENT

District 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Leonard Strouse, District 4 Jack Kleinhardt, District 5 Mark Fitzpatrick, District 6 David Hoefling.

COMMISSIONERS ABSENT

District 7 Jeff Haskell

OTHERS PRESENT

Undersheriff Miedzianowski, Treasurer Beemer-Fritzinger, Chief Deputy Clerk Stacy Pechacek, Nathan Allen, Tom Pirnstill, Lavonn Mahar, Dewayne Rogers, Al Leonard, Dick Haynak, Karen Hulliburger, Jess McClaughry, and Dan Dysinger.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to approve the Board of Commissioners Minutes for November 20, 2019. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

It was moved by Commissioner Majewski, seconded by Commissioner Strouse to approve the Board of Commissioners Minutes for December 4, 2019. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

GENERAL PUBLIC COMMENT

Dan Dysinger spoke regarding his opposition to the Board of Commissioners passing the resolution to place an increase for the Clare County Transit on the March 10, 2020 ballot. He also spoke regarding the cutting the Emergency Manager position to half time and the FEMA grant rumor and urged the Board to take action and not let the FEMA grant hold things up.

Karen Moore, MIDC Coordinator was present to talk about how the State determined the dollar amount for the local share of the indigent defense fund. The county/local share is supposed to be spent before any grant funds.

COMMUNICATIONS LIST

Not discussed

COMMUNITY SERVICES DIRECTOR

Absent

PUBLIC HEARINGS/SPECIAL PRESENTATIONS

1. A Public Hearing on the language to be placed on the August 4, 2020 ballot stating "Shall the powers, duties, and functions of the elected Clare County Board of County Road Commissioners be transferred to and become the responsibility of the elected Clare County Board of Commissioners for the County of Clare.

   Public hearing opened at 9:16 a.m.

   There were several citizens, township elected officials, and road commissioners present with comments regarding 5 vs 3 road commissioners, appointed vs elected road commissioners, benefit package of the road commissioners, the condition of the roads, lack of communication between the road commissioners and the townships, updates on legislation, road funds that are distributed to the Clare County Transit Corporation, road grading, road commission projects and maintenance programs, and the introduction of Dewayne Rogers the new Road Commission Managing Director.

   Public hearing closed at 10:20 a.m.

Recess at 10:22 a.m.
Back in session 10:30 a.m.

2. A Public Hearing to discuss the updated 911 Plan for Clare County.
   911 Director Marlana Terrian advised the Board of Commissioners there was an error in the previously provided plan in which Section 2 of the tentative plan contradicts the Public Act. Initially it was not discovered by the 911 Advisory Board or the Attorney's office. Director Terrian very recently made the discovery. The Public Hearing was postponed to an undetermined date.

3. Jerry Becker
   Orville Theaker Lieutenant Michigan State Police Emergency Management Homeland Security Division District Coordinator was present to strongly encourage the Board of Commissioners to reconsider making the Emergency Manager a part time program. According the Public Act 390 the emergency management program is responsible for planning mitigation response and recover of all disasters both natural and manmade. That responsibility is very significant, and he believes this move will negatively impact the citizens of Clare County. If the county were to come into a disaster the emergency management must be effective.

COMMITTEE REPORTS/CONSENT CALENDAR

A. Justice Committee

1. Contract with LIAA
   It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve the contract in the amount of up to $30,175.00 between LIAA (Land Information Access Association) and Clare County for subdivision shape file mapping to be paid for out of the Treasurer's Land Sale Reutilization 518 fund and the Register of Deeds Automation 256 fund. Chairperson Kleinhardt asked for discussion, Commissioner Fitzpatrick asked if this was already in the budget, Clerk/Register Martin explained it does not affect the general budget and is being spent out of two dedicated funds for the offices discussed, motion carried.

2. Deputy Recruit
   It was moved by Commissioner Majewski, seconded by Commissioner Hoefling to allow the Sheriff's Office to create a Non-Union Deputy Recruit/Cadet position and pay $10/hour with health care/fringes for sponsorship of cadets to the Police Academy when needed from already

COMMITTEE REPORTS/CONSENT CALENDAR - continued

existing budget funds. Chairperson Kleinhardt asked for discussion, Commissioner Majewski asked if this was a new position. Undersheriff Miedzianowski explained this is to fill one of the 5 deputy positions the Sheriff's Department is currently down. This position is for a deputy recruit cadet and is being paid to go to through training, motion carried.

PUBLIC HEARINGS/SPECIAL PRESENTATIONS - continued

4. Judge Farrell- To discuss the line item changes requested at the last meeting.
   Judge Farrell started out by recapping the meeting in November, and then going on to outline the savings to the County thus far with two positions left unfilled. Judge Farrell also confirmed that the savings would continue for a 4-year period. Judge Mienk asked the Board of Commissioners to approve the hiring of Darrell Schlese on a part time basis at 10-15 hours a week. This will allow the Judges to take more time to hire someone full time for the position of Court Administrator Juvenile Referee. The Judge's may end up dividing those position out, which will still not cost any more than they are expecting to pay anyway. Judge Evans pointed out to the Board of Commissioners that the Courts will be giving raises to the non-union employees the same as the union employees as has been done in the past (35-50 years) and will be done in the future. Chairperson Kleinhardt explained to the Judges the current state of the county budget and the certain impending layoffs.

   Judge Farrell then pointed out that the longest standing employee of the county received an $1,100.00 distribution on her insurance situation for the past 48-49 years that was just turned down by the County upon the ratification of the new contract.

   Chairperson Kleinhardt asked if anyone would like to make a motion to allow the raises, no motion was made.

   It was moved by Commissioner Strouse, seconded by Commissioner Hoefling to re-instate the insurance stipend to Ms. Hawkins that she has received all these prior years. Chairperson Kleinhardt asked for discussion, Commissioner Majewski confirmed if the Board sets this prescience they will have to do it for others.

   Roll call vote revealed:
   Yeas: (3) being Commissioners Strouse, Hoefling, and Kleinhardt
   Nays: (3) being Commissioners Majewski, Pitchford, and Fitzpatrick
   Absent: (1) Commissioner Haskell
   Motion failed

COMMITTEE REPORTS/CONSENT CALENDAR - continued

3. Tuition cost
   It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to allow the Sheriff's Office to utilize already existing funds to cover the $8,056.00 cost of police academy tuition until the county is reimbursed through the employee's GI Bill funding he will receive. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

Recess at 12:41 p.m.
Back in session 12:51 p.m.

B. Health and Human Services Committee

None

COMMITTEE REPORTS/CONSENT CALENDAR - continued

C. Physical Resources and Economic Development Committee

1. Board of Appeals- Construction
It was moved by Commissioner Fitzpatrick, seconded by Commissioner Strouse to reappoint Thomas House, Terry Thayer, Scott Owens and Mike Jenkins to the Board of Appeals - Construction with their term ending October 31, 2021. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

2. City of Clare - LDFA
It was moved by Commissioner Majewski, seconded by Commissioner Hoefling to reappoint Leonard Strouse to the City of Clare's Local Development Finance Authority. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

D. Finance and Administration Committee

1. Statutory Finance Committee
It was moved by Commissioner Hoefling, seconded by Commissioner Majewski to approve Statutory Finance Committee meeting minutes of November 18, 2019 in the amount of $242,932.27 and December 2, 2019 in the amount of $48,324.66. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

2. Monthly Expenditures
It was moved by Commissioner Strouse, seconded by Vice Chairperson Pitchford to approve the expenditures for the month of November 2019 in the amount of $2,181,601.06 with the General Fund expenditures totaling $973,831.87. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

3. Finance Meeting Dates
It was moved by Commissioner Majewski, seconded by Commissioner Strouse to approve the Finance meeting dates as presented through December 2020 with dates consistent with the off week of payroll beginning at 9:00 a.m. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

4. Board of Commissioners Meeting Dates
It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to approve the Board of Commissioner meeting dates through January 2021. Chairperson Kleinhardt asked for discussion, Commissioner Hoefling asked if these dates include the budget workshop dates, Administrator Byard confirmed it did not, motion carried.

5. Per Diems
It was moved by Commissioner Fitzpatrick, seconded by Vice Chairperson Pitchford to compensate the members of the various boards of election commissioners and any other person charged with duties in connection with the conduct of primaries, elections, canvassing of returns, and recounts to receive a per diem of $25.00 as is consistent with the County Board of Commissioners. Chairperson Kleinhardt asked for discussion, Commissioner Strouse asked if these have been being paid in the past, Clerk/Register Martin confirmed that was not so, this is a new statute to include per diem payment for all the various boards and persons charged with these duties in connection with the elections, motion carried.

DRAFT

COMMITTEE REPORTS/CONSENT CALENDAR - continued

6. New Policy
   It was moved by Commissioner Hoefling, seconded by Commissioner Fitzpatrick to approve new Exempt Employees Paid Leave Utilization and Recordkeeping Policy. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

CLERK/REGISTER OF DEEDS REPORT

Clerk/Register of Deeds Lori Martin gave an update on the proposals filed to be placed on the March 10, 2020 ballot. She also updated the Board of Commissioners on the increase of funds collected for restitution parties by $73,000.00 for FY-2019 over FY-2017.

TREASURER'S REPORT

Treasurer Jenny Beemer-Fritzinger gave an update that the statutory notice for back taxes will be going out end of December and again in January. Two rabies clinics scheduled for January 11, 2020 from 10:00 – 2:00 Family Farm and Home with Dr. Pohl and February 15, 2020 at the animal shelter from 10:00 – 1:00. PILT (Payment in Lieu of Taxes) invoices have gone out to the DNR. Treasurer Beemer-Fritzinger has received all 19 units' tax adjustments, the new chart of accounts must be in place by December 31, 2019, for people in danger of losing their homes to back taxes there will be a show cause hearing from 10:00 – 4:00 January 23, 2020 with Treasurer Beemer-Fritzinger to ask for an extension, and a Judicial Foreclosure hearing on February 20, 2020 at 9:00 a.m. in Circuit Court to ask for an extension.

Commissioner Strouse asked the Treasurer if the FY-2019 deficit will be $500,000.00, Treasurer Beemer-Fritzinger confirmed that is the unaudited amount, there are still small revenues coming in and it will be up to the auditors whether or not they are going to allow those revenues to be added back in.

Commissioner Majewski asked the Treasurer what the FY-2020 beginning balance was, Treasurer Beemer-Fritzinger deferred to the Chief Financial Officer, Administrator Byard. Administrator Byard confirmed the FY-2020 beginning fund balance was $800,000.00.

The Animal Control Officers have been out knocking on doors to see if residents have their dogs licensed, which increases revenue for the Treasurer's office.

ADMINISTRATOR'S REPORT

Administrator Byard reported the County Christmas Party is Friday, December 20, 2019 from 11:30 – 1:00 all Commissioners are welcome to attend.

Administrator Byard handed out recommendations of changes that can be made to save money.

Prosecuting Attorney Michelle Ambrozaitis discussed the Violence Against Women Grant that she applied for. The grant is for a prosecutor's office based investigator, and would cover salary and all fringes. The purpose is to increase or enhance the prosecution and investigation of domestic violence crimes, dating violence, stalking, and criminal sexual conduct. The grant requires a match in the amount of $35,000.00 of that $35,000.00 Prosecutor Ambrozaitis was able to secure in-kind donations and matches to bring the County's match down to just over $19,000.00. It would create a position for just over 2 ½ years. The grant is due December 19, 2019 and would need a decision today. Chairperson Kleinhardt asked if anyone would like to make a motion. No one made a motion.

CHAIRPERSON'S REPORT

Chairperson Jack Kleinhardt had nothing to report

VICE CHAIRPERSON'S REPORT

Vice Chairperson Samantha Pitchford reported she has been attending her meetings.

COMMISSIONER'S REPORT

Commissioner Strouse has been attending his meetings.

Commissioner Fitzpatrick has been attending his meetings. Commissioner Fitzpatrick also commented that the Board has not been receiving accurate information regarding the budget and can't make decisions without accurate information.

Commissioner Hoefling has been attending his meetings, Summerfield Township now has a new Treasurer, Frost Township has prohibited vaping on Township Grounds, and attended two township Christmas Parties, Greenwood Township adopted the Animal Shelter for Christmas and was able to donate two truck beds full of supplies and about $1,000.00 in cash.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

Chairperson Kleinhardt asked if anyone wanted to make a motion to restore the Emergency Director to full time. It was moved by Commissioner Strouse, seconded by Commissioner Fitzpatrick to restore the Emergency Manager to full time status. Chairperson Kleinhardt asked for discussion, there was discussion regarding cuts and saving money

Roll call vote revealed:
Yeas: (4) being Commissioners Strouse, Fitzpatrick, Hoefling, and Kleinhardt
Nays: (2) being Commissioners Majewski and Pitchford
Absent: (1) being Commissioner Haskell
Motion carried.

Chairperson Kleinhardt asked if anyone wanted to make a motion to restore the Administrator's Assistant to full time. No motion was made.

Administrator Byard asked when the next Budget Workshop would be. Chairperson Kleinhardt recommended the board wait until after the January meeting so Administrator Byard could gather more information for the Board.

There was discussion regarding the road commission and which ballot to put the ballot question on August or November.

Commissioner Majewski pointed out to the Board that they could not cut the mileage/travel expenses of the Drain Commissioner and gave Administrator Byard a copy of the statute.

Meeting Adjourned at 1:52 p.m.

Lori Martin, Clerk
Clare County Board of Commissioners

Jack Kleinhardt, Chairperson
Clare County Board of Commissioners

A. JUSTICE STANDING COMMITTEE

A1

GRANT NO. 2020-24

GRANT BETWEEN
THE STATE OF MICHIGAN
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC)
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)
AND
Clare County

GRANTEE/ADDRESS:

Jack Kleinhardt
Chairman, Board of Commissioners
225 W. Main Street
Harrison, MI 48625
989-539-2510

GRANTOR/ADDRESS:

Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
200 N. Washington Square
Lansing, MI 48933
517-657-3060
866-291-0874

GRANT PERIOD:

From October 1, 2019 to September 30, 2020

TOTAL AUTHORIZED BUDGET: $1,976,939.89

FY 20 State Grant Contribution:	$802,271.77
FY 20 Local Share Contribution:	$236,525.87
FY 19 Prior Year Unspent Funds:	$938,142.25

ACCOUNTING DETAIL: Accounting Template No.: 6411113T032

SIGMA Vendor Code: 0047972

GRANT

This is Grant # 2020-24 between the Michigan Indigent Defense Commission (MIDC) (Grantor), and Clare County (Grantee), subject to terms and conditions of this grant agreement (Agreement).

1.0 Statement of Purpose

The purpose of this Grant is to provide funding to assist the Grantee to comply with the Compliance Plan and Cost Analysis approved by the MIDC for the provision of indigent criminal defense services through the Standards approved by LARA on May 22, 2017, and the process described in the Michigan Indigent Defense Act.. The funding for this grant is contingent upon an appropriation by the legislature that is signed by the Governor. In the event a budget is not enacted by the effective date of the grant, the grant agreement will not be executed.

1.1 Definitions

A. Budget means a detailed statement of estimated costs consistent with the Grantee's approved Cost Analysis and required to implement the Compliance Plan.

B. Budget Category means the aggregate of all funds in each of the high-level categories within Attachment B to the funding unit's grant budget.

C. Compliance Plan is the plan submitted by the local funding unit and approved by the MIDC that specifically addresses how the Grantee shall meet the approved minimum standards established by the MIDC.

D. Cost Analysis is a statement of the types of expenditures and funding necessary to bring Grantee's indigent defense system into compliance with the approved minimum standards established by the MIDC, including a statement of the funds in excess of the Grantee's local share as defined under the MIDC Act and as outlined in the Compliance Plan.

E. MIDC Act means the Michigan Indigent Defense Commission Act, Public Act 93 of 2013, MCL 780.991 *et seq* as amended, enacted for the purpose of creating the Michigan Indigent Defense Commission and creating minimum standards for the local delivery of indigent criminal defense services that meet the constitutional requirements for the effective assistance of counsel.

F. MIDC means the Michigan Indigent Defense Commission.

G. Subgrantee means a governmental agency or other legal entity to which an MIDC subgrant is awarded by the Grantee. Attorneys representing indigent defendants, including both public defenders and attorneys contracted to represent indigent defendants, public defender office employees, judges, magistrates, court personnel, and professional service contract vendors shall not be considered subgrantees.

H. "Substantial Change" to a Compliance Plan is a change to the plan or cost analysis that alters the method of meeting the objectives of the standard(s) in the approved plan.

1.2 Statement of Work

The Grantee agrees to undertake, perform and complete the services described in its approved Compliance Plan and in accordance with the Michigan Indigent Defense Act, MCL 780.991*et seq*, specifically Standards 1 through 4. The Parties to this Agreement enter into this Agreement to facilitate the process described in the MIDC Act, which controls or supersedes any terms of this Agreement. Consistent with the Act and when applicable, an indigent criminal defense system shall comply with the terms of the grant in bringing its system into compliance with the minimum standards established by the MIDC within 180 days after receiving funds from the MIDC. Grantee may exceed 180 days for compliance with a specific item needed to meet minimum standards as set forth in the Act. Grantee's Compliance Plan, as submitted and approved by the MIDC (Attachment A), addresses the prescribed methods the grantee has chosen to provide indigent criminal defense services pursuant to MCL 780.993(3). Any substantial changes to the work described in the Compliance Plan must be submitted to the MIDC for approval as set forth in this Agreement prior to any changes being implemented. All provisions and requirements of this Agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this Agreement and Grantee shall be responsible for the performance of any Subgrantee work, as defined in subsection1.1.

1.3 Detailed Budget

A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.

B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the MIDC.

C. Attachment B is the Budget. The Grantee agrees that all funds are to be spent as detailed in the Budget, unless a budget adjustment request is approved, in accordance with section 1.3(E).

D. Grantee will maintain a restricted fund within their Local Chart of Accounts for the sole purpose of accounting for the expenses and revenue sources for operation of this grant and the local adult indigent defense system.

E. All requests for a budget adjustment or substantial changes to the Grantee's Compliance Plan will be submitted quarterly with the Grantee's quarterly report. MIDC staff shall respond to a request in writing within 30 days of receipt.

1) Budget adjustments less than or equal to 5% of the Budget Category total, including adjustments between Budget Categories, do not require approval

by MIDC staff, but must be reported quarterly in the next financial status report.

2) A Budget adjustment involving greater than 5% of the aggregate of all funding within a Budget Category requires prior written approval by MIDC Staff and must be reported to the MIDC as soon after the Grantee is aware of the necessity of the Budget adjustment and reported in the Grantee's quarterly report.
3) Any substantial change to a Compliance Plan requires prior approval by MIDC staff and MIDC Commission.

1.4 Payment Schedule

The maximum amount of grant assistance approved is $1,740,414.02

The Grantee must report and certify to Grantor by October 31st of each year the balance of any unexpended indigent defense grant funds from the prior fiscal year grant plus any interest earned on the advancement of the state grant funds in the previous fiscal year. Any funds from the previous fiscal year contained in an approved extension of the previous fiscal year's grant for projects that will be completed after September 30, 2019 will be carried over into the current fiscal year and shall not be considered unexpended funds, nor be included in the balance of unexpended funds. The current fiscal year indigent defense grant funds advanced will be reduced by the amount of unexpended funds from the prior fiscal year's grant.

An initial advance of 50% of the State Grant shall be made to the Grantee upon receipt by the Grantor of a signed Agreement. The Grantor shall make subsequent disbursements of 25% up to the total state grant amount in accordance with the following schedule:

Initial Advance of 50% of the state grant – Within 15 days of receipt of executed agreement
25% disbursement – May 15, 2020
25% disbursement – August 14, 2020 (final payment).

The above schedule of disbursement of funds is contingent after receipt of quarterly reporting as addressed in this section and section 1.5 of this document. The financial status report (FSR) report must be submitted on the form provided by the MIDC/LARA and indicate:

Grant funds received to date;
Expenditures for the reporting period by budget category;
Cumulative expenditures to date by budget category;

The quarterly FSR must be supported and accompanied by documentation of those grant funded expenditures incurred for the reporting period, including but not limited to:

- The general ledger for the restricted local indigent defense fund, including a detailed expenditure report with all expenditure detail within the budget

categories, which must include documentation of payments to contract attorneys either by individual invoice or by report of payments made, by attorney;

- All invoices related to experts and investigators;
- All invoices related to construction;
- Personnel detail including full-time equivalency of any grant funded positions, including total compensation for that position;

Upon request, the Grantee shall provide the MIDC with additional documentation/verification of expenditures under the grant within 30 days of the making of the request. Documentation of expenditures shall be maintained according to record retention policies for audit purposes in order to comply with this Agreement. Grantee will be held to the full contribution of the Local Share within the original one-year grant period.

The quarterly FSR as provided in Attachment D and standards compliance report as addressed in Section 1.5, shall be provided in accordance with the following schedule:

Initial FSR and compliance report for 10/1/19–12/31/19 - – January 31, 2020
2nd FSR and compliance report for 1/1/20-3/31/20 – April 30, 2020
3rd FSR and compliance report for 4/1/20-6/30/20 – July 31, 2020
Final FSR and compliance report for 7/1/20-9/30/20 – October 31,2020

1.5 Monitoring and Reporting Program Performance

A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work is being accomplished.

B. Quarterly Reports. The Grantee shall submit to the Grantor quarterly progress reports on compliance with the Standards and participate in follow up and evaluation activities. Compliance reports include narrative responses containing a description of the Grantee's compliance with standards 1-4, identifying problems or delays, actual, real or anticipated and any significant deviation from the approved Compliance Plan. The grantee will use its best efforts to provide data relevant to assessing compliance as contained in the compliance reporting template requested by MIDC. If Grantee is unable to provide the information requested on the template, Grantee will demonstrate in writing the steps taken to assess what information is currently available and how to retrieve it. Grantee also agrees to work with MIDC Research staff to seek additional options or ideas for the collection and retrieval of this information.

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain prior written approval for substantial changes to the compliance plan from the Grantor.

2.2 Delegation

Grantee must notify the MIDC at least 90 calendar days before the proposed delegation with reasonable detail of subgrantee and the nature and scope of the activities delegated. If any obligations under this grant are delegated, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant activities and compliance with the terms of this Grant.

2.3 Program Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be recorded in the Grantee's restricted Indigent Defense fund and included in the quarterly FSRs. The grant award shall not be increased by the amount of interest earned. Any grant funds attributable to interest and not spent at the end of the grant period shall be returned to the State or included in future grant awards from the MIDC consistent with MCL 780.993(15), as amended 12/23/18.

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee in proportion of the grant funds to the local share.

2.5 Purchase of Equipment

The purchase of equipment must be made pursuant to the Grantee's established purchasing policy and if not specifically listed in the Budget, Attachment B, must have prior written approval of the Grantor. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

2.6 Accounting

The Grantee must establish and maintain a restricted indigent defense fund in their local chart of accounts to record all transactions related to the indigent defense grant. The restricted fund will not lapse to the local general fund at the close of the Grantee's fiscal year. The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which

will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all indigent defense funds received. Accounting records must be supported by source documentation of expenditures including, but not limited to, balance sheets, general ledgers, payroll documents, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.7 Records Maintenance, Inspection, Examination, and Audit

The State or its designee may audit the Grantee and the restricted indigent defense fund account to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors have occurred, the amount in error must be reflected as a credit or debit on subsequent disbursements until the amount is paid or refunded. Any remaining balance must be reported by the Grantee to the Grantor by October 31 of each year as required under the MIDC Act.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance ($750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

2.8 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition, consistent with Grantee's purchasing policies. Sole source contracts should be negotiated to the extent that such negotiation is possible. Attorney contracts, including managed assigned counsel contracts for representation of indigent or partially indigent defendants, are exempt from a competitive bid process, but must meet standard internal procurement policies, as applicable.

3.0 Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the total grant amount.

3.1 Safety

The Grantee, and all subgrantees are responsible for ensuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.2 Indemnification

Each party to this grant must seek its own legal representation and bear its own legal costs; including judgments, in any litigation which may arise from the performance of this Grant and/or Agreement. It is specifically understood and agreed that neither party will indemnify the other party in any such litigation.

3.3 Failure to Comply and Termination

A. Failure to comply with duties and obligations under the grant program as set forth in Public Act 93 of 2013, as amended, is subject to the procedures contained in sections 15 and 17 of said Act.

B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, for State approved Grant responsibilities. If parties cannot agree to the cost to be paid by the State, the parties shall attempt to resolve the dispute by mediation pursuant to MCL 780.995. The Grantee's duty to comply with MIDC standards is limited to funding covering the cost of compliance as set forth in section 17 of Public Act 93 of 2013, as amended.

3.4 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of this Section. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

3.5 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 to 37.2804, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

3.6 Unfair Labor Practices

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

3.7 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees except where the Commission determines that an unforeseeable condition prohibits timely compliance pursuant to MCL 780.993, Sec. 13(11).

4.0 Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

4.1 Illegal Influence

The Grantee certifies, to the best of his or her knowledge and belief that:

A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.2 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved as outlined in Sec. 15 of PA93 of 2013, as amended.

4.3 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") that arises during the term of the Grant against a public defender office, an attorney employed by a public defender office, or an attorney contracted to perform indigent defense functions funded by the Grantee that involves: (a) a criminal Proceeding; (b) a civil Proceeding involving a claim that, after consideration of Grantee's insurance coverages, would adversely affect Grantee's viability; (c) a civil Proceeding involving a governmental or public entity's claim or written allegation of fraud related to performance of the Grant; or (d) a Proceeding challenging any license that an attorney practicing on behalf of a public defender office or an attorney practicing pursuant to a contract to perform indigent defense functions for the Grantee is required to possess in order to perform under this Grant.

4.4 Assignment

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

4.5 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant activities. Pursuant to the MIDC Act, the MIDC shall promulgate policies necessary to carry out its powers and duties. The MIDC may also provide guides, instructions, informational pamphlets for the purpose of providing guidance and information with regard to the Grant and MIDC policies. This Grant Agreement supersedes all terms of MIDC policies, guides, instructions, informational pamphlets and any other explanatory material that is in conflict with the Grant Agreement. This Grant may not be amended except by a signed written agreement between the parties.

4.6 Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees. Prior performance does not modify Grantee's status as an independent Grantee.

4.7 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with section 15 of Public Act 93 of 2013. The dispute will be referred to the parties' respective representatives or

program managers. Such referral must include a description of the issues and all supporting documentation. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance or performance would require Grantee to spend in excess of its local share as defined by MCL 780.983(h).

5.0 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

5.1 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

_____ _____
LeAnn Droste, Director Date
Bureau of Finance and Administrative Services
Department of Licensing and Regulatory Affairs
State of Michigan

_____ _____
Loren Khogali, Executive Director Date
Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
State of Michigan

_____ _____
Jack Kleinhardt, Chairman Board of Commissioners Date
Clare County

_____ _____
Sharron Smith, Chairperson, Board of Commissioners Date
Gladwin County

GRANT NO. 2020-24

Compliance Planning Costs

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY20, if seeking reimbursement under this provision.

Are you submitting a worksheet for planning costs? ☐ Yes | ☒ No

If yes, do you have receipts showing that non-funding unit employees have been paid?
☐ Yes | ☐ No

Submitter Information

Funding Unit/System Name: Clare County

Submitted By (include name, title, email address and phone number): Karen L. Moore, Managed Assigned Counsel Administrator, idconsultantsmoore@gmail.com (989) 424-0304

Local Share

Please Note: Per MCL 780.983(i), the Local Share for your indigent defense system for FY 2020 will be indexed by 3% or the recent Urban Consumer Price Index (CPI), whichever is less. CPI for the most recent period is 2.2%; FY2020 requests should include Local Share funding enhanced by this factor.

Any change or corrections to your baseline local share calculation from FY19?

☐ Yes | ☒ No

If yes, please explain:

Attachments Submitted

- ✓ Have you attached your FY20 cost analysis? ☒ Yes | ☐ No
- ✓ Did you submit a list of the attorneys providing services? ☒ Yes | ☐ No
- ✓ If applicable, did you attach documentation supporting reimbursement for compliance planning? ☐ Yes | ☐ No
- ✓ Have you attached your revised local share certification (with CPI increase)?

  ☒ Yes | ☐ No
- ✓ If you have developed any local policies for implementing the MIDC's Standards, please attach to this application.

Standard 1

Training of Attorneys

Number of attorneys as of October 1, 2019: 8 currently.

Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2019 None

Any changes in your training plan from FY19? ☒ Yes | ☐ No

If yes, please describe: We have clarified and standardized training across systems. Please see attached.

Any changes in your funding needs from FY19 for this standard? ☒ Yes | ☐ No

If yes, please describe: See attached.

Standard 2

Initial Attorney meetings

How and when are defense attorneys notified of new assignments?

Defense attorneys are notified of new assignments daily after arraignments are concluded. The arraignment attorney completes a log with client name, phone and email, case number, charges and if the client is lodged. This log is sent to the administrator daily and the administrator's office emails assigned attorneys on the same day, usually within an hour of receiving the log. The defense attorney is provided this information.

How are you verifying that in-custody attorney visits occur within three business days?

The attorneys report back to the administrator with this information and must state in their invoices (signed by them stating the accuracy) the date appointed and date of initial meeting. Once we get all standards implemented in all jurisdictions, we will also be making personal observations of this by checking with jail staff and creating a log for the attorneys. At my last meeting with my regional administrator, she provided me a form for attorneys to sign pledging their understanding and acceptance of standards. I will be getting this to attorneys and having them sign.

How are you verifying introductory communications from the attorney with defendants who are not in custody?

See above. We also can ask any attorney at any time to produce a client letter with this information.

How are you compensating attorneys for this standard? Please provide details:

The plan as written switched the attorneys from a flat rate system or hourly, so the attorney gets paid hourly for all work done.

Any change in the initial interview procedure from your FY19 plan? ☐ Yes | ☒ No

If yes, please explain:

Any change from your FY19 funding needs for initial interviews? ☐ Yes | ☒ No

If yes, please explain: Funding would be needed if the Commission desires additional compensation for meeting this standard.

Confidential Meeting Spaces

Are there confidential meeting spaces in the jail? ☒ Yes | ☐ No

Please explain or describe: The meeting space is still under construction for improvements (per the prior plan) but it's still available.

Are there confidential meeting spaces in the courthouse for in-custody and out-of-court clients? ☒ Yes | ☐ No

Please explain or describe: These are the same spaces described in the prior plan.

Any change from the FY19 plan for meeting spaces? ☐ Yes | ☒ No

Please explain or describe:

Any change in FY19 funding needs for meeting spaces? ☐ Yes | ☒ No

Please explain or describe:

If you had construction for meeting spaces in your FY19 plan, please provide an update on the construction project:

The jail construction project is underway, but not yet completed. It will be within the next reporting period.

Standard 3

Experts and Investigators

Do you have a written policy for requesting experts or investigators? ☒ Yes | ☐ No

If yes, please explain or attach: See attached.

Any change in the process from FY19? ☐ Yes | ☒ No

If yes, please explain:

Any change in your funding needs for Standard 3 from FY19? ☒ Yes | ☐ No

If yes, please explain: We are still very new in the plan, but the attorneys will start using experts and investigators. Once they do, $10,000 will be grossly inadequate for a county of this population.

Standard 4

Counsel at First Appearance and Other Critical Stages

How are you providing counsel at first appearance and other critical stages? Please provide details: We have a dedicated arraignment attorney and identified backups. The District Court has set times for arraignments and the arraignment attorney meets with litigants and lodged litigants before arraignments. For Circuit Court, the court notifies the arraignment attorney when he/she is needed.

Are there any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, etc. ☒ Yes | ☐ No

How are you calculating compensation for this standard? Please provide details: The arraignment attorney is paid $80 per hour.

Will there be any change in this process from FY19? ☐ Yes | ☒ No

If yes, please explain:

Any change in how you are paying attorneys for this standard from FY19? ☒ Yes | ☐ No

If yes, please explain: The plan set the rate at $65 per hour and we increased, with permission, to $80 per hour.

Will there be any change in your funding needs for this standard from FY19?
☒ Yes | ☐ No

If yes, please explain: We propose an increase to $85 per hour.

Personnel

Any personnel positions/hours eliminated or reduced from FY19? ☐ Yes | ☒ No

If yes, please explain:

Any additional positions/hours requested from FY19? ☒ Yes | ☐ No

If yes, please explain: Data collection is not easy or readily available for courts and county administration. If MIDC wants accurate and timely data from courts and administration, time and money will be needed. See attached. Clare County is also administering the plan for Gladwin County, so funds should be provided to Clare County for that.

Any change in fringe benefits from FY19? ☐ Yes | ☒ No

If yes, please explain:

Supplies & Other

Please list any supplies or equipment requested, and a brief explanation of need or use in FY20.

Compliance Planning Costs

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY20, if seeking reimbursement under this provision.

Are you submitting a worksheet for planning costs? ☐ Yes | ☒ No

If yes, do you have receipts showing that non-funding unit employees have been paid?
☐ Yes | ☐ No

Submitter Information

Funding Unit/System Name: Gladwin County

Submitted By (include name, title, email address and phone number): Karen L. Moore, Managed Assigned Counsel Administrator, idconsultantsmoore@gmail.com (989) 424-0304

Local Share

Please Note: Per MCL 780.983(i), the Local Share for your indigent defense system for FY 2020 will be indexed by 3% or the recent Urban Consumer Price Index (CPI), whichever is less. CPI for the most recent period is 2.2%; FY2020 requests should include Local Share funding enhanced by this factor.

Any change or corrections to your baseline local share calculation from FY19?

☐ Yes | ☒ No

If yes, please explain:

Attachments Submitted

- ✓ Have you attached your FY20 cost analysis? ☒ Yes | ☐ No
- ✓ Did you submit a list of the attorneys providing services? ☒ Yes | ☐ No
- ✓ If applicable, did you attach documentation supporting reimbursement for compliance planning? ☐ Yes | ☐ No
- ✓ Have you attached your revised local share certification (with CPI increase)?

  ☒ Yes | ☐ No
- ✓ If you have developed any local policies for implementing the MIDC's Standards, please attach to this application.

Standard 1

Training of Attorneys

Number of attorneys as of October 1, 2019: 7 currently.

Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2019 None

Any changes in your training plan from FY19? ☒ Yes | ☐ No

If yes, please describe: We have clarified and standardized training across systems. Please see attached.

Any changes in your funding needs from FY19 for this standard? ☒ Yes | ☐ No

If yes, please describe: See attached.

Standard 2

Initial Attorney meetings

How and when are defense attorneys notified of new assignments?

Defense attorneys are notified of new assignments daily after arraignments are concluded. The arraignment attorney completes a log with client name, phone and email, case number, charges and if the client is lodged. This log is sent to the administrator daily and the administrator's office emails assigned attorneys on the same day, usually within an hour of receiving the log. The defense attorney is provided this information.

How are you verifying that in-custody attorney visits occur within three business days?

The attorneys report back to the administrator with this information and must state in their invoices (signed by them stating the accuracy) the date appointed and date of initial meeting. Once we get all standards implemented in all jurisdictions, we will also be making personal observations of this by checking with jail staff and creating a log for the attorneys. At my last meeting with my regional administrator, she provided me a form for attorneys to sign pledging their understanding and acceptance of standards. I will be getting this to attorneys and having them sign.

How are you verifying introductory communications from the attorney with defendants who are not in custody?

See above. We also can ask any attorney at any time to produce a client letter with this information.

How are you compensating attorneys for this standard? Please provide details:

The plan as written switched the attorneys from a flat rate system or hourly, so the attorney gets paid hourly for all work done.

Any change in the initial interview procedure from your FY19 plan? ☐ Yes | ☒ No

If yes, please explain:

Any change from your FY19 funding needs for initial interviews? ☐ Yes | ☒ No

If yes, please explain: Funding would be needed if the Commission desires additional compensation for meeting this standard.

Confidential Meeting Spaces

Are there confidential meeting spaces in the jail? ☒ Yes | ☐ No

Please explain or describe: These rooms existed prior.

Are there confidential meeting spaces in the courthouse for in-custody and out-of-court clients? ☒ Yes | ☐ No

Please explain or describe: These are the same spaces described in the prior plan.

Any change from the FY19 plan for meeting spaces? ☐ Yes | ☒ No

Please explain or describe:

Any change in FY19 funding needs for meeting spaces? ☐ Yes | ☒ No

Please explain or describe:

If you had construction for meeting spaces in your FY19 plan, please provide an update on the construction project:

Standard 3

Experts and Investigators

Do you have a written policy for requesting experts or investigators? ☒ Yes | ☐ No

If yes, please explain or attach: See attached.

Any change in the process from FY19? ☐ Yes | ☒ No

If yes, please explain:

Any change in your funding needs for Standard 3 from FY19? ☒ Yes | ☐ No

If yes, please explain: We are still very new in the plan, but the attorneys will start using experts and investigators. Once they do, $10,000 will be grossly inadequate for a county of this population.

Standard 4

Counsel at First Appearance and Other Critical Stages

How are you providing counsel at first appearance and other critical stages? Please provide details: We have dedicated arraignment attorneys on a set schedule and identified backups. The District Court has set times for arraignments and the arraignment attorney meets with litigants and lodged litigants before arraignments. For Circuit Court, the court notifies the arraignment attorney when he/she is needed.

Are there any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, etc. ☒ Yes | ☐ No

How are you calculating compensation for this standard? Please provide details: The arraignment attorney is paid $80 per hour.

Will there be any change in this process from FY19? ☐ Yes | ☒ No

If yes, please explain:

Any change in how you are paying attorneys for this standard from FY19? ☒ Yes | ☐ No

If yes, please explain: The plan set the rate at $65 per hour and we increased, with permission, to $80 per hour.

Will there be any change in your funding needs for this standard from FY19?
☒ Yes | ☐ No

If yes, please explain: We propose an increase to $85 per hour.

Personnel

Any personnel positions/hours eliminated or reduced from FY19? ☐ Yes | ☒ No

If yes, please explain:

Any additional positions/hours requested from FY19? ☒ Yes | ☐ No

If yes, please explain: Data collection is not easy or readily available for courts and county administration. If MIDC wants accurate and timely data from courts and administration, time and money will be needed. See attached. Clare County is also administering the plan for Gladwin County, so funds should be provided to Clare County for that.

Any change in fringe benefits from FY19? ☐ Yes | ☒ No

If yes, please explain:

Supplies & Other

Please list any supplies or equipment requested, and a brief explanation of need or use in FY20.

Indigent Defense System Cost Analysis

Grant Year October 1, 2019 - September 2020

Funding Unit Namea: Clare & Gladwin counties

Personnel	Position	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Clare Co.	Corrections Officer	Part time	15,910.00	15,910.00			15,910.00
Clare Co.	DC - Data Collection	5 hrs/wk* 16.18	4,207.00	4,207.00			4,207.00
Clare Co.	CC Data Collection	5 hrs/wk * 16.70	4,342.00	4,342.00			4,342.00
Clare Co. Admin.	County Adm. Asst.	4 hrs/wk * 19.37	4,029.00	4,029.00			4,029.00
Gladwin Co.	Corrections Officer	Full-time	41,828.80	41,828.80			41,828.80
Gladwin Co.	DC - Data Collection	5 hrs/wk * 16.18	4,207.00	4,207.00			4,207.00
Gladwin Co.	CC Data Collection	5 hrs/wk * 18.63	4,843.00	4,843.00			4,843.00
Category Summary			79,366.80	79,366.80	0.00	0.00	79,366.80

Personnel Jusification - List all positions to be funded by the grant budget (state grant/local share). Please * highlight all positions that are new personnel requests for FY2020 and provide justification for need. JUSTIFICATION: The data needed/wanted is not seamless for the courts and administration to obtain. If this data is needed by MIDC, funds must be provided to pay staff overtime to collect. The staff currently work 35 hours/wk., so adding 5 hours will not rise to overtime. We propose using a clerk in both District Courts and the Chief Deputy in the Circuit Court. Clare Co. is the fiduciary for both Clare & Gladwin counties. In that regard, the Clare County Administrator moved her administrative assistant from part to full time to cover these extra MIDC duties. The amount above only reflects the hourly salary for said employee.

Fringe Benefits	Percentage	Amount	State Grant	Local Share	Sources	Total
Corrections Officer - Clare		1,505.00	1,505.00			1,505.00
Corrections Officer - Gladwin		30,471.09	30,471.09			30,471.09
Clare Co. Adm. Asst.		997.00	997.00			997.00
Category Summary	0.00%	32,973.09	32,973.09	0.00	0.00	32,973.09

Fringe Benefits Justification: These have not changed from current budget.

Contractual

Contracts for Attorneys	Services Provided	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Arraignment Attorney - Clare	Arraignments	1359 hours * $85/hour	115,515.00	115,515.00			115,515.00
Attorney Fees - Clare	Attorney Fees	$100 per hour	823,000.00	669,062.00	153,938.00		823,000.00
Second Chair Attorney - Clare	Second Chair	300 hours * $90/hour	27,000.00	27,000.00			27,000.00
Managed Assign Counsel -Clare	Administration		40,000.00	40,000.00			40,000.00
Arraignment Attorney - Gladwin	Arraignments	1121 hours * $85/hour	95,285.00	95,285.00			95,285.00
Attorney Fees - Gladwin	Attorney Fees	$100 per hour	644,400.00	571,812.13	72,587.87		644,400.00
Second Chair Attorney - Gladwin	Second Chair	300 hours * $90/hour	27,000.00	27,000.00			27,000.00
Managed Assign Counsel -Gladwin	Administration		40,000.00	40,000.00			40,000.00
Category Summary			1,812,200.00	1,585,674.13	226,525.87		1,812,200.00

Contract Attorney Justification - list all possible rate scenarios for attorney contracts that apply (i.e. hourly, event based, annual contract paid monthly) and the type work whether generally indigent defense or specific like counsel at first appearance. Please * highlight rates or attorney line requests that are a change from your FY19 approved contract and contract rates.
We propose an increase to CAAs from $90 per hour to $100 per hour. Last budget Clare Co. had 8230 hours at $90 per hour and Gladwin Co. had 6444 hours at $90 per hour.
We also propose increasing the arraignment attorney from $80 per hour to $85

Contracts for Experts and Investigators	Services Provided	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Experts & Investsigators -Clare			20,000.00	20,000.00			20,000.00
Experts & Investsigators -Gladwin			15,000.00	15,000.00			15,000.00
Category Summary			35,000.00	35,000.00	0.00	0.00	35,000.00

Experts and Investigators Justification - Provide explanation and justification if there are changes to the requested amounts for experts and investigators from the FY19 approved contract along with an explanation if requesting to adjust the rates from your FY19's approved contract rates. The attorneys are starting to use these funds and we will run out in both counties this budget.

Contracts for Construction Projects	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total

Category Summary			0.00	0.00	0.00	0.00	0.00

Construction Project Justification - Provide as much detail as possible for the requested contruction project identifying the need for the construction project, the component costs if possible, whether an estimate or if you were provided a documented quote. Attach a separate document if needed. Please attach the quote to the submission of the application.

Contracts Other	Services Provided	Calulation	Total	State Grant	Local Share	Other Funding Sources	Total
Category Summary			0.00	0.00	0.00	0.00	0.00

Contracts Other Justification - Provide justification for all other contract costs associated with the local indigent defense system with a * highlight to new request for FY20.

Equipment	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Category Summary			0.00	0.00	0.00	0.00	0.00

Equipment Justification - Provide justification for new equipment requests for FY20

Training/Travel	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Training - Clare	NAPD	10 * $20	200.00	200.00			200.00
Training - Clare	SADO	10 * $50	500.00	500.00			500.00
Training - Clare	CDAM	10 * $300	3,000.00	3,000.00			3,000.00
Travel & Meals - Clare		250/night/atty - 2 nights	5,000.00	0.00	5,000.00		5,000.00
Training - Gladwin	NAPD	10 * $20	200.00	200.00			200.00

Training - Gladwin	SADO	10 * $50	500.00	500.00			500.00
Training - Gladwin	CDAM	10 * $300	3,000.00	3,000.00			3,000.00
Travel & Meals - Gladwin		250/night/atty - 2 nights	5,000.00	0.00	5,000.00		5,000.00
Category Summary			17,400.00	7,400.00	10,000.00	0.00	17,400.00

Training and Travel Justification - Provide travel and training justification and *highlight new or changed requests for FY20.

Supplies/Services	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Category Summary			0.00	0.00	0.00	0.00	0.00

Supplies Justification - Provide justification for supplies requests and *highlight new or changed requests for FY20.

Budget Total			1,976,939.89	1,740,414.02	236,525.87	0.00	1,976,939.89

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET

VEHICLE AND TRAVEL SERVICES (VTS)
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2019

MICHIGAN SELECT CITIES *

	Individual	Group Meeting pre-arranged and approved
Lodging**	$85.00	$85.00
Breakfast	$10.25	$13.25
Lunch	$10.25	$13.25
Dinner	$24.25	$27.25

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting pre-arranged and approved
Lodging**	$85.00	$85.00
Breakfast	$ 8.50	$11.50
Lunch	$ 8.50	$11.50
Dinner	$19.00	$22.00
Per Diem	**$87.00**	
Lodging	$51.00	
Breakfast	$ 8.50	
Lunch	$ 8.50	
Dinner	$19.00	

OUT-OF-STATE SELECT CITIES *

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	$13.00	$16.00
Lunch	$13.00	$16.00
Dinner	$25.25	$28.25

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	$10.25	$13.25
Lunch	$10.25	$13.25
Dinner	$23.50	$26.50
Per Diem	**$97.00**	
Lodging	$51.00	
Breakfast	$10.25	
Lunch	$10.25	
Dinner	$23.50	

Incidental Costs (per overnight stay) $5.00

Mileage Rates

Premium Rate	$0.580 per mile
Standard Rate	$0.340 per mile

*See Select High Cost City Listing
**Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or www.somtravel.com

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
VEHICLE AND TRAVEL SERVICES (VTS)
SELECT HIGH COST CITY LIST
TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES EFFECTIVE
October 1, 2019

Michigan Select Cities / Counties

Cities	Counties
Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse Oakland Wayne

Out of State Select Cities / Counties

State	City / County	State	City / County
Arizona	Phoenix, Scottsdale, Sedona	Maryland	Baltimore City, Ocean City (Counties of Montgomery & Prince Georges)
California	Los Angeles (Counties Los Angeles, Orange, Mendocino & Ventura) Edwards AFB, Arcata, McKinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Massachusetts	Boston (Suffolk County), Burlington Cambridge, Woodburn Martha's Vineyard
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
Connecticut	Bridgeport, Danbury	Nevada	Las Vegas
DC	Washington DC, Alexandria, Falls Church, Fairfax (Counties of Arlington & Fairfax in Virginia) (Counties of Montgomery & Prince George's in Maryland)	New Mexico	Santa Fe
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West	New York	Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens and Staten Island), Melville, New Rochelle, Riverhead, (Suffolk County), Ronkonkoma, Tarrytown, White Plaines
Georgia	Brunswick, Jekyll Island	Ohio	Cincinnati
Idaho	Ketchum, Sun Valley	Pennsylvania	(Bucks County) Pittsburgh
Illinois	Chicago (Cook & Lake Counties)	Rhode Island	Bristol, Jamestown, Middletown, Newport (Newport County), Providence
Kentucky	Kenton	Texas	Austin, Dallas, Houston, LB Johnson Space Center
Louisiana	New Orleans	Utah	Park City (Summit County)
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	Vermont	Manchester, Montpelier, Stowe (Lamoile County)
		Virginia	Alexandria, Falls Church, Fairfax
		Washington	Port Angeles, Port Townsend, Seattle
		Wyoming	Jackson, Pinedale

Department of Licensing and Regulatory Affairs
Michigan Indigent Defense Commission
FINANCIAL STATUS REPORT

1. Name and Address of Grantee	2. Funding Unit(s)	3. Grant Number	4. Grant/Contract Period From:_____ To:_____
	5. Current Report Period From:_____ To:_____	6. Final Report _____YES _____NO	7. Total Grant Amount State Grant _____ Local Share _____

8. Cost Categories	Salaries Fringes	Contracts: Contract Attorneys	Contracts: Experts Investigators	Contracts: Construction	Contracts: Other	Equipment	Travel Training	Supplies Services	Total
a. Expenditures this Report Period	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00
b. Local Share	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. State Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d. Total Expenditures to date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Local Share Expenditures to date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
f. State Grant Expenditures to date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

9. State Grant Advancements	
a. Received this reporting period	$0.00
b. Received to date	$0.00

10. Remarks

11. Certification: I certify that to the best of my knowledge and belief this report is correct and complete and that all expenditures are for the purposes set forth in the approved compliance plan and consistent with the grant contract and attachments.

_____ _____
authorizing signature date

_____ _____
position email/phone contact

12. MIDC Approval

_____
Grant Manager's Signature Date

_____
State Office Admin. Signature Date

D. FINANCE AND ADMINISTRATION STANDING COMMITTEE

STATUTORY FINANCE COMMITTEE

MEETING MINUTES OF

December 16, 2019

COMMISSIONERS PRESENT: Commissioner Kleinhardt and Commissioner Majewski

CALL TO ORDER

Committee member Kleinhardt called the meeting to order at 1:00 p.m.

II. PUBLIC COMMENTS:

III. COMMITTEE ITEMS

A. December 16, 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 Struse and seconded by Commissioner Kleinhardt to approve the December 16, 2019 General Fund claims as submitted in the amount of $ 75,422.82 Motion carried.

B. PRESENTATIONS

IV. UNFINISHED BUSINESS

V. NEXT MEETING DATE: December 30, 2019 at 9:00 A.M.

VI. ADJOURNMENT

The Statutory Finance Committee meeting adjourned at 2:30 p.m.

STATUTORY FINANCE COMMITTEE

MEETING MINUTES OF

December 30, 2019

COMMISSIONERS PRESENT: Commissioner Kleinhardt, Commissioner Haskell and Commissioner Strouse

CALL TO ORDER

Committee member Strouse called the meeting to order at 9:15 a.m.

II. PUBLIC COMMENTS: None

III. COMMITTEE ITEMS

A. December 30, 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 Struse and seconded by Commissioner Kleinhardt to approve the December 30, 2019 General Fund claims as submitted in the amount of $ 62,575.79 Motion carried.

B. PRESENTATIONS

IV. UNFINISHED BUSINESS

V. NEXT MEETING DATE: January 13, 2019 at 9:00 A.M.

VI. ADJOURNMENT

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

MONTHLY EXPENDITURES

Dec-19

GENERAL FUND 101	PARKS & RECREATION 208	FRIEND OF COURT 215	GYPSY MOTH 239	PUBLIC BLDG IMPROVEMENT 245	
$ 773,166.45	$ -	$ 29,162.57	$ -	$ -	$ 802,329.02
BLDG/ELECT DEPT 249	**AUTOMATION FUND 256**	**INDIGENT DEFENSE FUND 260**	**911 SERVICE 261**	**LOCAL CORR CPL LICENSING 263**	
$ 21,488.46	$ -	$ 41,833.06	$ 47,525.52	$ 966.00	$ 111,813.04
LOCAL CORR OFFICERS TRAIN FUND 264	**DRUG LAW INF FUND 265**	**OWI FORFEITURE FUND 267**	**CLARE/GLADWIN RECOVERY CRT 268**	**LAW LIBRARY 269**	
$ -	$ -	$ 207.66	$ 7,787.74	$ 429.37	$ 8,424.77
HOUSING 274	**COMM DEV ESCROW 275**	**COUNCIL ON AGING 288**	**SOCIAL SERVICES 290**	**CHILD CARE PROBATE 291**	
$ 517.70	$ -	$ 127,513.59	$ 53.82	$ 23,983.76	$ 152,068.87
CHILD CARE SOCIAL SERV 292	**SOLDIERS/ SAILORS RELIEF 293**	**VETERANS TRUST 294**	**AIRPORT 295**	**VETERANS SPECIAL PROJECTS 296**	
$ -	$ 291.41	$ -	$ 680.46	$ 248.14	$ 1,220.01
CRTHOUSE RENOV DEBT 366	**BLDG AUTH DEBT 370**	**BROWNFIELD DEBT FUND 380**	**ANIMAL SHELTER 413**	**CO CONST LOAN 466**	
$ -	$ -	$ -	$ -	$ -	$ -
BROWNSFIELD AUTH-REV LOAN 480	**BROWNSFIELD E P A 486**	**LAND BANK AUTHORITY 515**	**TAX REVOLVING 516**	**TAX FORECLOSURE FUND 518**	
$ -	$ -	$ 390.00	$ 2,962.36	$ 4,980.00	$ 8,332.36
TRANSIT 588	**JAIL COMMISS FUND 595**	**TECHNOLOGY 644**	**HEALTH INSURANCE 677**	**T & A 701**	
$ -	$ 2,029.75	$ -	$ -	$ 113,552.95	$ 115,582.70
LIBRARY 721	**CLEARING FUND 777**	**DRAIN 801**	**LAKE LEVEL 841**	**LAKE IMPROVEMENT 845**	
$ -	$ 270,243.17	$ 83,577.46	$ 994.19	$ -	$ 354,814.82

GRAND TOTAL	$ 1,554,585.59		$	1,554,585.59
		101 GENERAL FUND	$	(773,166.45)
		ALL OTHER FUNDS	$	781,419.14

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #20- 22

Requesting Department **Sheriff Department** Date **01/03/20**

Explanation of Request (explain fully) **Transfer funds from 101-352-705.002, to 101-352-706.000 Overtime**

	FROM	Amount		TO	Amount
Acct. #	101-352-705.002	$ 2,000.00	Acct. #	101-352-706.000	$ 2,000.00
Acct. #	PT Security Transport DSM		Acct. #	Overtime	
Acct. #			Acct. #		
Acct. #			Acct. #		
Acct. #			Acct. #		
Acct. #			Acct. #		
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	TOTAL	$ 2,000.00		TOTAL	$ 2,000.00

DO NOT WRITE BELOW THIS LINE

Verification:

Finance/Budget Committee

1. Finance Chair — Date
2. Board Chair — Date
3. Administrator — Date

Action Req: _____

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #20- 24

Requesting Department **Sheriff Department** Date **01/07/20**

Explanation of Request (explain fully) **Transfer funds from 101-301-957.001 to 01-351-931.000 shortfall due to building repairs.**
NOTE-These funds were transferred from the 595- Inmate Commissary Fund to 301-Training , BA 12/19/19, but training was canceled after the funds were approved.

FROM		Amount	TO		Amount
Acct. #	101-301-957.001	$ 8,056.00	Acct. #	101-351-931.000	$ 8,056.00
Acct. #			Acct. #		
Acct. #			Acct. #		
Acct. #			Acct. #		
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	TOTAL	$ 8,056.00		TOTAL	$ 8,056.00

DO NOT WRITE BELOW THIS LINE

Verification:

Finance/Budget Committee Date Action Req: _____

1. Finance Chair Date
2. Board Chair Date
3. Administrator Date

LINE ITEM TRANFER/BUDGET ADJUSTMENT #20- 25

CIRCUIT/PROBATE COURT DATE: 1/7/2020

ADDRESSING BUDGET LINE OVERAGES

FROM:	AMOUNT	TO:	AMOUNT
101-148-704.002 Circuit/Probate Admin	$548.00	101-148-978.000 New Equipment	$548.00

s/ Darrell A. Schlese
Darrell A. Schlese
Court Administrator

****

Verification:

Finance/Budget Committee_____ ____/____/_____
Finace Chair_____ ____/____/_____
Board Chair_____ ____/____/_____
Adminstrator_____ ____/____/_____

D5

RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2020-2021 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED

20-01

WHEREAS, pursuant to Act 94 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Clare County Board of Commissioners, (hereby known as THE APPLICANT) established under Act 94, to provide a local transportation program for the state fiscal year of 2020-2021 and, therefore, apply for state financial assistance under provisions of Act, 51 and

WHEREAS, it is necessary for THE APPLICANT, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, the performance indicators for this agency have been reviewed and approved by THE APPLICANT, and (State Operating Assistance Program only)

WHEREAS, THE APPLICANT, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds, $295,253, estimated state funds, $603,491, estimated local funds, $320,000, estimated fare box, $290,000, estimated other funds, $211,751 with a total estimated expenses of $1,720,495.

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Tom Pirnstill , Clare County Transit Executive Director, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2021.

I, Lori Martin, Clerk, of THE APPLICATN, having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of January 15th, 2020, with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and Affixed the Seal of said Court, this 15th day of January 2020.

_____

Lori Martin, Clerk Board of Commissioners

Clare County Transit Corporation
Expense/Revenue Report
September 2019

Year to Date Statistics

	YTD	FY 18/19	FY 17/18	Difference
Passengers	Regular	28,389	29,623	(1,234)
	Children	18,357	17,473	884
	Disabled	31,069	32,167	(1,098)
	Senior	10,944	10,742	202
	Senior Disabled	6,760	7,224	(464)
	Total	**95,519**	**97,229**	**(1,710)**

PERFORMANCE INDICATORS

YTD	FY 18/19	FY 17/18	Difference
Mileage	564,625	557,968	6,657
Driver Hours	27,546	26,904	642
Fuel	64,534	64,724	(190)

	FY 18/19	FY 17/18	Difference	FY 17/18
Cost per Passenger	$17.88	$17.01	0.87	Grand Total Exp
Cost per Hour	$62.01	$61.46	0.55	1,653,552.00
Cost per Mile	$3.03	$2.96	0.06	
Miles Per Vehicle Hour	20.50	20.74	(0.24)	
MPG	8.75	8.62	0.13	

CONTRACT RESOLUTION FY 2020-2021

#20-02

AUTHORIZATION TO EXECUTE CONTRACTS OF $700,000 OR LESS WITH MICHIGAN DEPARTMENT OF TRANSPORTATION FOR PASSENGER TRANSPORTATION RELATED SERVICES

WHEREAS, the Board of Commissioners, County of Clare, has the authority to contract with Michigan Department of Transportation for State and/or Federal funds for Passenger Transportation related services; and

WHEREAS, the resolution shall cover execution of contracts of $700,000 or less with the Michigan Department of Transportation during FY 2020-2021 for Passenger Transportation related services; and

WHEREAS, this resolution shall expedite the execution of the aforementioned contracts.

NOW, THEREFORE, be it resolved that Tom Pirnstill, Clare County Transit Executive Director, is authorized to enter into and execute on behalf of the Board of Commissioners, County of Clare all contracts of $700,000 or less with the Michigan Department of Transportation for Passenger Transportation related services for the period from October 1, 2020 through September 30, 2021.

CERTIFICATE

I, Lori Martin, 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 #_____was adopted by the Clare County Board of Commissioners at their regular meeting held on January 15th, 2020, as appears of record in my office.

IN TESTIMONY WHEREOF, I have hereunto set my hand and Affixed the Seal of said Court, this 15th day of January, 2020.

_____

Lori Martin, Clerk Board of Commissioners

RESOLUTION AUTHORIZING ADOPTION AND RATIFICATION OF CONTRACT CLAUSES CERTIFICATION WITH MICHIGAN DEPARTMENT OF TRANSPORTATION

#20-03

Contract Clauses Certification for fiscal year 2020-2021, having been duly considered and reviewed by the Clare County Board of commissioners:

NOW, THEREFORE, be it resolved that the Clare County Board of Commissioners hereby authorize Jack Kleinhardt, Chair of said Board of Commissioners, to sign the certification on behalf of the Clare County Board of Commissioners upon the affirmative vote of the Clare County Board of Commissioners as indicated by the following.

Yeas:_____

Nays:_____

Absent:_____

CERTIFICATE

I, Lori Martin, 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 #_____was adopted by the Clare County Board of Commissioners at their regular meeting held on January 15th, 2020 as appears of record in my office.

IN TESTIMONY WHEREOF: I have hereunto set my hand and Affixed the Seal of said Court , this 15th day of January, 2020.

_____

Lori Martin, Clerk Board of Commissioners

CLARE COUNTY RESOLUTION

#20-04

AUTHORIZING ADOPTION AND RATIFICATION OF PUBLIC ACT 51 TO MAINTAIN AN ACCESSABILITY PLAN WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION

Attached accessibility plan for the Clare County Transit Corporation, in accordance with Public Act 51 and requested by The Passenger Transportation Division of MDOT, having been duly considered and reviewed by the Clare County Board of Commissioners:

NOW, THEREFORE, be it resolved that said plan authorization is hereby adopted and ratified by the Clare County Board of Commissioners as indicated by the following:

Yeas:_____

Nays:_____

Absent:_____

Dated this 15th Day of January, 2020

By:_____

Jack Kleinhardt, Chairperson

Certificate

I, Lori Martin, 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 #_____ was adopted by the Clare County Board of Commissioners at their regular meeting held on January 15th, 2020 as appears of record in my office.

IN TESTIMONY WHEREOF, I have hereunto set my hand and Affixed Seal of said Court, this 15th day of January, 2020.

_____

Lori Martin, Clerk
Clare County Board of commissioners

PTMS Contacts Help Logout MI.gov

Michigan Department of Transportation
PTMS
Public Transportation Management System

Welcome pinstill1473

Statewide Transit Agency
- Profile
- Application
  - Checklist
  - Capital Request
  - Annual Budgeted OARs
  - TA Forms
  - Attachments
- Vehicles
- Equipment
- Facilities
- All Operating Reports
- Milestone Reporting

Statewide Vehicle

Statewide Equipment

Statewide Facilities

Statewide Capital Requests

Reports

PTMS - TA Forms

TA Form : 3059, Transit Agency: Clare County Transit Corporation

PRINT

FY 2021 VEHICLE ACCESSIBILITY PLAN UPDATE

NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

Form (Draft) saved successfully.

Name of applicant (legal organization name) *

Clare County Transit Corporation

1. Total D-R Fleet anticipated for application year (including locally funded vehicles) *

25 **Note: The fleet total provided must match the OAR's**

2. Total Anticipated D-R Fleet Accessible or lift-equipped (including locally funded vehicles) *

25 **Note: The fleet total provided must match the OAR's**

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted? (If "yes" explain changes and reasons for those changes below.) *

(●) Yes ( ) No

Explain changes and reasons for those changes *

Expect to go from 28 buses to 25 buses. We still had buses with no lifts. All buses ordered will have lifts so we will be at 100% lift capable so we can make better use of our assets.

4. Has the agency made any changes in the following since the last accessibility plan update was submitted? *

A. Fare structure * ( ) Yes (●) No

B. Service area information * ( ) Yes (●) No

C. Service availability information * ( ) Yes (●) No

D. Service Hours/days of operation * (●) Yes ( ) No

Please Explain *

Decreased ridership let to rescheduling buses. Cut Saturday service and some evening hours.

E. Local advisory council membership * (●) Yes ( ) No

Please Explain *

Membership names changes year to year depending on availability of the person.

5. Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update? *

( ) Yes (●) No

6. How frequently does the agency's LAC meet? *