

Agenda
Tuscola County Board of Commissioners
Committee of the Whole Monday, February 24, 2020 – 8:00 A.M.
HH Purdy Building - 125 W. Lincoln, Caro, MI

Finance/Technology
Committee Leaders-Commissioners Young and Jensen

Primary Finance/Technology

1. MIDC 2020 Grant (See A)
2. Tuscola County Veteran's Committee Operating Procedures- 8:30 (See B)
3. Veterans Millage Programs Updates – Mark Zmierski, Veterans Affairs Director
4. Vassar City Council Building Codes Enforcement (See C)
5. Accounting Procedures for Recording Building Codes (See D)
6. Open Received RFP for Government Relations Legislative Representative Services

On-Going and Other Finance

Finance

1. Preparation of Updated Multi-Year Financial Plan
2. Preparation of the Updated Tuscola County Remonumentation Program Plan
3. Continue Review of Road Commission Legacy Costs

Technology

1. Increasing On-Line Services/Updating Web Page
2. Implementation of New Computer Aided Dispatch System

Personnel

Committee Leader-Commissioners Vaughan and Bardwell

Primary Personnel

None

On-Going and Other Personnel

1. Strengthen and Streamline Year-End Open Enrollment
2. Magistrate Pay Review

Building and Grounds
Committee Leaders-Commissioners Jensen and Grimshaw

Primary Building and Grounds

1. Request to Use Courthouse Lawn May 7th, 2020 – National Day of Prayer (See E)
2. Request to Use Courthouse Lawn June 5th-6th, 2020 – Cars & Crafts Weekend (See F)

On-Going and Other Building and Grounds

1. County Jail Study
2. Recycling Relocation Update
3. County Physical and Electronic Record Storage Needs – Potential Use of Recycling Pole Building
4. State Land Purchase
5. Smoking Policy

Other Business as Necessary

1. 2020 Census – Promotion (See G)

On-Going Other Business

1. Board Rules of Order – Possible revisions within 6 months (1-13-20)
2. Policy Updates
3. SB 46

Public Comment Period



MICHIGAN INDIGENT
DEFENSE COMMISSION

Dear Grantee:

Attached is the fiscal year 2020 indigent defense grant contract for your local funding unit. If you are receiving this letter, the Michigan Indigent Defense Commission (MIDC) has approved your plan and cost analysis for compliance with approved MIDC Standards.

Fiscal Year 2020 Grant Contract

Please read the grant contract carefully and share it with any person in your funding unit that may be responsible for implementation, compliance reporting, or financial reporting related to the grant. The grant contract contains important information and dates regarding distribution of grant funds, compliance, and requirements for reporting.

Once the grant contract is signed by the authorized signatory for the funding unit, please return the signed contract by email to **LARA-MIDC-Info@michigan.gov**. You should include your Regional Manager on this email. The contract will be signed by MIDC and LARA and then entered into SIGMA for payment. You will receive a fully executed copy of the contract by email.

Once the contract has been fully executed, the initial state grant disbursement will be processed for advance payment. The state grant disbursement will be reduced by any reported FY19 unexpended state grant funds.

This contract covers any spending occurring between **October 1, 2019 and September 30, 2020** that has been approved as part of the cost analysis. Please see Attachment B to the contract for the funding unit's approved budget.

Grant Reporting and Webinars

The first quarterly compliance and financial reports will be due **January 31, 2020**. This report should reflect compliance and financial information for the period of October 1, 2019 through December 31, 2019. *Please note that budget adjustment and substantial plan change requests should only be submitted with the quarterly reports.* If you have questions about this, please contact your Regional Manager.

The MIDC staff will host informational webinars regarding first quarter reporting in January 2020. Additional information on the upcoming webinars will be available soon.

Upcoming Commission Meetings

The Commission's final meeting of the year will be December 17, 2019 at 200 N. Washington Square in downtown Lansing. The agenda and meeting packet will be posted on the Commission's website, www.michiganidc.gov, in advance of the meeting. We welcome you to attend the

meeting, which will begin at 11:00 a.m. The Commission will publish the schedule for 2020 meetings in December.

Please do not hesitate to contact me if you have any feedback, or your Regional Manager if you have questions about implementation under the grant contract. We encourage you to continue to check our website, www.michiganidc.gov/grants, where you can find information regarding the time and location of the Commission's meetings, as well as other updated information.

Sincerely,

s/Loren Khogali

Loren Khogali, Executive Director
Michigan Indigent Defense Commission
Phone: (517) 275-2845/Email: khogali@michigan.gov

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

GRANTEE/ADDRESS:

Thomas Bardwell
Chairman, Board of Commissioners
125 W. Lincoln Street
Caro, MI 48723
989-672-3700

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: \$1,121,837.00

FY 20 State Grant Contribution: \$665,713.33
FY 20 Local Share Contribution: \$253,956.78
FY 19 Prior Year Unspent Funds: \$202,166.89

ACCOUNTING DETAIL: Accounting Template No.: 6411113T032

SIGMA Vendor Code: 0048120

GRANT

This is Grant # 2020-41 between the Michigan Indigent Defense Commission (MIDC) (Grantor), and Tuscola 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 subsection 1.1.

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 \$ 867,880.22.

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
Bureau of Finance and Administrative Services
Department of Licensing and Regulatory Affairs
State of Michigan

Date

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

Date

Thomas Bardwell, Chairman, Board of Commissioners
Tuscola County

Date

GRANT NO. 2020-41

Indigent Defense System Cost Analysis
 Grant Year October 1, 2019 - September 2020

Funding Unit Name (s)

Tuscola County

Personnel	Position	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Rahm W. Mormando	Managed Assigned Counsel Administrator	1950 Hours @ \$46.16 Hr	90,012.00	69,262.00	20,750.00		
TBD	*Admin Assistant	1300 Hours @ \$17.04 Hr	22,157.00	17,057.00	5,100.00		
Category Summary			112,169.00	86,319.00	25,850.00	0.00	112,169.00

Personnel Justification - 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. The Admin Assistant was requested as a budget adjustment in FY19 and approved. It is not a true addition to the FY2020 budget.

Fringe Benefits	Percentage	Amount	State Grant	Local Share	Sources	Total
FICA	7.65%	8,581.00	6,606.00	1,975.00		
Life Insurance	Flat Rate	89.00	68.00	21.00		
Retirement	8.00%	7,201.00	5,546.00	1,655.00		
Disability	Flat Rate	983.00	757.00	226.00		
Health and Dental Insurance	Flat Rate	16,700.00	12,859.00	3,841.00		
Workers Compensation	Flat Rate	1,194.00	919.00	275.00		

Category Summary 15.65% 34,748.00 26,755.00 7,993.00 0.00 34,748.00

Fringe Benefits Justification

These are all a part of the Tuscola County benefit plan for full-time employees. The part-time assistant will not be receiving these benefits other than the required FICA amount.

Contractual

Contracts for Attorneys	Services Provided	Calculation and rate	hours	Total	State Grant	Local Share	Other Funding Sources	Total
Misdemeanor Hourly Appointments	Indigent Defense Misdemeanor	\$100 per hr	3303.75 Hrs	330,375.00	254,375.00	76,000.00		
Felony Hourly Appointments	Indigent Defense Felony	\$110 Per hour	3685 Hrs	405,350.00	312,100.00	93,250.00		
Capital Hourly Appointments	Indigent Defense Capital	\$120 per Hr	1250 Hrs	150,000.00	115,500.00	34,500.00		
Counsel at first appearance hourly	CAFA Hourly	100 Per hour,	286 Hours	28,600.00	22,022.00	6,578.00		

Category Summary 914,325.00 703,997.00 210,328.00 0.00 914,325.00

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.

The increase in the 2020 budget from the 2019 budget is based solely on the adjustment to the hourly rate in Standard 8. The 2019 budget used rates of \$90 per hour for out of court work and \$110 per hour for in court time. The same number of cases and hours per case was used for the 2020 budget, the only changes was to be compliant with Standard 8.

Contracts for Experts and Investigators	Services Provided	Calculation and rate	hours	Total	State Grant	Local Share	Other Funding Sources	Total
Various experts	Various			10,000.00	7,700.00	2,300.00		
Various investigators	Various			8,750.00	6,737.00	2,013.00		
Witness Fees and Travel	Various			10,000.00	7,700.00	2,300.00		

Category Summary 28,750.00 22,137.00 6,613.00 0.00 28,750.00

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.

Contracts for Construction Projects	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
None Required							

Category Summary 0.00 0.00 0.00 0.00 0.00

Construction Project Justification - Provide as much detail as possible for the requested construction 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	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Lease for Office	MIDC Office and cleaning	600 monthly x 12 months	7,200.00	5,544.00	1,656.00		
Phones	Cell and office phones	160 monthly x 12 months	1,920.00	1,920.00	0.00		
Category Summary			9,120.00	7,464.00	1,656.00	0.00	9,120.00

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
	\$5,000 Various - See note below		5,000.00	3,850.00	1,150.00		
Category Summary			5,000.00	3,850.00	1,150.00	0.00	5,000.00

Equipment Justification - Provide justification for new equipment requests for FY20
 NOTE: This is based on various possible needs to accommodate replacement equipment. We have tablets out in the field with appointed attorneys and in the event that other office equipment breaks down. Also to provide tablets to new attorneys on the appointed list. New Printers are approximately \$600 per setup. New Computer with monitor is approximately \$1000. New Scanner is approximately \$500. I also have 4 noise generators running all day in the meeting areas for privacy. These are about \$40 to replace. I do not know the life expectancy of these units at this time. This would allow for 4-5 replacement or new tablets and one each of the rest of the basic electronic equipment to be replaced as needed only. This money is budgeted as a contingency in the event that any of these items is

Training/Travel	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
	\$13,725 CDAM	\$300 x 17	5,100.00				
	Hotels	\$125 per night x 2 nights x	4,250.00				
	Meals	\$30 x 3 meals x 17 attys	1,530.00				
Category Summary			13,725.00	13,681.22	43.78		13,725.00

Mileage	178 Miles x \$.58 x 17 Attys	1,755.00
SADO Memberships	\$50 x 15 Attys	750.00
NAPD Memberships	\$20 x 17 Attys	340.00

Category Summary	13,725.00	13,681.22	43.78	0.00	13,725.00
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Training and Travel Justification - Provide travel and training justification and *highlight new or changed requests for FY20.

These numbers were calculated based on the 2019 budget with an adjustment to the number of attorneys from 18 to 17. We are still trying to augment the list to 17. Also an adjustment to the mileage rate from .535 to .58. Additionally there are two attorneys who do not qualify for SADO membership currently because they have contracts as a City Attorney in one or more of the local communities. The total for training and travel is \$13,725.00. The mileage was calculated from the Tuscola County courthouse to the CDAM Conference in Boyne, MI.

Supplies/Services	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Various Supplies	Various		2,500.00	2,500.00	0.00		2,500.00
Memberships and subscriptions	Various		1,500.00	1,177.00	323.00		1,500.00
Category Summary			4,000.00	3,677.00	323.00	0.00	4,000.00

Supplies Justification - Provide justification for supplies requests and *highlight new or changed requests for FY20.
This is for paper, pens, toner, etc for the year. There was nothing in the FY19 budget for these items.

Budget Total	1,121,837.00	867,880.22	253,956.78	0.00	1,121,837.00
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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 Plains
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 (Lamoille 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 _____				
Contracts									
8. Cost Categories	Salaries Fringes	Contract Attorneys	Experts Investigators	Construction	Other	Equipmant	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.				12. MIDC Approval				
	_____ authorizing signature date								
_____ position small/phone contact									
_____ Grant Manager's Signature Date									
_____ State Office Admin. Signature Date									

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: Tuscola County

Submitted By (include name, title, email address and phone number):

Rahm W. Mormando, Managed Assigned Counsel Administrator.

rmormando@tucolacounty.org (989) 672-3799

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: The only adjustment is the addition of the 2.2% CPI.

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 N/A
- ✓ 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 - 11

Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2019 - 2

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

If yes, please describe: Several of the less experienced attorneys have expressed an interest in Trial College and other training opportunities that will benefit the local program. These expenses were not accounted for in the FY19 plan.

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

If yes, please describe: same as above: Several of the less experienced attorneys have expressed an interest in Trial College and other training opportunities that will benefit

MIDC FY20 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

the local program. These expenses were not accounted for in the FY19 plan. However, I think the cost will be able to be covered in the overall training budget.

Standard 2

Initial Attorney meetings

How and when are defense attorneys notified of new assignments? Attorneys are notified of new appointments in two ways. First, by the Managed Assigned Counsel Administrator by email, with a copy of the complaint, Order of Appointment, and any notes from the initial meeting and Arraignment. Second, appointed counsel receives a notice from the court by fax or email with the notices to appear on each case. All of this is done within 24 hours of the Arraignment.

How are you verifying that in-custody attorney visits occur within three business days? I do regular checks of the visitor log at the jail. I compare this with the list of defendants who I know are in custody and the appointed attorneys. All attorneys are required to sign in and out of the jail in the same log. Additionally, I speak to the jail staff on a regular basis to verify that attorneys are showing up within the three days.

How are you verifying introductory communications from the attorney with defendants who are not in custody? I periodically check with the defendants, and regularly follow up with the attorneys. I periodically send reminders to the entire appointed attorney list with the requirements for meeting with appointed clients.

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

All cases are paid at the rate of \$100 per hour in .25 increments.

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

If yes, please explain: The original plan called for a jail deputy to bring the clients from the jail to the Managed Assigned Counsel Administrator office. This would have incurred nearly \$30,000 of overtime per year. Rather than do this, I travel to the jail as often as needed to meet with those in custody. It is safer and cheaper to do this. The jail is across the street from the Courthouse and there is a tunnel connecting the two buildings, allowing for easy access.

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

If yes, please explain:

I will not need the overtime budget for the deputies to transport inmates.

Confidential Meeting Spaces

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

Please explain or describe: There are three separate meeting spaces available. A small conference room, a medical room, and the arraignment room. All of these have a door, and with minimal effort conversations are private. Someone would have to be raising their voice inside any of these rooms, with another person standing directly against the door to hear the conversation.

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

Please explain or describe: There are two private rooms on the second floor of the Courthouse. These rooms are located between the District and Circuit Court rooms. Construction was recently completed, with soundproofing added in all walls and the ceiling, as well as solid doors. Noise generators are being added as well for an additional layer of privacy.

MIDC FY20 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

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

Please explain or describe: The construction is now complete, so the plan is changed to reflect that.

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

Please explain or describe: There is no further need for construction costs in the FY20 budget.

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

Standard 3

Experts and Investigators

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

If yes, please explain or attach: One is being developed. Completion is expected in the next 60-90 days.

MIDC FY20 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

Any change in the process from FY19? Yes | No

If yes, please explain: Attorneys contact the Managed Assigned Counsel Administrator via email or phone to discuss the need of an investigator. To date, no one has actually gone forward with one. I expect this to change soon.

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

If yes, please explain: Not at this time. However, I suspect that once they attorneys get used to the idea of having this at their disposal it might change.

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: Managed Assigned Counsel is attending all Arraignments. The exception being pre-scheduled days away from the office and Circuit Court Probation Violation Arraignments. For Circuit Court Probation Violations, we have worked out a system that if someone is to be arraigned and has previously had an appointed attorney, that Attorney is assigned and notified. The hearing and arraignment are scheduled for the same date and time. Notice is sent to Managed Assigned Counsel and the Appointed Attorney. If there was not an attorney previously, then one is assigned and the same procedure is followed. For days that I am scheduled away from the office, I arrange for one of the appointed attorneys to be on-call for the day.

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

If yes, please provide details: For most 90 day misdemeanors. Including, open Intox, failure to display a license, no trailer plate etc. This is not an exhaustive list and some 90 day misdemeanors do not qualify.

How are you calculating compensation for this standard? Please provide details: All cases are paid at \$100 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:

Will there be any change in your funding needs for this standard from FY19?

Yes | No

If yes, please explain:

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: There was a budget adjustment requested and approved for a part-time assistant. This will be continued into the FY20

Any change in fringe benefits from FY19? Yes | No

If yes, please explain: The increase in benefits for the assistant.

Supplies & Other

Please list any supplies or equipment requested, and a brief explanation of need or use in FY20. There was nothing requested in the FY19 budget for paper, pens, toner, etc. I have requested \$2500 for the FY20 budget. I had previously requested a change to the FY19 budget for this. So this is just a continuation of that adjustment.

TUSCOLA COUNTY VETERANS COMMITTEE

Operating Procedures

I . Authorization

- a) State of Michigan – State Act 192, effective Oct. 2, 1953, authorized county board of commissioners to create a county department of veterans' affairs. Amendments to that Act have since modified the role and responsibilities of the department.
- b) The Tuscola County Board of Commissioners subsequently created a Veterans' Affairs office within the Tuscola County Health Department, modeled after the provisions of State Act 192, but with some differences in structure, roles and responsibilities.
- c) A Veterans' Committee was appointed, effective January 1, 2018, by the Tuscola County Board of Commissioners, with said committee replacing and superseding the powers and duties previously granted to any previous county committee created subsequent to State Acts and amendments creating the soldiers' relief commission.

II . Purpose

- a) The Tuscola County Veterans' Committee shall be an advisory committee in support of the Veterans Service Officer(s). The committee shall review reports of activity performed by the Veterans Service Officer(s), offer advice, suggestions and/or comments to improve services to veterans, help communicate services available through the Veterans Affairs office to veterans throughout Tuscola County and assist the Veterans Service Officer(s), if possible, whenever requested.

III. Authorities and responsibilities

- a) The Tuscola County Health Department's Board of Health is the administrative committee authorized to incur such expense, perform such duties and exercise such powers as shall be necessary in carrying out the provisions of State Act 192 within the budget set up by the Tuscola County Board of Commissioners.
- b) The Board of Health committee shall appoint a veterans' service officer and such other employees as shall be necessary from time to time to carry out the provisions of this act. In the selection of the veterans' service officer hereby authorized, the committee shall consult with and request the assistance of any association or council of organized veterans in Tuscola County. While not binding on the committee, such assistance will be given the greatest consideration.
- c) The Tuscola County Board of Commissioners shall furnish, equip and maintain reasonably adequate office facilities for the county veterans' affairs office.
- d) The Veterans Committee shall review reports prepared by the Veterans' Service Officer(s), including, but not limited to, the following:

- 1) Michigan Veterans Trust Fund - Tuscola County Office of Veterans Affairs Veteran Service Officer(s) will assist eligible Michigan veterans and dependent

family members in applying to the Michigan Veterans Trust Fund for emergency grants to help with a short term financial emergency. The application and result shall be reported to the committee. (see Appendix A for eligibility and application process)

2) Veterans Relief Fund – Veterans Affairs director, upon confirmation of eligibility, is authorized to approve up to and including \$500.00 of assistance to an applicant within a calendar year without prior Committee review. Any amount over \$500.00 must have the approval of a majority of the Veterans Committee and must meet all eligibility requirements. If approval is required between scheduled meeting dates, a Veteran Service Officer may poll committee members in person or by telephone, email or other electronic means to obtain a majority vote. The results of the decision is to be reported by the VSO at the next scheduled meeting of the committee. (see Appendix B for eligibility and application process)

3) Veterans Burial Fund – under state law (Act 235 of 1911), eligible survivors of veterans, who meet residency and asset limits, may qualify for \$300 for burial expenses paid by the County Board of Commissioners. Tuscola County Office of Veterans Affairs will provide a monthly report of the number of applicants and approvals. Ineligible survivors may apply to the Veterans Relief Fund for assistance. The Tuscola County Office of Veterans Affairs will provide a gravemarker flag and flag holder for all veterans buried in Tuscola County.

be
markers
for

Veteran Service Officer(s) will assist survivors with other benefits that may be available through the U.S. Dept. of Veterans Affairs, including headstones, and medallions, and report the results to the committee. (see Appendix C eligibility and application process)

4) Veterans Transportation – Subject to availability and compliance with rules provided by the Veterans Affairs Office, transportation for veterans to receive medical assistance is provided at no cost by volunteers coordinated through the Tuscola County Office of Veterans Affairs. Veteran Service Officer(s) will prepare a monthly report detailing the number of veterans assisted, the miles driven and the number of hours involved.

5) Veteran activities – Veteran Service Officer(s) will provide a monthly report of activities sponsored by or involving the Tuscola County Office of Veterans Affairs.

6) Veteran Officer(s) periodic reports to Board of Health

e) The Veterans Committee shall assist the Veterans Affairs staff in addressing any issue of concern to a veteran residing in Tuscola County and in obtaining any county, state or federal benefit for which the veteran is qualified. For the purposes of this Committee, a veteran shall be defined as any person who has served in the United States Army, Marines, Navy, Air Force, Coast Guard or any of the Reserves of said services or in the National Guard, for any length of time, and has been discharged under conditions other than dishonorable. "Veteran" also includes an individual who died while on active duty in the United States Armed Forces and the veteran's spouse and minor children. Other state and federal agencies, however, may have a different "veteran" definition for determining

eligibility for their programs. Tuscola County Office of Veterans Affairs service officers will assist veterans determined to be ineligible for these programs in obtaining other assistance.

f) An applicant whose application for assistance has been partially or completely denied by the Tuscola County Veterans' Committee may take the following action:

- Applicant, or their designated personal representative, must make an appointment to meet with a Veterans' Service Officer in the Tuscola County Veterans' Affairs Office within 10 days after receiving notice of denial to file an appeal. The appeal must be written and state the reason(s) for reconsideration. The Veterans' Affairs Office is located in the Tuscola County Health Department, 1309 Cleaver Rd., Caro, MI 48723.
- A properly presented appeal, received at the Veterans' Affairs Office at least 10 days prior to the next regularly scheduled Committee meeting, will be considered at the next scheduled Committee meeting.
- The decision of the Committee, after review of the appeal is concluded, is final. A letter informing the applicant of the committee's decision will be mailed to the applicant.
- No walk-in or oral appeals will be considered at the Committee meeting.

g) The Veterans Committee shall prepare and provide to the Tuscola County Board of Commissioners an annual report of the activities of the committee.

IV. Committee composition

a) The Veterans' Committee shall be appointed by the Tuscola County Board of Commissioners and shall consist of 3 to 7 veterans of United States Armed Forces.

b) Additional Qualifications for Committee members:

- 1) Members shall be residents of Tuscola County who have served honorably on active duty in the United States Armed Forces.
- 2) At least one member shall be a member of a congressional chartered veterans' organization within the county.
- 3) At least one member who may or may not be a member of a congressional chartered veterans' organization within the county.
- 4) Each committee member appointed shall have demonstrated knowledge, skills and experience in public service, business or finance.
- 5) Openings on the committee shall be filled by the county board of commissioners providing notice of that opening to 1 or more newspapers within the county and to veteran service organizations within the county.
- 6) Notwithstanding the provisions of any law to the contrary, a member of the county board of commissioners of a county is eligible for appointment.

c) Appointment term - Committee members shall be appointed by the county board of commissioners for a term of 4 years each, effective as of January 1st of the year of appointment. However, the terms for committee members first appointed shall be staggered so that not more than 2 vacancies are scheduled to occur in a single year.

Vacancies shall be filled in the same manner as original appointments for the remainder of unexpired terms.

d) Compensation – members of the Veterans' Affairs Committee shall be entitled to receive the same per diem and mileage rates of compensation in attending meetings as set by the Tuscola County Board of Commissioners.

e) A 2/3rds vote of Committee members may approve a recommendation to the Board of Commissioners that a member be removed with or without cause.

f) The Tuscola County Veterans Affairs Director and any additional Tuscola County Veterans Service Officer(s) shall also attend all meetings of the Committee as participating, but non-voting, ex officio members.

V. Committee Meetings

a) All meetings of the Veterans' Affairs Committee are subject to the Open Meetings Act and a schedule of meetings shall be publicly posted. However, due to the necessary security of the Tuscola County Health Department building in which the Veterans' Affairs office is housed, it will be necessary for any person wishing to attend a meeting to notify the Veterans' Affairs office and receive acknowledgment of their desire to attend prior to 12:00PM (Noon) on the day of the scheduled meeting.

b) Regular bi-monthly meetings for the Veterans' Affairs Committee are scheduled for the 4th Tuesday of each odd-numbered (January, March, May, July, September & November) month, 5:00pm in the offices of the Tuscola County Health Department. (amended 1/28/2020)

c) Special meetings of the Veterans' Affairs Committee may be called by the consent of a majority of the committee members, with proper notice provided to all committee members at least 5 business days prior to the meeting.

d) A majority of the membership of the Committee shall constitute a quorum.

e) The meeting agenda shall be arranged as follows:

- 1 . Pledge of Allegiance / Call Meeting to Order
- 2 . Citizens wishing to address the committee (5 min. limit/person)
- 3 . Additions/Deletions/Changes to the Agenda
- 4 . Approval of previous minutes
- 5 . Correspondence
- 6 . Reports from Veterans' Affairs staff
- 7 . Old Business
- 8 . New Business
- 9 . Next meeting date
- 10 . Adjournment

VI. Officers and duties

a) There shall be an election of officers of the Veterans Committee at the regularly scheduled meeting of the committee in January of each year. The following officers shall be elected.

1) Chairman – a chairman of the committee shall be elected by majority vote of all the members of the committee. The duties of the chairman shall be to conduct all meetings of the committee, using Roberts Rules of Order, to communicate with the Tuscola County Veterans Service Officer(s) and all members of the committee any items regarding veterans' affairs needing discussion and/or action, and to be the spokesperson for the committee regarding veterans issues.

2) Secretary – a secretary of the committee shall be elected by a majority vote of all the members of the committee. The duties of the secretary shall be to prepare, present for approval and maintain accurate minutes of the proceedings of each meeting of the committee and, if requested, prepare any official correspondence directed by the committee.

3) In the absence of the Chairman, the Secretary shall preside over any properly called meeting of the committee. In the absence of both the Chairman and the Secretary, the committee member with the most tenure on the committee shall preside over any properly called meeting of the committee.

VII. Amendments

These Operating Procedures, in whole or in part, may be altered, amended, added to or repealed by a 2/3rds vote of the entire Committee membership at any regular or special meeting of the committee provided that notice of the proposed alterations, amendments or repeal shall be submitted by mail to all Committee members at least 28 days prior to the meeting at which they are to be considered.

Approved by VA Committee: April 24, 2018

Amended by VA Committee: Dec. 18, 2018

Amended by VA Committee: Jan. 28, 2020

Approved by Board of Commissioners: _____

C



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Building codes enforcement

citymanager@cityofvassar.org <citymanager@cityofvassar.org>
To: zclay@tuscolacounty.org

Thu, Feb 13, 2020 at 2:44 PM

Ms. Zechmeister

I am reaching out to inform you that the Vassar City Council will be discussing reassuming control of our building codes and building codes enforcement at their regular March meeting. According to the agreement of 1981 the city must inform the County in writing 30 days prior to ending the agreement. The ending of the agreement must be approved by our council.

As I'm sure you are aware SCMCCI has blocked construction projects here in the city and in an adjoining township. They and (the board of review) are sticking to a very literal interpretation of current code that addresses environmental needs for insulation on the roofs of industrial buildings. The projects being delayed are greenhouse type buildings and are not addressed in the current code. The next version of the code (which is still pending legislation, and will be passed this session) allows for the green house style of building and makes them exempt from the environmental code.

There are many of these greenhouse type structures operating right now in the state of Michigan. The code enforcement authority in those areas applied a little common sense and allowed them to be built. The City of Vassar and it's residents face a loss of revenue and tax base if these projects are not allowed to go forward. I will advise you as to what the council determines at there next meeting.

Thanks,

Chief Ben Guile
Interim City Manager

City of Vassar
989.823 8517

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2000-2 Statewide Construction Code Act Public Act 245 of 1999

March 31, 2000

To: County Treasurers, City Treasurers, Township Treasurers, Village Treasurers, Michigan Municipal League, and Michigan Township Association

From: Richard L. Baldermann, CPA, CGFM
Administrator, Local Audit and Finance Division
Bureau of Local Government Services

RE: State Construction Code Act

The Public Act 245 of 1999 (effective January 1, 2000) was signed on December 28, 1999 by Governor Engler to amend the State Construction Code Act (Public Act 230 of 1972) which provides for statewide application of the Act and the State Construction Code. Public Act 245 of 1999 specifies that the statewide code would apply to the plumbing, electrical, mechanical, and building codes (in the Administrative Code) only after rules promulgated under the Act to update each code are filed with the Secretary of State after January 31, 2000.

Department of Consumer and Industry Services has been given the responsibility to provide oversight of the State Construction Code Act. The accounting within the local unit of government is the responsibility of the Treasury Department under Public Act 2 of 1968, as amended.

The Act in Section 22 requires that the legislative bodies of the local government establish "reasonable fees" which "bear a reasonable relationship" to the cost of operating the enforcing agency. Typically, the enforcing agency is the building department or planning department issuing building permits; examining plans and specifications; inspecting construction before issuing building permits; and issuing certificates of use and occupancy. The Act states that the use of fees generated under this section can only be used for: the operation of the enforcing agency, the construction board of appeals, or both and shall not be used for any other purpose. In the past, the accounting was generally established as a General Fund activity. Because Public Act 245 of 1999 requires that these fees only be used for a specific purpose, a separate special revenue fund must be established to account for the enforcement activities.

Section 22 states that fees are to be based on the direct costs of the enforcing agency and the indirect cost of operations, known as "overhead." Overhead costs will usually include common costs such as telephone service, building maintenance, utilities, general insurance and office supplies. Other indirect costs may include the allocation of the cost of salaries and fringe benefits related to certain support activities, such as human resources and the accounting staff. However, the allocation of costs should not include those offices required by statute, such as the clerk and treasurer. Since a local unit of government would incur those costs, regardless of the decision to enforce the state building code, they do not represent appropriate allocable costs.

Cost allocation is a process by which costs not directly identifiable with a service are assigned to those services in a logical and consistent manner. This allocation is necessary to accurately determine the full cost of each service. To recover the cost of operations, revenue-producing activities must carefully allocate all expenses to be recovered. Where possible, the costs directly identifiable should be assigned to the individual service. However, many costs associated with a service cannot be directly identified with it, which makes it necessary to allocate indirect costs. To do this, revenue-producing activities must establish a logical and consistent basis for allocating costs. It is very important that all direct costs of operating the enforcing agency be charged to the budget of the building department. Many local units do not allocate fringe benefit costs and payroll taxes to the user department. To properly calculate the cost of this function, all direct costs such as salaries and wages must be charged to the enforcing agency, including fringe benefit costs and payroll taxes used to provide the service. We recommend that the local unit of government review prior years' expenditure reports to determine the actual cost of operating the building and inspection department in helping to establish fees which are "reasonable."

Audits

An annual audit is required. The audit is to be performed in accordance with generally accepted auditing standards, and the financial statements are to be in accordance with generally accepted accounting principles. The audit of the Building Department Fund (249) may be in conjunction with all funds of the county or local unit and in compliance with the provisions of PA 2 of 1968, as amended. The requirements of the Bulletin for Audit of Local Units of Government must be adhered to in the performance of the audit. Two copies of the audit are filed with the Michigan Department of Treasury, Local Audit and Finance Division in accordance with the provisions of PA 2 of 1968, as amended.

Accounting

The following procedures should be adopted to provide uniformity in accounting for revenues and expenditures resulting from the enforcement of the State Construction Code Act of 1999 (PA 245 of 1999).

Special Revenue Fund

Building Inspection Department--fund number 249 (special revenue fund) for accounting of revenues and expenditures under Public Act 245 of 1999. (Following is a summary to be inserted in your Chart of Accounts notebook.) Revenues from user fees should be recorded as "Charges for Services" account numbers 607 through 625.

Activities

Expenses should be charged to Activity 371--Building Inspection Department or 372 to 399 for various inspection activities that may be assigned as needed.

Accounts

Detailed asset, liability, revenue and expenditure accounts as needed and provided for in the Uniform Chart of Accounts. Detailed fixed asset accounts as needed and provided for in the Uniform Chart of Accounts.

If you have any questions, please call (517) 373-3227 or write:

Michigan Department of Treasury
 Local Audit and Finance Division
 P.O. Box 30728
 Lansing, Michigan 48909-8228

SPECIAL REVENUE FUND TYPE
249 BUILDING DEPARTMENT FUND

The Building Department Fund is used in each village, township, city or county to account for revenues earmarked for building construction code enforcement activities. The fund is required by Public Act 230 of 1972, MCL Section 125.1522 to 125.1531, as amended by PA 245 of 1999.

The Building Department Fund is used to account for the receipts and expenditures related to the cost of operating the enforcing agency under the provisions of the State Construction Code Act. Typically, the enforcing agency is the building department or planning department issuing building permits; examining plans and specifications; inspecting construction before issuing building permits; and issuing certificates of use and occupancy. The use of fees generated under this act can only be used for: the operation of the enforcing agency, construction board of appeals, or both and shall not be used for any other purpose. The primary source of revenue is fees (user charges) collected in compliance with the State Construction Code Act.

The cash and investments of the Building Department Fund are subject to the requirements of PA 20 of 1943, as amended, (MCL 129.91), and may be included in a pooled cash and investment.


The Building Department Fund must operate only with a budget adopted by the county board of commissioners, township board, city or village council as required by PA 2 of 1968, as amended, (MCL 141.421 et al).

All claims (expenditures) must be approved by the legislative board or council pursuant to: Counties--MCL 46.11(q) and MCL 46.71 (Exception, Finance Committee MCL 46.53 and 46.63); Cities--MCL 87.7 and 88.20; Township MCL 41.75; and Villages--MCL 65.7.

About Treasury

Treasurer Rachael Eubanks
 Deputy Treasurers
 Public Meetings
 Treasury Organization Chart

Communications

Treasury Contact Information
 Sign up for Treasury Email Alerts


Press Releases

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Investments
 Michigan Lottery
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TREASURY / LOCAL GOVERNMENT / COMMUNITY ENGAGEMENT AND FINANCE

2000-6 Statewide Construction Code Act Public Act 245 of 1999-Update

June 2, 2000

To: County Treasurers, City Treasurers, Township Treasurers, Village Treasurers, Michigan Municipal League, and Michigan Township Association

From: Richard L. Baldermann, CPA, CGFM
Administrator, Local Audit and Finance Division
Bureau of Local Government Services

RE: State Construction Code Act (Update and clarification)

Since the issuance of Number Letter 2000-2, our office has received several questions related to the State Construction Code Act, (Public Act 245 of 1999).

1. What is the effective date of the Act?

The effective date for implementation of the accounting requirements is January 1, 2000. The act was signed on December 28, 1999 by Governor Engler and took immediate effect.

2. What does the act state related to the accounting for the fees? Where can I obtain a copy of the act?

The only section of the act that applies to the accounting is section 22. The entire act is fifteen pages long and may be obtain from the Michigan Compiled Laws web-site (<http://www.legislature.mi.gov/>).

Section 22 states (new language is in italics):

(1) The legislative body of a governmental subdivision shall establish reasonable fees to be charged by the governmental subdivision for acts and services performed by the enforcing agency or construction board of appeals under this act, which fees shall be intended to bear a reasonable relation to the cost, including overhead, to the governmental subdivision of the acts and services, including, without limitation, those services and acts as, in case of an enforcing agency, issuance of

building permits, examination of plans and specifications, inspection of construction undertaken pursuant to a building permit, and the issuance of certificates of use and occupancy, and, in case of a board of appeals, hearing appeals in accordance with this act. The enforcing agency shall collect the fees established under this subsection. *The legislative body of a governmental subdivision shall only use fees generated under this section for the operation of the enforcing agency or the construction board of appeals, or both, and shall not use the fees for any other purpose.*

3. Is the establishment of a separate fund mandatory?

Yes, unless your local unit's fee structure is not intended to recover the full cost of the enforcing agency and your local unit has the ability to track the full costs and revenues of this activity without creating a separate fund.

The Act requires that the legislative bodies of the local government establish "reasonable fees" which "bear a reasonable relationship" to the cost of operating the enforcing agency. Typically, the enforcing agency is the building department or planning department that issues building permits; examines plans and specifications; inspects construction pursuant to a building permit; and issues certificates of use and occupancy. The Act states that the use of fees generated under this section can only be used for the operation of the enforcing agency, the construction board of appeals or both. It also states fees shall not be used for any other purpose.

Based on these legal provisions, each local unit's accounting system must be able to accomplish the following three objectives.

1. The accounting system must accumulate the total revenues generated under this Act;
2. The accounting system must accumulate the total costs of this activity, including overhead costs; and
3. The accounting system must accumulate the cumulative excess revenues over or (under) expenditures from January 1, 2000 forward.

The Department of Treasury feels that the most appropriate manner to accomplish this is to create a separate fund and allocate all related overhead costs to this fund. In that way, the resulting fund balance will be separate from the General Fund.

The Department of Treasury will allow local units to continue to account for this activity within the General Fund, as long as the local unit's fee structure is not intended to recover the full cost of the enforcing agency and the local unit has the ability to track the full costs and revenues of this activity without creating a separate fund. The annual financial statements must present a schedule of revenues and expenditures (including overhead). This schedule may be presented in the footnotes, or as supplemental information.

4. Is it appropriate to use an enterprise fund rather than a special revenue fund?

Yes, paragraph 67 of GASB Statement 34 states that "enterprise funds may be used to report any activity for which a fee is charged to external users for goods and services. Activities are required to be reported as enterprise funds if..." certain criteria is met.

Use fund 549 for this purpose.

5. What happens to any excess fees collected?

Any excess fees collected (excess of revenue over expenditures) must be included in the separate fund balance or retained earnings of the separate special revenue fund or enterprise fund.

6. Since the effective date is January 1, 2000, are there problems for local unit of governments with March, June, or September year-ends that have surplus revenue?

Yes. Since the effective date is January 1, the local unit must calculate the revenue over expenditures from January 1 to the fiscal year-end and transfer the balance to the new fund. If the unit of government has not established a separate fund, any excess revenue over expenditures should be

shown as "reserved fund balance" in the General Fund at the end of the fiscal year ending in 2000. The new fund should be established and the amounts included in "reserved fund balance" transferred to the new fund at the beginning of the fiscal year 2000.

If the local unit's calculation results in an excess of expenditures over revenues for the period January 1, 2000 to the end of the fiscal year, the new fund should not begin with a deficit. If the local unit's fee structure is intended to recover the full cost of the enforcing agency, a General Fund appropriation may be necessary. Also, refer to the answer to question 3.

7. Can the General Fund make an appropriation to the fund to make up a shortfall?

Yes.

8. Must the new fund be budgeted?

Yes, an operating budget must be established for the new special revenue fund in accordance with the Uniform Budgeting and Accounting Act.

9. If our local unit has a biennial audit in accordance with statute, is an annual audit required?


No, the audit of the Building Department Fund (249) is in conjunction with all funds of the county or local unit as required by the provisions of PA 2 of 1968, as amended. If the audit is required biennial, then the audit of the fund is biennial.

The requirements of the Bulletin for Audits of Local Units of Government must be adhered to in the performance of the audit. Two copies of the audit are filed with the Michigan Department of Treasury, Local Audit and Finance Division in accordance with the provisions of PA 2 of 1968, as amended.

About Treasury

Treasurer Rachael Eubanks
Deputy Treasurers
Public Meetings
Treasury Organization Chart

Communications

Treasury Contact Information
Sign up for Treasury Email Alerts

Press Releases

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Investments
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National Day of Prayer

P. O. Box 289 Caro, MI 48723
(989) 673-2500 (cell 989-545-0279)

February 19, 2020

Board of Commissioners (672-3700)
125 W. Lincoln Street
Caro, MI 48723

Dear Chairman of the Tuscola Board of Commissioners:

Please allow us to submit this "annual" request to hold the National Day of Prayer gathering on the Tuscola County courthouse lawn on Thursday, **May 7, 2020**. We plan to meet at 12:00 noon until 1:00 p.m.

We also kindly request permission to put up our banner a few days ahead; as well as to put up a tent for the event. (The tent would go up the day before or the morning of the event and taken down that day or the next.)

As in previous years, we would need your approval for the use of an electrical outlet for a portable sound system from the building codes department. We will pick up any paper trash left behind.

If you have any questions, please call me at 989-545-0279. Thank you so very much.

Sincerely,

Nancy Matuszak

National Day of Prayer Volunteer Coordinator



Tuscola County

 F
 Clayette Zechmeister <zclay@tuscolacounty.org>

Caro Chamber of Commerce Request

2 messages

Susan Rickwalt-Holder <srickwall@tbhs.net>

Tue, Feb 18, 2020 at 11:35 AM

To: "zclay@tuscolacounty.org" <zclay@tuscolacounty.org>

Cc: "CaroChamber101@gmail.com" <CaroChamber101@gmail.com>

Caro Chamber of Commerce would like to request the use of the Courthouse lawn for children's activities during the Cars and Crafts event on June 5-6, 2020. The Chamber would like to centralize the children's activities, near the food court which will be located on Sherman Street.

If you have any questions you may reach me by email, call 989.670.1055 or make contact directly to the Chamber at 989.673.5211 and speak with April, the Executive Director.

Kind Regards,

Susan R. Holder

Caro Chamber Director

 Clayette Zechmeister <zclay@tuscolacounty.org>

Wed, Feb 19, 2020 at 9:17 AM

To: Susan Rickwalt-Holder <srickwall@tbhs.net>

Cc: "CaroChamber101@gmail.com" <CaroChamber101@gmail.com>, Mike Miller <mmiller@tuscolacounty.org>

Susan,

I will add this for Board Approval at the February 27th Board meeting.

Thank you for all that you do for the Caro!

[Quoted text hidden]

--

Clayette A. Zechmeister
 Tuscola County Controller/Administrator
 125 W Lincoln St, Suite 500
 Caro, MI 48723
 zclay@tuscolacounty.org
 voice 989-672-3710
 fax 989-672-4011

Visit us Online for County Services @ www.tuscolacounty.org

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B

Partnership Fact Sheet: Community Organizations

The once-a-decade population count affects your representation in government, determines how much funding your community receives, and provides data to help you plan for the future. Join us to spread the word about the importance of the 2020 Census and help ensure a complete and accurate count.

As a partner, you become part of a powerful network of government, nonprofit, corporate, and community organizations. Together, we can develop solutions to effectively reach everyone and encourage them to respond to the 2020 Census.

BENEFITS OF A COMPLETE COUNT

A complete count of every person living in the United States has tremendous benefits for you and for your stakeholders.

Census data:

- Accurately determine how many representatives each state has in Congress and inform the redrawing of congressional district boundaries.
- Are used as the basis for distributing more than \$675 billion in federal funds annually to states, counties, and communities to support resources such as schools, hospitals, and fire departments.
- Inform business decisions, policy, community initiatives, and consumer advocacy.

The U.S. Census Bureau works with a broad spectrum of government and community leaders to form Complete Count Committees that educate and motivate residents to participate in the 2020 Census. To learn more about Complete Count Committees, or to start one in your community, visit census.gov/2020completecount.

WHAT IT MEANS TO BE A 2020 CENSUS PARTNER

You can make a difference—no matter how much time you're able to commit. As trusted voices in the communities they serve, partners are critical to the success of the 2020 Census. These are some of the many ways you can get involved:

- Use Census Bureau tools, information, and messaging in creative ways to increase public participation; for example, share newsletter articles and co-branded products and post on social media.
- Host a workshop to devise possible solutions to 2020 Census challenges in your community and generate commitments to tackle them.
- Provide information to stakeholders about the importance and benefits of participating in the 2020 Census; for example, invite Census Bureau officials to speak to your audience.
- Encourage people in your community to work for the Census Bureau, and share this link with them: 2020census.gov/jobs.

2020 CENSUS PARTNER RESOURCES

As a 2020 Census partner, not only will you help ensure that the people you work with are accurately represented, but you will also be able to use Census Bureau resources to improve your community.

You will have access to personalized Census Bureau workshops on effective use of data, one-on-one support from our data trainers, and Census Bureau data products such as these online tools:

- **QuickFacts:** Find the most frequently requested information at the national, state, county, and city level.
- **Response Outreach Area Mapper:** Access socioeconomic and demographic profiles and learn about hard-to-count areas.
- **Census Business Builder:** Browse a variety of tools to help start or grow a business.

Visit [census.gov/data.html](https://www.census.gov/data.html) to explore more data tools and resources.

INTERESTED IN PARTNERING WITH THE CENSUS BUREAU?

National organizations interested in partnering with the Census Bureau can contact the 2020 Census Partnership Program at census.partners@census.gov to share ideas about how we can work together to ensure a complete and accurate count.

State and local organizations can reach out to their regional census center using the contact information below.

Atlanta

Phone: 404-889-6520

E-mail: Atlanta.rcc.partnership@2020census.gov

Chicago

Phone: 312-579-1605

E-mail: Chicago.rcc.partnership@2020census.gov

Dallas

Phone: 972-510-1800

E-mail: Dallas.rcc.partnership@2020census.gov

Los Angeles

Phone: 213-314-6500

E-mail: Los.Angeles.rcc.partnership@2020census.gov

New York

Phone: 212-882-2130

E-mail: New.York.rcc.partnership@2020census.gov

Philadelphia

Phone: 267-780-2530

E-mail: Philadelphia.rcc.partnership@2020census.gov

We look forward to welcoming you as a Census Bureau partner.

KEY MILESTONES

- **September 2018**—The Census Bureau's recruitment Web site went live: [2020census.gov/jobs](https://www.2020census.gov/jobs). For each decennial census, the Census Bureau begins recruiting thousands of paid census takers to help ensure a complete and accurate count. Interested applicants can visit the Web site to apply for a variety of jobs beginning in 2019 and through summer 2020.
- **April 2019**—The 2020 Census Web site goes live: [2020census.gov](https://www.2020census.gov). This site will be available in multiple languages and will provide downloadable materials, answers to frequently asked questions, and more information about how individuals and organizations can help spread the word about the 2020 Census.
- **August 2019**—New Statistics in Schools classroom activities are available online: [census.gov/schools](https://www.census.gov/schools). The Statistics in Schools program provides resources for teaching and learning with real-life data.
- **January 2020**—The first enumeration of the 2020 Census takes place in Toksook Bay, Alaska. Local census takers must get a head start while the frozen ground allows easier access to remote areas with unique accessibility challenges.
- **March 2020**—The public can begin responding to the 2020 Census online at [2020census.gov](https://www.2020census.gov). Replying by mail or phone will also be an option.
- **April 2020**—Every 10 years, we observe Census Day on April 1.
- **June 2020 through July 2020**—Census takers go door to door to count people who have not responded to the 2020 Census. Census takers are Census Bureau employees and will provide proof that they are official government personnel.
- **December 31, 2020**—By this date, as required by law, the Census Bureau reports to the President of the United States the population count and the apportionment of seats in the U.S. House of Representatives to each state.
- **2021**—Initial 2020 Census data are made available to the public on [census.gov](https://www.census.gov).

For the latest updates on the 2020 Census, visit [2020census.gov](https://www.2020census.gov).

Connect with us
[@uscensusbureau](https://www.facebook.com/us2020census)

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