



TUSCOLA COUNTY

Board of Commissioners

BOARD MEETING AGENDA

Thursday, October 27, 2022 – 8:00 AM

H.H. Purdy Building Board Room, 125 W. Lincoln
Street, Caro, MI 48723

Public may participate in the meeting electronically:

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: meet.google.com/mih-jntr-jya

8:00 AM Call to Order - Vice Chairperson Young
Prayer - Commissioner DuRussel
Pledge of Allegiance - Commissioner Young
Roll Call - Clerk Fetting

Page

Adoption of Agenda

Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes 5 - 13
[Board of Commissioners - 13 Oct 2022 - Minutes - Pdf](#)
[Board of Commissioners - 24 Oct 2022 - Minutes - Pdf](#)

Brief Public Comment Period for Agenda Items Only

Consent Agenda

- [Committee of the Whole - 24 Oct 2022 - Minutes - Pdf](#) 14 - 18
1. Appointment to Veterans' Committee
 2. County of Tuscola FY23 Clean Sweep Grant

New Business

1. IT Help Desk Technician Appointment
2. Establish a Fund for Juvenile Mental Health Court Program - State Awarded \$30,000 to Tuscola County to establish this Court. The Juvenile Mental Health Court is a problem solving court that combines judicial supervision with community mental health and other support services in an effort to reduce court contact and improve the quality of life for program participants.
[Juvenile Mental Health Court Grant](#) 19 - 21
3. Priority Dispatch System Implementation Agreement 22 - 29
[Tuscola County Central Dispatch Implementation Agreement](#)

Old Business

1. Commissioner Mileage Payment Changes 30 - 35
[Board Per Diem & Mileage Policy-Revised](#)
[Travel-Meal Policy REVISED 121417](#)

Correspondence/Resolutions

Commissioner Liaison Committee Reports

Young

- Board of Public Works
- County Road Commission Liaison
- Dispatch Authority Board
- Genesee Shiawassee Thumb Works
- Great Start Collaborative
- Human Services Collaborative Council (HSCC)
- Jail Planning Committee
- MAC Agricultural/Tourism Committee
- Region VII Economic Development Planning
- Saginaw Bay Coastal Initiative
- Senior Services Advisory Council
- Tuscola 2020
- Local Units of Government Activity Report

Vaughan

Board of Health
County Planning Commission
Economic Development Corp/Brownfield Redevelopment
MAC Environmental Regulatory
Mid-Michigan Mosquito Control Advisory Committee
NACO-Energy, Environment & Land Use
Parks and Recreation Commission
Tuscola County Fair Board Liaison
Local Units of Government Activity Report

Grimshaw

Behavioral Health Systems Board
Recycling Advisory
Jail Planning Committee
MI Renewable Energy Coalition (MREC)
Local Units of Government

DuRussel

Board of Health
Community Corrections Advisory Board
Department of Human Services/Medical Care Facility Liaison
Genesee Shiawassee Thumb Works
Local Emergency Planning Committee (LEPC)
MAC Judiciary Committee
MEMS All Hazard
Local Units of Government Activity Report

Bardwell

Behavioral Health Systems Board
Caro DDA/TIFA
Economic Development Corp/Brownfield Redevelopment

MAC 7th District

MAC Workers Comp Board

MAC Finance Committee

TRIAD

Local Units of Government Activity Report

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 (2) days in advance of the meeting.



MINUTES

Board of Commissioners

Meeting

8:00 AM - Thursday, October 13, 2022

H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723

Commissioner Bardwell called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723, on Thursday, October 13, 2022, to order at 8:00 AM local time.

Prayer - Commissioner Grimshaw

Pledge of Allegiance - Commissioner DuRussel

Roll Call - Clerk Fetting

Commissioners Present In-Person: Thomas Young, Thomas Bardwell, Doug DuRussel, Dan Grimshaw

Commissioner Grimshaw arrived at 8:05 a.m.

Commissioners Absent: Kim Vaughan

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Clayette Zechmeister, Jon Ramirez, Steve Anderson

Also Present Virtual: Tracy Violet, Mary Drier, Amanda Ertman, Bob Baxter, Treasurer Ashley Bennett, Cindy McKinney-Volz, Cody Horton, Linda Strasz, Debbie Babich, Barry Lapp, Kate Curtis, Steve Root, Dara Hood, Sheriff Glen Skrent, Mike Miller, Pam Shook, Kim Brinkman, Mark Haney

At 8:03 a.m., there were a total of 14 participants attending the meeting virtually.

Adoption of Agenda

1. Adoption of Agenda -

2022-M-222

Motion by Thomas Young, seconded by Doug DuRussel to adopt the agenda as amended. Motion Carried.

Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes -

2022-M-223

Motion by Thomas Young, seconded by Doug DuRussel to adopt the meeting minutes from the September 29, 2022 Regular meeting. Motion Carried.

Brief Public Comment Period for Agenda Items Only

None

Consent Agenda

2022-M-224

Motion by Thomas Young, seconded by Doug DuRussel that the Consent Agenda Minutes and Consent Agenda Items from the October 10, 2022 Committee of the Whole meeting as well as the Finance Committee Meeting Minutes from October 5, 2022 be adopted.

Motion Carried.

CONSENT AGENDA

1. Move to approve the FEMA Memorandum of Agreement so Tuscola County can be signed up in the IPAWS System (Integrated Public Alert & Warning System). There is no cost to Tuscola County for this program. Also, all appropriate signatures are authorized.
2. Move to approve the Fiscal Year 2022 Emergency Management Performance Grant Agreement with the State of Michigan in the amount of \$37,873.00. Also, all appropriate signatures are authorized.
3. Move to approve the purchase of additional security cameras for the Purdy Building in the amount of \$2,286.22.
4. Move to approve the purchase of additional security cameras for the County Clerk's Office in the amount of \$6,118.00.
5. Move that Chief Information Officer (CIO), Eean Lee, purchase two additional web cameras to facilitate the video presence of the County Administrator/Controller and the Chief Information Officer in the County's official public meeting broadcast. As indicated by CIO, Eean Lee, no additional funding or budget adjustments need to be made to fund this purchase.

New Business

1. 2023 Mosquito Abatement Wages -
Larry Zapfe, Mosquito Abatement Director, presented at the October 10, 2022 Committee of the Whole meeting.

2022-M-225

Motion by Thomas Young, seconded by Thomas Bardwell to approve the 2023 Mosquito Abatement seasonal employees wage increase for 2023. First year Technicians hourly wage increase from \$11.74 to \$14.00, second year (returning) Technicians hourly wage increase from between \$12.50-13.34 to \$14.50. Technician II hourly wage increase from \$14.20 to \$15.20 and Utility Person hourly wage increase from \$13.11 to \$14.11. These positions will not receive the cost-of-living increase proposed by the Commissioners for 2023. All other positions at Mosquito Abatement will be covered under the Board approved cost of living increase.

Yes: Thomas Young and Thomas Bardwell

No: Doug DuRussel and Dan Grimshaw

Absent: Kim Vaughan

Motion Failed.

2. Register of Deeds Office Index Book Restoration - John Bishop, Register of Deeds, presented at the October 10, 2022 Committee of the Whole meeting.

2022-M-226

Motion by Thomas Young, seconded by Thomas Bardwell to approve the index book restoration in the Register of Deeds Office for the last of the grantor/grantee indexes by Kofile. The cost of \$85,796.00 will be charged to the Automation Fund account 256-100-801-000 that has sufficient fund balance to cover the cost of this project. Motion Carried.

3. New Commissioner School - Michigan Association of Counties has trainings scheduled. The two Commissioner elect candidates are interested in attending.

2022-M-227

Motion by Thomas Young, seconded by Doug DuRussel to offer the training classes to the incoming Commissioners for 2023 as has been done in the past and process the payment from the training line item for the Board of Commissioners. Motion Carried.

4. Corrections Deputy New Hire -

2022-M-228

Motion by Thomas Young, seconded by Doug DuRussel that per the request from Undersheriff Baxter that Kimberly Craig be given a conditional job offer pending a favorable background, physical and drug test. She will be filling an open position in Corrections, starting at Step 1 on the pay scale. Her anticipated start date will be the beginning of November 2022. Motion Carried.

5. Draft 2023 Board Meeting Schedule - A proposed schedule was included in the agenda packet which will be adopted at the Organizational meeting.

6. 2023 Attorney Contract for Alleged Developmentally Disabled Individuals -
2022-M-229

Motion by Thomas Young, seconded by Dan Grimshaw that per the October 12, 2022 correspondence from the Chief Judge, the Contract for Representation for Alleged Developmentally Disabled Individuals in the Tuscola County Probate Court for January 1, 2023 through December 31, 2023 in the amount of \$6,300.00 be approved. The agreement may be renewed in writing for 2024 at the annual rate of \$6,500.00 if agreed upon by all parties. Also, all appropriate signatures be authorized. Motion Carried.

Old Business

-Information Systems Department (matter added) - Commissioner Young expressed his appreciation for the Department being aware of a malicious attack known as Killnet.

Correspondence/Resolutions

1. Tuscola FY2023 Child Care Fund Budget Approval Letter
2. Michigan Counties Workers Compensation September 21, 2022 - Commissioner Bardwell provided a review and update.
3. ProQA Dispatch Risk Avoidance Program (RAP) Certification & Accreditation Program (CAP) Grant Award - Clayette Zechmeister provided an update of the award that was received.

Commissioner Liaison Committee Reports

Bardwell

Behavioral Health Systems Board -
CEO Interviews were completed this week.

Caro DDA/TIFA

Economic Development Corp/Brownfield Redevelopment
MAC 7th District

MAC Workers Comp Board

MAC Finance Committee -

Commissioner Bardwell reviewed matters that he would like Deena Bosworth to cover with the Board.

TRIAD

Local Units of Government Activity Report

Young

Board of Public Works -

Upcoming Public Works projects were discussed at the meeting.

County Road Commission Liaison -

Meeting was held yesterday regarding the Vanderbilt Park Road. Brent Dankert has multiple options that could provide a solution. He will attend an upcoming meeting to present to the Board.

Dispatch Authority Board

Genesee Shiawassee Thumb Works

Great Start Collaborative

Human Services Collaborative Council (HSCC)

Jail Planning Committee

MAC Agricultural/Tourism Committee

Region VII Economic Development Planning

Saginaw Bay Coastal Initiative

Senior Services Advisory Council

Tuscola 2020

Local Units of Government Activity Report

Vaughan

Absent

Board of Health

County Planning Commission

Economic Development Corp/Brownfield Redevelopment

MAC Environmental Regulatory

Mid-Michigan Mosquito Control Advisory Committee

NACO-Energy, Environment & Land Use

Parks and Recreation Commission

Tuscola County Fair Board Liaison

Local Units of Government Activity Report

Grimshaw

Behavioral Health Systems Board

Recycling Advisory

Jail Planning Committee
MI Renewable Energy Coalition (MREC)
Local Units of Government

DuRussel

Board of Health
Community Corrections Advisory Board
Department of Human Services/Medical Care Facility Liaison
Genesee Shiawassee Thumb Works
Local Emergency Planning Committee (LEPC)
MAC Judiciary Committee
MEMS All Hazard
Local Units of Government Activity Report

Other Business as Necessary

-Treasurer's Staff Wages - Board discussed how they are presented in the 2023 proposed budget.

At 8:42 a.m., there were a total of 27 participants attending the meeting virtually.

Extended Public Comment

None

Adjournment

2022-M-230

Motion by Thomas Young, seconded by Doug DuRussel to adjourn the meeting at 8:43 a.m. Motion Carried.

Jodi Fetting
Tuscola County Clerk, CCO



MINUTES

Board of Commissioners

Meeting

11:12 AM - Monday, October 24, 2022

H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723

Commissioner Bardwell called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723, on Monday, October 24, 2022, to order at 11:12 AM local time.

Prayer - Commissioner Grimshaw

Pledge of Allegiance - Commissioner Young

Roll Call - Clerk Fetting

Commissioners Present In-Person: Thomas Young, Thomas Bardwell, Kim Vaughan, Doug DuRussel, Dan Grimshaw

Commissioners Absent: None

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Clayette Zechmeister, Mike Miller, Cody Horton, Debbie Babich, Eric Morris, Jon Ramirez, Sheila Long, Steve Anderson, Laura Boyke-Hawes, Joanna Samuelson

Also Present Virtual: Amanda Ertman, Angie Daniels, Treasurer Ashley Bennett, Barry Lapp, Brandon Bertram, Cindy Hughes, Cody Horton, Dara Hood, Edward Camp, Kate Curtis, Kim Brinkman, Mark Haney, Mary Drier, Matt Brown, Mitch Piper, Renee Francisco, Robert McKay, Tracy Violet

At 11:12 a.m., there were a total of 27 participants attending the meeting virtually.

Adoption of Agenda

1. Adoption of Agenda

2022-M-231

Motion by Thomas Young, seconded by Dan Grimshaw to adopt the agenda as presented. Motion Carried.

Action on Previous Meeting Minutes

None

Brief Public Comment Period for Agenda Items Only

None

Consent Agenda

None

New Business

1. Closed Session to Discuss Contents of a Written Legal Memorandum Regarding Real Property -

2022-M-232

Motion by Thomas Young, seconded by Kim Vaughan that the Board meet in Closed Session under Section 8(h) of the Open Meetings Act to discuss the contents of a written legal memorandum from its attorney regarding real property, which is exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act with Clayette Zechmeister, Jodi Fetting, Eean Lee, Eric Morris, Mitch Piper, Cody Horton and Mike Miller authorized to attend at 11:14 a.m..

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, and Doug DuRussel

No: Dan Grimshaw

Motion Carried.

Recessed to closed session at 11:14 a.m.

Reconvened from closed session at 11:24 a.m.

Old Business

None

Correspondence/Resolutions

None

Other Business as Necessary

None

Extended Public Comment

-Joanna Samuelson addressed the Board regarding the conditions of the Tuscola County Jail.

-Laura Boyke-Hawes addressed the Board regarding the conditions of the Tuscola County Jail and will present a written request for more information regarding the jail.

Adjournment

2022-M-233

Motion by Thomas Young, seconded by Kim Vaughan to adjourn the meeting at 11:41 a.m. Motion Carried.

Jodi Fetting
Tuscola County Clerk, CCO

DRAFT



MINUTES

Committee of the Whole Meeting

8:00 AM - Monday, October 24, 2022

H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723

Commissioner Bardwell called the regular meeting of the Committee of the Whole of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723, on Monday, October 24, 2022, to order at 8:00 AM local time.

Roll Call - Clerk Fetting

Commissioners Present In-Person: Thomas Young, Thomas Bardwell, Kim Vaughan, Doug DuRussel, Dan Grimshaw

Commissioner Grimshaw arrived at 8:07 a.m.

Commissioner Vaughan excused at 11:47 a.m.

Commissioners Absent: None

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Clayette Zechmeister, Mike Miller, Steve Anderson, Debbie Babich, Treasurer Ashley Bennett, Bob Baxter, Amanda Ertman, Judge Amy Grace Gierhart, Sheila Long, Brent Dankert, Will Green, Cody Horton, Laura Boykes-Hawe, Joann Samuelson, Mark Zmierski, Jon Ramirez, Angie Daniels, Eric Morris, Karly Creguer, Jerry Johnson, Katie Cooper, John Boggs

Also Present Virtual: Carrie Tabar, Cindy McKinney-Volz, Karen George, Mary Drier, Fairgrove Village, Robert McKay, Brandon Bertram, Tracy Violet, Cindy Hughes, Cody Horton, Treasurer Ashley Bennett, Edward Camp, Kate Curtis, Linda Strasz, Kim Brinkman, Barry Lapp, Matt Brown, Sheriff Glen Skrent, Dara Hood, Renee Francisco, Angie Daniels, Mark Haney, Mitch Piper, Steve Root

At 8:05 a.m., there were a total of 24 participants attending the meeting virtually.

County Updates

None

New Business

1. 2023 Budget Department Requests/Presentations-

Chief Judge Requests - 54th Circuit Court

-Honorable Amy Grace Gierhart presented to the Board regarding the Courts 2023 budget requests. The first request is making the Law Clerk position from a part-time funded position to a full-time funded position. The second request is a full-time employee to complete Pre-Trial Services closely monitoring those who have bond conditions imposed. Also, CIO Lee will be presenting on a software program, OnBase, for District Court. The Judge is in full support of that request.

MSUe 4-H Program -

-Jerry Johnson, Michigan State University Extension (MSUe) District 10 Director presented to the Board requesting an additional 4-H Program Coordinator to assist in providing programming opportunities with youth in Tuscola County. Caro City has agreed to jointly fund this position. Also, he is requesting phone system upgrades to be completed.

County Clerk Requests -

-Jodi Fetting, County Clerk, presented to the Board on various budget requests. She is requesting a full-time Court Clerk II position. Also, CIO Lee will be presenting on a software change for the vital records program in order to provide better service to the residents of the county and she is in support of that. The remodeling of the Clerk's Office was in the 2022 budget but was not moved on as the Board wanted to possibly pay for it out of the Provision of Government Services fund. She is requesting that amount be carried forward as the project still needs to be completed.

County Clerk and Treasurer Salary -

-Jodi Fetting, County Clerk and Ashley Bennett, County Treasurer presented on the salary disparity between their salaries to the Sheriff's salary. Salary history was provided dating back to 1978. They are requesting the salaries be brought back in line by providing a 16.5% increase before the cost-of-living increase is given.

Undersheriff and Sheriff Salary -

-Robert Baxter, Undersheriff presented to the Board to the request to increase the wages of the Undersheriff's position as the difference between the supervisory levels has become close due to the Lieutenants union contract negotiations. The request is for an increase of 11% for the Undersheriff which will then cause a disparity to the Sheriff's salary so an 11% increase would also be requested for the salary of the Sheriff.

Health Department -

-Amanda Ertman, Health Officer, is requesting an increase in her wages line item of the additional 2% the Board is expected to authorize as she only budgeted for the 3% not the 5%.

2. Appointment to Veterans' Committee -
Mark Zmierski, Tuscola County Veterans' Affairs Director, presented the Veterans' Committees' request to appoint Catherine Cirisan to the partial term expiring December 31, 2025. Matter to be placed on the Consent Agenda.
3. County of Tuscola Fiscal Year 2023 Clean Sweep Grant -
Building and Grounds Director Mike Miller presented the request to apply for the grant for the year 2023. Matter to be placed on the Consent Agenda.
4. Tuscola County 2022 Apportionment Report -
Angie Daniels, Equalization Director, presented the preliminary apportionment report. Final adoption will happen after the November election as there are proposals that will need to be included if they are passed by the voters. Matter to be placed on the November 17, 2022 Board agenda.
5. Commissioner Per Diem -
Clayette Zechmeister presented the history of the per diem rate that is received by the Commissioners and various Boards and Commission members.
6. Commissioner Mileage Changes -
Clayette Zechmeister, Controller/Administrator, explained that the Commissioners should not receive mileage for attending a Committee of the Whole or Board meeting that is held in the Purdy Building as it is considered their normal place of work. Clayette discussed some recommended changes to the per diem policy. Matter to be placed on Thursday's agenda.

Recessed at 10:06 a.m.

Reconvened at 10:14 a.m.

At 10:14 a.m., there were a total of 28 participants attending the meeting virtually.

7. Employee Turnover 2019 to September 30, 2022 By Department -
Clayette Zechmeister presented a chart of turnover within various departments from 2019 to 2022.

Old Business

1. Vanderbilt Park Road - Correspondence from Road Commission -
Commissioner Young provided an overview of the meeting that was held with the County Road Commission and the options that were discussed. Brent Dankert from the Road Commission also discussed the options of the road placement and options of moving the matter forward to get it corrected.

Recessed at 11:11 a.m.

Reconvened at 11:42 a.m.

At 11:42 a.m., there were a total of 21 participants attending the meeting virtually.

Finance/Technology

Primary Finance/Technology

1. 2023 Equipment and Capital Fund Projects Review - Clayette Zechmeister presented a Second Budget Review for the 2023 budget year.

Commissioner Vaughan excused at 11:47 a.m.

Mike Miller, Building and Grounds Director, reviewed the capital project listing for the upcoming budget with their priority of need. Matters regarding the jail are to be moved to a wish list until after the November election.

On-Going and Other Finance

None

On-Going and Other Technology

-Eean Lee has completed interviews and expects to have a candidate to present at Thursday's meeting.

Building and Grounds

Primary Building and Grounds

None

On-Going and Other Building and Grounds

None

Personnel

Primary Personnel

None

On-Going and Other Personnel

1. Park Host Salary Review - No update

Other Business as Necessary

1. New Caro Hospital Site Visit and Walkthrough for Caro Project Stakeholders Group - Clayette has signed up to complete the tour and will provide a report.
2. Committee of the Whole meeting (matter added) - Board discussed canceling the Committee of the Whole meeting on December 27, 2022 but will wait to see how the budget process progresses.

3. Michigan Association of Counties (MAC) District 7th (matter added) - A Virtual Meeting has been scheduled in order to discuss disbanding the District 7th association
4. Board Meeting on October 27, 2022 (matter added) - Commissioner Bardwell will not be able to attend the meeting on Thursday so Commissioner Young will chair the meeting.
5. Proposed Resolution for Sports Complex (matter added) - Commissioner Grimshaw will bring forward a proposed resolution to support Saginaw County's effort to bring in a sports complex.

At 12:33 p.m., there were a total of 19 participants attending the meeting virtually.

Public Comment Period

None

Adjournment

Motion by Thomas Young, seconded by Doug DuRussel to adjourn the meeting at 12:39 p.m. Motion Carried.

Jodi Fetting
Tuscola County Clerk, CCO

DRAFT



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 28, 2022

Honorable Amy G. Gierhart, Chief Judge
54th Circuit Court
Tuscola County Courthouse
440 N. State St.
Caro, MI 48723

Re: Michigan Mental Health Court Grant Program - Planning Grant Award
Notification
54th Circuit Court — Juvenile Mental Health Court

Dear Chief Judge Gierhart:

I am pleased to inform you that your court has been awarded a grant in the amount of \$30,000 from the Michigan Mental Health Court Grant Program - Planning Grant administered by the State Court Administrative Office. This award is for the grant period October 1, 2022, through September 30, 2023.

Your court's fiscal year 2023 contract will be e-mailed from DocuSign to your project director, Heather Walther. Signed contracts must be returned by December 16, 2022. The budget, based on your court's actual award, must be updated in WebGrants by November 10, 2022. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

The Michigan Supreme Court and SCAO greatly appreciate your efforts and passion for these life-saving court programs. Thank you for making a positive difference in so many lives.

As a reminder, SCAO transitioned away from a competitive grant process this year, focusing instead on funding yearly fixed costs and inflationary increases with an emphasis on grant utilization. This approach ensures all problem-solving courts in Michigan can maintain services and assist participants. Each year we receive grant requests that greatly exceed the total amount spent in the preceding fiscal year and available funding for awards to courts. I assure

September 28, 2022

Page Two

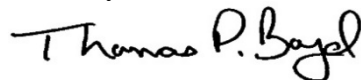
you that we make every effort to fully fund reasonable grant requests. It is our hope that these changes will create reliability when budgeting in your court.

Please also keep in mind that we will continue to consider reallocations throughout the fiscal year. If you find that additional funding is needed to support your program during fiscal year 2023, please make a request through the WebGrants system. If you are not able to spend all of your grant award, please notify us as soon as possible so that we may transfer a portion of your grant award to a program with additional need.

To assist with grant utilization, SCAO has eliminated certain spending caps this year and expanded the list of allowable expenses so that courts have more discretion in managing their problem-solving court programs.

If you have any questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or at smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

Sincerely,



Thomas P. Boyd
State Court Administrator

cc: Honorable Jason Bitzer
Andrew Smith, Problem-Solving Courts Manager
Nicholas Wood, SCAO Region III Administrator
Sheila Long, Court Administrator
Heather Walther, Project Director



Michigan Supreme Court

State Court Administrative Office

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 30, 2022

PRIORITY DISPATCH SYSTEM IMPLEMENTATION AGREEMENT

This Priority Dispatch System Implementation Agreement (the “Agreement”) is made and entered by and between Medical Priority Consultants, Inc. dba Priority Dispatch Corp (“PDC”), a Utah corporation, and Tuscola County Central Dispatch (“Customer”). PDC and Customer are collectively referred to herein as the “Parties” or individually as a “Party.”

BACKGROUND

- A. Customer desires to procure and provide an effective, efficient, and comprehensive emergency medical dispatch system for its residents and transient population.
- B. The Parties desire to enter into an agreement for the licensing, training, implementation, and maintenance of PDC’s products and services, altogether the Medical Priority Dispatch System (“MPDS”).

The Parties agree as follows:

1. **Pricing & Payment Terms.** Pricing details for the Medical Priority Dispatch System are set forth in **Attachment A**. Additional services or products may be provided upon request. The price of any additional products or services will be negotiated at the time of request. Any increase in the the quantity of products and services under this Agreement may result in an increase in Customer’s pricing, including annual support fees.
2. **Statement of Work.** The Parties will work together in good faith to develop a mutually acceptable Statement of Work for the implementation of the MPDS. Once agreed upon, the Statement of Work shall attach to this Agreement as **Attachment B**. The Statement of Work will provide a phased approach to the implementation of the MPDS, designed to assist Customer with meeting the International Academies of Emergency Dispatch (“IAED”) operational and performance requirements to become an Accredited Center of Excellence (“ACE”).
 - a. **Change in Statement of Work.** Should it become necessary to change the Statement of Work for any reason the Parties shall work together to make any necessary changes. As we work together to support your center, the scheduling we agree upon is critical. At any given time, PDC has many implementations at various stages of the implementation process and we’re also conducting many emergency dispatch and software training courses monthly. We must consider all PDC clients when you make cancellations, updates, or changes to the agreed-upon dates. The cancellation/change form can be found at <https://zfrmz.com/k1NN4K2kTx0uzGTkQB89>
3. **License.** The use and maintenance of the MPDS and other PDC licensed products are set forth in the applicable End User License Agreement (“EULA”) a copy of which can be found at <https://www.prioritydispatch.net/wp-content/uploads/2016/06/End-User-License-Agreement.pdf>.
4. **CAD Integration.** The Parties understand in the event a Computer Aided Dispatch system (“CAD”) is used by Customer, any costs relating to the integration of the MPDS software (ProQA[®]) and Customer’s CAD system shall be the sole responsibility of Customer. The integration of Customer’s CAD system and ProQA must be inspected, tested, and certified by PDC before taking live calls.
5. **Term & Termination.** This Agreement shall remain in effect for 5 (five) years. After 5 years the Parties shall revisit the terms of this Agreement and in good faith shall determine the relationship going forward. The Effective Date is the latter of the signature dates of the Parties below. Notwithstanding, the Parties understand that if this Agreement is not terminated or the Parties fail to determine the relationship going forward, this Agreement shall automatically renew for subsequent terms of one year at the then current annual support prices, and thereafter may be terminated as set forth below or by giving 90-days non renewal notice before the annual renewal

date (anniversary of the date of execution). This Agreement shall remain in effect until terminated by one of the Parties.

- a. **Termination after Initial Term.** Either Party may terminate this agreement by providing written notice to the other Party at least 90-days before the anniversary of the Effective Date. If written notice is not received by the non-terminating Party at least 90-days before the anniversary of the Effective Date, this Agreement will automatically renew for another year as set forth above.
 - b. **Termination for Cause.** Either Party may terminate this Agreement if the other Party commits any material breach of its obligations under this Agreement and fails to cure such breach within thirty (30) days of written notice of the breach.
 - c. **EULA.** This Agreement may be terminated for any reason set forth in the EULA.
 - d. **Effect of termination.** Upon termination or expiration of this Agreement, Customer shall return to PDC, within 10 days, all PDC's Confidential Information and intellectual property. In addition, all payments owed to PDC that have accrued prior to the termination or expiration of this Agreement shall be payable to PDC within thirty (30) days.
6. **Relationship of the Parties.** The Parties shall act as independent contractors in the performance of this Agreement. The employees of one Party shall not be deemed the employees of the other Party.
7. **Confidentiality.** During the course of this Agreement, it may become necessary for Customer to handle or receive PDC's Confidential Information. Customer agrees to keep all Confidential Information received from PDC confidential, and Customer may only disclose it to employees or contractors on a need-to-know basis, provided that the employee or contractor receives the Confidential Information under a written obligation of confidentiality. Confidential Information means any information, in any form or medium, disclosed by PDC to Customer, including, but not limited to, expertise, trade secrets, proprietary information and products, know-how, lists, technical specifications, processes, training materials, software programs, software documentation, price lists, marketing plans, and manuals, including all derivatives of the aforementioned. This section shall survive termination or expiration of the Agreement
8. **Intellectual Property.** Each Party acknowledges and understands that the copyrights, patents, trade secrets, trademarks, and other intellectual property, including derivatives and rights thereof, belonging to a Party are and shall remain the sole and exclusive property of that Party. This section shall survive termination or expiration of the Agreement.
9. **Conflict of Interest.** During the term of this Agreement, a Party shall not accept work, enter into a contract, or accept an obligation from any third party inconsistent or incompatible with the Party's obligations under this Agreement.
10. **Survival of Terms.** Termination or expiration of this Agreement for any reason shall not release either Party from any obligations set forth in this Agreement which (i) the Parties have expressly agreed shall survive any such termination or expiration, or (ii) by their nature would be intended to be applicable following any such termination or expiration.
11. **Compliance with Laws.** In performing services or obligations hereunder, the Parties shall comply with applicable local statutes, ordinances, and regulations.
12. **Assignment.** Customer shall not assign, sell, transfer or delegate its rights and obligations under this Agreement without obtaining prior written consent of PDC.
13. **Attachments.** All Attachments are incorporated by references as if set forth in the body of the Agreement. This Agreement may not be modified or altered except in writing signed by the Parties.

14. **Severability.** If any portion of this Agreement is determined to be invalid or unenforceable, such portion shall be adjusted, rather than voided, to achieve the intent of the Parties to the extent possible, and the remainder shall be enforced to the maximum extent possible.

15. **Dispute Resolution.** If a dispute arises out of or relates to this Agreement, or the breach thereof, the Parties agree first to try in good faith to settle the dispute.

16. **Law.** This Agreement shall be governed by and construed exclusively in accordance with the laws of the State of Utah, United States of America. All legal proceedings brought in connection with this Agreement may only be brought in a state or federal court located in Salt Lake County in the State of Utah. Each Party hereby agrees to submit to the personal jurisdiction of these courts.

17. **Notices.** Any notice or demand required or permitted hereunder shall be sufficiently given when set forth in writing and delivered in person, email, fax or mail:

To PDC:
Priority Dispatch Corp.
110 South Regent Street, Suite 500
Salt Lake City, Utah 84111
Attention: Legal Department
Email: legal.dept@prioritydispatch.net
Phone: 800.363.9127

To Customer:

Attention: _____
Email: _____
Phone: _____

18. **Counterparts.** This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same agreement, and either Party may enter into this Agreement by executing a counterpart.

The Parties have executed this Agreement by their duly authorized representatives as of the last date below.

PRIORITY DISPATCH CORP.

TUSCOLA COUNTY CENTRAL DISPATCH

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachment A

SEE ATTACHED SALES QUOTE #61157

INITIAL MPDS IMPLEMENTATION PRICING (YEAR 1)

Fees for the initial MPDS implementation and training are **\$40,568.00** (see attached Sales Quote #Q-61157). This fee covers all of the quoted implementations activities and the first year of product licensing and maintenance.

Payment Schedule: Please see attached Payment Schedule for the initial MPDS Implementation.

CONTINUING ANNUAL SERVICE AND SUPPORT FEES (YEAR 2-5)

The fee for the annual product licensing renewal and maintenance (Extended Service Plan - ESP) of PDC's products and services is shown below.

Year 2:	\$3,840.00 (08/01/2023-07/31/2024)
Year 3:	\$3,840.00 (08/01/2024-07/31/2025)
Year 4:	\$4,110.00 (08/01/2025-07/31/2026)
Year 5:	\$4,110.00 (08/01/2026-07/31/2027)

Payment Schedule: Annual support fees will be billed yearly upon the anniversary of the Effective Date of this Agreement.

Payment Notes:

1. Customer will be billed on an annual basis.
2. All prices in USD
3. This pricing is exclusive of any applicable tax. Any applicable taxes will be added to this amount.
4. Payment must be paid by Customer within 30-days of receiving an invoice from PDC.
5. If invoice is not paid within 60-days it will be considered "overdue" and accrue interest at 1% per month, compounding.
6. If invoice is not paid within 90-days it will be in "default" and services and products provided by Priority Dispatch may be removed, suspended, or become unavailable. If there is a dispute over an invoice the "overdue" or "default" status may be delayed if there is communication towards resolution. Lack of communication for 30-days will advance the invoice to the next status (i.e. overdue to default).



QUOTE

110 Regent Street, Suite 500
 Salt Lake City, UT 84111
 USA
www.prioritydispatch.net
 Prepared By: Jon Stones
 Phone: (800) 363-9127
 Direct: Ext. 149
 Email: jon.stones@prioritydispatch.net

Agency: Tuscola County Central Dispatch
 Agency ID#: 1217
 Quote #: Q-61157
 Date: 5/6/2022
 Offer Valid Through: 6/30/2022
 Payment Terms: Net 30
 Currency: USD

Bill To:
 Tuscola County Central Dispatch
 Jon Ramirez
 1303 CLEAVER RD
 CARO, Michigan 48723-9135
 United States

Ship To:
 Tuscola County Central Dispatch
 Jon Ramirez
 1303 CLEAVER RD
 CARO, Michigan 48723-9135
 United States

Product	Qty	Amount
ProQA Medical Software Licenses Automated calltaking software	3	USD 12,000.00
AQUA Case Review Software for EMD Quality Assurance (case review) software base engine and discipline module	1	USD 1,950.00
XLerator Client Server Suite Client server software application suite	1	USD 2,500.00
Advanced SEND Cards for MPDS - Box of 100 Individual S.E.N.D. cards	1	USD 50.00
ED-Q Training and Certification for EMD Materials, tuition and certification (2 days, 16 hours)	2	USD 1,100.00
Remote ProQA Software Training - M Per person cost for four hours of ProQA software training completed in a virtual, instructor-led environment	12	USD 1,788.00
Remote AQUA Software Training - M Per person cost for six hours of AQUA software training completed in a virtual, instructor-led environment	2	USD 398.00
Remote ProQA & AQUA Reports Training Per person cost for four hours of training for administrators, managers and supervisors on the configuration and customization options in ProQA and AQUA, completed in a virtual, instructor-led environment	2	USD 298.00
Remote System Administration Training Per person cost for training for center management detailing program configuration and customization options, completed in a virtual, instructor-led environment	2	USD 398.00
College of Emergency Dispatch Annual Subscription Online access to the College of Emergency Dispatch for 12 months	12	USD 1,068.00
Implementation Support Package (LV) - M Implementation support and quality management program development	1	USD 12,000.00

"To lead the creation of meaningful change in public safety and health."

Product	Qty	Amount
Equip QA for EMD Initial implementation of expert case review, quality management and mentoring for telecommunicators, QA staff and management	1	USD 7,410.00
IAED Accreditation Application Fee EMD IAED fee for accreditation	1	USD 2,250.00
Priority Dispatch System ESP (P) M System License Renewal, Service & Support	3	USD 3,840.00
ACE Discount Incentive for achieving ACE in a reasonable timeframe	1	USD -6,482.00
Shipping & Handling	1	USD 0.00
Priority Dispatch Software System Implementation (M) TOTAL:		USD 40,568.00

Product	Qty	Amount
Priority Dispatch System ESP (P) M System License Renewal, Service & Support	3	USD 3,840.00
Priority Dispatch System Annual ESP: Year 2 TOTAL:		USD 3,840.00

Product	Qty	Amount
Priority Dispatch System ESP (P) M System License Renewal, Service & Support	3	USD 3,840.00
Priority Dispatch System Annual ESP: Year 3 TOTAL:		USD 3,840.00

Product	Qty	Amount
Priority Dispatch System ESP (P) M System License Renewal, Service & Support	3	USD 4,110.00
Priority Dispatch System Annual ESP: Year 4 TOTAL:		USD 4,110.00

Product	Qty	Amount
Priority Dispatch System ESP (P) M System License Renewal, Service & Support	3	USD 4,110.00
Priority Dispatch System Annual ESP: Year 5 TOTAL:		USD 4,110.00

Subtotal	USD 40,568.00
Estimated Tax	
Total	USD 40,568.00

"To lead the creation of meaningful change in public safety and health."

Customer Signature:		Date:	
Customer Name:		Purchase Order ID:	
Expiration Date:			

TERMS AND CONDITIONS

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: <https://prioritydispatch.net/licensing/>

Attachment B

STATEMENT OF WORK FORTHCOMING

**TUSCOLA COUNTY BOARD OF COMMISSIONERS
PER DIEM PAYMENT POLICY – EFFECTIVE 1/1/17**

PURPOSE

A per diem payment is defined as a daily allowance for work performed by a commissioner as a representative of the Tuscola County Board of Commissioners when the board is in adjournment. Per Diem payments shall be appropriate for meetings of boards and commissions to which commissioners are assigned.

Commissioners shall be entitled to per diem pay for serving on the following boards and commissions:

- o Board of Commissioner committee of the whole meetings
- o Michigan Thumb Works
- o Human Development Commission
- o Tuscola 2020
- o Recycling Advisory Committee
- o Local Emergency Planning Committee
- o MAC Board and MAC Committees
- o MAC 7th District Meetings
- o NACO Board and NACO Committees
- o Great Start Collaborative Council
- o Human Services Collaborative Council
- o Region 6 Planning Activities
- o Board of Health and Environmental Health Hearings
- o County Planning Commission
- o Economic Development Corporation/Brownfield Redevelopment
- o Community Corrections Advisory Board
- o Medical Care Facility/DHHS
- o Michigan Renewable Energy Collaborative
- o MEMS All Hazards
- o Cass River Greenways
- o Dispatch Authority Board
- o County Road Commission
- o Board of Public Works
- o Senior Services Advisory Council
- o Mosquito Control Advisory Committee
- o Saginaw Bay Coastal Initiative
- o County Parks and Recreation Commission
- o Caro DDA/TIFA
- o TRIAD

- o Behavioral Health Systems
- o Annual Farm Bureau Meeting
- o Annual Road Commission Meeting
- o Prosperity Region meetings

Other per diem payment provisions:

- A maximum of two per diems per day may be charged except for conventions and conferences which are limited to one per day.
- If the per diem rate for service on a board or commission is more or less than the county commissioner per diem rate, then the rate of that board or commission shall be used if paid through the County. When possible the per diem shall be charged to the outside entity and not the board of commissioner budget.
- Timely arrival and attendance for the duration of the meeting shall be required for reimbursement of per diems and travel expenses.
- Per diems may be charged for scheduled meetings with staff and elected officials to discuss and prepare information for specific county business.
- Commissioners shall be entitled to per diem pay for special committees or special assignments by the Board Chairperson and/or the Full Board.
- Per diems shall also be paid for scheduled meetings that pertain to the advancement of financial, legislative and policy determination/formation impacting county operations and finances that require substantial time.
- Per diems shall be allowed for scheduled judicial meetings to resolve issues and enhance County co-employer collaboration and cooperation that require substantial time.
- Per diems shall be paid for formal training such as new commissioners training meetings (MSU-e sponsored) attended by current commissioners, emergency preparedness classes, technology oversight, financial planning etc.
- Per diems shall be paid for formal meetings with state and federal officials that require substantial time.

Certain activities are not eligible for per diem payment:

- Per diems are not paid for regular or special county board meetings because the board is in session.

- Per diems are not paid when meeting attendance by Commissioners is by personal choice and not by virtue of appointment.
- Local unit of government district (City, Village and Township) meetings in commissioner districts do not qualify for per diem payment unless their potential issues/decisions have the ability to directly impact the financial resourcefulness of the county such as wind energy, fracking, tourism etc.
- Other commissioner meetings involving social gatherings such as banquets, breakfasts, luncheons, dinners and recognition events or ceremonies which do not involve formal county business or training shall not be eligible for per diem payment unless prior review and approval is obtained by the Board of Commissioners
- Certain media events, such as press conferences, ribbon cutting, ground breakings, radio and television programs as well as similar events where a commissioner is not designated as an official representative of the County or Board of Commissioners shall not receive a per diem payment.

Per Diem and mileage rate:

- As of January 1, 2017, the per diem rate is \$50 per meeting.
- The mileage reimbursement rate will follow the annual rate as established by the Internal Revenue Service. (If travel can be charged to other entities this should be done rather than charging the county.)
- Commissioners shall be entitled to mileage reimbursement for ~~all travel whether~~ *remove* ~~for committee meetings or~~ other work involved in serving as a county commissioner including local city, village and township meetings. **Mileage shall not be paid for travel to Full Board or Committee Meetings unless it is taxed.** *add*
- Nothing in this policy shall preclude adjustments of per diem reimbursement rate as deemed appropriate from time to time by the county board of commissioners.
- Commissioners may voluntarily waive per diem and/or travel reimbursement.
- Questions regarding per diem payment will be addressed to the Board Chairperson. Any decisions of the Board Chairperson may be appealed to the Full Board.

TRAVEL/MEAL POLICY
Revised 12/14/17
17-M-217

1. PURPOSE

The purpose of this policy is to establish guidelines to reimburse Tuscola County officials and employees for travel expenses incurred as a result of their official duties at rates established by the Board of Commissioners and in accordance with the specific provisions enumerated herein.

The policy shall apply to all officials and employees who by the nature of their assigned responsibilities, or because of special circumstances, are required by the County to use their privately-owned vehicle for travel and/or perform functions at a location other than their normal work location.

2. POLICY

2.1 Mileage. Mileage will be paid at the rate established by the Board of Commissioners to those officials and employees required to use their privately owned vehicle in conducting County business. The rate may be updated each year based on the Internal Revenue Service rate. The Board may choose to not increase the rate or fully/partially increase the rate to the IRS rate.

2.1.1 When traveling to out-of-county activities, transportation must be shared whenever possible. Economical use of County funds has priority over personal convenience or preference.

2.1.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:

2.1.2.1 Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.

2.1.2.2 If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.

2.1.2.3 Under no circumstances is mileage allowed between residence and normal work location.

TRAVEL/MEAL POLICY

- 2.2 Meals. The standard meal rate \$36.00 per day as of 1-1-2018 will be paid except when traveling to these certain metropolitan areas: All of Wayne and Oakland Counties, Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Mackinac Island, Petoskey Pontiac, South Haven, Traverse City, and Leland. When traveling to these areas the standard meal rate per day as of 1-1-2018 will be paid at \$44.75
- 2.2.1 Official travel, which takes the individual outside the boundaries of Tuscola County during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return. Meal allowances are not cumulative from meal to meal or day to day. The Controller's Office shall publish from time to time the approved rates.
- 2.2.2 If all three meals (breakfast, lunch, and dinner) are provided by the conference or training session, then the employee is not eligible for a daily meal reimbursement from the County.
- 2.2.3 Alcoholic beverages are not eligible for reimbursement from the County.
- 2.2.4 Tips are limited to 20% of the total meal cost.
- 2.3 Accommodations. Reimbursement may be made for actual expenditures for overnight accommodations subject to the following restrictions and limitations:
- 2.3.1 Overnight lodging expenses for County business will only be reimbursed if said event is 60 miles or more from the County complex in Caro.
- 2.3.2 Reimbursement is limited to the cost of a single room at prevailing rates for accommodations normally used in business; however:
- 2.3.2.1 Double accommodation may be utilized when appropriate.
- 2.3.2.2 If a "double" is shared with a County Official or Employee, each may claim reimbursement for one-half (1/2) of the rate.
- 2.3.2.3 If the cost of a "double" is shared with a non-county employee, reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.

TRAVEL/MEAL POLICY

2.4 Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget. Routine mileage allowance associated with day-to-day business within the County will be a separate line item.

2.4.1 A written request for all out-of-state travel must be submitted to the Board of Commissioners for review and approval prior to attending.

2.4.2 Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the County Board of Commissioners.

2.4.3 Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head or Elected Official and no overnight stay is required.

2.5 **Violation of Policy. If there is any infraction of this policy, no reimbursement of expenses will be allowed.**

2.6 Preparation of the Travel Expense Voucher. The County Travel Expense Voucher must be completed within **30 Days after the conclusion of** the event.

Original receipts must be attached to the travel voucher, copies will not be permitted. The receipt should have an itemized breakdown of all purchases at the dining establishments in order to receive reimbursement.