

**TUSCOLA COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA**

THURSDAY, MARCH 29, 2018 – 8:00 A.M.

**H. H. PURDY BUILDING BOARD ROOM
125 W. Lincoln Street
Caro, MI**

125 W. Lincoln Street
Caro, MI 48723

Phone: 989-672-3700
Fax : 989-672-4011

- 8:00 A.M. Call to Order – Chairperson Bardwell
Prayer – Rev. Doug Abel, Vassar Presbyterian Church
Pledge of Allegiance – Commissioner Bierlein
Roll Call – Clerk Fetting
Adoption of Agenda
Action on Previous Meeting Minutes (See Correspondence #1)
Brief Public Comment Period for Agenda Items Only
Consent Agenda Resolution (None)
New Business
- Court Matters
 - o Swift and Sure Grant
 - o Drug Treatment Court Grant
 - o Consolidation amendment to Thumb Regional Sobriety Grant
 - o On Base Implementation within Probate Court (See Correspondence #2)
 - Jail Impoundment Lot Bids
 - 2017 Drain Commissioner Annual Report
 - Moore Drain Bond Refinancing (See Correspondence #3)
 - Financial Software update and Request to Purchase Kronos Time/Attendance Software (See Correspondence #4)
 - Out of State Travel request for Dispatch Director (See Correspondence #5)
 - Budget Amendments (See Correspondence #6)
 - Letter of Resignation from Deputy Clerk (See Correspondence #7)
 - Medical Care Transfer of Funds related to Facility Improvements (See Correspondence #8)
 - MIDC Compliance Plan and Cost Analysis Approval by MIDC (See Correspondence #9)
 - Jury Mileage and Rate Compensation Increases (See Correspondence #10)
- Old Business
Correspondence/Resolutions

COMMISSIONER LIAISON COMMITTEE REPORTS

VAUGHAN

Board of Health
Planning Commission
Economic Development Corp/Brownfield Redevelopment
Local Unit of Government Activity Report
Mid-Michigan Mosquito Control Advisory Committee
Parks and Recreation Commission
Tuscola County Fair Board Liaison

BIERLEIN

Genesee Shiawassee Thumb Works
Human Development Commission (HDC)
Recycling Advisory Committee
Local Emergency Planning Committee (LEPC)

Great Start Collaborative Council
Local Unit of Government Activity Report
MAC Board of Directors
Human Services Collaborative Council
MAC Judiciary Committee
Tuscola County College Access Network
MAC Agricultural/Tourism Committee
MEMS All Hazards

KIRKPATRICK

Board of Health
Community Corrections Advisory Board
Dept. of Human Services/Medical Care Facility Liaison
MI Renewable Energy Coalition
MAC Environmental Regulatory – Vice Chair
Cass River Greenways Pathway
Local Unit of Government Activity Report
NACO- Energy, Environment & Land Use
Jail Planning Committee
Saginaw Bay Coastal Initiative
Tuscola In-Sync
Region VI Tourism Discussions

BARDWELL

Economic Development Corp/Brownfield Redevelopment
Caro DDA/TIFA
MAC Finance
MAC 7th District
Local Unit of Government Activity Report
TRIAD

BARDWELL (cont'd.)

Behavioral Health Systems Board
MAC Workers Comp Board

YOUNG

Dispatch Authority Board
County Road Commission Liaison
Board of Public Works
Senior Services Advisory Council
Saginaw Bay Coastal Initiative
Local Unit of Government Activity Report
MAC Agricultural/Tourism Committee
Strategic EDC Planning Committee
Jail Planning Committee
Genesee Shiawassee Thumb Works
Region VI Economic Development Planning
Tuscola 2020

Other Business as Necessary

Extended Public Comment

Adjournment

Note: If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

CORRESPONDENCE

- #1 March 15, 2018 Full Board and Statutory Finance Minutes
- #2 On-Base Probate Court
- #3 Moore Drain Refunding Bonds, Series 2018 Resolution
- #4 Financial Software Update and Request to Purchase Kronos Time/Attendance Software
- #5 Out of State Travel Request from Dispatch Director
- #6 March 29, 2018 Budget Amendments from Chief Accountant
- #7 March 23, 2018 Resignation Letter from Cindy McKinney-Volz
- #8 March 23, 2018 Medical Care Facility Transfer of Funds
- #9 MIDC Compliance Plan & Cost Analysis Approval
- #10 Jury Mileage and Compensation Increase
- #11 Sixteenth Annual Celebrating Tuscola's Stars Breakfast
- #12 March 19, 2018 Senior Advisory Council Minutes
- #13 March 16, 2018 Tuscola County Health Department Board of Health Report
- #14 March 8, 2018 Road Commissioners Meeting Minutes

Draft
TUSCOLA COUNTY BOARD OF COMMISSIONERS
March 15, 2018 Minutes
H. H. Purdy Building

Commissioner Thomas Bardwell called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 15th day of March 2018, to order at 8:00 o'clock a.m. local time.

Prayer – Commissioner Bardwell

Pledge of Allegiance – Commissioner Vaughan

Roll Call – Clerk Fetting

Commissioners Present: District 1 - Thomas Young (via Google Hangouts), District 2 - Thomas Bardwell, District 3 - Kim Vaughan, District 4 - Craig Kirkpatrick (via Google Hangouts) (excused at 11:09 a.m.), District 5 – Matthew Bierlein

Commissioner Absent: None

Also Present: Mike Hoagland, Jodi Fetting, Eean Lee, Mike Miller, Tisha Jones, Treasurer Patricia Donovan-Gray, Register John Bishop, Kim Green, Larry Zapfe, Nancy Laskowski, Henry Wymore, Mark Trumbauer, Caryn Michalak, Bill Sanders, Bob Brown, Ione Vyse

Adoption of Agenda -
18-M-041

Motion by Young, seconded by Bierlein to adopt the agenda as provided. Motion Carried.

Action on Previous Meeting Minutes -
18-M-042

Motion by Kirkpatrick, seconded by Young to adopt the meeting minutes from the February 22, 2018 meeting. Motion Carried.

Brief Public Comment Period for Agenda Items Only - None

Consent Agenda Resolution -
18-M-043

Motion by Bierlein, seconded by Vaughan that the following Consent Agenda Resolution from the March 12, 2018 Committee of the Whole Meeting be adopted. Motion Carried.

CONSENT AGENDA

- Agenda Reference:** A
- Entity Proposing:** COMMITTEE OF THE WHOLE 3/12/18
- Description of Matter:** Move to receive the 2017 Year-End Financial Report as prepared by the Controller-Administrator and placed on file.
-
- Agenda Reference:** B
- Entity Proposing:** COMMITTEE OF THE WHOLE 3/12/18
- Description of Matter:** Move to authorize the total 2017 transfer of \$500,000 from the GF to the equipment-technology fund and approve 2017 corresponding budget amendments.
-
- Agenda Reference:** C
- Entity Proposing:** COMMITTEE OF THE WHOLE 3/12/18
- Description of Matter:** Move to authorize the total 2017 transfer of \$123,964 from the GF to the capital improvement fund and approve 2017 corresponding budget amendments.
-
- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 3/12/18
- Description of Matter:** Move that the County Medical Care Facility millage renewal language stated below be submitted to the County Clerk for inclusion on August 2018 primary election ballot (Medical Care Facility administrators have agreed to the renewal request and the county attorney has reviewed and approved the language).

**TUSCOLA COUNTY
MEDICAL CARE FACILITY RENEWAL**

For a period of ten (10) years, from 2019 and continuing through 2028, inclusive, shall the expiring previously voted increase in the taxable property rate limitation of Tuscola County be renewed at the rate of .25 mills (\$.25 for each \$1,000 of taxable value) to provide funds for the County's medical care facility? If approved and levied in its entirety, this millage raises an estimated \$434,465 in the first calendar year after its approval. All revenue will be disbursed to Tuscola County and shall be exclusively used for operation of the County's medical care facility.

Agenda Reference: E

Entity Proposing: COMMITTEE OF THE WHOLE 3/12/18

Description of Matter: Move that per the recommendation of the Sheriff, to authorize hiring the National Sheriff's Association to conduct an assessment of the County jail for an amount of \$10,000. Scope of work to be performed is as explained in the March 6, 2018 proposal from the National Sheriff's Association. Also, all appropriate documents are approved for signature. Costs for said assessment to be paid from the 488 Jail Capital Improvements Fund and appropriate budget amendments are authorized.

Agenda Reference: F

Entity Proposing: COMMITTEE OF THE WHOLE 3/12/18

Description of Matter: Move that the letter of resignation from the Deputy County Treasurer (Susan Jensen) be received and placed on file with said resignation to be effective March 16, 2018.

Agenda Reference: G

Entity Proposing: COMMITTEE OF THE WHOLE 3/12/18

Description of Matter: Move that the bid for steel for the building at the new recycling center be awarded to Keys who was the low bidder for an amount of \$19,642.

- Agenda Reference:** H
- Entity Proposing:** COMMITTEE OF THE WHOLE 3/12/18
- Description of Matter:** Move that the bid for masonry work at the new recycling center building be awarded to Keys who was the only bidder for an amount of \$8,150.
- Agenda Reference:** I
- Entity Proposing:** COMMITTEE OF THE WHOLE 3/12/18
- Description of Matter:** Move that roof replacement for the building at the new recycling center be awarded to Rickwalt who was the low bidder for an amount of \$26,505.
- Agenda Reference:** J
- Entity Proposing:** COMMITTEE OF THE WHOLE 3/12/18
- Description of Matter:** Move that plumbing/mechanical work for the building at the new recycling center be awarded to Burkhard who was the low bidder for an amount of \$28,794.
- Agenda Reference:** K
- Entity Proposing:** COMMITTEE OF THE WHOLE 3/12/18
- Description of Matter:** Move that per the February 26, 2018 letter of request to use the Courthouse lawn from the Future Youth Involvement group for a Run-Walk event on April 21, 2018 be approved.

New Business -

-Treasurer Request to Promote an Account Clerk II to Abstract/Tax Service Clerk - Treasurer Donovan-Gray explained the need to promote Ashley Bennett and fill the position that will then be left vacant.

18-M-043

Motion by Bierlein, seconded by Vaughan that per the request from the County Treasurer that Ashley Bennett be promoted from the position of Account Clerk II to the position of Abstract Tax Service Clerk (Step 1) effective March 19, 2018. Also, authority is given to refill the open Account Clerk II position created by this promotion (Until a replacement for the Account Clerk II position occurs Ashley Bennett will balance time to perform the core required functions of both positions). Motion Carried.

-Request to Use Courthouse Lawn -

18-M-045

Motion by Bierlein, seconded by Vaughan that per the March 12, 2018 letter of request from the National Day of Prayer group to use the courthouse lawn on May 3, 2018. Motion Carried.

-Mosquito Abatement 2017 Annual Report -

Kim Green, Director, provided a review of the 2017 Annual Report.

18-M-046

Motion by Bierlein, seconded by Kirkpatrick that the 2017 Mosquito Abatement Annual Report be received and placed on file. Motion Carried.

-Update from Region VII Area Agency on Aging -

Bill Sanders, Tuscola Representative and Bob Brown, Director

Bob Brown presented to the Board an overview of the Area Agency on Aging and changes that are forthcoming.

Recess at 9:35 a.m.

Reconvened at 9:49 a.m.

-Board of Commissioner Authority/Responsibility - Commissioner Vaughan -
Commissioner Vaughan addressed the Board regarding the duties and responsibilities of a Commissioner. Commissioner Vaughan referenced MCL 46.11 specifically MCL 46.11(k) and the ability to call a county officer into a County Board meeting for questioning. He would like the Board to stand up for issues that come in front of the Board that need answers.

Commissioner Bardwell expressed that each Commissioner has their own constituents to answer to. Each Commissioner has the right to respectfully have their own thoughts and opinions.

Commissioner Bardwell would like Mike Hoagland to request Clayton to review the above statute and the operational overreach the Commissioners have.

-First Quarter Review of 2018 Work Program -

Mike Hoagland provided an overview of the goals of the 2018 work program. Board discussed various items and items that need to take priority.

Old Business -

-Alternatives Regarding Road Commission Organizational Structure -
Mike Hoagland provided the information that has been collected so far to the Board in the Board packet. Board would like to review the information and have the matter brought back to a future meeting.

Commissioner Kirkpatrick excused at 11:09 a.m.

Correspondence/Resolutions -

Commissioner Bardwell - Shared letter from Oakland County
Commissioner Bardwell - Letter from Betty Kukulski regarding Juniata Township.

COMMISSIONER LIAISON COMMITTEE REPORTSYOUNG

Dispatch Authority Board
County Road Commission Liaison
Board of Public Works
Senior Services Advisory Council
Saginaw Bay Coastal Initiative
Local Unit of Government Activity Report - Attend Village of Cass City meeting and the 2017 accomplishments were shared at the meeting.
MAC Agricultural/Tourism Committee
Strategic EDC Planning Committee
Jail Planning Committee
Genesee Shiawassee Thumb Works
Region VI Economic Development Planning
Tuscola 2020

VAUGHAN

Board of Health
Planning Commission - Commission has been receiving wind ordinances from the local jurisdictions.
Economic Development Corp/Brownfield Redevelopment
Local Unit of Government Activity Report
Mid-Michigan Mosquito Control Advisory Committee
Parks and Recreation Commission
Tuscola County Fair Board Liaison

BIERLEIN

Genesee Shiawassee Thumb Works - Update provided.
Human Development Commission (HDC)
Recycling Advisory Committee
Local Emergency Planning Committee (LEPC)
Great Start Collaborative Council - Imagination Library fundraiser was a huge success.
Local Unit of Government Activity Report
MAC Board of Directors - Conference coming up. NaCO Conference was beneficial and informative.
Human Services Collaborative Council
MAC Judiciary Committee
Tuscola County College Access Network
MAC Agricultural/Tourism Committee
MEMS All Hazards

KIRKPATRICK - no report

Board of Health
Community Corrections Advisory Board
Dept. of Human Services/Medical Care Facility Liaison
MI Renewable Energy Coalition
MAC Environmental Regulatory – Vice Chair
Cass River Greenways Pathway
Local Unit of Government Activity Report
NACO- Energy, Environment & Land Use
Jail Planning Committee
Saginaw Bay Coastal Initiative
Tuscola In-Sync
Region VI Tourism Discussions

BARDWELL

Economic Development Corp/Brownfield Redevelopment
Caro DDA/TIFA - Update provided.
MAC Finance
MAC 7th District
Local Unit of Government Activity Report
TRIAD
Behavioral Health Systems Board
MAC Workers Comp Board

Other Business as Necessary -

-Commissioner Bardweil attended a meet and greet at USDA and had the opportunity to meet the new State Director Jason Allen.

Extended Public Comment -

-Ione Vyse - Read an excerpt from the 1950 Airport Zoning Act Section 12.

-Clerk Jodi Fetting announced the resignation of her Chief Deputy Clerk, Cindy McKinney-Volz, as she has accepted a position with Tuscola County Friend of the Court.

Meeting adjourned at 11:50 a.m.

Jodi Fetting
Tuscola County Clerk

Statutory Finance Committee Minutes
March 15, 2018
H.H. Purdy Building
125 W. Lincoln St, Caro MI

Meeting called to order at 11:50 a.m.

Commissioners Present: Bardwell, Vaughan, Bierlein

Commissioners Absent: Young, Kirkpatrick

Also Present: Mike Hoagland, Jodi Fetting, Tisha Jones

Claims and Per Diems were reviewed and approved.

Public Comment - None

Meeting adjourned at 11:52 a.m.

Jodi Fetting
Tuscola County Clerk

#2

STATE OF MICHIGAN



54TH JUDICIAL CIRCUIT COURT

HON. AMY GRACE GIERHART
CIRCUIT COURT JUDGE

440 NORTH STATE STREET
CARO, MICHIGAN 48723
(989) 672-3720

CARYN PAINTER, MPA
CIRCUIT COURT ADMINISTRATOR

Memorandum

TO: Tuscola County Board of Commissioners

FROM: Honorable Chief Judge Amy Grace Gierhart, Honorable Judge Nancy L. Thane *nit*

RE: OnBase Implementation to Probate Court

DATE: 03/22/2018

In December of 2016, shortly after Child Care Fund policies had been overhauled, Caryn noticed that Tuscola County had not applied for funds that were available through the State of Michigan via the Indirect Cost cut. Caryn applied and the county received approximately \$96,310.50 that could be utilized outside of the Child Care Fund. This money is currently being held in a Child Care Fund Revenue Account.

Over the past year, the Courts have fallen into a predicament. Storage space has become an issue for all of the courts (Probate, District, and Circuit) as well as the Clerk's Office. We are now running out of on-site space and although appreciated, the storage building is only a temporary band-aid. In addition, E-Filing will be here in 2019 and Tuscola County is mandated to comply with the State's requirements including purchase of installation of imaging software in Probate and District Court.

The Court and IT have been discussing installing OnBase. It was the Court's understanding through several discussions that OnBase was going to be implemented in the 2018 fiscal year. It is further the court's understanding that the implementation of OnBase in Probate Court was not

approved in the IT budget for 2018. It was the result that if the Court wanted OnBase in the 2018 budget year, the Court was going to have to fund a contract provider to install it because of lack of IT funds, time and resources.

The Court has met with ImageSoft regarding the implementation of OnBase. The Court is going to be required to have this software for E-Filing in all three courts by 2019. Circuit Court, Friend of the Court and the County Clerk are functioning with it currently and Probate and District are not. Judge Gierhart is willing to utilize a portion of the \$96,310.50 that is currently in Child Care Funds for the Probate project in lieu of IT having to expend monetary funds and manpower on its installation. This expense will be mandatory for the county in 2019 and not the Court.

It would be a wise investment to utilize these excess funds to implement and install OnBase now, instead of waiting until 2019 when the county will be required to expense the sums necessary for mandatory installation and implementation. Additionally, all storage issues related to Probate Court would be eliminated and staff would have a longer period of training and use of the system prior to the E-Filing implementation.

ImageSoft Statement of Work (SOW)

Statement of Work No.	18623
Revision No.	1.0
Customer Name:	Tuscola County, MI
Project Name:	Probate Court Implementation
ImageSoft Contact:	Tim Zarzycki
Contract Type	Fixed Price
Submitted Date:	March 21, 2018

This Statement of Work is made and entered into by and between ImageSoft, Inc., a Michigan Corporation with its principal offices at 25900 West 11 Mile Rd, Suite 100, Southfield, MI 48034 ("ImageSoft"), and Tuscola County with its principal offices at 449 Green St., Caro, MI 48723 ("Customer"):

This Statement of Work ("SOW") is to be attached to and is hereby made a part of the Professional Services Agreement ("PSA") entered into by and between Customer and ImageSoft dated 12/20/2008. Unless otherwise specified, the products and services provided within this SOW are hereby added to and covered for the duration and under the terms of the System Maintenance Agreement (SMA) entered into by and between Customer and ImageSoft dated 12/20/2008.

To the extent that any terms and conditions contained in the related PSA or SMA are in conflict with, or in addition to the terms and conditions of this Statement of Work, the terms and conditions of this Statement of Work shall control.

Table of Contents

1. Executive Summary	3
2. ImageSoft Statement of Work	3
2.1 Project Methodology Overview – “The ImageSoft Way”	3
2.2 Statement of Work Dependencies	5
2.3 ImageSoft Responsibilities	6
2.3.1 ImageSoft Project Management	6
2.3.2 Project Planning & Initiation	7
2.3.3 Business Analysis and Design	7
2.3.4 Build & Unit Test	8
2.3.5 Probate Court Workflows	9
2.3.6 System Testing	9
2.3.7 Conduct OnBase Functional Training (Unity Client and Scan)	9
2.3.8 Conduct Probate Workflow Training	10
2.3.9 Conduct Solution Knowledge Transfer and Technical Training	10
2.3.10 Conduct User Acceptance Testing	11
2.3.11 Assist Production Cutover (Go-live)	12
2.3.12 Transition to Support	13
2.3.13 System Support	13
2.4 Customer Responsibilities	13
2.4.1 Project Management	13
2.4.2 General Customer Responsibilities	14
2.5 Completion Criteria	16
2.6 Estimated Schedule	16
2.7 Investment	17
2.7.1 Payment Schedule	19
2.7.2 Fixed Price Services	19
2.7.3 Out-Of-Pocket Expenses	19
2.7.4 Reference Considerations	20
3. Approval	21
Appendix A: Deliverable Guidelines	22
Appendix B: Hardware and Software Deliverables	24
B-1: OnBase Software Deliverables	24
B-2: ImageSoft Software Deliverables	24
B-3: Hardware Deliverables	24
Appendix C: Project Procedures	25
C-1: Project Change Authorization Procedure	25
C-2: Deliverable Materials Acceptance Procedure	25
C-3: Escalation Procedure	25

1. Executive Summary

Customer has requested the following Statement of Work (SOW) for ImageSoft to design, configure, and implement using the existing OnBase Enterprise Content Management (ECM) and ImageSoft JusticeTech Solution for Customer's Probate Court (PC). For the proposed solution, ImageSoft will provide the following:

- **Existing OnBase ECM Suite** to serve as the central document repository and workflow engine.
- **ImageSoft Workflow Solutions** – workflow solution that integrates the public/law firms with Clerk, Court, and related offices and are intended to remove paper and streamline the Court processes.
 - Domestic Probate Workflow Solution.
- **ImageSoft Software Solutions - TrueSign™**
- **Application Integration** with JIS

This SOW provides pricing and scope information for installing, configuring, data & image migration, testing, and training of the proposed OnBase solution based on the proposal discovery efforts documented and information provided by the Customer.

The implementation services proposed within this SOW were defined and estimated without the benefit of detailed requirements, architecture, and design that are required to accurately define solution customization effort, approach, and integration priorities. As such, the estimated Deliverable and Service fees will be confirmed, subject to assumptions obligations identified in the Agreement, during the 2.3.3 Business Analysis and Design activity identified in this SOW.

Any changes that arise during the Business Analysis and Design activity will be managed through the procedure described in Appendix C-1: Project Change Authorization Procedure. If this occurs, ImageSoft will present to Customer the reasoning for the additional scope and an estimate of the additional effort. Customer can then decide whether to add the work to the scope, through a change order, or to reduce the project scope to its original size.

2. ImageSoft Statement of Work

This SOW consists of the Services and Deliverables to be provided by ImageSoft, along with ImageSoft responsibilities and Customer responsibilities to be provided in accordance with the terms of the Agreement.

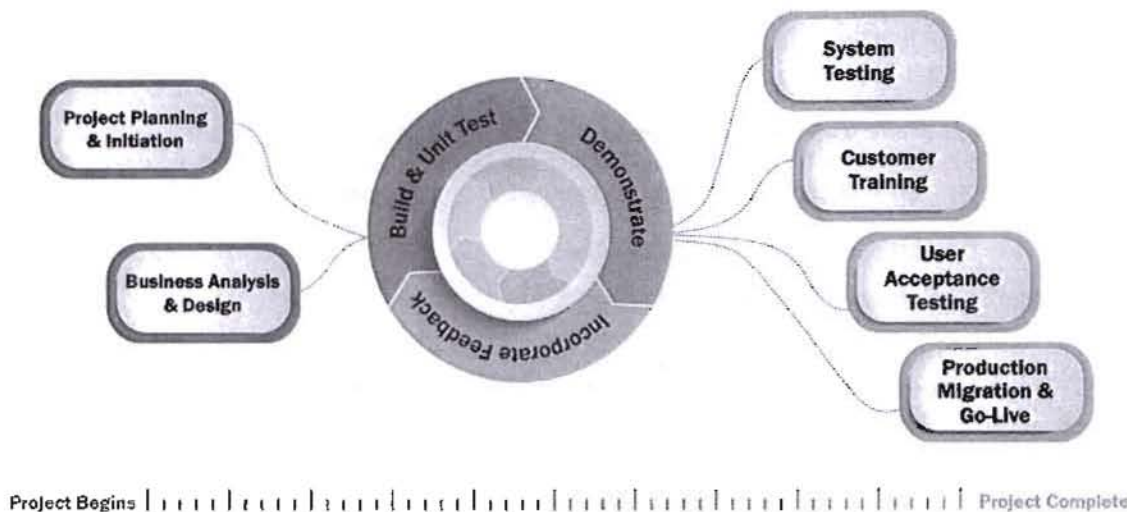
The following are incorporated in and made part of this SOW:

- Appendix A: Deliverable Guidelines
- Appendix B: Software and Hardware Deliverables
- Appendix C: Project Procedures

2.1 Project Methodology Overview – “The ImageSoft Way”

This section describes the project implementation methodology, “The ImageSoft Way,” which consists of Services and the Deliverables to be provided by ImageSoft. ImageSoft responsibilities, Customer responsibilities, completion criteria and initial anticipated project schedule are detailed. The ImageSoft Way provides customers inclusive insight into their solutions as they are being developed on time and within scope by using an iterative mode of development, demonstration and feedback cycles. The ImageSoft Way relies on traditional project phases but uses an iterative feedback cycle during the build phase which allows ImageSoft to demonstrate the solution to the customer, receive immediate feedback, and make adjustments to the solution. In turn, the customer doesn't wait until the start of their testing period to see their solution for the first time; they can collaborate through the entire build process. This

results in business requirements being clarified, missed requirements being identified, and ensures the best solution for the customer is delivered.



The first phase is our Planning and Initiation phase. This phase allows the team to learn about the project and the solution, first by meeting with the Sales team and then with the customer. Any documentation provided to the Sales team is shared with the Project team to ensure an efficient transfer of knowledge. During this phase, the Project Manager builds an initial draft of the project schedule so the customer will know what to expect. The project kickoff meeting is scheduled and conducted and discovery is scheduled.

Our second phase, Business Analysis and Design, is often called discovery. We send two experienced team members, usually the Solution Architect and a Systems Engineer, to your location to sit with the users and walk through their business process. We listen, document, and ask questions. We do not build out the solution during this time; we ensure we understand your business, your pain points, and have the right information to build you a solution that will work. When we return to our office, we design your solution. In order to ensure we understand your business rules, we draft a document called the Solution Requirements Document (SRD). In this document, we write Use Cases to identify the steps required to complete your business process within the new solution. Once internally vetted and reviewed, we send you this draft and schedule a review with you and your business Subject Matter Experts. We review the document live with you, making corrections to the process to ensure all parties agree on what the solution will include. The Business Analysis and Design phase completes once the Solution Requirements Document is signed.

With the design agreed to, the Build phase begins. While we collaborate consistently through the entire project, the Build phase is the most iterative in terms of solution reviews and feedback loops. We will establish a regular cadence with you to demonstrate the solution as it is being built. Your feedback is critical in this phase. If we can catch a misunderstanding early in the project, we can update the design and estimate early to avoid overages later in the project. Seeing the solution often also helps your users and IT team understand the solution well before it is released to test and support.

Before we release a solution for user testing, we perform system testing within ImageSoft to ensure everything works as designed within the Solution Requirements Document. After this is complete, we train your users to test the solution. We provide and consult on a sample training plan that you can customize for your team, as well as provide training manuals for your solution. We follow a checklist of steps that include other templates and documents that we share with your team to make sure training is successful.

During the User Acceptance Testing (UAT) phase, we setup an issue tracking software, Jira, just for you to log your issues or enhancements. We meet with your team multiple times a week to review the issues, work with you to prioritize, resolve, and release for retest. At the end of UAT, we send you a signoff form to permit the solution to be promoted to Production.

The last phase is the Production Migration and Go Live. While it seems like we are at the end of the project lifecycle, this is a critical phase and we treat it as such. Our team will collaborate with your IT staff well in advance of migration day to review the infrastructure, apply all licenses, and prep the environment. We build a migration checklist with your IT team with tasks, assignees, and dates to make sure nothing is missed. We are available outside of business hours so that there can be as little impact as possible to your end users. The project team is allocated post go live to provide the continued support of your solution in Production for up to 30 days. After that 30 days is up, the project team completes a checklist for our Customer Care team that evaluates whether the solution is ready to be transitioned. The Customer Care team has product and development experts available for quick issue resolution and will escalate back to the project team to expedite the resolution of issues for you.

Through all phases, you will have a dedicated Project Manager working to ensure your project stays on track. Whether tracking budget, challenging design decisions that compromise scope, removing roadblocks to allow the project team to meet dates, the Project Manager is your project advocate. They also provide you status reports, identify and mitigate risks, and maintain the project plan.

Regardless of which team is working on your solution, the ImageSoft Way is to be collaborative, open to feedback, and quick to respond.

2.2 Statement of Work Dependencies

The following assumptions were made by ImageSoft while preparing this SOW for Customer. These assumptions were directly or indirectly derived based on all initial conversations for this proposed project. A significant change in any of the below assumptions may directly affect the work, schedule, and cost of this project.

1. ImageSoft's professional services will be performed both at the customer's facility and/or remotely from ImageSoft's offices. Supervised remote access to servers and/or workstation computers may be required during implementation and for support purposes once in production use. Remote work will be performed via VPN access to be provided by Customer.
2. Implementation will be scheduled based on the priorities and inter-department interactions identified during the business analysis.
3. The workflow proposed will leverage core functionality as it exists at other ImageSoft Probate Court implementations. Initial workflow phase will include the common Probate Court processes for the in-scope case types. Workflow implementation allows for continuous process improvement and refinement. In order to stay within the budget and schedule the parties agree that certain workflow features may be deferred to a future phase.
4. Tuscola County will be required to provide a complete list of TrueSign 'signers' including name, title, signature, allowable proxy signers (if any), and any additional information to be affixed to signer's signature (i.e., Bar Number, other) in a timely manner upon request.
5. ImageSoft has not included any back-file scanning services (scanning of old/existing case file records) in this Statement of Work; any such services are considered out of scope. ImageSoft will work with Customer to define a simple back file scanning process for the Court to perform any back-file scanning deemed necessary.
6. Tuscola County will provide all hardware except for the proposed solution unless otherwise noted in this Statement of Work. This includes, but is not limited to, adequate servers, network infrastructure, and user workstations.
7. Tuscola County will make sure that there is adequate bandwidth (providing adequate network speed) to run the OnBase clients without noticeable delays.
8. Customer network login accounts will be tied to the username in OnBase Configuration and in most cases Active Directory will be fully leveraged to populate this information in OnBase. In

- cases where Active Directory does not populate this data, the County will be responsible for manually entering the data into OnBase Configuration.
9. Tuscola County is responsible for getting updated security / Active Directory groups to ImageSoft prior to the configuration of the OnBase user groups.
 10. ImageSoft will perform "train-the-trainer" end user training classes. These classes will cover scanning, indexing, document retrieval, integration and workflow. The training will be performed with those operators who are identified by Tuscola County as being "train-the-trainer" operators. These operators will be responsible for training the remaining users on the use of the system.
 11. The implementation services proposed within this SOW were defined and estimated based on past ImageSoft experience with similar types of courts but without the benefit of detailed requirements, architecture, and design that are required to accurately define solution customization effort, approach, and integration priorities. As such, the estimated Deliverable and Service fees will be confirmed, subject to assumptions obligations identified in the Agreement, during the 2.3.3 Business Analysis and Design activity identified in this SOW.
 12. Any changes that arise during the Business Design and Analysis activity will be managed through the procedure described in Appendix C-1: Project Change Authorization Procedure. If this occurs, ImageSoft will present to Customer the reasoning for the additional scope and an estimate of the additional effort. Customer can then decide whether to add the work to the scope, through a change order, or to reduce the project scope to its original size.
 13. Customer's OnBase test and production environment is using version 15 or later.
 14. Workflow routing assumes one Judge uses the system. If load balancing for multiple Judges is required, a PCR will be generated.
 15. This SOW does not include interaction with existing Circuit Court solution. If interaction is requested with the existing Workflow or JIS integration, a PCR will be generated.
 16. ImageSoft will leverage iDocCreator to create document templates and form letters.

2.3 ImageSoft Responsibilities

2.3.1 ImageSoft Project Management

ImageSoft will provide a specific amount of project management services to manage ImageSoft project responsibilities defined in this SOW. The purpose of this activity is to provide technical direction and control of ImageSoft project personnel and to provide a framework for project planning, communications, and contractual activity. This activity includes the following tasks:

- Drive to completion of the deliverables and other contractual responsibilities of ImageSoft, working cooperatively with the Customer Project Manager.
- Coordinate and manage the technical activities of ImageSoft project personnel.
- Maintain project communications with Customer through the Customer Project Manager.
- Coordinate with Customer Project Manager the establishment of the project environment.
- Establish documentation and procedural standards for Deliverables outlined in Appendix A of this SOW.
- Prepare and maintain the ImageSoft project plan for performance of this SOW which lists the activities, tasks, assignments, milestones, and estimates.
- Review with Customer Project Manager tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the ImageSoft project plan with the Customer Project Manager.
- Work with the Customer Project Manager to address and resolve deviations from the ImageSoft project plan.
- Conduct project status meeting every two weeks with the Customer Project Manager and key project stakeholders.

- Prepare and submit status reports *every two weeks* to the Customer Project Manager.
- Administer the Project Change Authorization Procedure with the Customer Project Manager.
- To manage this project ImageSoft has made the following assumptions in estimating our Project Manager work effort:
 - Hours per week: 2-4
 - Project duration (weeks): 20
 - Total estimated (hours): 60

A change in the project scope or duration will affect the amount of project management effort required and may result in a Project Change Request.

Completion Criteria: The Project Management activity will be complete once either the project is complete or the estimated work effort described above is exhausted.

Deliverable Material: Project status report – submitted *every two weeks* (refer to Appendix A – Deliverables)

2.3.2 Project Planning & Initiation

The purpose of this activity, which will be performed for each project phase, is to define roles and responsibilities of the ImageSoft and Customer team members, review the SOW, and complete contractual setup activities.

This activity consists of the following subtasks:

- Gather preliminary background and project related information.
- Review and validate configurations for procurement of hardware or software.
- Review existing background information.
- Review Customer project contacts.
- Assist customer Project Manager to schedule interviews, meetings, site visits, and joint discovery sessions.
- Schedule and conduct a project kick-off meeting with Customer and ImageSoft project team and key stakeholders.
- Revise the project plan based on the results of the planning and initiation.

Completion Criteria: This activity will be considered complete when the phase kick-off meeting has been conducted.

Deliverable Material: None

2.3.3 Business Analysis and Design

The objective of this activity is to define the functional and technical requirements for the solution and to create the system design for the solution. As required the Customer's business and IT Subject Matter Experts will participate in discovery and design sessions.

This activity consists of the following subtasks:

- Prepare for Discovery
- Conduct business analysis discovery meetings.
 - Business Analysis will be performed in both onsite and remote meetings for the Probate Court
 - ImageSoft has budgeted up to 16 hours to complete this task for the Probate Court. This amount of time should be adequate if the parties are efficient.
- Develop the Solution Requirements Document (SRD).
- Perform internal scope review of Solution Requirements Document to ensure that effort to implement the designed solution is within the budget.
- Conduct review of the Solution Requirements Document with Customer.
 - ImageSoft has budgeted up to 8 hours to complete this task with the Probate Court
- Deliver and receive sign-off for each of the Solution Requirements Document.
 - Re-validate scope and estimates. Any changes that arise will be managed through the procedure described in Appendix C-1: Project Change Authorization Procedure.

Completion Criteria: This activity will be complete when the Solution Requirements Document has been delivered and approved by the Customer.

Deliverable Material: Solution Requirements Document.

2.3.4 Build & Unit Test

The objective of this activity is to install and configure the base system software and to develop custom code as defined in the Solution Requirements Document. This activity includes the following subtasks:

2.3.4.1 Installation and Configuration

The objective of this activity is to install and configure the software required for this scope of work. Customer resources will be available as needed to support this activity.

This activity consists of the following subtasks:

- Install and configure OnBase modules:
 - Install and configure OnBase Software Modules
- Install and configure ImageSoft JusticeTech Software Solutions
 - ImageSoft will configure up to 3 iDocCreator templates for use within the Probate solution
- Configure Application Enabler with the following Customer Line of Business applications (up to 4 screens of each application defined below):
 - JIS

Completion Criteria: This activity will be complete when the installation of the software has been verified.

Deliverable Material: None.

2.3.5 Probate Court Workflows

JusticeTech Court Solutions are a role based workflow platform for creating a "paper-on-demand" environment for the entire criminal justice system and integrate the public/law firms with Clerk, Court, and related offices and facilitates the onboarding and processing of court documents for all case types from initiation to final disposition.

The objective of this activity is to configure and unit test the below included ImageSoft JusticeTech Court Solutions which will be configured according to the Solution Requirements Document. Within this SOW, ImageSoft has included court solution configuration for the following case types:

Probate	The Probate case type for this SOW includes probate matters such as wills, administrators of estates and trusts, appoints guardians and conservators, and orders treatment for mentally ill and developmentally disabled persons.
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For each of these JusticeTech Court Solutions, ImageSoft in general will perform the following tasks:

- Configure and Unit Test the Electronic Case File to organize both clerk and court documents
- Configure and Unit Test the Probate workflow
- Configure and Unit Test the following system workflows:
 - CMS Integration with Customer's Case Management Systems (JIS) to connect Electronic Case File with the court's Case Management System.
 - Routing workflow
- Modify Probate Court Solution e-forms for collecting and managing court process data such as case jacket summary, docket entries, court events, hearing notes and case specific forms.
- Configure up to 3 word templates for Probate Court Solution
- Configure and Unit Test Probate Court Solution

Completion Criteria: This activity will be complete when the installation of the software has been verified.

Deliverable Material: None

2.3.6 System Testing

The objective of this activity is to test that the system components and interfaces work together as a whole.

This activity consists of the following subtasks:

- Create Test Cases
- Conduct system testing
- Fix identified problems
- Retest as required

Completion Criteria: This activity will be complete when the tasks above have been completed.

Deliverable Material: None.

2.3.7 Conduct OnBase Functional Training (Unity Client and Scan)

The objective of this activity is to train up to ten (10) designated trainers who will be responsible for training additional users. One (1), four-hour training session will be conducted using a Train-The-Trainer (T3) approach. The Customer designated T3 trainers will be responsible for training additional users. As a prerequisite, T3 Trainers will take the Hyland end user web-based course.

This activity consists of the following subtasks:

- Provide Customer with installation instructions for any machines to be used during training session.
- Log in remotely to a sample training machine to ensure training readiness.
- Prepare training script.
- Plan and discuss with Customer how and where the training will be conducted.
- ImageSoft assumes that one (1) train the trainer class will be conducted in each of the following functional user sets:
 - Probate Court Users (1 class)
- Provide standard Hyland OnBase End User functionality and scanning training materials.
- Schedule and conduct one (1), four-hour end user T3 training session.

Completion Criteria: This activity will be complete when the JusticeTech/OnBase End User Functional and Scan Training sessions have occurred.

Deliverable Material: Standard Hyland End User Functional and Scan/Validation Training Materials.

2.3.8 Conduct Probate Workflow Training

The objective of this activity is to train up to ten (10) designated trainers who will be responsible for training additional users. One (1), Probate Workflow four-hour training sessions will be conducted using a Train-The-Trainer (T3) approach. The Customer designated T3 trainers will be responsible for training additional users.

This activity consists of the following subtasks:

- Provide Customer with installation instructions for any machines to be used during training session.
- Log in remotely to a sample training machine to ensure training readiness.
- Prepare training scripts.
- Plan and discuss with Customer how and where the training will be conducted.
- No training materials will be provided beyond standard Hyland workflow training materials
- Review materials with Customer.
- Conduct train the trainer class will be conducted in each of the following workflow user groups:
 - Probate Court Workflow Training Class (1 Session)

Completion Criteria: This activity will be complete when the Probate Workflow T3 Training sessions have occurred.

Deliverable Material: ImageSoft and Hyland Standard Workflow Training Materials.

2.3.9 Conduct Solution Knowledge Transfer and Technical Training

The purpose of this task is to train the designated Customer System Administrator on how to manage and administer the implemented system.

This activity consists of the following subtasks:

- Prepare Systems Administrator Training notes.
- Schedule and conduct one (1), four-hour System Administrator walkthrough training session using a "hands on" skills transfer training method.
 - Probate Court (1 session)

Completion Criteria: This activity will be complete when the System Administration Training has been conducted.

Deliverable Material: System Administrator Training Notes.

2.3.10 Conduct User Acceptance Testing

The purpose of User Acceptance Testing (UAT) is to test the functional solution to ensure that it meets what was defined in the Solution Requirements Document. The UAT process is a cooperative effort lead by ImageSoft with Customer playing a clearly defined supporting role. UAT will be performed over a period of three (3) weeks.

ImageSoft will perform the following tasks as part of the UAT process:

1. Provide draft framework of a UAT plan to customer with section to be completed by Customer clearly defined.
2. Perform training for the customer on how to write business test cases that contribute to the UAT. Business test cases are scenarios that are specific to the business process and may only partially engage the OnBase solution, for example: "Open a new case in the CMS, and then scan and index the initial complaint into OnBase". The extent of necessary Business test cases will vary from system to system.
3. Write the UAT plan using the Solution Requirements Document, the Customer Process Documentation (see below), and the completed system as a guide.
4. Gather customer business test cases and integrate them into the draft UAT plan.
5. Gain customer approval on the UAT based on agreed upon acceptance criteria.
6. Train the customer on how to assist in performing testing using the UAT plan.
7. ImageSoft Professional Services team members work on-site with customer during a pre-defined period of time to perform UAT testing (customer must participate in testing in order to gain knowledge of the system and to be able to signoff and support the system).
8. Document test results and correct issues until all High priority defects are corrected and system is ready for production rollout. ImageSoft is responsible for issue tracking and prioritizing (High, Med, and Low, Out of scope and Enhancement)
9. Conduct regular status meeting during testing to assess results and ensure everyone is achieving desired testing effectiveness.

Customer will perform the following tasks as part of the UAT process:

10. Develop Process Documentation: The customer is responsible for updating and/or creating customer procedural documentation for each role that touches the system. This documentation will be used when writing the UAT test plan. It will also be used by the training team to train remaining staff prior to moving the system into production. If customer is unable to provide this

level of process documentation, then a risk needs to be documented with the project sponsor and a decision on how to mitigate must be documented.

11. Define and document business test cases to be inserted into the UAT plan. Business test cases are scenarios that are specific to the business process and may only partially engage the OnBase solution, for example: "Open a new case in the CMS, and then scan and index the initial complaint into OnBase". The extent of necessary Business test cases will vary from system to system.
12. Review and approve the draft UAT test plan in a timely fashion.
13. Work directly with ImageSoft to provide hands-on UAT testing, report results and issues to ImageSoft. Develop deeper understanding of the system through hands-on testing.
14. Participate in regular status meetings.

The following estimate of ImageSoft effort has been allocated to the UAT process:

Task	Description	Hours
	Probate Court	
	Create Test Cases	12
	Support User Acceptance Testing	24

Completion Criteria: This activity will be complete at the end of the third week of UAT support has been provided.

Deliverable Material: Solution ready for production rollout.

2.3.11 Assist Production Cutover (Go-live)

The purpose and objective of this activity is to cutover (move) the final configured solution to a production environment. Production cutover is a joint effort, and will require significant effort from Customer.

This activity consists of the following subtasks:

- Assist Customer in Production cutover activities
 - ImageSoft has budgeted up to 16 hours to complete this task

Completion Criteria: This activity will be complete when the ImageSoft JusticeTech and OnBase Solution configuration has been cutover to the production environment.

Deliverable Material: None

2.3.12 Post Go-Live Support

The purpose of this activity is to provide transition of the system into support for the newly implemented solution. The duration of the support period for this SOW is 2 weeks. A Project Change Request will be required for additional Post Go-Live Support duration. All work will be conducted remotely.

This activity consists of the following subtasks:

- Provide up to 16 hours to Customer to transition newly implemented solution to ImageSoft support.
- Assess reported issues and discuss, scope, and estimate any requested enhancements which may be identified.

- Correct defects which Customer demonstrates are behaving contrary to what was defined in the Solution Requirements Document.
- Perform ImageSoft internal transition readiness assessment (and create documentation as necessary).
- Perform Health Check of Production system in conjunction with ImageSoft Customer Care.
- Schedule and conduct a joint meeting with the Customer and ImageSoft Customer Care.

2.3.13 Transition to Support

The objective of this activity is to provide transition of the newly implemented system from the ImageSoft professional services team to the ImageSoft CustomerCare support team. All work will be conducted remotely.

This activity consists of the following subtasks:

- Provide professional services team support to Customer for the newly implemented system prior to transition to ImageSoft CustomerCare support
 - ImageSoft has budgeted up to 8 hours to complete this task
 - This task should be conducted within the allotted hours over a 30 day period.
- Schedule and conduct a meeting with the Customer and ImageSoft CustomerCare Support

Completion Criteria: This activity will be complete when system has been transition to the ImageSoft Customer Care support team.

Deliverable Material: None

2.3.14 System Support

ImageSoft has included support for the system after it is accepted or goes into production for twelve (12) months. Post-Production Support includes ImageSoft Customer Care support coverage Production support is described in the external System Maintenance Agreement (SMA).

Completion Criteria: This activity will be complete when 12 Months of post-production support has been provided to the Customer. Production support is typically renewable on an annual basis per the terms of the SMA.

Deliverable Material: None

2.4 Customer Responsibilities

The successful completion of the proposed scope of work depends on the full commitment and participation of Customer management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement, and are to be provided at no charge to ImageSoft.

2.4.1 Project Management

Prior to the start of this SOW, Customer will identify a Customer Project Manager at the beginning of this SOW, who will be the focal point for ImageSoft communications relative to this project and who will have the authority to act on behalf of Customer in all matters regarding this project.

The Customer Project Manager's responsibilities include:

Manage the Customer personnel and responsibilities for this project across all customer locations

Serve as the interface between ImageSoft and all Customer departments participating in this project.

Administer the Project Change Authorization Procedure with the ImageSoft Project Manager.

Review with the ImageSoft Project Manager Customer invoice or billing requirements.

In conjunction with the ImageSoft Project Manager, develop the project plan and maintain overall project schedules.

Provide sign-off on project deliverables

Participate in Project Status Meetings.

Resolve deviations from the project plan that may be caused by Customer personnel.

Help resolve project issues and escalate issues within Customer's organization, as necessary.

Provide existing project pertinent documentation.

Provide access to Customer's existing repositories, applicable to this SOW, to the ImageSoft project team during the development and testing of the system and other deliverables, as required.

Obtain and provide information, data, decisions and approvals, including problem resolution with base software, within two working days of ImageSoft's request unless Customer and ImageSoft agree to an extended response time.

Monitor and report project status on a regular basis to Customer management.

Verify that all tasks assigned to Customer are performed according to the agreed upon project plan.

Verify that all Customer resources are available to the ImageSoft project team.

Verify that all invoices are paid in a timely manner.

2.4.2 General Customer Responsibilities

During Business Analysis and Design process, ImageSoft may utilize and provide customer surveys for data collection (i.e. volumes/doc inventory) Customer is responsible for distributing the survey questionnaire to the repository owners and collecting the completed questionnaires. It is assumed the questionnaires will be completed and returned within (5) business days from the time delivered to Customer.

Customer is responsible for ensuring that data is secure and protected at all times on Customer computers. ImageSoft is not responsible for and cannot be held liable for inadvertent data disclosure or theft from Customer computers.

Technical assistance from Customer's Information Technology staff will be provided during the performance of the Work. In particular, Customer will provide:

Network connectivity and troubleshooting assistance.

Ability to monitor network traffic and isolate bottlenecks.

Technical assistance concerning the integration with existing Customer systems (if applicable).

Customer, at all times, during and after the performance of the Work, is responsible for maintaining adequate data backups to protect against loss of data on Customer computers.

Customer will provide all relevant documentation of their existing IT architecture and technical infrastructure that integrate with the line of business application components.

Customer will be responsible for any programming in legacy systems necessary to provide data to any application(s) provided by ImageSoft under this SOW.

Customer will be responsible for obtaining and installing the required hardware and software infrastructure in a timeframe consistent with the deployment schedule established jointly by Customer and ImageSoft.

Customer will be responsible for the setup, installation, and configuration of the servers, base operating system, storage devices and network for the proposed ImageSoft Solution in this SOW.

Customer will be responsible for developing UAT Test Plan, planning and conducting all UAT activities. Additionally, Customer is responsible for providing test data in a format that is ready to use by ImageSoft for their internal solution test phase.

Customer will provide the development and testing tools.

Customer will be responsible for all services or third party software for implementing or managing customer's disaster recovery activities. SOW does not include these items.

The solution will be implemented at Customer's facility in Caro, MI.

ImageSoft's professional services will be performed both onsite, at the customer's facility, and remotely from ImageSoft's offices. Customer may be required to supervise remote access to servers and/or workstation computers during implementation and for support purposes once in production use.

Customer is responsible to select and provide knowledgeable personnel to manage the system after rollout. This includes both IT and business process skills transfer. Customer understands and accepts that no activities will be repeated or delayed to reinforce the on the job skill transfer.

Customer will provide adequate access to all systems (servers and workstations) that are required by the project. This may include but is not limited to on-site and remote via the Internet. If Customer requires ImageSoft to conduct remote configuration activities via GoToMeeting, it may result in additional services cost not included in the extended fixed price.

Customer will ensure that its staff is available to provide such assistance as ImageSoft reasonably requires and that ImageSoft is given reasonable access to Customer's Senior Management team, as well as any members of its staff to enable ImageSoft to provide the Services. Customer will ensure that its staffs have the appropriate skills and experience. If any Customer staff fails to perform as required, Customer will make suitable additional or alternative staff available.

Customer will provide relevant information and documentation required for the engagement. Customer agrees that all information disclosed or to be disclosed to ImageSoft is and will be true, accurate and not misleading in any material respect. ImageSoft will not be liable for any loss, damage or deficiencies in the services arising from inaccurate, incomplete, or otherwise defective information and materials supplied by Customer.

Customer expertise to handle issues with printers, cabling, and PCs before, during, and after rollout is expected. The system being provided runs in a Local Area Network and Web environment. As such, the performance of the system is directly related to, among other things: available network bandwidth, network segmenting, and the performance of other applications. For this reason, ImageSoft can make no guarantees as to system response time.

Customer will ensure it has appropriate agreements in place with third parties to enable ImageSoft to perform the services under this SOW. This includes Customer using or providing ImageSoft with third party information, software, support or materials for the project including but not limited to, where Customer is employing other suppliers whose work may affect ImageSoft's ability to provide the services. Unless specifically agreed to otherwise in writing, Customer will be responsible for the management of the third parties and the quality of their input and work. Except to the extent ImageSoft specifically agrees otherwise in this SOW, Customer is solely responsible for any third party hardware, software or communications equipment used in connection with the services.

Customer will provide the necessary software and licenses that ImageSoft will use for developing custom components and applications.

Customer will provide adequate user workstations, monitors, operating system software, suitable office space, including office supplies, furniture, telephones, voice mail, analog lines and other facilities for the ImageSoft Project Team while working on Customer premises. Facilities should be comparable to those provided to Customer personnel performing similar work.

2.5 Completion Criteria

ImageSoft will have fulfilled its obligations under this SOW when one of the following first occurs:

- ImageSoft satisfies the Completion Criteria set forth in Section 2.3 ImageSoft Responsibilities and delivers the items described in the Appendix A: Deliverable Materials; or
- Customer or ImageSoft terminates the project in accordance with the provisions of the Agreement.

2.6 Estimated Schedule

A phased approach draft project plan will be delivered to the customer early in the project planning phase, and a final plan will be delivered upon completion and customer confirmation of the Solution Requirements Document. Deviation from the finalized project plan by Customer might represent a change in the scope of the project. Deviations that arise will be managed through the procedure described in Appendix C-1: Project Change Authorization Procedure.

Note: ImageSoft's professional service team typically has a lead time of approximately eight to ten (8-10) weeks to start any new customer project. During this time, ImageSoft may perform the following Project Planning and Initiation activities: identify customer project manager, conduct project kick-off call with Customer and setup project communication environment.

2.7 Investment

The table below provides detailed pricing for ImageSoft's proposed solution.

Premise Software				
	Product	Unit Cost	# Units	Cost
OnBase User Access Licenses				
Probate				
Workflow Named User Client (21-50)	WLIPN2	\$1,100	1	\$1,100
Production Document Imaging (TWAIN) 1+	TIIPW1	\$5,000	1	\$5,000
OnBase Annual Software Maintenance	OBMAINT	\$1,220	1	\$1,220
OnBase Software Sub-Total				\$7,320
Premise Software Subtotal				\$7,320
Professional Services				
	Product	Unit Cost (hours)	# Units (hours)	Cost
Probate Court				
Planning & Initiation				
Conduct Planning and Initiation Activities		\$185	8	\$1,480
Business Analysis and Design				
Conduct On-site Business Analysis and Discovery		\$185	16	\$14,800
Solution Requirements Document Creation and Delivery (SRD)		\$185	48	
Conduct Internal Scope Review of SRD		\$185	8	
Conduct Customer Review of SRD		\$185	8	
Buld & Test				
OnBase and ImageSoft Configuration				
Setup Security and Microsoft AD Integration		\$185	4	\$5,920
OnBase Configuration (Disk Groups, Doc Types, Keywords, Notes, X-Refs, etc)		\$185	8	
Configure Foldering (up to 1 folder structure)		\$185	8	
Configure Document Import Processes (up to 1 process)		\$185	4	
Configure Form Letters using iDocCreator *up to 3 Word Templates		\$185	4	
Configure TrueSign Signatures		\$185	4	
Integrations				
Configure OnBase Application Enabler with Customer LOB Applications (up to 4 Screens for each below)				
JIS		\$185	8	\$1,480
JusticeTech Implementation				
JusticeTech Court Solutions (by Case Type)				
Probate		\$185	48	\$8,880
Document Capture				
Setup Scanners Setup and Preform Testing (up to 2 scanners)				
Create/Test OnBase Scan Queues (up to 4 queues)		\$185	4	\$1,480
		\$185	4	

2.7.1 Payment Schedule

This project will commence upon a signed Statement of Work (SOW) and received payment for 25% of the initial software and hardware costs. The table below provides further details regarding the payment schedule.

Payment	When	Amount
Hardware, Software and Travel		
Down Payment (25%)	Invoiced when Project Signed	\$1,830.00
Software Balance (75%)	Invoiced on delivery	\$5,490.00
Travel	Billed at cost every 2 weeks	\$4,410.00
Probate Court		
Deliverable	Acceptance Criteria	Payment
Project Kick-off Complete	Delivery of Project Plan	\$6,734.00
Business Analysis	Completion of Onsite Discovery	\$6,734.00
Solution Requirement Document	Customer Sign-off on Solution Requirement Document	\$10,101.00
Integrations Complete	Completion of Application Enabler Integration	\$10,101.00
Build & Workflows Complete	Completion of Solution Configuration	\$13,468.00
System Testing Complete	Delivery of Solution Configuration	\$3,367.00
UAT / Training	Completion of User Acceptance Testing and Training	\$10,101.00
Go-Live	System promoted to production	\$6,734.00
Customer Care	Go-Live of System	\$5,423.33
Services - Grand Total		\$72,763.33

Grand Total Project (Probate Court) \$84,493.33

All payments will be due on a Net-30 day basis.

2.7.2 Fixed Price Services

ImageSoft has provided an estimate of the required services hours to complete the tasks described herein and will provide services on a fixed price basis.

The initial services provided in this project will include an Analysis and Design process that will create a Solution Requirements Document. During this process project scope that is greater than is contained within the SOW may be discovered. If this occurs, ImageSoft will present to Customer the reasoning for the additional scope, and an estimate of the additional effort. Customer can then decide whether to add the work to the scope, through a change order, or to reduce the project scope to its original size.

2.7.3 Out-Of-Pocket Expenses

Customer shall reimburse ImageSoft for all reasonable out-of-pocket expenses that ImageSoft incurs in performing the Work described herein. Out-of-pocket expenses shall include travel costs, meals, and lodging expenses and must be supported by proper invoices or other appropriate documentation.

Customer shall reimburse ImageSoft for travel time at an hourly rate equal to 50% of the Standard Hourly Rate

2.7.4 Reference Considerations

One of ImageSoft's core values is to provide exceptional customer services. To that end ImageSoft strives to make every customer project one in which the customer is willing to attest to the quality of the work. Customer agrees that if they are completely satisfied with the work, that ImageSoft may, on occasion, ask for Customer to spend a few minutes talking to another prospective customer about the project. ImageSoft will always ask permission before using Customer as a reference.

3. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

<i>Agreed to:</i> Tuscola County, MI 449 Green Street Caro, MI 48723	<i>Agreed to:</i> ImageSoft, Inc. 25900 W. 11 Mile Rd., Suite 100 Southfield, MI 48034
By: _____ Authorized Signature	By: _____ Authorized Signature
Date: _____	Date: _____
Name (type or print): _____	Name (type or print): <u>Scott Bade</u>
Title (type or print): _____	Title (type or print): <u>President</u>
By: _____ Authorized Signature	
Date: _____	
Name (type or print): _____	
Title (type or print): _____	
Project name: <u>Tuscola County – JusticeTech Probate Court</u>	

<i>Internal Use:</i> Opportunity #: <u>18623</u> Sales Order #: _____
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Appendix A: Deliverable Guidelines

The Deliverable Guidelines define the structure and content of the materials defined as "Deliverables" in the Statement of Work. Unless otherwise noted, ImageSoft will provide one copy of each of the following Deliverables to the Customer Project Manager.

Deliverable documents will be provided using the Microsoft Office tools (Word, PowerPoint or Excel) formats, unless indicated otherwise:

A - 1: Bi-Weekly Status Report

Purpose: ImageSoft will provide *Bi-weekly* Status Reports advising the Customer Project Manager of the progress and status of ImageSoft activities worked on during that period. Significant accomplishments, milestones, and problems will be identified.

Content: The report, estimated to be up to 2 pages long, will consist of the following, as appropriate:

- Activities performed during the current reporting period
- Activities planned for the next reporting period
- Project change control summary
- Problems, concerns, and recommendations
- Other items of importance
- Issues list.

Delivery: ImageSoft will deliver *Bi-weekly* copies of this document in electronic format.

A - 2: Solution Requirements Document – ImageSoft will gather and document Specifications defined in conjunction with Customer. These requirements will be validated with the stakeholders and the user communities. This document will include:

- Overview
- Objectives
- Current State
- Future State
- Use Cases
- Future State Opportunities
- Actors
- Definitions
- Assumptions
- Sign Off

A - 3: JusticeTech and OnBase Functional End User Training – the ImageSoft Team will provide Customer with standard Hyland end user functional and scanning training materials in Microsoft Word format, approximately 10-15 pages in length. The T3 training session will cover the basic workings of the JusticeTech/OnBase Solution and non-workflow related tasks needed to efficiently navigate and interact with the ECM Solution. Topics covered include:

- Scanning
- QA (quality analysis of process and scanned images)
- Indexing
- Exception handling
- Accessing OnBase
- OnBase Basics – Document Groups, Document Types, Keywords and Document History
- Document navigation
- Custom Queries / Basic Searching / Advanced Searching
- Navigating folders
- Annotations and notes
- Importing new documents
- Working with Microsoft Office, TIFF and Adobe PDF documents

- Printing and emailing of documents

A-4: JusticeTech Solution Training – the ImageSoft Team will provide Customer with standard Hyland Workflow training materials in Microsoft Word format, approximately 10-15 pages in length. The T3 training session will cover basic workflow concepts of the JusticeTech and ECM Solution. Including specific information related to each life cycle. The course will cover all associated life cycles and queues to allow for cross-training of resources. Topics covered include:

- Overview of the use of workflow to model business processes
- Accessing workflow
- Description of the screen components that makeup the user interface
- Overview of the different types of queues provided by workflow and how they are worked
- Accessing queues
- Details specific to ad hoc tasks and processing documents
- Load balancing concepts
- Details specific to the workflows implemented for the different processes and how users should work

A - 5: Systems Administrator Notes – the ImageSoft Team will provide Customer with Administrator training notes, in Microsoft PowerPoint format and Microsoft Word format, approximately 5-15 pages in length, describing the configuration procedures for the ImageSoft-provided systems. The training notes will cover the following as appropriate:

- Starting/stopping servers
- Monitoring key system processes
- Adding, changing, deleting Users and Securities
- Workflow setup & monitoring

Appendix B: Hardware and Software Deliverables

B-1: OnBase Software Deliverables

The table below provides a short description of each of the OnBase modules being provided. The description provided here is intended to provide a brief overview of the intended purpose. A more comprehensive description of each of the modules is available upon request.

Module Name	Part #	Description
Workflow Named Client SL (21-50)	WLIPN2	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms
Production Document Imaging (TWAIN) 1+	TIIPW1	Scans (digitizes) paper documents using TWAIN compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.

B-2: ImageSoft Software Deliverables

Customer already owns enough additional TrueSign licenses from the base package. We will configure those additional signatures for use as part of this SOW.

B-3: Hardware Deliverables

No hardware is included in this SOW and if required would need to be purchased on a separate ImageSoft Statement of Work.

Appendix C: Project Procedures

C-1: Project Change Authorization Procedure

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change and will describe the change and the effect the change will have on the project.
- Proposed changes may be submitted by the Project Manager of either party.
- Both Project Managers will review the proposed change and recommend it for further investigation or reject it. ImageSoft will specify any charges for such investigation. A PCR must be signed by authorized representatives from both parties to authorize investigation of the recommended changes. ImageSoft will invoice Customer for any such charges. The investigation will determine the effect that the implementation of the PCR will have on price, schedule and other terms and conditions of this SOW and the Agreement.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

C-2: Deliverable Materials Acceptance Procedure

Each deliverable Material as defined in Appendix A - Deliverable Materials Guidelines will be reviewed and accepted in accordance with the following procedure:

1. One (1) printed or electronic copy (as specified in the Deliverable Materials Guidelines) of the deliverable Material will be submitted to the Customer Project Manager. It is the Customer Project Manager's responsibility to make and distribute additional copies to any other reviewers.
2. Within five (5) business days of receipt, the Customer Project Manager will either accept the deliverable Material or provide the ImageSoft Project Manager a written list of requested revisions. If ImageSoft receives no response from the Customer Project Manager within five (5) business days, then the deliverable Material will be deemed accepted.
3. The ImageSoft Project Manager will consider Customer's timely request for revisions, if any, within the context of ImageSoft's obligations as stated in Appendix A - Deliverable Materials Guidelines.
4. Those Customer revisions agreed to by ImageSoft will be made and the deliverable Material will be resubmitted to the Customer Project Manager, at which time the deliverable Material will be deemed accepted.
5. Those Customer revisions not agreed to by ImageSoft will be managed in accordance with Appendix C-1 Project Change Authorization Procedure.
6. Any conflict arising from this deliverable Materials Acceptance Procedure will be addressed as specified in the Escalation Procedure set forth in Appendix C-3.

C-3: Escalation Procedure

The following procedure will be followed if resolution is required to a conflict arising during the performance of this SOW.

When a conflict arises between Customer and ImageSoft, the project team member(s) will first strive to work out the problem internally.

- Level 1: If the project team cannot resolve the conflict within two (2) working days, the Customer Project Manager and ImageSoft Project Manager will meet to resolve the issue.
- Level 2: If the conflict is not resolved within three (3) working days after being escalated to Level 1, the Customer Executive Sponsor will meet with the ImageSoft Project Executive to resolve the issue.
- If the conflict is resolved by either Level 1 or Level 2 intervention, the resolution will be addressed in accordance with Appendix C-1 Project Change Authorization Procedure.

- If the conflict remains unresolved after Level 2 intervention, then either party may terminate this SOW. If the conflict is addressed by termination, Customer agrees to pay ImageSoft for a) all Services ImageSoft provides and any Products and Materials ImageSoft delivers through termination, b) all expenses ImageSoft incurs through termination, and c) any charges ImageSoft incurs in terminating the Services.
- During any conflict resolution, ImageSoft agrees to provide Services relating to items not in dispute, to the extent practicable pending resolution of the conflict. Customer agrees to pay invoices per the Agreement.

At a regular meeting of the Board of Commissioners of the County of Tuscola held in the Village of Caro, Michigan, on March 29, 2018.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____:

RESOLUTION RE: Moore Drain Refunding Bonds, Series 2018

WHEREAS, pursuant to the provisions of Chapter 8 of Act No. 40, Public Acts of Michigan, 1956, as amended, the Moore Drain Drainage District (the "Drainage District") has issued its Moore Drain Bonds, Series 2006 dated August 1, 2006 (the "Prior Bonds"), in the original principal amount of \$3,395,000, to defray part of the cost of constructing improvements to the Moore Drain, in anticipation of the collection of an equal amount of special assessments duly confirmed by the Drain Commissioner against property and public corporations (including the County of Tuscola and the City of Vassar) in the Drainage District, and this Board of Commissioners has pledged the full faith and credit of the County of Tuscola for the prompt payment of the principal of and interest on the Prior Bonds; and

WHEREAS, the Drain Commissioner has been advised that conditions in the bond market have now improved from the conditions which prevailed at the time the Prior Bonds were

sold and that all of the Prior Bonds could be refunded at a considerable savings to the property owners and public corporations in the Drainage District; and

WHEREAS, the Drain Commissioner is expected to authorize and provide for the issuance by the Drainage District of bonds (the "Refunding Bonds") in the aggregate principal amount of not to exceed \$995,000 and maturing no later than June 1, 2026, for the purpose of refunding the Prior Bonds, in anticipation of the collection of at least an equal amount of confirmed special assessments remaining against property and public corporations (including the County of Tuscola and the City of Vassar) in the Drainage District; and

WHEREAS, the Refunding Bonds are to be designated "Moore Drain Refunding Bonds, Series 2018", and will bear interest at a rate not exceeding 5% per annum; and

WHEREAS, the Drain Commissioner deems it advisable and necessary to obtain from this Board a resolution consenting to the pledge of the full faith and credit of the County on the Refunding Bonds; and

WHEREAS, it is in the best interest of the County of Tuscola that the Refunding Bonds be sold in order to achieve debt service savings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF TUSCOLA:

1. Pursuant to the authorization provided in Section 276 of the Drain Code of 1956, as amended, provided that the Refunding Bonds are issued within the parameters set forth above, the Tuscola County Board of Commissioners does hereby irrevocably pledge the full faith and credit of the County of Tuscola for the prompt payment of the principal of and interest on the Refunding Bonds, and does agree that in the event that the property owners or public corporations in the Drainage District shall fail or neglect to account to the County Treasurer of the County of Tuscola for the amount of any special assessment installment and interest, when due, then the amount thereof shall be immediately advanced from County funds, and the County Treasurer is directed to immediately make such advancement to the extent necessary.

2. In the event that, pursuant to said pledge of full faith and credit, the County of Tuscola advances out of County funds, all or any part of said installment and interest, it shall be the duty of the County Treasurer, for and on behalf of the County of Tuscola, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. All resolutions and part of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same hereby are rescinded.

ADOPTED: Yeas: _____

Nays: _____

STATE OF MICHIGAN)
) SS
COUNTY OF TUSCOLA)

I, the undersigned, the duly qualified and acting County Clerk of the County of Tuscola, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by a majority vote of the members elect at a regular meeting of the Tuscola County Board of Commissioners, held on March 29, 2018, the original of which is on file in my office.

I further certify that notice of the meeting was given in accordance with the Open Meetings Act.

County Clerk

mhoagland@tuscolacounty.org

From: mhoagland@tuscolacounty.org
Sent: Thursday, March 22, 2018 2:18 PM
To: 'Bardwell Thom'; 'Bierlein Matthew'; 'Kim Vaughan'; 'Kirkpatrick Craig'; 'Tom Young'
Cc: 'Eean Lee'; 'Glen Skrent'; snielsen@tuscolacounty.org; Patricia Gray; Clayette Zechmeister (Clayette Zechmeister); Renee Ondrajka; Shelly Lutz; Clayton Johnson
Subject: New Financial System Software
Attachments: County of Tuscola WFTS SMB Order Form 03.21.18.pdf; County of Tuscola WFR Order Form 03.21.18.PDF

Commissioners

The 2018 budget includes \$180,000 to purchase new financial software for county operations. The reasons for this request were discussed in detail during budget development last year. The current Harris financial software has problems and support is inadequate. Also the Harris time/attendance software does not interface properly with other components of the financial system resulting in duplicating data entry and other inefficiencies.

The recommendation is to purchase BS&A financial system software and Kronos time/attendance software to interface with BS&A software. The County Treasurer, Chief Accountant and myself all agree use of the Harris software needs to be discontinued and new financial software purchased. This change is critical to maintaining a strong well-managed financial operation which is essential to protecting the public financial resources and to good financial decision making.

The Controller-Administrator and Treasurer Offices are the two lead departments that administer the county financial operations. This includes: general ledger, receipting, accountants payable, banking, budgeting, payroll, time/attendance, scheduling etc. One of first steps in the financial process is time/attendance entry which drives payroll that interfaces with other components of the financial operation. This step is done by individual departments. As previously noted, there is inefficient data entry duplication with the Harris time/attendance system because after this information is entered by departments it has to be re-enter by payroll personnel.

The Information Technology Director, Controller Office, Treasurer Office, Sheriff Department and Dispatch have reviewed two alternative time/attendance systems. All are in agreement that the Kronos system will eliminate duplicating data entry and best satisfies the needs of the county. The one-time installation price for this software is \$36,200. Annual support costs are \$17,236. Attached are the documents that need to be signed to purchase this system. I am forwarding them to the attorney for review and comment which will be available for the March 29, 2018 meeting. The goal is to authorize the purchase of the Kronos time/attendance software at the March 29, 2018 commissioners meeting and implement its use with the current Harris system shortly thereafter.

The original objective was to also purchase the BS&A software this year and complete implementation by the end of the year. This is no longer considered realistic because staff has too many other work responsibilities and deadlines. It is also believed that more time is needed to go to other counties to see how the changeover went and learn from any mistakes made in other counties. Also, the best time to implement the changeover is July/August of next year which is a time when fewer key financial functions are occurring.

Mike

Michael R. Hoagland
 Tuscola County Controller/Administrator
 989-672-3700
mhoagland@tuscolacounty.org



From: Eean Lee <eean.lee@tuscolacounty.org>
Sent: Thursday, March 22, 2018 12:52 PM
To: Mike Hoagland
Subject: Kronos Pricing

Mike,

Kronos pricing is as follows:

\$17,236/year
\$36,200/one time fee (installation)

Previous Attendance Enterprise pricing was:

\$2,730.51/year.

Some things to consider because to justify this price increase are the following:

- 1 - This includes approximately 50 licenses for the Sheriff's Office that we previously did not need to pay for.
- 2 - This includes Telestaff. This is an advanced scheduling component for the offices that require union shift bidding. This is the requirement that we vetted so hard with the software providers. This was not a feature or possible in the old Attendance Enterprise.
- 3 - This is SaaS (Software as a Service). We do not need to install a new server, provide the electricity to the server or pay staffing support/maintenance costs to keep the server up. This is in alignment with the Cloud First strategy the County should be aligning to. (Think of the conversations we've had where in the future, our equipment costs will go down but operational costs will go up. This is that exact scenario. We don't have a buy or make a new server for this, but the op's side is more expensive).
- 3.5 - Security. We no longer have a liability on the books of losing employee benefit information, wage information, etc. This is secured by the vendor's cloud provider and attended to with greater detail than Tuscola County can afford.
- 4 - This is better software. The old software didn't have half of the features and options that this software does.

Please call if you have any questions.

Thanks.

Eean Lee
Director of Information Systems
Tuscola County
www.tuscolacounty.org
989-672-3773 (Office)



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Fwd: County of Tuscola Order Package

Clayton J. Johnson <CLAJOH@braunkendrick.com>

Tue, Mar 27, 2018 at 3:07 PM

To: Eean Lee <eean.lee@tuscolacounty.org>, "MHoagland@TuscolaCounty.org" <MHoagland@tuscolacounty.org>, "Clayette Zechmeister (Clayette Zechmeister)" <zclay@tuscolacounty.org>

Hello,

We have been asked to review the two attached proposals from Kronos

After reviewing them, we find no provisions which stand out as objectionable. Although the documents refer to the terms of a 2014 contract which also applies, we have not received a copy of that document. Since the 2014 contract is not subject to negotiation, so long as the financial and product terms of the attached proposals are acceptable to the county, in my view they are indeed acceptable.

Please feel free to let me know of any aspects that you would like to discuss.

Best regards,

Clay

CLAYTON J. JOHNSON
Attorney
Tel: 989.399.0606
Fax: 989.799.4666
Email: clajoh@braunkendrick.com

EMAIL CONFIDENTIALITY NOTICE

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2 attachments

County of Tuscola WFR Order Form 03.23.18.pdf
2368K

County of Tuscola WFTS SMB Order Form 03.23.18.pdf
949K



Order Form - Workforce Central SaaS for SMB

Quote # _____
 Expires 4/27/2018
 Prepared By Steve Alabso

Order Type Standard
 Date 3/19/2018

Bill To Attn: Eean Lee
 COUNTY OF TUSCOLA
 125 W LINCOLN ST STE 500
 CARO, MI 48723

Ship To Attn: Eean Lee
 COUNTY OF TUSCOLA
 125 W LINCOLN ST STE 500
 CARO, MI 48723

Solution ID: _____
 Currency: US
 Customer PO #: _____
 Data Center: USA

Email: exception@kronos.com
 FOB: _____
 Shipping Point: _____
 Ship Method: FedEx Ground
 Freight Terms: Prepay & Add

Notes:

This order entered into between the Customer and Kronos is subject to the terms and conditions of the Contract #14-IR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the "Contractor"), as amended.

Initial Term: Three year
 Billing Start Date: 90 days from execution of Order Form
 Renewal Term: One Year
 Payment Terms: Net 30
 Billing Frequency (unless otherwise noted, all invoices are due per the payment terms noted above)
 Applications: Monthly in Arrear
 Professional Services: 12 Equal Monthly Installments, invoiced monthly at the end of each period
 KnowledgePass & Education Subscription: Upon execution of Order Form

The Workforce TeleStaff bundle on this Order Form includes: Workforce TeleStaff Enterprise, Workforce TeleStaff Global Access, Workforce TeleStaff Institution Focus, and Workforce TeleStaff Contact Manager, Workforce TeleStaff Gateway Manager, and Workforce TeleStaff Bidding are licensed on per county basis and not a per employee basis and only need to be licensed once. The costs of any individual Applications included in the Workforce TeleStaff Bundle (i.e., Workforce TeleStaff Institution Focus) will be set forth on a mutually agreed upon Order Form based on Kronos' then current list price.

WORKFORCE TELESTAFF

Item	License/Qty	PEPM	Monthly Price
Workforce TeleStaff Enterprise v6	50	\$8.00	\$400.00
Workforce TeleStaff Global Access v6	50	\$0.00	Included
Workforce TeleStaff Institution Focus v6	50	\$0.00	Included
Workforce TeleStaff Contact Manager v6	50	\$0.00	Included
Workforce TeleStaff Gateway Manager v6	1	\$0.00	Included
Workforce TeleStaff Bidding v6	50	\$0.00	Included
Monthly Total:			\$400.00

ADDITIONAL SCHEDULE GROUP STAFFING RULES

Item	Qty	Unit Price	Total Price
Additional schedule group staffing rules	1	\$11,000.00	\$11,000.00
Bids	1	\$1,200.00	\$1,200.00
Total Price:			\$12,200.00

TRAINING POINTS (KRONOS EDUCATION) FINITE

Item	Duration	Total Price
Implementation WF TeleStaff SaaS SMB		\$20,000.00
Implementation WF TeleStaff SaaS SMB A La Carte		\$12,200.00
KnowledgePass SaaS WFC SMB		Included
Training Points WFC SaaS SMB	2,750	Included
Total Price:		\$32,200.00

FEES

Item	Total Price	
Monthly Application Fee	\$400.00	
Monthly Rental Equipment Fee	\$0.00	
Monthly Cloud Services Fee	\$0.00	
Total Monthly Service Fees:		\$400.00
Implementation WFC SaaS SMB	\$20,000.00	
Implementation WFC SaaS SMB A La Carte	\$12,200.00	
Equipment Purchase/Support and Accessories	\$0.00	
Purchased Training	\$0.00	
Total One Time Fees:		\$32,200.00
Bill As You Go Instructor Led Training	\$0.00	
Bill As You Go Services	\$0.00	
Total Bill As You Go:		\$0.00

COUNTY OF TUSCOLA

Kronos Incorporated

By: _____
 Name: _____
 Title: _____
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____

Kronos | Time Attendance - Scheduling - Absence Management - HR & Payroll - Hiring - Labor Analytics

WORKFORCE TELESTAFF IMPLEMENTATION SERVICES GUIDELINE

The following applies to all entitlements within TeleStaff SaaS/SMB implementations:

Kronos Delivered Value	
Workforce TeleStaff Entitlement	<p>Paragon Implementation methodology: Kronos SaaS SMB fixed scope, remote implementations follow our Paragon methodology – an iterative, collaborative approach, driven by value and realized through collaboration. Paragon is bolstered by tools and techniques and Kronos process recommendations to ensure you’re always up to date, and accelerated testing processes to ease the effort and improve the results of testing. The Paragon project lifecycle, roles & responsibilities, are discussed in more detail here.</p> <p>Project Management services including:</p> <ul style="list-style-type: none"> • Creation and maintenance of an online project workspace, work plan, issues and risks management, weekly status calls and reports. • Kronos Project Manager will work with customer Project Manager to jointly run project. • Project Management includes transition to Kronos Global Support after the first deployment go-live. <p>Implementation approach</p> <ul style="list-style-type: none"> • Kronos will conduct one remote assessment with your project team to create one solution design for your organization. • Your team will conduct one testing cycle to accept that solution, which Kronos will support. • Kronos will support one production cutover. <p>Technical Architecture. Two environments (1 Production, 1 Development) will be designed and built to house all the modules purchased. Implementation will occur in the Production environment prior to cutover. The Development environment may be refreshed from Production to support testing and training activities.</p> <p>Training. We train your core team, and provide you with KnowledgePass collateral and toolsets to train your end-users. Our training system allows you to be flexible in how you train your core team: The training provided with each SaaS SMB proposal varies based on employee/entitlement subscription counts but always provide both direct project team training and indirect training such as train-trainer classes to support end-user and scheduler training. Kronos training curriculums can be reviewed on the Kronos customer web-site https://community.kronos.com/s/learn.</p> <p>Rapid Implementation: Kronos SaaS SMB fixed scope implementations are designed to deliver value quickly to your organization. Project timelines generally span 2-5 months depending on the number of entitlements selected. Implementation support for these time spans are included in the package. Extended project timelines requested by customers can be supported with additional professional services agreed via change order.</p>



1.1 WORKFORCE TELESTAFF STANDARD SERVICES

Kronos Delivered Value	
Workforce TeleStaff Entitlement	<p>(1) Schedule group with staffing rules</p> <p>(1) Administrative schedule group, no staffing rules</p> <p>A schedule group has a 1:1 relationship with a paper schedule. It is a single schedule for a defined set of employees based on common tasks, skills, or other qualifiers. The group is governed by standardized business processes and rules regarding shifts, schedule assignment, exceptions, staffing vacancies, and/or offering work opportunities.</p> <p>One-time data import of customer supplied person data in Kronos format</p> <p>One-time data import of customer supplied accrual data in Kronos format</p> <p>Standard WFR/WFTS integration bundle</p> <p>Centralized rosters</p> <p>Multi-day schedule views</p> <p>Leave restrictions for staffing codes (includes thresholds)</p> <p>Time off requests/approvals</p> <p>Shift trades</p> <p>Workflow notifications</p> <p>Standard reports</p> <p>Assignment templates</p> <p>Standard payroll export</p> <p>Email/text notifications</p> <p>Roster headcounts, excluding minimum staffing levels</p> <p>Work availability status and opportunity sign up</p> <p>Vacancy fill rules</p> <p>Fatigue rules</p> <p>Personas and roles, up to (5) staffing authorities/roles</p> <p>(1) Bid</p> <p>One production cutover</p>

WORKFORCE TELESTAFF VALUE ADDED SERVICES

The following value-added services are available for Workforce TeleStaff SaaS/SMB implementations for an additional fee and if identified on the Order Form. Refer to the Kronos order form for a list of a la carte services included with your purchase.

Kronos Delivered Value	
Workforce TeleStaff	<ul style="list-style-type: none"> Additional schedule groups with staffing rules Additional administrative schedule groups, no staffing rules Additional go live/deployments Manual telephony messaging/notification Automated staffing including telephony per scheduling group with staffing rules 3rd party import/exports using Kronos standard format Standard WFC/WFTS integration bundle Onsite days (plus travel expenses) Workforce TeleStaff Administration Training (Configuration and Rules) Workforce TeleStaff Bid Administration Training (Configuration) Workforce TeleStaff Database Administration Training Workforce TeleStaff Staffer Training (New User) LDAP SSO Authentication Additional Bids Blueprints



Workforce Ready Order Form

Date: 3/21/2018 Customer PO #
 Version #: 1 Salesperson: Steve Alabiso
 Expires: 3/30/2018

Bill To: Attn: Eean Lee
 COUNTY OF TUSCOLA
 125 W LINCOLN ST STE 500
 CARO, MI 48723

Ship To: Attn: Eean Lee
 COUNTY OF TUSCOLA
 125 W LINCOLN ST STE 500
 CARO, MI 48723

FOB: Shipping Point Solution ID: 0
 Shipping Method: FedEx Ground
 Currency: USD Email Contact: eean.lee@tuscolacounty.org
 Payment Terms: Net 30 Phone #: 989-672-3773

This order entered into between the Customer and Kronos is subject to the terms and conditions of the Contract #14-ILR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the "Contractor"), as amended.

Initial Term: Three year
 Billing Start Date: 90 days from execution of Order Form
 Renewal Term: One Year
 Payment Terms: Net 30
 Billing Frequency (unless otherwise noted, all invoices are due per the payment terms noted above)
 SaaS Services: Monthly in Arrears
 Professional Services: 12 Equal Monthly Installments, invoiced monthly at the end of each period

The Professional Services Engagement Overview is attached to this Order Form as a summary for the implementation services to be provided by Kronos for the Workforce Ready Setup Fees set forth on this Order Form.

Item	License/Qty	Unit Price	Price
Workforce Ready Time Keeping	235	\$3.78	\$888.30
Workforce Ready Accruals	235	\$0.63	\$148.05
Workforce Ready Integration Hub	1	\$0.00	\$0.00
Minimum Monthly Total:			\$1,036.35

Item	Total Price
Workforce Ready Setup Fee	\$4,000.00
Total Price:	\$4,000.00

Item	Total Price
Minimum Monthly Fee	\$1,036.35
Minimum Annual Fee	\$12,436.20
One Time Setup Fees	\$4,000.00

COUNTY OF TUSCOLA

Kronos Incorporated

By: _____
 Name: _____
 Title: _____
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____

Professional Services Engagement Overview

Purpose and Overview of Engagement

This Professional Services Engagement Overview outlines the scope of services to be provided by Kronos for the Setup Fees indicated on the applicable Order Form, to COUNTY OF TUSCOLA ("Customer") related to the Core Modules, Value-add Modules, and/or Optional Services contained in the document. Our Professional Services engagements are designed to help our Customers successfully implement your Core Modules, as well as enable you to easily layer Value-add Modules and functionality over time based on your priorities, schedule, and resources.

The Kronos® Workforce Ready® (WFR) Professional Services engagement described herein is fixed price based and is subject to the terms and conditions governing your Kronos Workforce Ready – Software as a Service (the "Agreement"). Unless otherwise defined herein, words and expressions defined in the Agreement shall have the same meaning in this Professional Services Engagement Overview.

Your Workforce Ready SaaS Solution

COUNTY OF TUSCOLA and Kronos are deploying the following WFR modules with 1 location(s) and 0 collective bargaining agreement(s).

Core Modules	Employees	Deployments	Estimated Duration *from project kickoff
Workforce Ready Time Keeping	235	1	90 Days
Workforce Ready Accruals	235	1	

COUNTY OF TUSCOLA and Kronos Collaboration

A successful Professional Services Engagement will require close collaboration between COUNTY OF TUSCOLA and Kronos. The Kronos Professional Services team is equipped to help keep you on target for meeting project milestones and requirements, as well as to assist you in configuring and deploying the Kronos Workforce Ready solution that meets your organization's specific requirements. Your organization's participation and commitment to the project goals and timeline are critical to help ensure success. Please see the Kronos Workforce Ready Professional Services Engagement Guidelines at <https://www.kronos.com/kronos-workforce-ready-implementation-guidelines> to review both parties' responsibilities.

The Estimated Duration stated above is an estimate based upon our experience with our customers and products. Depending upon the preparation and engagement of your organization, there may be opportunity to accelerate the completion of this engagement. However, the Estimated Duration may be exceeded based on the level of preparedness, bandwidth, and skill level of your available resources. Other examples that may extend the Estimated Duration include: separate deployments of the solution, having a unionized workforce, and policies that vary across employee groups.

Core Functionality Deliverables

Working in close collaboration, COUNTY OF TUSCOLA (client) and Kronos will deploy the following core modules and functionality in 90 estimated days from project kick-off.

WFR Core	Kronos Delivered Value
Time Keeping Module	<p>WFR Time Keeping deployment gets you started with the ability to accept punches and pay employees accurately through these core components:</p> <ul style="list-style-type: none"> • Time data collection • Pay rule calculations • Base work schedules • Timesheet approval workflow • Time-Off request workflow • Mobile access • Standard reporting <ul style="list-style-type: none"> ○ Up to 10 • One-Time data load using customer-supplied data in a standard Kronos-supplied format • Timekeeping Admin Training
Accruals Module	<p>WFR Accruals module adds comprehensive accrual administration to Workforce Ready Time Keeper by automatically enforcing your time-off policies through:</p> <ul style="list-style-type: none"> • Consistent enforcement of policy • Configurable calculation methods & grants • Time-Off routing & approval workflow (requires TLM) • Time-Off requests at data collection devices • Automatic updates to schedule & timecard (requires TLM) • Visibility to projected balances • Automatic balance reduction (requires TLM or PR) • View time-off calendars for groups • Mobile access • One-Time data load using customer-supplied data for current year in a standard Kronos-supplied format

	<ul style="list-style-type: none"> • WFR accruals requires WFR Timekeeper
Integration Hub	<p>WFR Integration Hub enables data to flow between WFR and 3rd party applications and/or vendors. If the 3rd party application and/or vendor does not accept the standard Workforce Ready formatting and/or methods for automated delivery, a formatted file will be delivered instead. The customer is responsible for providing import files to Kronos in the standard Workforce Ready format and utilizing the standard Workforce Ready delivery method. Kronos will deliver a standard bundle of up to 5 export interfaces (see examples below).</p> <p>Timekeeping Interface bundle using customer-supplied data in standard file formats</p> <ul style="list-style-type: none"> • Demographic import with 3rd party HR (only if WFR HR not purchased) • Cost Center import from 3rd party HR/payroll system (only if WFR HR not purchased) • Job import from 3rd party HR system (only if WFR HR not purchased) • Work schedule import from 3rd party scheduler systems in Kronos file format (only if WFR Scheduler not purchased) • <u>Pay data export</u> to 3rd party payroll system (only if WFR PR not purchased) <p>Accruals interface bundle using customer-supplied data in standard file formats</p> <ul style="list-style-type: none"> • Accrual balance interface with 3rd party payroll system (only if WFR PR not purchased)

Online Training and Support Tools

The **My Learning** area within Workforce Ready provides immediate access to online, role-based education content and support tools that provide step-by-step training on solution features and functions to drive proficiency and user adoption. Your managers and employees can gain proficiency and boost productivity by taking full advantage of

- **Three-minute simulations:** Quick demonstrations of common tasks provide effective training or skills reinforcement
- **Job aids:** Handy, printable reference sheets with step-by-step instructions for performing common tasks supplement and support employee training to drive high user adoption and productivity
- **Sandboxes with exercises:** Available for Administrators, these tools let users practice performing tasks from an exercises document in a training database

Please see Workforce Ready Customer Training Options for more information on training roles and available content.

Assumptions

Kronos has used the following assumptions and dependencies in preparing this Professional Services Engagement Overview

- All services will be delivered remotely, unless otherwise stated
The project kick-off date will be determined based on complexity of the implementation and resource availability, and may start up to 60 days after a Workforce Ready Order Form is executed by the Customer.
- Prior to the start of the project, the Customer will confirm in writing the business and technical requirements of the project.
- Kronos will communicate with Customer's Project Manager, the appointed Point of Contact for Customer on this project. He/she will be responsible for all communications and project management among all Customer parties (staff, vendors, consultants) and for the escalation and resolution of any issues for Customer. Customer is responsible for all hardware, software, and services provided by other consultants or third party vendors that may also be involved with the project
- Kronos will not be responsible for troubleshooting the Customer's environment such as their operating system, hardware resources, or database schema.
- Kronos will not be responsible for troubleshooting applications or hardware not provided by Kronos
- Change Orders are subject to scope review and may impact the project timeline or cost. If additional work beyond the initial scope of this Professional Services Engagement Overview is required as a result of a Change Order, the Customer may be charged

Change Orders

Requests for change to this Professional Services Engagement Overview or the project it covers must be submitted to your Kronos Sales Executive and Kronos Workforce Ready Consultant in writing.

Any of the following items will be considered Out of Scope and require a Change Order.

- Material changes in the Scope or effort
- Material changes in the number or type of Deliverables to meet the defined scope of effort
- Changes to the project resource requirements
- Changes to scheduled dates after acceptance of the Project Plan

Kronos will estimate the time and fixed cost needed to implement the change and the impact it may have on the delivery of project covered under this Professional Services Engagement Overview. Kronos will perform the requested work once the Change Order has been completed and signed by the Customer

Completion Criteria

The project covered under this Professional Services Engagement Overview will be considered complete when any one of the following completion criteria is met. Once one of these is met, no further work will be completed. If additional work is required, a Change Order or new Professional Services Engagement Overview must be generated.

Completion Criteria.

- The Customer has approved in writing

- The System has been put into use within a production environment for 14 calendar days
- More than six (6) months has passed since the date of signature of the Workforce Ready Order Form

The Customer may provide approval in writing via email or an alternative agreed upon method.

Kronos | Time & Attendance • Scheduling • Absence Management • HR & Payroll • Hiring • Labor Analytics

Kronos Incorporated 900 Chelmsford St. Lowell, MA 01851 (800) 225-1561 (978) 250-9800 www.Kronos.com

9-1-1

Tuscola County Central Dispatch

Sandra Nielsen, Director

March 27, 2018

From: Sandra Nielsen, Director

Subject: Out of State Travel


To: Board of Commissioners

Dear Commissioners,

I am requesting permission to travel to the APCO (Association of Public Communications Officials) National Conference in Las Vegas, NV. The conference will be held August 4 to 8, 2018. I am currently the president of the Michigan APCO chapter and serve on two National APCO committees. As president of the Michigan Chapter of APCO, the chapter will cover the costs for my travel. I am requesting this in advance because National has a one day "Flash Day Registration" event which provides a discount of \$100.00 if you register on April 2.

Thank you for your consideration in this matter.

Sincerely,



Sandra K Nielsen, Director
Tuscola County Central Dispatch



BUDGET AMENDMENTS FOR MARCH 29TH 2018

General Fund

- **Witness Fees for Prosecutors Budget (101-229-807-000) \$8,000**
This was left off the adopted budget due to the changing from Court budget to the Prosecutor's budget.

Special Revenue Funds

- **Medical Marihuana Operation and Oversight Grant
(Drug Enforcement Grant) as Amended
278 Fund**
Revenue:
Budget for total of \$24,659 as amended for Grant
Expense:
Test Kits: \$340
Computers/Software \$11,287
Evidence Totes \$1,316
Impound Lot \$11,716

#7

Cindy McKinney-Volz
1081 Warren Drive
Caro, MI 48723
(810) 358-0491

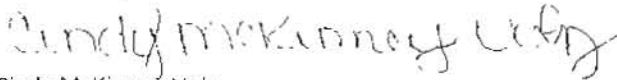
Ms. Jodi Fetting
Tuscola County Clerk
440 North State Street
Caro, MI 48723

Jodi,

After much consideration, I have decided to leave my position as Chief Deputy Clerk for the Tuscola County Clerk's Office. I have accepted a position at the Tuscola County Friend of the Court. I will begin my position on Monday, March 26, 2018.

I am so appreciative of the opportunity that I have had to work at the Tuscola County Clerk's Office. I have learned so much that I will be able to use the rest of my working years. Thank you just does not express how truly grateful I am.

Best Wishes,



Cindy McKinney-Volz

03 23 18



Tuscola County Medical Care Community

Your Care Partner in Skilled Nursing and Rehabilitation Therapy

1285 CLEAVER ROAD ♦ CARO, MICHIGAN 48723

PHONE (989) 673-4117 ♦ FAX (989) 673-6665

#8

Executive Management

Brenda Kretzschmer, RN, NHA – Chief Executive Officer
Maggie Root, CHC – Chief Financial Officer
Rachel Curtis, RN – Chief Nursing Officer
Arshad Aqil, M.D. – Certified Medical Director



Tuscola County Department of Health & Human Services
and Tuscola County Medical Care Facility

Board of Directors

Douglas Hall - Chairman
Sue Morris – Vice-Chair
Michael Bearden – Member

March 23, 2018

Mr. Mike Hoagland, Controller
Tuscola County Board of Commissioners
125 W. Lincoln Street
Caro, MI 48723

RE: Funds Transfer Request

Dear Mr. Hoagland:

This letter is to request the following transfers of funds for expenses related to Facility:

- From:** Millage Fund #298-000-001-000, \$30,375.00
To: General Fund Account #291
For: MJ Mechanical
New HVAC Rooftop Units / RTU Replacement (3)
Business Annex

The total amount of this request is **\$30,375.00**. Thank you for your assistance.

Sincerely,

Brenda L. Kretzschmer RN, NHA, CEO

Brenda L. Kretzschmer, RN, NHA, CEO

Cc: Pat Donovan, Tuscola County Treasurer

Tuscola MCF
Vendor Activity Report

12/20/2017 - 1/10/2018

Paid Items

1

Vendor Name	Check Number	Check Date	Invoice Number	PO Number	Invoice Date	Voucher ID	Invoice Amount	Discount Amount	Amount Paid
MJ Mechanical Services Inc									
Inv# 4079 Two Rooftop RTU Annex Bld.	55571	12/29/17	TUSCOLA CMCC	DHS Board	12/11/17	107,543	\$19,800.00	\$0.00	\$19,800.00
Inv# 4090 RTU-1 Annex Roof Unit 2017	55644	01/05/18	TUSCOLA CMCC	DHS Board	12/18/17	107,769	\$10,575.00	\$0.00	\$10,575.00
							<u>\$30,375.00</u>	<u>\$0.00</u>	<u>\$30,375.00</u>
							\$30,375.00	\$0.00	\$30,375.00

MJ Mechanical
 11787 Prior Rd.
 St. Charles, MI 48655
 Saginaw

INVOICE

Invoice Number: 4079
 Invoice Date: Nov 27, 2017
 Page: 1

Voice: 989-865-9633
 Fax: 989-865-9632

Bill To:
Tuscola Co. Medical Facility 1285 Cleaver Rd. Caro, MI 48723

Ship to:
Tuscola Co. Medical Facility 1285 Cleaver Rd. Caro, MI 48723

Customer ID	Customer PO	Payment Terms	
00211		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		12/27/17

Quantity	Item	Description	Unit Price	Amount
1.00		RTU Replacement	19,800.00	19,800.00
				Subtotal
				19,800.00
				Sales Tax
				Total Invoice Amount
				19,800.00
				Payment/Credit Applied
				TOTAL
				19,800.00

MEDICAL CARE COMMUNITY
 RECEIVED

NOV 30 2017

RECEIVED NOV 30 2017

Check/Credit Memo No:

MJ Mechanical
 11787 Prior Rd.
 St Charles, MI 48655
 Saginaw

INVOICE

Invoice Number: 4090
 Invoice Date: Dec 8, 2017
 Page: 1
Duplicate

Voice: 989-865-9633
 Fax: 989-865-9632

Bill To:
Tuscola Co. Medical Facility 1285 Cleaver Rd. Caro, MI 48723

Ship to:
Tuscola Co. Medical Facility 1285 Cleaver Rd. Caro, MI 48723

Customer ID	Customer PO	Payment Terms	
00211	7267	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		1/7/18

Quantity	Item	Description	Unit Price	Amount
		Replacement RTU-1 at Annex Building Phase 2		10,575.00

T-----
 BSE
 d 10118
 C 46762
 d 76702
 Dep. 180 MD.
 Dep. 61995
 Acc Dep. 10220

Pay w/
 MBG
 MONEY

POSTED
 12/18/17
[Signature]

RECEIVED

MEDICAL CARE COMMUNITY
 RECEIVED
 DEC 11 2017

Subtotal	10,575.00
Sales Tax	
Total Invoice Amount	10,575.00
Payment/Credit Applied	
TOTAL	10,575.00

Check/Credit Memo No:

#9



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

MIDC Compliance Plan

1 message

Barbara Klimaszewski [REDACTED] Tue, Mar 27, 2018 at 1:21 PM
To: Clayette Zechmeister <zclay@tuscolacounty.org>, Judge Amy Gierhart [REDACTED]

Clayette and Judge Gierhart-

The Tuscola County MIDC Compliance Plan and Cost Analysis was approved by the MIDC at yesterday's meeting. You will be receiving a formal notice from MIDC around April 20.

The appropriations process is now underway in the legislature. I will keep you updated as best I can as the process continues.

Congratulations on the approval of your plan. I appreciate all the work you have put into this.

Please feel free to contact me if you have any questions about MIDC.

Barbara A. Klimaszewski
MIDC Mid-Michigan Regional Manager
989-280-9498





Michigan Supreme Court
State Court Administrative Office
Trial Court Services Division
Michigan Hall of Justice
P O Box 30048
Lansing, Michigan 48909
Phone (517) 373-4835

Jennifer Wamer
Director

MEMORANDUM

DATE: February 1, 2018
TO: All Judges
Court Administrators
Probate Registers
County Clerks
FROM: Kevin McKay, Jury Management Analyst
RE: Juror Mileage and Compensation Rate Increases Effective April 1, 2018

On June 15, 2017, Governor Rick Snyder signed Public Acts 51 and 52 of 2017, which amended MCL 600.1344 and 600.151c and increased the minimum rates that courts and funding units must pay jurors for mileage reimbursement and juror compensation, effective April 1, 2018.

Public Act 51 [MCL 600 1344] increased the minimum juror mileage reimbursement rate from \$.10 per mile to \$ 20 per mile and also increased the minimum rates for juror compensation as follows:

- (i) For the first day or half day of actual attendance at the court, not less than \$30 per day and \$15 per half day.
- (ii) For each subsequent day or half day of actual attendance at the court, not less than \$45 per day and \$22.50 per half day.

Public Act 52 of 2017 amended MCL 600.151e and clarified how each funding unit will be reimbursed from the juror compensation reimbursement fund (JCRF) by adding language to subsection (7), which now reads as follows:

“Each court funding unit is entitled to receive reimbursement from the fund for the juror compensation expense amount reported under subsection (5) for the preceding 6 months, excluding any juror compensation in excess of the statutory minimum under section 1344 and excluding the first \$7.50 for half-day juror attendance rates, the first \$15.00 for full-day juror attendance rates, and the first 10 cents per mile reimbursement.”

If courts and funding units are not currently compensating jurors and reimbursing juror mileage at or above the statutory minimum rates, then these increases must be put into effect by April 1, 2018. MCL 600.1344 still requires that any change in rates that trial courts compensate jurors or reimburse juror mileage be approved by county board of commissioners, so trial courts are encouraged to start the approval process for any changes as soon as possible so the statutory minimum rates can be implemented by April 1, 2018.

Beginning April 1, 2018, the state will reimburse the funding units the 10 cents per mile increase, but only if courts reimburse jurors mileage at or above the new statutory minimum of 20 cents per mile and report it properly. Therefore, if trial courts and funding units previously never reported the mileage to the state court administrator in their semiannual report because there was no reimbursement to the funding unit, it will be important for courts and funding units to begin reporting the miles.

If courts and funding units pay jurors in excess of these statutory minimum rates that go into effect April 1, 2018, they will not be reimbursed for that portion of the rates that exceed the statutory minimums.

If you have any questions, please contact me at TrialCourtServices@courts.mi.gov or 517-373-7913.

Celebrating Tuscola's Stars
 c/o Tuscola Technology Center
 1401 Cleaver Road Caro, Michigan 48723
 989.673.5300

**Sixteenth Annual
 Celebrating Tuscola's Stars
 Continental Breakfast**

Place: Tuscola Technology Center
 1401 Cleaver Rd., Caro, MI
 989-673-5300

Date: Thursday, April 19, 2018
 Time: 7:30 AM to 9:00 AM

Cost: \$7.00 per Person for Breakfast
 Please make checks payable to:
Tuscola 2020, Inc.

Mail to: Tuscola's Stars
 c/o Tuscola Technology Center, 1401 Cleaver Rd., Caro, MI 48723

Name(s): _____

Email: _____

Address: _____

City/State/Zip _____

Phone: _____

If you have questions, please phone or email:

Gene Pierce at 989-673-2144, ext. 30401
gpierce@tuscolaisd.org

RSVP by Tuesday, April 3, 2018 with this form

Please call Lila @ 989-673-2144 ext. 30333 if directions are needed.

**If you have an interest in serving on the STARS Planning Team, please contact
 Gene Pierce – contact information listed above. Thanks!**

TUSCOLA COUNTY SENIOR ADVISORY COUNCIL
MARCH 19, 2018 AT THE VASSAR DINING CENTER

Meeting called to order by Jerald Gamm at 11:05am
Pledge to the Flag was said by all.

Minutes from the February 26, 2018 was read. Motion to approve minutes as read was made by Sandra Williamson an seconded by Connie Pliska. Motion carried.

Treasurer report was given by Jerald Gamm. Motion to approve Treasurer Report as read was made by Sandra Williamson seconded by Bill Sanders. Jerry has also written a check to Don Poliski Hall paying the Deposit for the Hall for the Annual Senior Ball. Also has received a check from the County Commissioners to help with the Dinner. This will reflect on next month Bank Statement.

HDC Report was given by Shelly Schulz-----

For the month of February their was a total of 14 serving Days

834 meals served at the Dining Center

4881 home delivered meals

Average donations for Congregate meals was \$2.97-Home delivered meals \$.57

Shelly also informed the committee that they had their yearly Audit an everything was good.

Motion to approve HDC report -made by Bill Sanders an seconded by Henry Wymore. Motion carried.

OLD BUSINESS-none

NEW BUSINESS-

We are scheduled to help with the Spoonful of Plenty meal on July 25, 2018. We will need to know how many will be able to help by the June meeting. Bill Sanders said people from his Church would help if we didn't have enough volunteers.

Bills Sanders also presented Region VII Allocations an Expenditures report for Tuscola County. We have these funds available--

Slip/Fall/Safety \$3,358.00 - Unmet Needs-Home Repair \$1,679.00 - Unmet Needs-Chore \$840.00
Utility Assistance Program \$1,100.00 - Tobacco Settlement \$2,211.00 - Care Management Purchase of Service \$14,587.00 - Supplemental Funds \$4,373.00 - Kinship Support Services \$1,227.00

These should have a zero balance by the end of the Fiscal Year.

Executive Director of Region VII – Bob Brown gave a report on what programs are available for Seniors. If anyone needs more information on what they have available or need any help they can call Region VII in Bay City at this number 800-858-1637. We need to do a better job getting information out to out Seniors on what is available.

NEXT MEETING will be held on April 16, 2018 at the CARO DINING CENTER

Meeting adjourned at 12:20

Those in attendance-Connie Pliska, Barb Dawson, Bill Sanders, Henry & Carolyn Wymore, Shelly Schulz HDC, Sandra Williamson, Jerry Gamm, Anthony & Caroline Scigel, Clifton White,Eleanor Wermuth,Sue Gittins,an Bob Brown from Region VII an Pat & Duane LaBair

Minutes Prepared by

Carolyn M Wymore, Secretary

#13

Tuscola County Health Department
Board of Health Report: March 16, 2018
Ann Hepfer RN, B.S Health Officer

Outcomes for the Month:

1. **Hepatitis A Outbreak:** We have received \$20,000 in project money from MDHHS to do Hepatitis A outreach to the high risk groups. These groups include: Men who have Sex with Men, Homeless, those with chronic liver problems, IV and drug users, those incarcerated recently. We are working with the jail to vaccinate those recently incarcerated.
2. **Medical Director Replacement Update:** Lapeer, Saginaw, District 2, Huron, Sanilac, and Tuscola Counties continue to work together on filling the Medical Director position. The position has been posted until March 21st and is available on our website under the employment tab at www.tchd.us. Dr. Bush has given us until the end of the year to find a replacement but really does not want us to wait that long.
3. **Veterans Affairs Update:** We have completed our interviews for the part-time Veterans Assistant position. The duties for this person will include working with the two Veterans Service officers to stream line the office workings, scheduling, working with the volunteer drivers on scheduling, researching benefits and following up on the phone calls that do not require a Veterans Service Officers level of knowledge. We anticipate that this will work into a full time position in the future. We never filled this position when Ana became the Veterans Service Officer, and we desperately need it. The number of phone calls in a day is double the number of clients who have appointments and then we still have 4-5 walk-ins a day.

March 8, 2018

A regular meeting of the Board was held in their offices at 1733 S. Mertz Rd., Caro, Michigan on Thursday, March 8, 2018 at 8:00 A.M.

Present: Road Commissioners John Laurie, Gary Parsell, Mike Zwerk, Julie Matuszak, and Pat Sheridan; County Highway Engineer Michele Zawerucha, Superintendent/Manager Jay Tuckey, Director of Finance/Secretary-Clerk Michael Tuckey.

Motion by Parsell seconded by Matuszak that the minutes of the February 22, 2018 regular meeting of the Board be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Payroll in the amount of \$107,681.34 and bills in the amount of \$161,561.78 covered by vouchers #18-11, #18-12, and #HRA-56 were presented and audited.

Motion by Zwerk seconded by Matuszak that the payroll and bills be approved. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Brief Public Comment Segment:
None.

Motion by Parsell seconded by Sheridan that the bids for 2018 Pavement Marking taken and accepted at the February 22, 2018 regular meeting of the Board be awarded in the best interest of the Tuscola County Road Commission, as recommended by the County Highway Engineer. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Zwerk that the bids for the Quanicassee Road over the Centerline Drain Box Culvert Fabrication and Installation Project taken and accepted at the February 22, 2018 regular meeting of the Board be awarded to the low bidder, Nicol & Sons, Inc. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Sheridan to revise the Road Commission's Winter Maintenance Mailbox Policy to include the option of a larger sized mailbox in order to replace "in kind" for larger sized mailboxes. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 8:15 A.M. the following bids were opened for 2018 Street Signs:

<u>Bidder</u>	<u>Item A Signs Total</u>	<u>Item B Delineator Buttons Total</u>	<u>Item C Blanks & Brackets Total</u>	<u>Item D Sign Posts Total</u>
Vulcan Signs	\$ 13,952.62	\$ 172.50	\$ 2,300.90	\$ 25,063.70
Osburn Associates, Inc.	14,828.66	no bid	2,240.10	no bid
MD Solutions	no bid	225.00	2,136.90	18,373.70
Dornbos Sign, Inc.	14,418.77	184.50	2,487.20	17,806.60
Lightle Enterprises	16,050.87	105.00	2,513.00	21,068.40
Allmac Signs	15,124.17	no bid	no bid	21,992.30
Newman Signs	14,155.50	136.50	3,177.00	19,450.50

Motion by Zwerk seconded by Parsell that the bids for 2018 Street Signs be accepted, reviewed by Management, and tabled until the next regular meeting of the Board. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that bid item #25 for Denmark Township, and bid items #29, #30, #31 for Fairgrove Township of the 2018 bituminous resurfacing bids be awarded to the low bidder, Pyramid Paving Company. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

At 8:30 A.M. the following bids were opened for 2018 Corrugated Metal Pipe:

<u>Bidder</u>	<u>Total Bid Items</u>
St. Regis Culvert, Inc.	\$ 18,074.16
Contech Solutions	partial bid
Jensen Bridge Company	17,690.45
Cadillac Culvert, Inc.	19,508.00

Motion by Parsell seconded by Matuszak that the bids for 2018 Corrugated Metal Pipe be accepted, reviewed by Management, and tabled until the next regular meeting of the Board. Sheridan, Matuszak, Zwerk, Parsell, Laurie -- Carried.

Motion by Parsell seconded by Zwerk to revise the Road Commission's Township Allowance Policy by moving Single Chipseal with Fogseal and Microsurfacing township road improvements from the Preventive Maintenance Allowance Section to the Preservation Improvements Allowance Section. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to approve that the Tuscola County Road Commission offers each township a \$25,000.00 matching allowance for Preservation Improvements and a \$2,500.00 matching allowance for Preventive Maintenance toward the 2018 construction season, all in accordance with the Local Road Improvement and Maintenance & Township Allowance Policy, and with the understanding that the annual township allowances be used during the current construction season only. Sheridan, Matuszak, Zwerk, Parsell, Laurie. --- Carried.

At 8:45 A.M. the following bids were opened for 2018 Guardrail Installation:

<u>Item</u>	<u>Action Traffic Maintenance</u>	<u>Nationwide Const. Group</u>
Galvanized Beam Guardrail, Type B 12.5' Rail	\$ 160.00/ea.	\$ 185.00/ea.
Galvanized Beam Guardrail, Type B 12.5' Rail 20' Rad.	175.00/ea.	225.00/ea.
Galvanized Beam Guardrail, Type T 12.5' Rail	240.00/ea.	387.00/ea.
Guardrail Cable Anchorage (SRT)	2,025.00/ea.	2,588.00/ea.
Guardrail Cable Anchorage (SKT)	2,350.00/ea.	2,930.00/ea.
Guardrail Post, Furnished, Installed, 8'	75.00/ea.	95.50/ea.
Buffered End Section	150.00/ea.	140.00/ea.
Reflectorized Washers	6.00/ea.	5.25/ea.
Thrie Beam Transition	140.00/ea.	201.00/ea.
Guardrail Removal	4.90/ft.	5.00/ft.
Mobilization, Includes Traffic Control	780.00	3,000.00

Motion by Sheridan seconded by Parsell that the bids for 2018 Guardrail Installation be accepted, and awarded to Action Traffic Maintenance, as recommended by the County Highway Engineer. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Mr. Kevin Daley appeared before the Board to announce his candidacy for the 31st District State Senate seat. The Board discussed with Mr. Daley current proposed state legislation.

Motion by Julie Matuszak seconded by Gary Parsell that the following resolution be adopted:

RESOLUTION

WHEREAS, the County Highway Engineer of the Tuscola County Road Commission has reviewed the 2017 Michigan Department of Transportation Road Certification Maps for Tuscola County, and

WHEREAS, upon review the following changes and/or corrections are requested:

- Lamton Road, from Elmwood Road to Reed Road, Elkland Township, Sections 24, 25, and 35, Sheet 6: Change road name from Lamton Road to Greenland Road.

THEREFORE, BE IT RESOLVED, that this Tuscola County Board of Road Commissioners approve Chairman John Laurie to sign the 2017 Michigan Department of Transportation Road Certification Map for Tuscola County, and that the changes and/or corrections listed above be requested.

Ayes: John Laurie, Gary Parsell, Mike Zwerk, Julie Matuszak, Pat Sheridan

Nays: 0

Motion by Parsell seconded by Sheridan that the Superintendent/Manager provide recommendations to the Board in order to fill the Road Commission positions of Assistant Superintendent and Division Foremen. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Sheridan seconded by Zwerk to approve the proposed list of road improvement projects earmarked from the recently approved State of Michigan General Fund additional road funding legislation. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

County Highway Engineer Zaverucha presented to the Board a map of roads to be included in the next fixed object and tree removal safety grant project.

Motion by Sheridan seconded by Parsell that the Tuscola County Board of Road Commissioners acknowledges its support for, and joins in, the amicus brief to be written and filed in the Michigan Supreme Court advocating for the Michigan County Road Commission Self-Insurance Pool. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak to approve the quote from Warju's Floor Covering to replace the carpeting in the Road Commission boardroom. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Motion by Parsell seconded by Matuszak that the meeting be adjourned at 10:25 A.M. Sheridan, Matuszak, Zwerk, Parsell, Laurie --- Carried.

Chairman

Secretary-Clerk of the Board

