

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, NOVEMBER 7, 2023 – 6:00 P.M.
125 EAST SECOND STREET
MONROE, MI 48161
(734) 240-7003

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
Led by Commissioner Lievens
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (10/17/2023 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
 - 1. Presentation of Human Services Collaborative Network's (HSCN) 2022-2023 Report to the Community, by Ms. Sandie Pierce, Director, Monroe Center for Healthy Aging and Ms. Stacey McCoy, Monroe County Employment and Training Director.
- IX. FINANCE MATTERS
 - 1. Approval of the 11/08/2023 Accounts Payable Current Claims Report in the amount of \$878,217.46.
 - 2. Letter dated October 23, 2023 from Mr. Jesse Stanford, Monroe County Treasurer transmitting the Cash and Investment Report for the quarter ended September 30, 2023.
 - 3. Update on status and development of 2024 Budget from Ms. Aundrea Armstrong, Deputy Administrator/Chief Financial Officer.
- X. CONSENT AGENDA
 - 1. Approval of Non-Claims
 - a. Check Register dated 10/20/2023 in the amount of \$452,490.98
 - b. Check Register dated 10/27/2023 in the amount of \$463,033.77
 - c. Check Register dated 11/03/2023 in the amount of \$207,568.38

2. **Operations Committee**-Report of Committee Chairman from 11/02/2023 meeting. Link to Operations Committee 11/02/2023 Agenda Packet: [HERE](#)

- a. Letter dated October 19, 2023, from Ms. Jamie Dean, Health Officer/Director, Monroe County Health Department, requesting approval to add one full-time grant-funded Public Health Planner & Communication Coordinator position. This position is funded through the Strengthening PH Workforce and Infrastructure grant, which was approved by the Board of Commissioners on September 19, 2023. The request is to add this position immediately through September 30, 2027, the term of the grant.

XI. COMMUNICATIONS

Board Action:

1. Letter dated October 31, 2023 from Sheriff Troy Goodnough, Monroe County Sheriff's Office, requesting approval to adopt the Sheriff's Records Division Fee Schedule, which would recover some of the cost associated with performing the LEIN services for the local police agencies.
2. Letter dated November 2, 2023 from Judge Mark Braunlich, Chief Judge, 38th Judicial Circuit Court and Judge William Paul Nichols, Adult Drug Treatment Court Judge, advising the Board of a Drug Court award in the amount of \$60,000 for Fiscal Year 2024 running from October 1, 2023 through September 30, 2024, with a local contribution requested of \$300 to provide for payroll processing costs that cannot be provided by the grant. An additional appropriation of up to \$75 would be required in 2023, with the balance of \$225 requested to be included in the 2024 budget. Additionally, an allocation of up to \$785 is requested in the 2024 budget to cover travel costs not covered by the grant to attend the Michigan Association of Treatment Court Professionals Annual Conference.
3. Letter dated October 31, 2023 from Mr. John Conlin, Director, Emergency Management Division, requesting approval to accept a federal grant award in the amount of \$244,853 through the Department of Homeland Security's Urban Area Security Initiative (UASI) for FY 2022 and to authorize staff to execute the UASI 2022 Interlocal agreement between Monroe County and Macomb County. There are no County matching funds required from the grant award.
4. Letter dated November 2, 2023 from Mr. John Conlin, Director, Emergency Management Division, requesting approval to accept the FY2023 Emergency Management Performance Grant (EMPG) between the Michigan State Police Emergency Management, Homeland Security Division and the County, in the amount of \$19,265 which provides funding towards the salary and fringe benefits of the Monroe County Emergency Management Director for the period 10/1/2022 to 9/30/2023 with the balance of costs included in the EMD 2022 and 2023 budgets.

5. Letter dated November 2, 2023 from Mr. John Conlin, Director, Emergency Management Division, requesting approval to apply for the FY2024 Emergency Management Performance Grant (EMPG) between the Michigan State Police Emergency Management, Homeland Security Division and the County, for reimbursement up to \$54,571 which provides funding towards the salary and fringe benefits of the Monroe County Emergency Management Director for the period 10/1/2023 to 9/30/2024 with the balance of costs included in the EMD 2023 and 2024 budgets.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the October 17, 2023 meeting: None

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 17, 2023

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe on Tuesday, October 17, 2023. Chairman Mark Brant called the meeting to order at 6:00 p.m.

II. ROLL CALL

Roll call by Deputy Clerk, Lisa Sanders, as follows:

PRESENT			ABSENT
David Hoffman	Jay Heinzerling	David Swartout	
Mark Brant	Randy Richardville	Greg Moore, Jr.	
Dawn Asper	David Vensel	J. Henry Lievens	

A quorum being present, the Board proceeded to conduct business.

III. PLEDGE OF ALLEGIANCE

Commissioner Hoffman led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Lisa Sanders led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Hoffman, supported by Commissioner Heinzerling to approve the October 17, 2023 Regular Meeting Agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (10/03/2023 Regular Meeting)

Motion by Commissioner Lievens, supported by Commissioner Swartout to approve the minutes as presented for the October 3, 2023 Regular Meeting and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—None

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION—None

IX. FINANCE MATTERS

1. Approval of the 10/18/2023 Accounts Payable Current Claims Report in the amount of \$999,566.05.

Motion by Commissioner Heinzerling, supported by Commissioner Lievens to confirm the 10/18/2023 Accounts Payable Current Claims Report for \$999,566.05 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

2. Revenues, expenditures and cash balance report for the 3rd quarter ending September 30, 2023.

Mr. Michael Bosanac, Administrator/Chief Financial Officer discussed the reports.

No action required.

3. Update on status and development of 2024 Budget from Mr. Michael Bosanac, Administrator/Chief Financial Officer and Ms. Aundrea Armstrong, Deputy Administrator/Chief Financial Officer.

Mr. Bosanac and Ms. Armstrong explained the preliminary status on the development of the 2024 Budget and answered questions from Commissioners. At the November 7, 2023 meeting, there will be a Final Preliminary Budget Presentation and at the November 21, 2023 meeting, there will be the Public Hearing and Budget Presentation.

X. CONSENT AGENDA

1. Approval of Non-Claims

- a. Check Register dated 10/06/2023 in the amount of \$1,320,807.30
- b. Check Register dated 10/13/2023 in the amount of \$574,909.24

Motion by Commissioner Heinzerling, supported by Commissioner Swartout, to confirm the Non-Claims payments as presented on the agenda for the dates and amounts listed.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

XI. COMMUNICATIONS

Board Action:

1. Letter dated October 10, 2023 from Mr. Jeff McBee, Community Planning & Engagement Director, requesting approval to apply for an AIB/CN Railway Grant up to the amount of \$25,000 from the non-profit organization America In Bloom (AIB). There is a 50% minimum match required and if approved, the matching amount will be funded from the 2024 Budget, subject to the final grant award. The purpose of the grant is to enhance landscapes in communities neighboring Canadian National (CN) rail lines.

Chairman Brant read the request into the record and Mr. McBee answered questions from Commissioners.

Motion by Commissioner Lievens, supported by Commissioner Hoffman to accept the communication, place it on file and approve the request to apply for an AIB/CN Railway Grant up to the amount of \$25,000 from America In Bloom (AIB) with a minimum match of 50% required, which is requested from the 2024 Budget.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

2. Letter dated October 11, 2023 from D/Lt. James Jarrett, Michigan State Police MANTIS, requesting approval to accept a FY2024 Byrne Justice Assistance Grant (JAG) in the amount of \$80,000 (a \$4,648 increase from what was applied for) from the Michigan State Police and U.S. Department of Justice. There are no matching funds required for this grant.

Chairman Brant read the request into the record.

Motion by Commissioner Heinzerling, supported by Commissioner Lievens to accept the communication, place it on file and approve the request to accept a FY2024 Byrne Justice Assistance Grant (JAG) in the amount of \$80,000 from the Michigan State Police and U.S. Department of Justice with no matching funds required.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS—None

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT—None

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the October 3, 2023 meeting: None

XVII. MEMBERS TIME

Commissioner Asper—I'm just grateful that we have really smart people on the 2nd floor that make us look good every year and I am looking forward to the final budget. Thank you so much.

Commissioner Moore—we have a TMACOG Board of Trustee meeting tomorrow so I will be attending because Drain Commissioner Thompson is not available. On the agenda is approval of the 2023 Congestion Mitigation and Air Quality and Carbon Reduction Program Scoring and Funding Recommendation and where to allocate \$12 million. Also, amending the By-laws. If anyone wants an update on that meeting just reach out to me.

Commissioner Hoffman—I want to tail on to what Dawn said about the 2nd floor. I was out on U.S. 23 and M 14 today and when you are out there driving, beware of the electric cars. If you have somebody that stops in front of you because they lose a charge, be careful.

Commissioner Heinzerling—I would like to look into the Broadband more with Mike (Bosanac) and see exactly where that's going.

Mr. Bosanac—Passed

Commissioner Lievens, Vensel, Swartout, Richardville, and Brant all passed.

XVIII. ADJOURNMENT—Chairman Brant adjourned the meeting at 6:47 p.m. with no further business to conduct.

Respectfully submitted by:



Lisa E. Sanders

Deputy Clerk/Administrative Assistant
Monroe County Board of Commissioners

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OPTIMUM PAYMENTS SUMMARY

RUN: 005333 PAYMENT DATE: 11/08/23 PAY-THROUGH DATE: 10/31/23

Vendor Name Amount Count

000000010023	911 RESTORATION OF MICHIGAN, I	11482.82	1
000000010170	A-1 AUTO CENTER INC.	54.00	1
000000010335	ACCESS & ALARM INC	12954.76	3
000000010502	ACTION WALLPAPERING AND PAINTI	6725.00	5
000000010670	ADVANCED DRAINAGE SYSTEMS, INC	1944.00	1
000000010849	ALLIE BROS. INC.	3420.79	12
0000000112366	J C ANDRUS & ASSOCIATES, INC	850.00	1
000000012950	AVENTIS PASTEUR	5175.61	2
000000020004	B & L OFFICE MACHINES	120.00	1
000000020005	BS&A SOFTWARE	9686.00	1
000000020039	BANAS BUILDING CENTER	68.90	1
000000020070	BOB BARKER COMPANY, INC.	1653.02	5
000000020072	BAKER'S GAS & WELDING SUPPLIES	3092.49	26
000000020150	BARTOLO SURVEYING LLC	8776.00	1
000000020405	BEDFORD TOWNSHIP SEWER O & M	150.00	2
000000020554	BELLE TIRE DISTRIBUTORS, INC.	6389.92	24
000000020941	BLEU WING INVESTIGATIONS, INC.	337.50	1
000000020946	BLUE LINE CUSTOMS, LLC	228.00	1
000000020949	BLUE CROSS BLUE SHIELD OF MICH	303.84	1
000000021200	BRENT'S LOCKSMITH	63.70	2
000000030009	CDW GOVERNMENT INC.	1614.07	6
000000030310	CAPITAL TIRE INC	2028.28	3
000000030451	CATHOLIC CHARITIES OF SOUTHEAS	2956.71	2
000000031179	COMPASSIONATE COMPANIONS, INC.	21041.66	1
000000031830	COUNTY AGENCY ADMINISTRATIVE	59591.30	17
000000040245	DELL MARKETING L.P.	1374.04	1
000000040572	DEWOLF & ASSOCIATES	1040.00	2
000000041770	DOAN CONSTRUCTION CO.	850.00	1
000000042380	DYKEMA GOSSETT PLLC	7600.00	1
000000050011	ELECTIONSOURCE	50.00	1
000000050031	ECOLAB	1055.78	1
000000050495	EMPHASYS COMPUTER SOLUTIONS, I	6443.96	1
000000050531	ENVIRONMENTAL ENTERPRISES, INC	19110.65	1
000000050598	4IMPRINT, INC.	194.04	1
000000060003	FBI-LEEDA INC	1590.00	2
000000060210	FIFTH THIRD BANK	407.48	1
000000060215	FIGUREGROUND PRODUCTIONS	2916.00	1
000000060790	FRAME'S PEST CONTROL, INC.	755.00	4
000000061073	FRIENDS OF POTTER CEMETERY	750.00	1
000000070009	GALL'S INC.	667.48	3
000000070044	GARCIA CLINICAL LABORATORY, IN	280.50	1
000000070045	GAYLORD BROS.	286.76	1
000000070050	GEAL ELECTRIC COMPANY	689.00	3
000000070200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
000000070326	GLOBAL EQUIPMENT COMPANY	1335.47	2
000000070351	GORDON FOOD SERVICE INC	666.82	6
000000070501	GRAINGER	426.24	3
000000080087	HAYES PRECISION, INC	50.00	1
000000080148	HERITAGE ANIMAL HOSPITAL, DUND	2915.74	16

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OPTIMUM PAYMENTS SUMMARY

RUN: 005333 PAYMENT DATE: 11/08/23 PAY-THROUGH DATE: 10/31/23

Vendor Name Amount Count

000000080350	HERKIMER RADIO SERVICE	6601.76	3
000000080842	HOME-OFFICE CONNECTION	3443.75	1
000000080904	HOUSE ARREST SERVICES, INC.	16897.70	2
000000080922	HR STAFFING TEAM, LLC	6684.33	3
000000080980	THE HUNTINGTON NATIONAL BANK	258.52	1
000000081040	HYLAND SOFTWARE, INC.	54862.42	1
000000090199	ICLE	138.50	1
000000090389	INNOVALINER INC.	15540.00	1
000000100013	J L MECHANICAL SERVICES INC	23864.80	7
000000100250	JETSCREEN PRINTING	187.00	1
000000100300	JIM'S TOWING	85.00	1
000000110290	KENT COMMUNICATIONS INC	782.48	1
000000110497	KKZO LLC	720.00	1
000000110786	KREPS APPLE BARN & CIDER MILL	754.00	1
000000120125	LAKE ERIE TRANSIT COMMISSION	100.00	1
000000120250	LAMOUR PRINTING LLC	169.50	2
000000120986	LOWE'S COMPANIES INC	150.48	3
000000121003	LOWERY CORP	4800.31	4
000000121021	LUCAS COUNTY CORONER'S OFFICE	13497.00	11
000000130001	M A L P H	4582.00	1
000000130130	ALLIED EAGLE	4030.49	7
000000130185	MANNIK & SMITH GROUP INC	16911.25	3
000000130218	MARKS PLUMBING PARTS	77.44	1
000000130450	McKESSON GENERAL MEDICAL CORP	5406.95	4
000000130851	MERCK HUMAN HEALTH	4833.10	2
000000130902	PROMEDICA 360HEALTH	2420.00	2
000000131003	MEYER MATERIAL COMPANY, LLC	923.27	1
000000131049	MI ASSN CO ADMINISTRATIVE OFF.	400.00	2
000000131376	MICHIGAN SHERIFFS' ASSOCIATION	133.00	1
000000132050	MILLCRAFT PAPER COMPANY	667.50	1
000000132169	MONROE AUTO PARTS, INC	58.66	4
000000132206	MONROE CHURCH OF NAZARENE	2500.00	2
000000132402	MONROE CO. CONVENTION & TOURIS	2100.00	1
000000132850	GATEHOUSE MEDIA MICHIGAN HOLDI	277.55	2
000000140094	NAPA AUTO PARTS	40.82	1
000000140132	NATL ASSOC OF COUNTY & CITY HE	990.00	1
000000140255	CRISIS PREVENTION INSTITUTE, I	199.45	1
000000140390	NOEL LAWN SERVICE	5752.80	3
000000140499	NORTHERN CONCRETE PIPE, INC.	100246.00	3
000000140507	NORTH SKYE LLC	870.00	3
000000150243	ONCELL SYSTEMS, INC	219.00	1
000000160251	PEERLESS SUPPLY CO.	83.24	1
000000160252	PEERPLACE NETWORKS LLC	4400.00	1
000000160300	PENGAD COMPANIES, INC.	475.90	1
000000170300	QUILL CORPORATION	476.14	4
000000180000	R & S PHARMACEUTICALS	76.36	3
000000180839	RIVER RAISIN INSTITUTE	2997.37	2
000000180866	ROBERTS SECURITY & INVESTIGATI	123.17	3
000000181001	ROSE PEST SOLUTIONS	223.00	2

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OPTIMUM PAYMENTS SUMMARY

RUN: 005333 PAYMENT DATE: 11/08/23 PAY-THROUGH DATE: 10/31/23

Vendor Name Amount Count

000000181030	ROTO ROOTER SEWER CLEANING	240.00	1
000000190001	SEMCOG	10793.00	1
000000190405	ST. PIERRE ACE HARDWARE	465.98	13
000000192121	GLAXOSMITHKLINE PHARMACEUTICAL	4961.66	2
000000192358	SRM CONCRETE	2500.00	2
000000192421	STAPLES BUSINESS ADVANTAGE	1496.44	11
000000192708	STATE OF MICHIGAN	549.00	1
000000192731	STATE OF MICHIGAN	10.00	1
000000192892	STEVENS DISPOSAL	1920.00	3
000000193070	SUPPLYDEN INC.	563.10	1
000000200036	TANNER SUPPLY COMPANY INC	860.00	1
000000200046	AXON ENTERPRISE INC	2100.60	1
000000200475	TIGER QUILL IMAGES, LLC	1525.00	3
000000200640	TLS PRODUCTIONS INC.	632.00	1
000000200880	PROMEDICA CPR TRAINING	20.00	1
000000201600	TROUTS YACHT BASIN	1189.36	2
000000210260	U.S. FOODSERVICE INC	1683.20	1
000000221200	VOSS LIGHTING	1085.00	1
000000230649	WILLIAM BOOTH DRAPER	410.00	1
000000230868	WORLDWIDE INTERPRETERS INC	1282.66	6
000000230887	WYANDOTTE ALARM	450.78	1
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	9.00	1
000000230901	PFIZER INC.	11157.30	1
000000400170	CITY OF MONROE	2600.00	1
000000500175	MONROE CO CLERK/REG OF DEEDS	10.00	1
000000500460	MONROE CO.DRAIN COMMISSION	193.08	1
000000501333	MONROE COMM.MENTAL HEALTH AUTH	6454.85	7
000000509850	JAMES RISINGER	17.48	1
000000509855	ERICA HUERTA	51.60	2
000000510855	TITLE CHECK, LLC	3259.28	1
000000700100	GERMAYN GORMAN	377.65	1
000000700521	MODERN COURT REPORTING & VIDEO	706.00	1
000000700690	NICOLE L. LINDSAY	362.00	2
000000708070	STEPHANIE MARIE ROSINSKI	31.20	2
000000720383	CHARTER COMMUNICATIONS	50.00	1
000000721023	ROSATI, SCHULTZ, JOPPICH & AMT	1950.00	1
000000721041	JUSTICE FENCE ACQUISITION LLC	27525.51	1
000000721106	KARLIA PRINT AND PROMO	342.95	2
000000721374	YOLANDA MORALES	330.00	1
000000721620	M HANIF PERACHA, MD, PC	145.00	1
000000721644	QC PRINTING	360.00	1
000000721687	THE ROSSOW GROUP	370.00	1
000000721903	MARGARET ANN SCHILLING	550.50	1
000000722240	MICHAEL C. UTLEY	159.78	1
000000722362	EMILY A YATES	375.00	1
000000722368	VICKI LEE YOST	850.00	1
000000722371	JOSEPH JOHN ZETTELMAIER	320.00	1
000000750021	JAMES BARTLETT	11370.00	5
000000750028	RONALD J BENORE, JR	12780.00	6

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OPTIMUM PAYMENTS SUMMARY

RUN: 005333 PAYMENT DATE: 11/08/23 PAY-THROUGH DATE: 10/31/23

Vendor Name Amount Count

000000750037	DAVID MICHAEL BOGARD	9270.00	7
000000750212	JEFFREY A. DULANY	600.00	1
000000750228	ASHLEE NICOLE DUPLESSIS	479.55	1
000000750269	MARY GANTZOS	1022.00	1
000000750270	SUZAN GABBARA	1659.74	3
000000750325	JOHN GONTA	776.00	1
000000750446	KERSHAW, VITITOE & JEDINAK, PL	1005.00	2
000000750565	HUGH ROSS MARSHALL	696.81	1
000000750726	TRACIE ROBIN SCOTT	1225.40	2
000000750735	GAUTAM SINGH	1025.00	1
000000820205	AUNDREA ARMSTRONG	2652.56	1
000000820678	NICOLE BELL	11.45	1
000000821039	ATHENA BONGARD	60.26	1
000000821128	JULIE BOUDRIE	424.47	1
000000821175	LACIE BRADEN	125.07	1
000000821188	LAURA BRAYMAN	196.50	1
000000821817	THOMAS CLEMENTS	117.95	1
000000822305	CHAD CUPP	102.60	2
000000822673	JEFFREY DUSSEAU	119.08	1
000000822964	CONNOR FERGUSON	186.68	1
000000823595	TROY C. GOODNOUGH	380.96	2
000000823663	DANNY GREENWOOD	276.33	1
000000823996	JULIETTE K. HEGYI	1726.38	1
000000823997	JARED HEHL	63.54	1
000000824230	JEFFREY HOOPER	22.55	1
000000826036	LAUREN HANUS	245.22	1
000000826125	JENNA MORSE	17.49	1
000000826146	JUNAID MUMTAZ	83.84	1
000000826167	RYAN MURNIGHAN	22.49	1
000000826507	BRANDON PATE	67.16	1
000000826883	JEFFREY PRZEWOZNIAK	871.27	1
000000826932	DAVID RAYMOND	64.97	1
000000827075	KATELYNN LAPRAD	191.53	1
000000828509	EVAN WELSFORD	47.16	1
000000828680	CEILIA WODARSKI	416.86	1
000000902121	BUCK & KNOBBY EQUIP CO INC	205.00	1
000000902208	CHEVRETTE GRADALL SERVICE	10000.00	1
000000902723	THE HUNTINGTON NATIONAL BANK	72688.75	1
000000902906	JACK'S LAWN SERVICE	275.00	1
000000903107	LENAWEE COUNTY DRAIN COMMISSIO	2917.95	1
000000903213	STONECO, INC.	127.62	1
000000903239	MONROE COUNTY ENTERPRISE FUND	44287.66	4
000000903819	SCHUMAKER BROTHERS	79160.75	4
000000904221	WAYNE COUNTY	569.56	1
PROBATE CRT	HAIYDEN RICE	25.00	1
VET BURIALS	NANCY BABCOCK	50.00	1

**** TOTALS: 878217.46 453

Jesse Stanford
County Treasurer

Denine Kamprath
Chief Deputy Treasurer



Telephone (734) 240-7365
Fax (734) 240-7374

www.co.monroe.mi.us

Monroe County Treasurer

51 South Macomb Street · Monroe, MI 48161-2168

October 23, 2023

Mr. Mark Brant, Chairman
Monroe County Board of Commissioners
125 E. Second St.
Monroe, MI 48161

Re: Monroe County Cash and Investment Report-Quarter Ending September 30, 2023

Dear Chairman Brant and Members of the Board:

Enclosed you will find the Cash and Investment Report for the quarter ended September 30, 2023. This report shows how the funds are distributed between the different financial institutions, and how much is invested in each fund.

As a safeguard approach with County funds, our office diversifies the portfolio of funds and corresponding investments. At the end of the quarter, the general fund was split between 12 different financial institutions, providing a diverse approach with the funds.

Interest rates have remained rather steady throughout the quarter and the County has worked to capitalize on this with available cash after allowing for cash flow needs. Over the quarter, the effective rate of return was 3.75%. This compares to 3.28% in the 2nd quarter.

While the County has an investment policy that can allow investments to mature for up to three (3) years, the County tends to have very few investments that go out further than one (1) year for liquidity purposes and to be able to make investments in a rising interest environment.

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

Jesse Stanford
Monroe County Treasurer



MONROE COUNTY INVESTMENTS
Portfolio Management
Portfolio Summary
September 30, 2023

Monroe County

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Non-Negotiable CD	55,210,223.83	55,210,223.83	55,210,223.83	39.31	222	126	4.812	4.879
Treasury Discounts -At Cost	31,744,500.00	30,620,230.10	30,620,230.10	21.80	271	155	5.004	5.073
Non-Pooled Money Market Account	54,620,834.72	54,620,834.72	54,620,834.72	38.89	1	1	0.699	0.709
Investments	141,575,558.55	140,451,288.65	140,451,288.65	100.00%	147	84	3.254	3.299
Cash								
Passbook/Checking (not included in yield calculations)	41,362,634.00	41,362,634.00	41,362,634.00		1	1	0.000	0.000
Total Cash and Investments	182,938,192.55	181,813,922.65	181,813,922.65		147	84	3.254	3.299

Total Earnings	September 30 Month Ending
Current Year	519,056.11
Average Daily Balance	168,519,184.97
Effective Rate of Return	3.75%

Jesse Stanford
JESSE STANFORD, MONROE COUNTY TREASURER

10-20-2023

Reporting period 09/01/2023-09/30/2023

Run Date: 10/19/2023 - 16:05

No fiscal year history available

Portfolio INV
CP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1



MONROE COUNTY INVESTMENTS
Summary by Issuer
September 30, 2023
Grouped by Fund

Monroe County

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: GENERAL FUND						
CIBC BANK USA	3	4,102,417.54	4,102,417.54	2.26	2.585	57
COMERICA BANK	2	2,000,000.00	2,000,000.00	1.10	4.512	78
FIFTH THIRD BANK	2	5,164,338.14	5,164,338.14	2.84	3.000	1
FLAGSTAR BANK	4	3,000,000.00	3,000,000.00	1.65	5.147	192
FIRST MERCHANTS BANK	2	6,183,006.97	6,183,006.97	3.40	2.000	1
HORIZON BANK	2	1,000,000.00	1,000,000.00	0.55	5.060	164
HUNTINGTON BANK	4	3,000,000.00	3,000,000.00	1.65	4.258	80
JPMORGAN CHASE BK	2	2,000,000.00	2,000,000.00	1.10	4.395	17
KEY BANK	6	5,000,000.00	5,000,000.00	2.75	4.948	100
MICHIGAN CLASS	1	2,258,934.83	2,258,934.83	1.24	0.030	1
MORGAN STANLEY-- MIKE	1	0.00	0.00	0.00	0.000	0
PNC BANK	2	4,317,657.78	4,317,657.78	2.37	1.150	55
UBS FINANCIAL SERVICES INC.	1	0.00	0.00	0.00	0.000	0
U.S. Treasury	2	7,000,000.00	6,845,244.15	3.76	5.449	147
Subtotal	34	45,026,355.26	44,871,599.41	24.67	3.491	70
Fund: COUNTY ROAD						
CIBC BANK USA	1	2,121,310.18	2,121,310.18	1.17	0.150	1
FIFTH THIRD BANK	1	0.00	0.00	0.00	0.000	0
FLAGSTAR BANK	1	1,500,000.00	1,500,000.00	0.83	5.009	180
FIRST MERCHANTS BANK	2	5,000,000.00	5,000,000.00	2.75	5.335	94
HORIZON BANK	3	3,500,000.00	3,500,000.00	1.93	5.051	156
HUNTINGTON BANK	1	0.00	0.00	0.00	0.000	0
MICHIGAN CLASS	1	5,946,569.96	5,946,569.96	3.27	0.030	1
Subtotal	10	18,067,880.14	18,067,880.14	9.95	2.898	72
Fund: BUDGET STABILIZATION						
KEY BANK	2	900,000.00	900,000.00	0.50	4.563	82

MONROE COUNTY INVESTMENTS

Summary by Issuer

September 30, 2023

Grouped by Fund

Page 2

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BUDGET STABILIZATION						
PNC BANK	1	1,052,507.76	1,052,507.76	0.58	0.030	1
Subtotal	3	1,952,507.76	1,952,507.76	1.08	2.119	38
Fund: COUNTY LIBRARY						
CIBC BANK USA	3	4,269,997.73	4,269,997.73	2.35	3.772	92
PNC BANK	1	2,078,600.97	2,078,600.97	1.14	0.030	1
Subtotal	4	6,348,598.70	6,348,598.70	3.49	2.547	62
Fund: LIBRARY RESTRICTED FUND						
PNC BANK	1	1,199,573.83	1,199,573.83	0.66	0.030	1
Subtotal	1	1,199,573.83	1,199,573.83	0.66	0.030	1
Fund: SENIOR CITIZENS						
FIFTH THIRD BANK	1	0.00	0.00	0.00	0.000	0
PNC BANK	1	726,918.61	726,918.61	0.40	0.030	1
Subtotal	2	726,918.61	726,918.61	0.40	0.030	1
Fund: MUSEUM-LEGACY FUND						
PNC BANK	1	741,452.10	741,452.10	0.41	0.030	1
Subtotal	1	741,452.10	741,452.10	0.41	0.030	1
Fund: HIST COMM-MUSEUM						
PNC BANK	1	210,600.20	210,600.20	0.12	0.030	1
Subtotal	1	210,600.20	210,600.20	0.12	0.030	1
Fund: ARPA Program						
CIBC BANK USA	1	0.00	0.00	0.00	0.000	0
FIRST MERCHANTS BANK	3	5,032,689.43	5,032,689.43	2.77	0.000	1
HORIZON BANK	2	2,500,000.00	2,500,000.00	1.38	5.160	114
HUNTINGTON BANK	2	2,800,000.00	2,800,000.00	1.54	4.106	75
MICHIGAN CLASS	1	0.00	0.00	0.00	0.000	0
PNC BANK	1	1,076,436.57	1,076,436.57	0.59	1.660	1
U.S. Treasury	4	14,600,000.00	14,017,054.73	7.71	4.835	129

MONROE COUNTY INVESTMENTS

Summary by Issuer

September 30, 2023

Grouped by Fund

Page 3

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Subtotal	14	26,009,126.00	25,426,180.73	13.99	3.695	91
Fund: FAIRVIEW						
PNC BANK	1	853,666.37	853,666.37	0.47	0.030	1
Subtotal	1	853,666.37	853,666.37	0.47	0.030	1
Fund: VETERANS' SERVICES						
PNC BANK	1	129,749.42	129,749.42	0.07	0.030	1
Subtotal	1	129,749.42	129,749.42	0.07	0.030	1
Fund: WATER & SEWER CONSTRUCTION						
KEY BANK	1	0.00	0.00	0.00	0.000	0
Subtotal	1	0.00	0.00	0.00	0.000	0
Fund: DELINQUENT TAX REVOLVING						
CHOICEONE BANK	1	250,000.00	250,000.00	0.14	5.125	65
CIBC BANK USA	1	1,050,260.99	1,050,260.99	0.58	0.150	1
COMERICA BANK	1	1,000,000.00	1,000,000.00	0.55	4.765	222
FLAGSTAR BANK	2	3,000,000.00	3,000,000.00	1.65	4.715	222
FIRST MERCHANTS BANK	2	1,083,930.00	1,083,930.00	0.60	4.757	24
INDEPENDENT BANK	2	1,025,310.54	1,025,310.54	0.56	5.069	229
MERCANTILE BANK	1	250,000.00	250,000.00	0.14	4.248	271
MICHIGAN CLASS	2	4,400,021.42	4,400,021.42	2.42	0.030	1
NORTHSTAR BANK	1	250,000.00	250,000.00	0.14	3.397	47
PNC BANK	1	25,970.69	25,970.69	0.01	0.030	1
U.S. Treasury	3	6,000,000.00	5,733,802.46	3.15	4.945	219
Subtotal	17	18,335,493.64	18,069,296.10	9.94	3.381	139
Fund: FORECLOSURE FUND						
HUNTINGTON CUSTODY	1	0.00	0.00	0.00	0.000	0
U.S. Treasury	1	1,000,000.00	962,596.22	0.53	5.242	200
Subtotal	2	1,000,000.00	962,596.22	0.53	5.242	200
Fund: BEDFORD SEWER O & M						
COMERICA BANK	1	0.00	0.00	0.00	0.000	0

MONROE COUNTY INVESTMENTS

Summary by Issuer

September 30, 2023

Grouped by Fund

Page 4

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BEDFORD SEWER O & M						
HUNTINGTON BANK	2	3,227,171.20	3,227,171.20	1.77	4.816	173
KEY BANK	1	0.00	0.00	0.00	0.000	0
MORGAN STANLEY-RACHEL	2	0.00	0.00	0.00	0.000	0
Subtotal	6	3,227,171.20	3,227,171.20	1.77	4.816	173
Fund: SOUTH COUNTY WATER O & M						
FIFTH THIRD BANK	1	0.00	0.00	0.00	0.000	0
FLAGSTAR BANK	2	1,267,056.06	1,267,056.06	0.70	5.242	173
HUNTINGTON BANK	1	0.00	0.00	0.00	0.000	0
INDEPENDENT BANK	2	1,240,686.03	1,240,686.03	0.68	5.069	173
U.S. Treasury	1	3,144,500.00	3,061,532.54	1.68	5.511	158
Subtotal	7	5,652,242.09	5,569,274.63	3.06	5.351	165
Fund: HEALTH INSURANCE						
FIFTH THIRD BANK	1	0.00	0.00	0.00	0.000	0
FLAGSTAR BANK	1	2,000,000.00	2,000,000.00	1.10	4.857	89
JPMORGAN CHASE BK	1	1,000,000.00	1,000,000.00	0.55	4.441	36
PNC BANK	1	2,062,125.62	2,062,125.62	1.13	0.030	1
Subtotal	4	5,062,125.62	5,062,125.62	2.78	2.808	43
Fund: WORKERS COMPENSATION						
PNC BANK	1	360,758.57	360,758.57	0.20	3.920	1
Subtotal	1	360,758.57	360,758.57	0.20	3.920	1
Fund: TRUST FUND						
FIFTH THIRD BANK	1	0.00	0.00	0.00	0.000	0
HUNTINGTON BANK	1	500,000.00	500,000.00	0.28	4.157	75
Subtotal	2	500,000.00	500,000.00	0.28	4.157	75
Fund: REGULAR DRAINS						
FLAGSTAR BANK	1	1,000,000.00	1,000,000.00	0.55	5.080	82
HORIZON BANK	1	0.00	0.00	0.00	0.000	0
HUNTINGTON BANK	1	0.00	0.00	0.00	0.000	0

MONROE COUNTY INVESTMENTS
Summary by Issuer
September 30, 2023
Grouped by Fund

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: REGULAR DRAINS						
KEY BANK	1	0.00	0.00	0.00	0.000	0
MORGAN STANLEY-RACHEL	1	0.00	0.00	0.00	0.000	0
PNC BANK	1	3,130,043.52	3,130,043.52	1.72	0.030	1
Subtotal	6	4,130,043.52	4,130,043.52	2.27	1.253	21
Fund: SPECIAL DRAIN CONST						
PNC BANK	1	2,041,295.52	2,041,295.52	1.12	2.770	1
Subtotal	1	2,041,295.52	2,041,295.52	1.12	2.770	1
Fund: CHECKING ACCT CASH						
FIRST MERCHANTS BANK	1	10,241,153.00	10,241,153.00	5.63	0.000	1
PNC BANK	1	31,121,481.00	31,121,481.00	17.12	0.000	1
Subtotal	2	41,362,634.00	41,362,634.00	22.75	0.000	1
Fund: POOLED FUNDS						
CIBC BANK USA	1	0.00	0.00	0.00	0.000	0
COMERICA BANK	1	0.00	0.00	0.00	0.000	0
FIFTH THIRD BANK	1	0.00	0.00	0.00	0.000	0
FLAGSTAR BANK	1	0.00	0.00	0.00	0.000	0
HUNTINGTON BANK	1	0.00	0.00	0.00	0.000	0
MICHIGAN CLASS	1	0.00	0.00	0.00	0.000	0
PNC BANK	1	0.00	0.00	0.00	0.000	0
Subtotal	7	0.00	0.00	0.00	0.000	0
Total and Average	128	182,938,192.55	181,813,922.65	100.00	2.549	65

NON CLAIM RUN 10/20/23

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

10/19/23

PAGE 1

PARAMETERS FOR PAYMENT RUN NUMBER 005329

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON CLAIM RUN 10/20/23

[RAP215]

PAYMENT REGISTER - Checks

10/19/23

PAGE 3

Company 01 County of Monroe

Office 001	Main	Bank	BNK001	National City Bank	Run 005329	Payment Date 10/20/23	Pay-thru Date 10/18/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
FIFTH THIRD BANK	000000060211	09012023	5244275	10/16/23	100.00	0.00	100.00	
		09082023	5244276	10/16/23	-25.49	0.00	-25.49	
		09112023	5244277	10/16/23	-32.94	0.00	-32.94	
		09222023	5244278	10/16/23	-21.49	0.00	-21.49	
		09012023	5244279	10/16/23	19.04	0.00	19.04	
		09062023	5244280	10/16/23	56.10	0.00	56.10	
		090823	5244281	10/16/23	100.00	0.00	100.00	
		091123	5244282	10/16/23	29.98	0.00	29.98	
		09132023	5244284	10/16/23	80.92	0.00	80.92	
		091323	5244285	10/16/23	60.96	0.00	60.96	
		09152023	5244286	10/16/23	83.88	0.00	83.88	
		09192023	5244287	10/16/23	113.91	0.00	113.91	
		09212023	5244288	10/16/23	169.39	0.00	169.39	
		09272023	5244289	10/16/23	15.98	0.00	15.98	
		092723	5244290	10/16/23	140.90	0.00	140.90	
		9272023	5244291	10/16/23	109.50	0.00	109.50	
		09272023	5244292	10/16/23	139.99	0.00	139.99	
		9152023	5244293	10/16/23	51.26	0.00	51.26	
		91523	5244294	10/16/23	51.26	0.00	51.26	
		10022023	5244295	10/16/23	80.52	0.00	80.52	
		09072023	5244296	10/16/23	402.11	0.00	402.11	
		090123	5244297	10/16/23	18.66	0.00	18.66	
					1744.44	0.00	1744.44	000000573612
JENSEN BRIDGE & SUPP	000000100182	125083	5244311	10/17/23	14176.01	0.00	14176.01	
		125037	5244313	10/17/23	15598.44	0.00	15598.44	
		125036	5244314	10/17/23	15598.44	0.00	15598.44	
					45372.89	0.00	45372.89	000000573613
LIVING INDEPENDENCE	000000120967	31011025011	5244308	10/17/23	3415.50	0.00	3415.50	
		31011025812	5244309	10/17/23	43012.20	0.00	43012.20	
					46427.70	0.00	46427.70	000000573614
MICHIGAN GAS UTILITI	000000131350	FINAL PYMT	5244325	10/18/23	0.13	0.00	0.13	
					0.13	0.00	0.13	000000573615
MICH MUNICIPAL RISK	000000131392	D23091029	5244368	10/18/23	51745.66	0.00	51745.66	
		MMRMAD23091	5244376	10/18/23	8501.69	0.00	8501.69	
					60247.35	0.00	60247.35	000000573616
SYSCO DETROIT LLC	000000131804	558637024	5244348	10/18/23	46.14	0.00	46.14	
		558631493	5244349	10/18/23	16.80	0.00	16.80	
		558624103	5244350	10/18/23	92.28	0.00	92.28	
		558613634	5244351	10/18/23	75.46	0.00	75.46	
		558594324	5244352	10/18/23	75.46	0.00	75.46	
		558641357	5244356	10/18/23	60.69	0.00	60.69	
		558521943	5244359	10/18/23	91.15	0.00	91.15	

NON CLAIM RUN 10/20/23

[RAP215]		PAYMENT REGISTER - Checks				10/19/23	PAGE	4
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005329	Payment Date 10/20/23	Pay-thru Date 10/18/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
SYSCO DETROIT LLC	000000131804	558516641	5244360	10/18/23	12.06	0.00	12.06	000000573617
		558511029	5244361	10/18/23	106.01	0.00	106.01	
		558509573	5244362	10/18/23	25.71	0.00	25.71	
		558507115	5244363	10/18/23	44.53	0.00	44.53	
		558496937	5244364	10/18/23	216.67	0.00	216.67	
		558628317	5244365	10/18/23	1180.42	0.00	1180.42	
		558628315	5244377	10/18/23	1747.61	0.00	1747.61	
		558641356	5244378	10/18/23	1376.63	0.00	1376.63	
		558628316	5244379	10/18/23	511.07	0.00	511.07	
					5678.69	0.00	5678.69	
MILAN SENIORS FOR HE	000000131835	31013103808	5244312	10/17/23	3249.49	0.00	3249.49	000000573618
		31013105211	5244315	10/17/23	22.00	0.00	22.00	
		31013113813	5244316	10/17/23	68.25	0.00	68.25	
		31013115114	5244317	10/17/23	1313.00	0.00	1313.00	
					4652.74	0.00	4652.74	
MONROE CO. OPPORTUNI	000000132600	31011024209	5244310	10/17/23	13022.36	0.00	13022.36	000000573619
					13022.36	0.00	13022.36	
PRAIRIE FARMS DAIRY,	000000161170	9003499	5244346	10/18/23	124.50	0.00	124.50	000000573620
		9011388	5244347	10/18/23	99.25	0.00	99.25	
					223.75	0.00	223.75	
SYMMETRY ENERGY SOLU	000000193220	17291644	5244344	10/18/23	3867.27	0.00	3867.27	000000573621
					3867.27	0.00	3867.27	
UNITED PARCEL SERVIC	000000210200	X8119403	5244345	10/18/23	12.31	0.00	12.31	000000573622
					12.31	0.00	12.31	
VERIZON WIRELESS	000000220156	9945815477	5244267	10/16/23	662.09	0.00	662.09	000000573623
					662.09	0.00	662.09	
ERIE TOWNSHIP TREASU	000000400220	2023 TAXES	5244265	10/12/23	428.49	0.00	428.49	000000573624
					428.49	0.00	428.49	
MONROE COUNTY DISTRI	000000500010	23-247529FH	5244319	10/17/23	500.00	0.00	500.00	000000573625
					500.00	0.00	500.00	
MONROE COUNTY FINANC	000000500251	4393	5244342	10/18/23	2852.64	0.00	2852.64	000000573626
		4408	5244343	10/18/23	214.46	0.00	214.46	
					3067.10	0.00	3067.10	
STATE OF MICHIGAN	000000601047	SEPT; 2023	5244262	10/12/23	78254.14	0.00	78254.14	000000573627
					78254.14	0.00	78254.14	
STATE OF MICHIGAN	000000602054	551-623455	5244374	10/18/23	6994.00	0.00	6994.00	

NON CLAIM RUN 10/20/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		10/19/23	PAGE	5
Office 001	Main	Bank	BNK001	National City Bank	Run 005329	Payment Date 10/20/23	Pay-thru Date 10/18/23			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number		
					6994.00	0.00	6994.00	000000573628		
JAMES BENNETT	000000710015	07192023	5244330	10/18/23	13.56	0.00	13.56			
		09272023	5244333	10/18/23	13.56	0.00	13.56			
					27.12	0.00	27.12	000000573629		
BRIAN HOPPERT	000000710124	10022023	5244335	10/18/23	4.91	0.00	4.91			
					4.91	0.00	4.91	000000573630		
LLOYD W CONNER	000000711369	09202023	5244336	10/18/23	7.34	0.00	7.34			
					7.34	0.00	7.34	000000573631		
MICHAEL ROBERT HUMPH	000000713390	09202023	5244337	10/18/23	7.99	0.00	7.99			
					7.99	0.00	7.99	000000573632		
KEITH MASSERANT	000000715024	07192023	5244331	10/18/23	7.53	0.00	7.53			
		09272023	5244332	10/18/23	7.53	0.00	7.53			
					15.06	0.00	15.06	000000573633		
BRIAN R PAULES	000000716004	07192023	5244327	10/18/23	4.52	0.00	4.52			
		05242023	5244328	10/18/23	4.52	0.00	4.52			
		03222023	5244329	10/18/23	4.52	0.00	4.52			
		09272023	5244334	10/18/23	4.52	0.00	4.52			
					18.08	0.00	18.08	000000573634		
JOHN FISHER	000000730410	6069RST	5244269	10/16/23	50.00	0.00	50.00			
					50.00	0.00	50.00	000000573635		
MERIAM FAIED	000000730414	6067RST	5244268	10/16/23	936.40	0.00	936.40			
					936.40	0.00	936.40	000000573636		
LAKE HURON MEDICAL C	000000730789	6068RST	5244270	10/16/23	20.00	0.00	20.00			
					20.00	0.00	20.00	000000573637		
AT & T	000000903800	73438415381	5244299	10/17/23	124.68	0.00	124.68			
					124.68	0.00	124.68	000000573638		
ELI WISBON	PROBATE CRT	230214	5244322	10/17/23	50.00	0.00	50.00			
					50.00	0.00	50.00	000000573639		
JASON & BRANDI MANTE	TREASURER	2022 PRE	5244266	10/12/23	2865.64	0.00	2865.64			
					2865.64	0.00	2865.64	000000573640		
FEDERAL NATIONAL MOR	TREASURER	OCT 2023	5244264	10/12/23	64466.89	0.00	64466.89			
					64466.89	0.00	64466.89	000000573641		
CHRISTOPHER PATTERSO	TREASURER	2022 PRE	5244271	10/16/23	3142.80	0.00	3142.80			

NON CLAIM RUN 10/20/23

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		10/19/23	PAGE 6
Office 001	Main	Bank	BNK001	National City Bank	Run 005329	Payment Date 10/20/23	Pay-thru Date 10/18/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					3142.80	0.00	3142.80	000000573642	
SECONDO M FANOLA TRU	TREASURER	23-003512	5244273	10/16/23	3130.28	0.00	3130.28		
					3130.28	0.00	3130.28	000000573643	
JONATHAN C HOLMAN	TREASURER	PRE 2022	5244272	10/16/23	2062.92	0.00	2062.92		
					2062.92	0.00	2062.92	000000573644	
WILLIAM SMITH JR	TREASURER	2022 PRE	5244320	10/17/23	3501.48	0.00	3501.48		
					3501.48	0.00	3501.48	000000573645	
COLLEEN ROECKER	TREASURER	21-22 PRE	5244321	10/17/23	2279.22	0.00	2279.22		
					2279.22	0.00	2279.22	000000573646	
WILLIAM A III & DEVO	TREASURER	PRE 20-2022	5244307	10/17/23	9970.29	0.00	9970.29		
					9970.29	0.00	9970.29	000000573647	
BANK BNK001 - TOTAL					452490.98	0.00	452490.98	*	
OFFICE 001 - TOTAL					452490.98	0.00	452490.98	**	

NON CLAIM RUN 10/27/23

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

10/26/23

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PARAMETERS FOR PAYMENT RUN NUMBER 005331

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON CLAIM RUN 10/27/23

[RAP215]

PAYMENT REGISTER - Checks

10/26/23

PAGE 2

Company 01 County of Monroe

Office 001	Main	Bank	BNK001	National City Bank	Run 005331	Payment Date 10/27/23	Pay-thru Date 10/25/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	73424127271	5244419	10/25/23	605.16	0.00	605.16	
		73424158201	5244420	10/25/23	128.75	0.00	128.75	
		73424171361	5244421	10/25/23	232.74	0.00	232.74	
		73.42413300	5244422	10/25/23	439.93	0.00	439.93	
					1406.58	0.00	1406.58	000000573648
AT&T MOBILITY	000000010026	28727544097	5244478	10/25/23	195.82	0.00	195.82	
					195.82	0.00	195.82	000000573649
A-1 AUTO CENTER INC.	000000010170	68816	5244411	10/24/23	621.86	0.00	621.86	
					621.86	0.00	621.86	000000573650
AT & T	000000012805	3717882802	5244423	10/25/23	322.65	0.00	322.65	
					322.65	0.00	322.65	000000573651
BERGER CHEVROLET	000000020735	516040	5244383	10/20/23	41396.00	0.00	41396.00	
		515823	5244504	10/25/23	41396.00	0.00	41396.00	
		516012	5244505	10/25/23	41396.00	0.00	41396.00	
		516055	5244506	10/25/23	41396.00	0.00	41396.00	
					165584.00	0.00	165584.00	000000573652
CARASOFT TECHNOLOGY	000000030315	IN1520149	5244479	10/25/23	14.99	0.00	14.99	
					14.99	0.00	14.99	000000573653
BRIGHTSPEED	000000030539	408882453	5244424	10/25/23	82.09	0.00	82.09	
					82.09	0.00	82.09	000000573654
CHARTER COMMUNICATIO	000000030566	2007101323	5244425	10/25/23	140.46	0.00	140.46	
					140.46	0.00	140.46	000000573655
COMCAST CABLEVISION	000000031085	11-01-11-30	5244415	10/25/23	368.96	0.00	368.96	
		85291019200	5244483	10/25/23	169.95	0.00	169.95	
					538.91	0.00	538.91	000000573656
CONSUMERS ENERGY	000000031502	20554665177	5244393	10/24/23	59.06	0.00	59.06	
					59.06	0.00	59.06	000000573657
CONTINENTAL SERVICES	000000031545	RC11489-2	5244417	10/25/23	136.00	0.00	136.00	
		RC11489	5244418	10/25/23	11635.90	0.00	11635.90	
					11771.90	0.00	11771.90	000000573658
DELTA DENTAL PLAN OF	000000040250	GROUP10715	5244426	10/25/23	7780.45	0.00	7780.45	
					7780.45	0.00	7780.45	000000573659
DTE ENERGY	000000040603	91001196292	5244427	10/25/23	16.82	0.00	16.82	
		91001197605	5244428	10/25/23	26.09	0.00	26.09	
		91001615443	5244429	10/25/23	119.06	0.00	119.06	

NON CLAIM RUN 10/27/23

[RAP215]		PAYMENT REGISTER - Checks				10/26/23	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005331	Payment Date 10/27/23	Pay-thru Date 10/25/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
DTE ENERGY	000000040603	91000544272	5244430	10/25/23	105.80 267.77	0.00 0.00	105.80 267.77	000000573660
DUNDEE SENIOR CITIZE	000000042250	31018103113	5244396	10/24/23	18363.42 18363.42	0.00 0.00	18363.42 18363.42	000000573661
INMATE CALLING SOLUT	000000090396	002994	5244384	10/23/23	6677.19 6677.19	0.00 0.00	6677.19 6677.19	000000573662
LAKE ERIE TRANSIT CO	000000120125	645	5244410	10/24/23	300.00 300.00	0.00 0.00	300.00 300.00	000000573663
MICHIGAN GAS UTILITI	000000131350	4774732446 4773570423 4775453935 4778549040 4775973873 4777242195 4777090983	5244394 5244431 5244432 5244433 5244434 5244435 5244436	10/24/23 10/25/23 10/25/23 10/25/23 10/25/23 10/25/23 10/25/23	42.62 1768.46 12.74 47.65 111.53 58.17 75.59 2116.76	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	42.62 1768.46 12.74 47.65 111.53 58.17 75.59 2116.76	000000573664
SYSCO DETROIT LLC	000000131804	558641358	5244437	10/25/23	491.73 491.73	0.00 0.00	491.73 491.73	000000573665
MONROE COUNTY DENTAL	000000132420	102723 565 102723 554	5244444 5244445	10/25/23 10/25/23	686.17 44.05 730.22	0.00 0.00 0.00	686.17 44.05 730.22	000000573666
MONROE FAMILY YMCA	000000132435	102723 YMC	5244459	10/25/23	852.31 852.31	0.00 0.00	852.31 852.31	000000573667
MONROE CO.HEALTH INS	000000132450	102723 554M 102723 565M 102723 565V 102723 554V	5244446 5244447 5244448 5244449	10/25/23 10/25/23 10/25/23 10/25/23	710.09 12180.60 89.11 5.10 12984.90	0.00 0.00 0.00 0.00 0.00	710.09 12180.60 89.11 5.10 12984.90	000000573668
MONROE CO. OPPORTUNI	000000132600	31019031408	5244397	10/24/23	11747.50 11747.50	0.00 0.00	11747.50 11747.50	000000573669
MONROE SENIOR CITIZE	000000133450	31018081508	5244398	10/24/23	6966.79 6966.79	0.00 0.00	6966.79 6966.79	000000573670
CITY OF MONROE	000000133650	RAIN-000911	5244416	10/25/23	1871.77 1871.77	0.00 0.00	1871.77 1871.77	000000573671
PRAIRIE FARMS DAIRY,	000000161170	9011389	5244438	10/25/23	85.42	0.00	85.42	

NON CLAIM RUN 10/27/23

[RAP215]		PAYMENT REGISTER - Checks				10/26/23	PAGE	4
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005331	Payment Date 10/27/23	Pay-thru Date 10/25/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
PRAIRIE FARMS DAIRY,	000000161170	9019084	5244439	10/25/23	180.54 265.96	0.00 0.00	180.54 265.96	000000573672
RICOH USA, INC.	000000180818	107713892	5244404	10/24/23	146.49 146.49	0.00 0.00	146.49 146.49	000000573673
SOUTH COUNTY WATER S	000000192299	400918	5244440	10/25/23	16.25 16.25	0.00 0.00	16.25 16.25	000000573674
TELNET WORLDWIDE, IN	000000200250	29182 29350	5244441 5244442	10/25/23 10/25/23	2433.81 556.87 2990.68	0.00 0.00 0.00	2433.81 556.87 2990.68	000000573675
TODD WENZEL BUICK GM	000000200725	VF231701	5244412	10/25/23	42046.00 42046.00	0.00 0.00	42046.00 42046.00	000000573676
TRIPLE A MANAGEMENT	000000201553	787	5244488	10/25/23	8588.33 8588.33	0.00 0.00	8588.33 8588.33	000000573677
VERIZON WIRELESS	000000220156	9946875956	5244395	10/24/23	537.11 537.11	0.00 0.00	537.11 537.11	000000573678
WYANDOTTE ALARM	000000230887	220053 220052 223003	5244405 5244406 5244407	10/24/23 10/24/23 10/24/23	375.00 590.00 67.00 1032.00	0.00 0.00 0.00 0.00	375.00 590.00 67.00 1032.00	000000573679
CIRCLE K	000000300517	21-246338FH	5244480	10/25/23	120.00 120.00	0.00 0.00	120.00 120.00	000000573680
BUSCEMIS PIZZA	000000300524	18-244563FH	5244481	10/25/23	50.00 50.00	0.00 0.00	50.00 50.00	000000573681
NATHAN FITZ	000000300643	21-246326FH	5244482	10/25/23	60.00 60.00	0.00 0.00	60.00 60.00	000000573682
FCCI INSURANCE CO	000000300646	22-247061FH	5244484	10/25/23	300.00 300.00	0.00 0.00	300.00 300.00	000000573683
JOHN GERWECK	000000300713	13-40525-FH	5244485	10/25/23	225.00 225.00	0.00 0.00	225.00 225.00	000000573684
RON GEORGE	000000300724	11-39298-FH	5244486	10/25/23	40.00 40.00	0.00 0.00	40.00 40.00	000000573685
GOODWILL INDUSTRIES	000000300756	19-245556FH	5244487	10/25/23	250.00 250.00	0.00 0.00	250.00 250.00	000000573686
MCKAYLEE JACOBS	000000300957	22-246885FH	5244489	10/25/23	135.00	0.00	135.00	

NON CLAIM RUN 10/27/23

[RAP215]		PAYMENT REGISTER - Checks				10/26/23	PAGE	5
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005331	Payment Date 10/27/23	Pay-thru Date 10/25/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					135.00	0.00	135.00	000000573687
CHERICE JOHNSON	000000300988	19-245455FH	5244490	10/25/23	168.00	0.00	168.00	000000573688
					168.00	0.00	168.00	
MICHELLE JONDRO	000000300994	19-245001FH	5244491	10/25/23	50.00	0.00	50.00	000000573689
					50.00	0.00	50.00	
ANNETTE KURTZ	000000301097	18-244306FH	5244492	10/25/23	25.00	0.00	25.00	000000573690
					25.00	0.00	25.00	
RALPH LASHAWAY	000000301112	17-243876FH	5244493	10/25/23	100.00	0.00	100.00	000000573691
					100.00	0.00	100.00	
MONROE CITY POLICE	000000301272	22-247090FH	5244494	10/25/23	75.00	0.00	75.00	000000573692
					75.00	0.00	75.00	
MARCIA O'CONNOR	000000301508	17-243979FH	5244495	10/25/23	500.00	0.00	500.00	000000573693
					500.00	0.00	500.00	
NICHOLE PETTIGREW	000000301644	17-243819FH	5244496	10/25/23	300.00	0.00	300.00	000000573694
					300.00	0.00	300.00	
DAVID SMITH-PIERCE	000000301949	19-245482FH	5244497	10/25/23	160.00	0.00	160.00	000000573695
					160.00	0.00	160.00	
PATRICIA SPINALE	000000301952	21-246246FH	5244498	10/25/23	10.00	0.00	10.00	000000573696
					10.00	0.00	10.00	
JAMY DALE SIETSEMA	000000301953	21-246413FH	5244499	10/25/23	80.00	0.00	80.00	000000573697
					80.00	0.00	80.00	
NCUA-AMAC	000000302248	12-40016-FH	5244500	10/25/23	25.00	0.00	25.00	000000573698
					25.00	0.00	25.00	
WALMART	000000302327	22-247134FH	5244501	10/25/23	30.00	0.00	30.00	000000573699
					30.00	0.00	30.00	
MONROE CITY TREASURE	000000400171	SUMM2023	5244382	10/19/23	640.86	0.00	640.86	000000573700
					640.86	0.00	640.86	
MONROE CHARTER TOWNS	000000400256	SUMM2023	5244381	10/19/23	557.87	0.00	557.87	000000573701
					557.87	0.00	557.87	
MONROE COUNTY	000000500002	102723 DPR	5244460	10/25/23	589.39	0.00	589.39	31486.66
		102723 MPR	5244461	10/25/23	31486.66	0.00	31486.66	
		102723 VPR	5244462	10/25/23	91.29	0.00	91.29	

NON CLAIM RUN 10/27/23

[RAP215]		PAYMENT REGISTER - Checks				10/26/23	PAGE	6
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005331	Payment Date 10/27/23	Pay-thru Date 10/25/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					32167.34	0.00	32167.34	000000573702
MONROE COUNTY	000000500003	LIFE112023	5244443	10/25/23	297.26	0.00	297.26	
		102723 554	5244450	10/25/23	3.65	0.00	3.65	
		102723 565	5244451	10/25/23	93.42	0.00	93.42	
					394.33	0.00	394.33	000000573703
MONROE COUNTY GENERA	000000501100	102723 554	5244452	10/25/23	36.13	0.00	36.13	
					36.13	0.00	36.13	000000573704
MONROE COUNTY	000000510725	102723 554	5244453	10/25/23	688.74	0.00	688.74	
					688.74	0.00	688.74	000000573705
COUNTY AGENCY ADMINI	000000510800	NOV 1 2023	5244401	10/24/23	1458.00	0.00	1458.00	
					1458.00	0.00	1458.00	000000573706
MONROE CO. EMP. RETI	000000550200	102723 RTS	5244463	10/25/23	28.03	0.00	28.03	
		102723 PST	5244464	10/25/23	276.39	0.00	276.39	
		102723 RET	5244465	10/25/23	19828.89	0.00	19828.89	
		102723 RTC	5244466	10/25/23	2274.75	0.00	2274.75	
		102723 RTD	5244467	10/25/23	1408.74	0.00	1408.74	
		102723 RTS	5244468	10/25/23	14820.73	0.00	14820.73	
					38637.53	0.00	38637.53	000000573707
AIG VALIC	000000550207	102723 AIG	5244469	10/25/23	75.00	0.00	75.00	
					75.00	0.00	75.00	000000573708
UNITED WAY OF MONROE	000000550215	31023041207	5244399	10/24/23	9912.82	0.00	9912.82	
		102723 UW	5244470	10/25/23	88.00	0.00	88.00	
					10000.82	0.00	10000.82	000000573709
GREAT-WEST LIFE & AN	000000550280	102723 GWE	5244471	10/25/23	5095.35	0.00	5095.35	
					5095.35	0.00	5095.35	000000573710
AXA EQUITABLE	000000550285	102723 EQU	5244472	10/25/23	475.00	0.00	475.00	
					475.00	0.00	475.00	000000573711
MICHIGAN DEPARTMENT	000000550291	102723 LEV	5244473	10/25/23	472.86	0.00	472.86	
					472.86	0.00	472.86	000000573712
MONROE CO.UNEMPLOYME	000000550310	102723 554	5244454	10/25/23	2.13	0.00	2.13	
		102723 565	5244455	10/25/23	65.56	0.00	65.56	
					67.69	0.00	67.69	000000573713
MONROE COUNTY WORKER	000000550315	102723 554	5244456	10/25/23	1.59	0.00	1.59	
					1.59	0.00	1.59	000000573714
MONROE CO.LONG TERM	000000550320	102723 565	5244457	10/25/23	565.97	0.00	565.97	

NON CLAIM RUN 10/27/23

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PAYMENT REGISTER - Checks

10/26/23

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Company 01 County of Monroe		Bank		National City Bank		Run 005331	Payment Date 10/27/23	Pay-thru Date 10/25/23	
Office 001 Main		Bank	BNK001	National City Bank	Run 005331	Payment Date 10/27/23	Pay-thru Date 10/25/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
MONROE CO.LONG TERM	000000550320	102723 554	5244458	10/25/23	20.50 586.47	0.00 0.00	20.50 586.47	000000573715	
MONROE CO.RETIREE HE	000000550325	102723 CRH 102723 DRH 102723 RHC 102723 SRH	5244474 5244475 5244476 5244477	10/25/23 10/25/23 10/25/23 10/25/23	659.03 419.26 5397.82 3995.24 10471.35	0.00 0.00 0.00 0.00 0.00	659.03 419.26 5397.82 3995.24 10471.35	000000573716	
CARL J. SCHMIDT	000000721904	10/8-10/21	5244386	10/23/23	3044.15 3044.15	0.00 0.00	3044.15 3044.15	000000573717	
TODD AND LISA JONES	000000730705	6070RST	5244400	10/24/23	25.00 25.00	0.00 0.00	25.00 25.00	000000573718	
SCOTT BRANDON	CLERK/REGIST	22-247233FH	5244402	10/24/23	3016.00 3016.00	0.00 0.00	3016.00 3016.00	000000573719	
RONALD ADAMS	CLERK/REGIST	20-245835FH	5244503	10/25/23	28.00 28.00	0.00 0.00	28.00 28.00	000000573720	
SKYLAR LANEY	CLERK/REGIST	21-246196FH	5244502	10/25/23	30.00 30.00	0.00 0.00	30.00 30.00	000000573721	
JAVIER MARTINEZ	CLERK/REGIST	23-247634FH	5244413	10/25/23	22500.00 22500.00	0.00 0.00	22500.00 22500.00	000000573722	
Josephine Austin	CTY HEALTH	REIMB9/29	5244385	10/23/23	42.71 42.71	0.00 0.00	42.71 42.71	000000573723	
MITCHELL HAYNIE	DCWITNESS	(A) 9/23	5244387	10/23/23	8.80 8.80	0.00 0.00	8.80 8.80	000000573724	
JOSHUA REYNOLDS	DCWITNESS	(B) 9/23	5244388	10/23/23	16.60 16.60	0.00 0.00	16.60 16.60	000000573725	
PAUL SCHMIDT	DCWITNESS	(C) 9/23	5244389	10/23/23	14.00 14.00	0.00 0.00	14.00 14.00	000000573726	
FRED SLEIMAN	DCWITNESS	(D) 9/23	5244390	10/23/23	27.60 27.60	0.00 0.00	27.60 27.60	000000573727	
BRONDA WARREN-REGALA	DCWITNESS	(E) 9/23	5244391	10/23/23	9.00 9.00	0.00 0.00	9.00 9.00	000000573728	
MATTHEW WILLIAMS	DCWITNESS	(F) 9/23	5244392	10/23/23	9.00 9.00	0.00 0.00	9.00 9.00	000000573729	
MCOLES	SHERIFFADMIN	05/2003	5244414	10/25/23	22221.03 22221.03	0.00 0.00	22221.03 22221.03	000000573730	
BANK BNK001 - TOTAL					463033.77	0.00	463033.77	*	
OFFICE 001 - TOTAL					463033.77	0.00	463033.77	**	

NON CLAIM RUN 11/03/23

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Company 01 County of Monroe

PAYMENT REGISTER -

11/02/23

PAGE 1

PARAMETERS FOR PAYMENT RUN NUMBER 005335

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON CLAIM RUN 11/03/23

[RAP215]		PAYMENT REGISTER - Checks				11/02/23	PAGE	2
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005335	Payment Date 11/03/23	Pay-thru Date 11/01/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT&T MOBILITY	000000010026	X10192023 10192023	5244509 5244638	10/30/23 11/01/23	286.53 670.41 956.94	0.00 0.00 0.00	286.53 670.41 956.94	000000573731
POISON IVY CONTROL,	000000012828	13756	5244627	11/01/23	1450.00 1450.00	0.00 0.00	1450.00 1450.00	000000573732
B & L OFFICE MACHINE	000000020004	21037 21038	5244625 5244626	11/01/23 11/01/23	86.66 73.50 160.16	0.00 0.00 0.00	86.66 73.50 160.16	000000573733
BOYD WATTERSON ASSET	000000021070	59860	5244614	11/01/23	15182.00 15182.00	0.00 0.00	15182.00 15182.00	000000573734
COMCAST	000000031086	185129275	5244608	11/01/23	1541.00 1541.00	0.00 0.00	1541.00 1541.00	000000573735
DELTA DENTAL PLAN OF	000000040250	1389383	5244565	11/01/23	10073.00 10073.00	0.00 0.00	10073.00 10073.00	000000573736
DTE ENERGY	000000040601	90387426	5244621	11/01/23	336.58 336.58	0.00 0.00	336.58 336.58	000000573737
DTE ENERGY	000000040603	10252023 10252023. 10252023* 91000762235 91001615432	5244611 5244612 5244613 5244633 5244634	11/01/23 11/01/23 11/01/23 11/01/23 11/01/23	20.50 24.63 28.19 53.04 27.00 153.36	0.00 0.00 0.00 0.00 0.00 0.00	20.50 24.63 28.19 53.04 27.00 153.36	000000573738
LAKE ERIE TRANSIT CO	000000120125	31026093407	5244514	10/31/23	15836.50 15836.50	0.00 0.00	15836.50 15836.50	000000573739
MICHIGAN GAS UTILITI	000000131350	10202023 10252023 4781174420 4781148009 4782479692 4781780850 4781882259 4781657596 10.20.23 10/20/2023 10202023.	5244556 5244609 5244617 5244618 5244619 5244620 5244623 5244624 5244630 5244631 5244632	11/01/23 11/01/23 11/01/23 11/01/23 11/01/23 11/01/23 11/01/23 11/01/23 11/01/23 11/01/23 11/01/23	35.71 303.49 12.03 44.14 48.63 66.04 42.46 62.11 99.74 514.26 54.81 1283.42	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	35.71 303.49 12.03 44.14 48.63 66.04 42.46 62.11 99.74 514.26 54.81 1283.42	000000573740
SYSCO DETROIT LLC	000000131804	558548643	5244570	11/01/23	45.15	0.00	45.15	

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[RAP215]		PAYMENT REGISTER - Checks				11/02/23	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run	005335	Payment Date 11/03/23	Pay-thru Date 11/01/23	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
SYSCO DETROIT LLC	000000131804	558552833	5244574	11/01/23	46.09	0.00	46.09	000000573741
		558657697	5244578	11/01/23	7.41	0.00	7.41	
		558644480	5244594	11/01/23	8.62	0.00	8.62	
		558636969	5244596	11/01/23	39.84	0.00	39.84	
		558613563	5244600	11/01/23	49.79	0.00	49.79	
		558637233	5244603	11/01/23	50.76	0.00	50.76	
		558650362	5244605	11/01/23	61.99	0.00	61.99	
		558654643	5244606	11/01/23	1323.54	0.00	1323.54	
		558654642	5244635	11/01/23	959.79	0.00	959.79	
					2592.98	0.00	2592.98	
MONROE CO. OPPORTUNI	000000132600	31026033414	5244513	10/31/23	7507.62	0.00	7507.62	000000573742
		31026021512	5244515	10/31/23	10408.50	0.00	10408.50	
		31026024913	5244516	10/31/23	1005.88	0.00	1005.88	
		31027083608	5244517	10/31/23	9904.99	0.00	9904.99	
		31026012009	5244518	10/31/23	975.09	0.00	975.09	
		31026010808	5244519	10/31/23	552.00	0.00	552.00	
					30354.08	0.00	30354.08	
POSTMASTER	000000161100	20233001214	5244560	11/01/23	332.42	0.00	332.42	000000573743
					332.42	0.00	332.42	
PRAIRIE FARMS DAIRY,	000000161170	9019083	5244636	11/01/23	116.17	0.00	116.17	000000573744
		9026830	5244637	11/01/23	126.71	0.00	126.71	
					242.88	0.00	242.88	
THE HARTFORD	000000200415	82427873692	5244607	11/01/23	32022.71	0.00	32022.71	000000573745
		23779585806	5244615	11/01/23	4855.55	0.00	4855.55	
					36878.26	0.00	36878.26	
UNITED PARCEL SERVIC	000000210200	X1413	5244521	10/31/23	17.12	0.00	17.12	000000573746
		X1423	5244522	10/31/23	11.44	0.00	11.44	
		X8119423	5244559	11/01/23	13.20	0.00	13.20	
					41.76	0.00	41.76	
MONROE CO.FRIEND OF	000000500660	23-247507FH	5244523	11/01/23	3197.00	0.00	3197.00	000000573747
					3197.00	0.00	3197.00	
MONROE CO.MENTAL HEA	000000501330	NOV 2023	5244549	11/01/23	83150.25	0.00	83150.25	000000573748
					83150.25	0.00	83150.25	
PURE PSYCHIATRY OF M	000000721648	31024031910	5244520	10/31/23	1225.00	0.00	1225.00	000000573749
					1225.00	0.00	1225.00	
TODD AND LISA JONES	000000730705	RST6071	5244508	10/30/23	50.00	0.00	50.00	000000573750
					50.00	0.00	50.00	
JEFFREY A. DULANY	000000750212	2023-1	5244507	10/27/23	800.00	0.00	800.00	

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Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 005335	Payment Date 11/03/23	Pay-thru Date 11/01/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					800.00	0.00	800.00	000000573751
NANNETTE POLLOCK	JURY WHITE	1079	5244566	11/01/23	21.80 21.80	0.00 0.00	21.80 21.80	000000573752
KELLY YESNACH	JURY WHITE	1108	5244604	11/01/23	15.40 15.40	0.00 0.00	15.40 15.40	000000573753
KAREN RUEDEL	JURY WHITE	1280	5244572	11/01/23	18.20 18.20	0.00 0.00	18.20 18.20	000000573754
ETHAN BELLINO	JURY WHITE	1435	5244525	11/01/23	36.80 36.80	0.00 0.00	36.80 36.80	000000573755
KELLI SHANK	JURY WHITE	1829	5244580	11/01/23	23.80 23.80	0.00 0.00	23.80 23.80	000000573756
TRINITY TOSCH	JURY WHITE	214	5244587	11/01/23	21.00 21.00	0.00 0.00	21.00 21.00	000000573757
RYLEE RASMUSSEN	JURY WHITE	2301	5244568	11/01/23	21.00 21.00	0.00 0.00	21.00 21.00	000000573758
PAUL SHAFFER IV	JURY WHITE	2409	5244579	11/01/23	21.00 21.00	0.00 0.00	21.00 21.00	000000573759
IAN RUMMELL	JURY WHITE	2479	5244573	11/01/23	15.40 15.40	0.00 0.00	15.40 15.40	000000573760
MATTHEW GILMORE	JURY WHITE	2634	5244535	11/01/23	20.00 20.00	0.00 0.00	20.00 20.00	000000573761
ANDREW SCHARER	JURY WHITE	2732	5244575	11/01/23	17.00 17.00	0.00 0.00	17.00 17.00	000000573762
KATIE SETZLER	JURY WHITE	2749	5244577	11/01/23	19.60 19.60	0.00 0.00	19.60 19.60	000000573763
REBECCA ORWIG	JURY WHITE	2792	5244562	11/01/23	22.20 22.20	0.00 0.00	22.20 22.20	000000573764
CONNOR LIEDEL	JURY WHITE	2958	5244544	11/01/23	15.40 15.40	0.00 0.00	15.40 15.40	000000573765
JACOB SCOUT	JURY WHITE	3029	5244576	11/01/23	20.80 20.80	0.00 0.00	20.80 20.80	000000573766
JESSICA WILLIAMS	JURY WHITE	3049	5244601	11/01/23	36.20	0.00	36.20	

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[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		11/02/23		PAGE	5
Office 001	Main	Bank	BNK001	National City Bank		Run 005335	Payment Date 11/03/23	Pay-thru Date 11/01/23			
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					36.20	0.00	36.20	000000573767			
LORI BELAIR-HEIDER	JURY WHITE	3088	5244524	11/01/23	21.80	0.00	21.80	000000573768			
					21.80	0.00	21.80				
DONALD BURGHARDT II	JURY WHITE	3247	5244527	11/01/23	16.40	0.00	16.40	000000573769			
					16.40	0.00	16.40				
GLENDORA MALOTT	JURY WHITE	3369	5244545	11/01/23	22.60	0.00	22.60	000000573770			
					22.60	0.00	22.60				
ALISON STINNETTE	JURY WHITE	3558	5244582	11/01/23	17.20	0.00	17.20	000000573771			
					17.20	0.00	17.20				
ALLAN ENGLER	JURY WHITE	3984	5244531	11/01/23	20.20	0.00	20.20	000000573772			
					20.20	0.00	20.20				
TARA POLLEY-COLLIER	JURY WHITE	4059	5244564	11/01/23	20.20	0.00	20.20	000000573773			
					20.20	0.00	20.20				
ESTELLE MEDINA	JURY WHITE	4276	5244550	11/01/23	33.40	0.00	33.40	000000573774			
					33.40	0.00	33.40				
JASON KITTS	JURY WHITE	4490	5244542	11/01/23	21.40	0.00	21.40	000000573775			
					21.40	0.00	21.40				
LESLIE WHEELER	JURY WHITE	4576	5244598	11/01/23	16.00	0.00	16.00	000000573776			
					16.00	0.00	16.00				
STEVEN ROADARMEL	JURY WHITE	4611	5244569	11/01/23	34.80	0.00	34.80	000000573777			
					34.80	0.00	34.80				
SANDRA KLOSTER	JURY WHITE	4645	5244543	11/01/23	15.80	0.00	15.80	000000573778			
					15.80	0.00	15.80				
WESLEY RANDOLPH	JURY WHITE	4694	5244567	11/01/23	22.40	0.00	22.40	000000573779			
					22.40	0.00	22.40				
HARVEY JACKSON III	JURY WHITE	4904	5244539	11/01/23	15.80	0.00	15.80	000000573780			
					15.80	0.00	15.80				
LAWERENCE TURCOTTE J	JURY WHITE	497	5244588	11/01/23	19.80	0.00	19.80	000000573781			
					19.80	0.00	19.80				
LISA HAMMOND	JURY WHITE	50	5244538	11/01/23	16.20	0.00	16.20	000000573782			
					16.20	0.00	16.20				
SCOTT DEMING	JURY WHITE	5170	5244529	11/01/23	20.00	0.00	20.00				

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[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		11/02/23		PAGE	6
Office 001	Main	Bank	BNK001	National City Bank	Run 005335	Payment Date 11/03/23	Pay-thru Date 11/01/23				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					20.00	0.00	20.00	000000573783			
LYNN ROSENBROOK	JURY WHITE	5386	5244571	11/01/23	21.80	0.00	21.80				
					21.80	0.00	21.80	000000573784			
JOHN STRIMPEL	JURY WHITE	5630	5244583	11/01/23	35.60	0.00	35.60				
					35.60	0.00	35.60	000000573785			
STEPHEN CARR	JURY WHITE	5692	5244528	11/01/23	21.00	0.00	21.00				
					21.00	0.00	21.00	000000573786			
THOMAS NAYLOR	JURY WHITE	5808	5244558	11/01/23	20.80	0.00	20.80				
					20.80	0.00	20.80	000000573787			
LISA WHALEY	JURY WHITE	5821	5244597	11/01/23	37.00	0.00	37.00				
					37.00	0.00	37.00	000000573788			
CARRIE EMRICK	JURY WHITE	5871	5244530	11/01/23	32.40	0.00	32.40				
					32.40	0.00	32.40	000000573789			
ERIKA TODD	JURY WHITE	5873	5244585	11/01/23	36.20	0.00	36.20				
					36.20	0.00	36.20	000000573790			
AMY SOLOMON	JURY WHITE	5972	5244581	11/01/23	30.80	0.00	30.80				
					30.80	0.00	30.80	000000573791			
ADAM UHL	JURY WHITE	6037	5244589	11/01/23	19.80	0.00	19.80				
					19.80	0.00	19.80	000000573792			
MARIBETH WEBB	JURY WHITE	6061	5244593	11/01/23	17.80	0.00	17.80				
					17.80	0.00	17.80	000000573793			
MATTHEW TOMECEK	JURY WHITE	6302	5244586	11/01/23	38.80	0.00	38.80				
					38.80	0.00	38.80	000000573794			
SHARON KING	JURY WHITE	6650	5244541	11/01/23	17.40	0.00	17.40				
					17.40	0.00	17.40	000000573795			
DAVID KERR	JURY WHITE	672	5244540	11/01/23	21.80	0.00	21.80				
					21.80	0.00	21.80	000000573796			
TACEY MCDONALD	JURY WHITE	7148	5244546	11/01/23	15.40	0.00	15.40				
					15.40	0.00	15.40	000000573797			
RACHEL VONOTTEN	JURY WHITE	741	5244591	11/01/23	16.00	0.00	16.00				
					16.00	0.00	16.00	000000573798			
NATHAN OLSON	JURY WHITE	7440	5244561	11/01/23	30.40	0.00	30.40				

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Company 01 County of Monroe

PAYMENT REGISTER - Checks

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Office 001	Main	Bank	BNK001	National City Bank	Run 005335	Payment Date 11/03/23	Pay-thru Date 11/01/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					30.40	0.00	30.40	000000573799	
DIANE MORAN	JURY WHITE	7495	5244554	11/01/23	21.60	0.00	21.60		
					21.60	0.00	21.60	000000573800	
LORRAINE MILLER	JURY WHITE	7645	5244553	11/01/23	34.40	0.00	34.40		
					34.40	0.00	34.40	000000573801	
KILA MCGEE	JURY WHITE	7655	5244547	11/01/23	37.80	0.00	37.80		
					37.80	0.00	37.80	000000573802	
ANDREW WIGMAN	JURY WHITE	7658	5244599	11/01/23	16.40	0.00	16.40		
					16.40	0.00	16.40	000000573803	
AMANDA GOODRICH	JURY WHITE	8243	5244536	11/01/23	17.80	0.00	17.80		
					17.80	0.00	17.80	000000573804	
PATTY THOMPSON	JURY WHITE	8469	5244584	11/01/23	20.20	0.00	20.20		
					20.20	0.00	20.20	000000573805	
LAURIE NAGLE	JURY WHITE	8575	5244557	11/01/23	21.80	0.00	21.80		
					21.80	0.00	21.80	000000573806	
WALTER PERKINS	JURY WHITE	8671	5244563	11/01/23	19.80	0.00	19.80		
					19.80	0.00	19.80	000000573807	
THERESA MORRIS	JURY WHITE	8773	5244555	11/01/23	19.20	0.00	19.20		
					19.20	0.00	19.20	000000573808	
NICHOLAS FELCZAK	JURY WHITE	8863	5244533	11/01/23	18.60	0.00	18.60		
					18.60	0.00	18.60	000000573809	
MICHAEL GRUBE	JURY WHITE	8970	5244537	11/01/23	17.80	0.00	17.80		
					17.80	0.00	17.80	000000573810	
JACOB UPDIKE	JURY WHITE	8998	5244590	11/01/23	21.80	0.00	21.80		
					21.80	0.00	21.80	000000573811	
YEVONNE METZ	JURY WHITE	9018	5244551	11/01/23	19.80	0.00	19.80		
					19.80	0.00	19.80	000000573812	
ROBERT MCNAMEE	JURY WHITE	9168	5244548	11/01/23	20.60	0.00	20.60		
					20.60	0.00	20.60	000000573813	
SHERRI FREDERICK	JURY WHITE	9282	5244534	11/01/23	24.40	0.00	24.40		
					24.40	0.00	24.40	000000573814	
THOMAS WEHNER	JURY WHITE	9656	5244595	11/01/23	15.40	0.00	15.40		

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Company 01 County of Monroe										
Office 001	Main	Bank	BNK001	National City Bank		Run 005335	Payment Date 11/03/23	Pay-thru Date 11/01/23		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number		
					15.40	0.00	15.40	000000573815		
IRENE BOHMER	JURY WHITE	9690	5244526	11/01/23	15.80	0.00	15.80	000000573816		
					15.80	0.00	15.80			
MATTHEW EVANS	JURY WHITE	9802	5244532	11/01/23	30.60	0.00	30.60	000000573817		
					30.60	0.00	30.60			
BRENDA WOOLARD	JURY WHITE	9824	5244602	11/01/23	15.80	0.00	15.80	000000573818		
					15.80	0.00	15.80			
GINA WATKINS	JURY WHITE	9961	5244592	11/01/23	17.00	0.00	17.00	000000573819		
					17.00	0.00	17.00			
TREVOR GENTRY	TREASURER	OCT 2023	5244510	10/30/23	6.72	0.00	6.72	000000573820		
					6.72	0.00	6.72			
LAND OF LAND INC	TREASURER	OCTOBER 23	5244511	10/30/23	22.35	0.00	22.35	000000573821		
					22.35	0.00	22.35			
KIM LETASSE	TREASURER	OVERPMT	5244512	10/30/23	182.52	0.00	182.52	000000573822		
					182.52	0.00	182.52			
BANK BNK001 - TOTAL					207568.38	0.00	207568.38	*		
OFFICE 001 - TOTAL					207568.38	0.00	207568.38	**		

October 19, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Request to create a Public Health Planner & Communication Coordinator Position

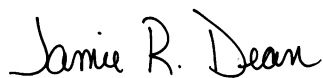
Dear Chairman Richardville and Committee Members:

The Monroe County Public Health Department is requesting your approval to add one full-time grant-funded Health Planner & Communication Coordinator position to our staff. This position is funded through the Strengthening PH Workforce and Infrastructure grant which was approved by the Board of Commissioners on September 19, 2023. We are requesting to add this position immediately through September 30, 2027, the term of the grant.

One of the core principles of the Strengthening PH Workforce and Infrastructure grant is to enhance the public health workforce. Through an internal assessment, it was determined that adding this position to our team would be a great benefit to our agency and the community. The addition of this position will improve proficiencies in education and outreach to the public. The new staff member will engage internal and external stakeholders and staff in communication activities to advance the department's visibility. It is planned to expand our online presence and enhance community outreach to provide education and promote health department services to a larger portion of our community. The position will also assist health department leadership with data collection, program monitoring and evaluation which is a critical component of our state accreditation. In addition, this person will serve as the Public Information Officer when needed.

No additional appropriation is required, the cost is included in the Strengthening PH Workforce and Infrastructure grant. Thank you for your consideration of this request.

Sincerely,



Jamie Dean, BS, MEd
Health Officer/Director
Monroe County Health Department

HIRING REVIEW FORM

Department: Health Department

Vacancy Job Title: Public Health Planner & Communication Coordinator

Brief Job Description:

Engage internal and external stakeholders and staff in communication activities to advance the department's visibility. Expand online presence and enhance community outreach to promote Health Department (HD) services to a larger portion on our community. Assist HD leadership with data collection, program monitoring and evaluation. Serve as the Public Information Officer as needed.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The addition of this position will address identified gaps within the HD related to community engagement and outreach as well as program planning and evaluation, integral components of the work of the department. A dedicated staff person trained in planning and communication will allow us to reach additional segments of the population, improve program delivery and ultimately improve health outcomes.

Completed By: Jamie Dean DATE: 10-19-2023

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment necessary. The cost of the additional position is funded by a grant accepted by the Board of Commissioners on 9/18/2023.

Human Resources: Employee will be hired in accordance with county policies.

Finance Reviewer: Sue Maier

DATE: 10/23/2023

HR Reviewer: Jeff McBee

DATE: 10/23/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County
Public Health Planner & Communication
Coordinator

Department: Public Health

Wage Grade: Rye 11

ELSA Status: Non-Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the supervision of the Finance, Administration & Education Director, engage internal and external public health stakeholders and staff in communication activities to advance the department's community visibility. This includes creating, executing, and evaluating the department's communication plans, as well as preparing and disseminating health communication materials in a variety of formats and methods, implementing community engagement strategies, coordinating digital platforms, and planning and implementing marketing and branding activities. Implements data collection methods and tools to evaluate the effectiveness of programs. Gathers, organizes, and maintains data reports for program monitoring, evaluation, and improvement of program plans and grants to improve effectiveness in addressing community needs. Participates in Quality Improvement and Performance Management processes. Assists the department in organizing community outreach events and activities. Serves as the Health Department's Public Information Officer and spokesperson for emerging and critical public health threats.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Provide leadership and facilitation in the process of developing and applying evidence-based communication and engagement practices to community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
- Develop and implement department's annual communication plan to promote agency programs delivered through publications, reports, websites and various media platforms using techniques that best suit the target audience. Assist in maintaining department's website.
- Develop and manage the creation, editing, approval and production of agency electronic and social media communications and printed collateral.
- Respond to and monitor media and digital media platforms. Document, track and archive all agency-related media coverage.

- Assist program leadership in developing speeches, presentations and communication materials.
- In coordination with program leadership, implement data collection methods and tools to evaluate the effectiveness of programs and develop recommendations to improve health outcomes.
- Use quality improvement and performance management processes to improve the effectiveness of public health programs. This includes, but is not limited to: creating, implementing and evaluating performance standards and identifying, implementing and assessing program quality improvement processes.
- Participate in multi-disciplinary team meetings to address program needs; contribute to the development and coordination of strategic program plans.
- Assist in the development and coordination of community and agency partnerships to address community health priorities and improve population health; develop and implement processes to ensure public involvement and input. Serves as a point of contact for scheduling community outreach events.
- Assists in seeking grant funding and in writing grant applications.
- Serves as the Public Information Officer, developing messaging and materials in cooperation with the subject matter expert, to protect the health of the public.
- During a public health emergency, may be required to report for specialized duties or perform emergency response roles, inside or outside Monroe County.
- Performs related duties as assigned.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education: Possession of a Bachelor's Degree in Community Health, Public Health Communications, Marketing, Public Relations, Health Education, Communications or a related subject area. Possession of a Master's Degree preferred.

Experience: One (1) year in health communications, public health education, program development, implementation and evaluation.

Licenses and Certifications:

Must possess a valid driver's license.

Other Requirements:**Knowledge of:**

- Computer applications and online platforms related to the work
- Leading and evaluating public health programs
- Principles, practices and techniques of mass communication and community engagement
- Principles, practices and program parameters related to various areas of public health services
- Principles and practices of service program development and service delivery to varied populations
- Applicable laws, regulations, policies and procedures

Preference for knowledge of:

- Grant writing

Skill in:

- Using social media, emerging media and online communication tools
- Written and verbal communication
- Setting priorities and coordinating projects
- Using sound judgment within established policy and procedural guidelines

Ability to:

- Work Independently
- Multitask with strong organizational skills
- Perform a wide range of duties with accuracy and attention to detail
- Complete timely requests given by supervisor and follow all instructions precisely
- Work well with staff and the general public

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

- Ability to lift twenty (20) pounds

Working Conditions:

- Work performed in office conditions
- May also perform duties in a community setting
- Occasional work outside normal working hours

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
<u>Position</u>															
Public Health Planner & Communication Coordinator	313	d2	370	320	-	-	370	100	90	325	40	5	1933	11	1901-2050

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
PROPOSED-STEP 1	DOH: 11/20/23	60101	union_00	RYE11	1	Public Health Planning and Communication Specialist	\$ 5,655	\$ 991	\$ 6,646
						TOTAL COST/(SAVINGS)-STEP 1	\$ 5,655	\$ 991	\$ 6,646
PROPOSED-STEP 5	DOH: 11/20/23	60101	union_00	RYE11	5	Public Health Planning and Communication Specialist	\$ 6,357	\$ 1,114	\$ 7,470
						TOTAL COST/(SAVINGS)-STEP 5	\$ 6,357	\$ 1,114	\$ 7,470
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS 100% GRANT FUNDED.									
ANNUAL PROPOSED-STEP 1	2023	60101	union_00	RYE11	1	Public Health Planning and Communication Specialist	\$51,464	\$ 25,828	\$77,292
ANNUAL PROPOSED-STEP 5	2023	60101	union_00	RYE11	5	Public Health Planning and Communication Specialist	\$57,849	\$ 27,009	\$84,858



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 • Fax: (734) 240-7480

October 31, 2023

Mr. Mark Brant, Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Request Approval of the Sheriff's Records Division Fee Schedule

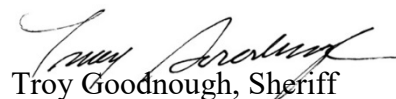
Dear Chairman Brant:

Currently, local police agencies in Monroe County each hold their respective arrest warrants and perform all their own Law Enforcement Information Network (LEIN) activities. Some of the local agencies are not operational 24/7 and LEIN information cannot be confirmed. As an example, if an agency encounters an individual with a warrant from one of the local police agencies or recovers stolen property, it poses a challenge to get confirmation. On some occasions, the agency will advise the arresting agency the warrant is valid on its face, thereby giving the arresting agency the authority to arrest and lodge. If the individual is lodged in our jail, we do not get a copy of the warrant until the next day, which causes significant issues with the defendant bond hearing and related due process.

With the Board of Commissioners approval adding two (2) additional staff members for the Sheriff's Office Records Division, we are able to operate the Records Division 24/7. Following the staffing approval, several local police agencies contacted our office seeking the listed LEIN services. The 24/7 model will allow the Sheriff's Office the ability to hold the local police agency warrants and perform their respective LEIN activities throughout each shift across the County. The value of this model will not only improve services and efficiency for the local police agencies, but assist the Corrections Division with access to pertinent documents necessary to process arrestees on warrants held by the local police agencies. Furthermore, it will allow agencies to communicate directly with the Sheriff's Office Records Division staff to confirm warrants and other LEIN services activities reducing the workload currently placed on the staff at Central Dispatch.

The Sheriff's Office is seeking concurrence from the Board of Commissioners to adopt the attached nominal fee schedule to recover some of the cost associated with performing the LEIN services for the local police agencies. The matter of fees for services provided has been discussed with each local law enforcement leader and there are no objections. If approved by the Board of Commissioners, an intergovernmental agreement will be entered into with each respective agency.

If you have any questions or seek clarification, please feel free to contact me.
Sincerely,


Troy Goodnough, Sheriff

Sheriff Records Division Fees for Service

<u>Activity</u>	<u>Fee</u>
Warrant Entry & Cancel	\$9.00
PPO Entry & Cancel	\$17.00
Missing Person Entry & cancel	\$9.00
Stolen Firearms Entry & Removal	\$9.00
Stolen Plate or Vehicle	\$9.00
Stolen Articles	\$9.00
Abandon/Impounded Vehicles	\$9.00
Repossessed Vehicle	\$17.00
Stolen Boat	\$9.00
DI-177 or DI-93	\$9.00
Paper Plate Entry	\$9.00
CCH	\$9.00
Certified Driving Record	\$3.00
Certified License Plate	\$3.00

The Sheriff's Office would handle all monthly LEIN validation for each agency



State of Michigan

HONORABLE MARK S. BRAUNLICH
38TH JUDICIAL CIRCUIT COURT JUDGE
COUNTY OF MONROE

November 2, 2023

Mr. Mark Brant, Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

RE: Adult Drug Treatment Court Operational Grant

Dear Chairman Brant:

This letter is written to inform the Board of Commissioners that the State Court Administrative Office has awarded the 38th Circuit Court an Adult Drug Treatment Court grant in the amount of \$60,000.00 for Fiscal Year 2024 running from October 1, 2023 through September 30, 2024.

Although this operational grant does not require any matching funds from Monroe County, it is anticipated there will be a need for a general fund contribution with a total amount of \$1,084.60. This contribution includes \$300.00 to cover payroll processing costs not covered by the grant and would require an allocation of \$75.00 in the 2023 budget with the remaining balance of \$225.00 to be allocated in the 2024 budget. Additionally, this total contribution includes an allocation of \$784.60 in the 2024 budget to cover the balance of costs not covered by the grant for lodging and mileage expenses to attend the Annual Conference for the Michigan Association of Treatment Court Professionals.

Thank you for your consideration in accepting this grant award and approving the general fund contribution. Please do not hesitate to contact me if you require any additional information.

Respectfully,


Honorable Mark S. Braunlich
Chief Judge, 38th Circuit Court


Honorable William Paul Nichols
Adult Drug Treatment Court Judge



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 20, 2023

Honorable Mark Braunlich, Chief Judge
38th Circuit Court
Monroe County Courthouse
106 E. First St.
Monroe, MI 48161

Re: Michigan Drug Court Grant Program Award Notification
38th Circuit Court — Adult Drug Court

Dear Chief Judge Braunlich:

I am pleased to inform you that your court has been awarded a grant in the amount of \$60,000 from the Michigan Drug Court Grant Program (MDCGP) administered by the State Court Administrative Office (SCAO). This award is for the grant period October 1, 2023, through September 30, 2024. The award is contingent upon SCAO being awarded and receiving federal grant awards in the full amount requested.

Your court's fiscal year 2024 contract will be e-mailed from DocuSign to your project director, Honorable William Paul Nichols. Signed contracts must be returned by December 15, 2023. The budget, based on your court's actual award, must be updated in WebGrants by November 3, 2023. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

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. However, your grant award should fully fund your program operations based on recent program spending.

Additionally, SCAO will continue to consider requests for reallocation of grant funds. A reallocation is a mid-year decrease or increase of your grant award. For example, a program that needs additional grant funding may request a reallocation to increase the program's grant award. Reallocation requests are submitted in WebGrants, and SCAO staff will review and make

September 20, 2023

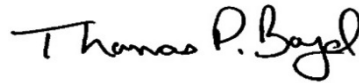
Page Two

reallocation determinations after second-quarter claims are submitted and after third-quarter claims are submitted. A reallocation that decreases or increases a program's grant award are based on actual prior spending and projected spending for the remainder of the fiscal year.

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.

If you have any questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or 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,

A handwritten signature in black ink that reads "Thomas P. Bayel". The signature is written in a cursive style with a large, stylized 'T' and 'B'.

State Court Administrator

cc: Honorable William Paul Nichols, Program Judge/Project Director
Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Annamarie Osment, Court Administrator

Name:

Email:

Budget

Personnel

Name	Position	Computation	Request	Other Grant Or Funding Source	Local Cash Contribution	Local In-Kind Contribution	Total
Post Position for Hiring	Part-Time Program Coordinator	1,157 hours X \$24.66 - \$26.47	\$29,213.99	\$0.00	\$0.00	\$0.00	\$29,213.99
Lori Lehmann/Assignee	Probation Supervisor (MDOC)	156 hours X \$33.00	\$0.00	\$0.00	\$0.00	\$5,148.00	\$5,148.00
Jeffery Yorkey/Assignee	Prosecutor	78 hours X \$42.00	\$0.00	\$0.00	\$0.00	\$3,276.00	\$3,276.00
William Paul Nichols	38th Circuit Court Judge	208 hours X \$71.95	\$0.00	\$0.00	\$0.00	\$14,965.60	\$14,965.60
			\$29,213.99	\$0.00	\$0.00	\$23,389.60	\$52,603.59

Personnel

Describe the personnel costs (i.e., wages) associated with the proposed project.

Program Coordinator - Funding for a Part-Time Program Coordinator position is requested until the number of participants warrant funding for a Full-Time position. (A Full-Time position will be needed in order to establish a fully operational program). Under the direction of the Adult Drug Treatment Court (ADTC) Judge, the Program Coordinator will interact with treatment providers, defense counsel, jail administration, court personnel and relevant county agencies to coordinate the intake and chart the progress of participants in the program. Provides administration, coordination and training materials for ADTC team members requiring independent judgment and decision-making. Responsible for maintaining the policy, procedure and programming for the ADTC and will collect data in compliance with SCAO minimum standards. Responsible for data entry into the Drug Court Case Management Information System (DCCMIS) and the Drug Case Analysis System (DCAS) as well as submitting financial reports and annual grant. PTE working 1,157 hours annually as follows: (1) October 1, 2023 thru December 31, 2023, 29 hours per week, 100% of time will be spent working on the Adult Drug Court grant, hourly rate is \$26.47, (2) January 1, 2024 thru September 30, 2024, 20 hours per week, 100% of time will be spent working on the Adult Drug Court grant, hourly rate is \$24.66. Range includes estimated rate increases Part-Employee may be eligible for during the grant year. Total: \$29,213.99.

Local In-Kind Contribution

Lori Lehmann/Assignee: Probation Supervisor (MDOC), FTE (40 hours per week) 7.5% of the time will be spent working on the grant while 92.5% will be spent on court related activities and duties, hourly rate is \$33.00. Total:\$5,148.00. Assignee will be Agent Christine Notario.

Jeffery Yorkey/Assignee: Prosecutor, FTE (40 hours per week) 3.75% of the time will be spent working on the grant while 96.25% will be spent on court related activities and duties, hourly rate is \$42.00. Total: \$3,276.00. Assignees will be Chief Assistant Jahn Landis and Assistant Prosecutor Jonathan Jones.

William Paul Nichols: 38th Circuit Court Judge, FTE (40 hours per week) 10% of the time will be spent working on the grant while 90% will be spent on court related activities and duties, hourly rate is \$71.95. Total: \$14,965.60

Fringe Benefits

Types of Fringe Benefits to be Claimed	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total
Fringe Benefits	\$3,246.72	\$0.00	\$0.00	\$0.00	\$3,246.72
	\$3,246.72	\$0.00	\$0.00	\$0.00	\$3,246.72

Fringe Benefits

Describe in detail each fringe benefit amount. If you are requesting funds in the ?Other? category, include a detailed description of those expenses.

Program Coordinator – In the Adult Drug Court, fringe benefits are being charged to the grant in order to cover the following costs: Social Security = \$2,234.87, Workers Compensation = \$486.29, Unemployment = \$29.21 and General Liability = \$496.35 for a total fringe benefit amount of \$3,246.72 . The county does not cover these costs for specialty court programs.

Contractual

Service to be Provided	Contractor(s)	Computation	Request	Other Grant or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total	Subrecipient/Contractor
Case Manager	TBD	Not to exceed \$30.00/hour	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contractor
Peer Recovery Coach	TBD	Not to exceed \$25.00/hour	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contractor
Defense Attorney	Jeff Dulany	48 hours X\$100.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	Contractor
Drug and Alcohol Testing	Averhealth	Drug tests and confirmation tests (as needed) at \$11.95 - \$181.20/test (depending on number of assays)	\$8,096.69	\$0.00	\$0.00	\$0.00	\$8,096.69	Contractor
Electronic Monitoring Devices	House Arrest Services	Enrollment Fees up to \$65 and Daily Monitoring up to \$10.50 for approximately 3 participants	\$4,640.00	\$0.00	\$0.00	\$0.00	\$4,640.00	Contractor
Transitional Housing	Ty's House or Paula's House (SAHL and/or local provider)	Not to exceed \$85/day	\$3,100.00	\$0.00	\$0.00	\$0.00	\$3,100.00	Contractor
			\$20,636.69	\$0.00	\$0.00	\$0.00		

Contractual

Describe the contractual costs associated with the proposed project.

Treatment Representatives -Team members supporting comprehensive case management whose duties include needs identification, clinical assessment, service linkage, treatment planning, treatment facilitation and treatment/provider coordination. The essential functions include assessment, monitoring, linkage and coordination of services in support of client-identified goals and treatment objectives. In the future, grant funding would cover two treatment representatives (one working as a **Case Manager** and one as a **Peer Recovery Coach**) in a part-time capacity. Hourly rates will not exceed \$35/hour. Monthly timesheets will be provided by treatment representatives to the 38th Circuit Court for actual hours worked with quarterly monthly reimbursement.

Case Manager - Duties include meeting and screening all referred candidates, conducting risk assessments and making a formal recommendation regarding the candidates eligibility and likelihood for success in the program. Case Manager is responsible for providing the candidate with an overview of the MIDAS Program; assisting the candidate with completing all required screening, release and admission forms and distributing copies of all program paperwork. Upon admission, the Case Manager ensures that the participant is enrolled in the appropriate level of behavioral therapy and is engaged in a medically assisted treatment (MAT) program with Vivitrol administered through a federally qualified health center (FQHC). Case Manager introduces the participant to their "Peer Recovery Coach", present monthly progress evaluations to the MIDAS Community Panel and will attend all scheduled team meetings and provide updates to the court at regular review hearings. The Case Manager will submit a time sheet to the 38th Circuit Court for actual hours worked on a quarterly basis for reimbursement at a rate not to exceed \$30.00 per hour.

Peer Recovery Coach - At the direction and under the supervision of the Case Manager, duties include utilizing their real-life experiences, as well as their formal training, to provide support services to program participants on issues related to addiction, treatment and recovery. The Peer Coach meets regularly with program participants and provide the following services: (1) peer mentoring support to increase self-confidence, (2) educational information to enhance vocational skills and job opportunities, (3) life-building skills to expand access to housing, transportation, child care and health care and (4) networking skills to enable the participant to connect with the appropriate individuals and agencies who can assist in the successful transition back into the community. The Peer Coach develops a one-on-one personal relationship with program participants and works with them to establish goals, create an individualized recovery plan and identify any obstacles that must be resolved during the recovery period. The Peer Coach reports regularly to the Case Manager on the status of the participant's recovery and will provide support to participants at court appearances and during meetings of the MIDAS Community Panel. The Peer Recovery Coach will submit a time sheet to the 38th Circuit Court for actual hours worked on a quarterly basis for reimbursement at a rate not to exceed \$25.00 per hour.

Defense Attorney - The Defense Attorney will be a core team member and attend staff meetings and court review hearings. Estimated cost based on \$100.00 per hour x 4 hours per month x 12 months = \$4,800.00. (\$400.00 per month). This will include participation in training, program and staffing meetings as well as review hearings.

Drug and Alcohol Testing - Requesting funding to support substance use monitoring for projected average monthly capacity of 15 individuals. Frequency may vary among participants and tests to reconfirm positive findings may be needed. Tests will be conducted at least once a week. UA will be the primary method for collections while oral fluid will be utilized in situations where UA cannot be conducted, like when the same gender is not available to conduct a witnessed collection. Tests will range in price from \$11.95 – \$181.20 depending on the method of test conducted and the number of assays in need of being confirmed.

Electronic Monitoring Devices - House Arrest Services will provide electronic monitoring for approximately 15 participants. Services include: (1) Enrollment fee for electronic monitoring of \$25-\$65 and (2) Electronic monitoring \$10.00 (GPS) – \$11.00 (Alcohol/Drug) per day.

Transitional Housing – Stable housing is crucial for participant success. Requesting funds for supportive housing via Ty's House (male) and Paula's Paula's House (female) and the Salvation Army Harbor Light (SAHL) for qualified candidates and/or lodgings via local hotel. Housing is acknowledged as a continued need for participants. Transitional housing not to exceed \$85/day.

Supplies

Type of Supply	Computation	Request	Other Grant or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Office Supplies and Equipment	Office Supplies/Equipment	\$1,725.00	\$0.00	\$0.00	\$0.00	\$1,725.00
Incentives	Not to exceed \$25/incentive	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00
Google Workspace	Annual licensing fee not to exceed \$75	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
GED Classes and Tests	Not to exceed \$43.50/subject or module	\$348.00	\$0.00	\$0.00	\$0.00	\$348.00
Zoom Licensing	Annual licensing fees not to exceed \$200	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Acrobat Pro DC	Annual licensing not to exceed \$100	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Payroll Processing	ADP	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
		\$3,348.00	\$0.00	\$300.00	\$0.00	

Supplies

Describe the supply costs associated with the proposed project.

Office Supplies and Equipment - Requesting funding to accommodate purchase of participant binders/organizers for support with organization and general office supplies for program operations. This request includes printing costs for program manuals, signage and various workflow charts and forms.

Participant Incentives - Incentives are provided to the participant at the transition of one phase to the next, for achieving small milestones and at times when addressing difficult situations appropriately. Incentives can be something that is of interest to the participant and will not exceed the \$25 maximum award per participant, per incentive. Requesting funding to support purchase of participant incentives in the form of gift cards. Per SCAO, incentives to be tangible, symbolic and personalized. We are striving to achieve this through consideration of participant needs and interests. Team members assist in the determination of appropriate and meaningful incentives.

Google Workspace - Google Workspace is a software subscription providing communication and collaboration tools for the Coordinator to use between team members and participants. Not to exceed \$60/year.

GED Classes and Tests - Funds will allow participants to attend classes and test for different subjects in order to obtain their GED. The cost of each module will not exceed \$43.50.

Zoom Licensing - One Zoom license for problem-solving court staff to conduct probation appointments and other program related business. Not to exceed \$200/year.

Acrobat Pro DC - Acrobat Pro DC is software subscription that improves the functionality of PDF files, which the Mental Health Court uses extensively to create fillable forms (used for transfers, discharges, sanctions, writing assignments and phase advancement) and to collect digital participant signatures for agreements and consent releases. Not to exceed \$100/year.

Payroll Processing - The county will cover the expenses for purchase of software associated with processing payroll. Grant cost is zero.

Travel and Training

Type of Travel or Training	Computation	Request	Other Grant or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
MATCP Annual Conference	6 Team Members X \$355 Conference Fee	\$2,130.00	\$0.00	\$0.00	\$0.00	\$2,130.00
Travel Expenses	Lodging, Meals, Mileage and Parking (see below)	\$1,424.60	\$0.00	\$0.00	\$0.00	\$1,424.60
Travel Expenses	Lodging and Mileage (see below)	\$0.00	\$0.00	\$784.60	\$0.00	\$784.60
		\$3,554.60	\$0.00	\$784.60	\$0.00	

Travel and Training

Describe the travel and training costs associated with the proposed project.

MATCP Conference - Registration fee for six team members at \$355 per person for a total of \$2,130.

Travel Expenses - Travel expenses will not only cover program related mileage but also lodging, meals, mileage and parking associated with training and conferences. However, these expenses will be reimbursable only at a rate not to exceed the lower of the State or County rate.

Lodging - Estimated cost of one night accommodation for 2024 MATCP Conference at the Lansing Center in Lansing, Michigan is \$200 per night (including taxes and fees). The Conference is held on May 8th and May 9th and would require two nights accommodations. Allowable Drug Court Grant cost is \$85 per night. County in-kind contribution would make up the difference of \$115 per night. (Grant cost is \$85 per night x 2 nights x 6 team members = \$1,020. County cost is \$115 per night x 2 nights x 3 county employee/team members = \$690. Individual cost is \$115 per night x 2 nights x 3 non-county employee/team members = \$690).

Meals - MATCP Conference Fee includes two breakfasts and one lunch per team member. Allowable Drug Court Grant cost is \$28 per meal. Grant request for one meal per team member. Grant cost is \$28 x 6 = \$168.

Mileage - Allowable Drug Court Grant rate for mileage is .44 per mile. Estimated County rate for mileage is .655 per mile. Car pooling with two cars to Lansing is a 220 mile roundtrip from the courthouse. (Grant cost is 2 cars x 220 miles x .44 per mile = \$196.60. County in-kind contribution would make up the difference of .215 per mile. County cost is 2 cars x 220 miles x .215 per mile = \$94.60).

Parking - Estimated parking fee of \$10 per day. Drug Court Grant cost is 2 cars x 2 days x \$10 = \$40.

Indirect Cost

Please upload the documentation that supports your negotiated rate (state and local government rate agreement or general ledger that includes all operating costs for the de minimis rate or to request a negotiated a rate).

Supporting Documentation:

Please upload the certification of indirect cost if you are using the de minimis rate or if you are requesting a negotiated rate from SCAO. (Certificate of Indirect Cost template can be found above).

Certificate of Indirect (F&A) Costs:

Describe the process for determining your indirect cost including calculations. Describe all costs that are included in the base for determining the rate.

Indirect Cost

Type of Indirect Cost	Percentage	Request
No Data for Table		

Total Budget

Budget Category	Request	Other Grant or Funding Sources	Local Cash Contributions	In-Kind Contributions	Total Cost
Total	\$60,000.00	\$0.00	\$1,084.60	\$23,389.60	\$84,474.20



Monroe County

**Emergency Management
Division**

987 S. Raisinville Road • Monroe, Michigan 48161-9700
Telephone: 734.240.3135 • Fax: 734.241.7136

October 31, 2023

Mark Brant, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

RE: 2022 Homeland Security Interlocal Agreement

Dear Chairman Brant and Members of the Board:

This correspondence is to request your consideration and acceptance of the 2022 Homeland Security Grant Program Interlocal Agreement between Macomb County and Monroe County. The grant fiduciary, on behalf of the Southeastern Michigan Urban Area Security Initiative (UASI) Planning Board, has once again offered Monroe County funding in the amount of \$244,853.00 to support local efforts to prevent terrorism and other catastrophic events in our region. This grant does not require a dollar match from Monroe County.

I am submitting for your acceptance the 2022 Homeland Security Grant Program Interlocal Funding Agreement.

Respectfully,

John Conlin, Director
Monroe County Emergency Management

**2022 HOMELAND SECURITY GRANT PROGRAM
INTERLOCAL FUNDING AGREEMENT
BETWEEN
MACOMB COUNTY
AND
MONROE COUNTY**

This Interlocal Funding Agreement ("the Agreement") is made between Macomb County, Michigan Municipal Corporation, 1 S. Main, Mt. Clemens, MI 48043 ("Fiduciary"), and Monroe County, 987 S. Raisinville Road, Monroe, Michigan, 48616, a Michigan Municipal Corporation ("Political Subdivision"). In this Agreement the Fiduciary and the Political Subdivision may also be referred to individually as "Party" or jointly as "Parties."

PURPOSE OF AGREEMENT. Pursuant to the Urban Cooperation Act of 1967, 1967 PA 7, MCL 124.501, *et seq.*, the Fiduciary and the Political Subdivision enter into this Agreement for the purpose of passing through 2022 Homeland Security Grant Program (Grant Program) funds to the Political Subdivision; delineating the relationship and responsibilities among the Fiduciary, the Political Subdivision, and the Region 2 Planning Board regarding the Grant Program; and addressing use of Grant Program funds, including but not limited to, the purchase, use, and tracking of equipment purchased with Grant Program funds, purchase or reimbursement of services with Grant Program funds, and/or reimbursement for certain salaries and/or overtime with Grant Program funds.

Macomb County, Michigan was elected and appointed Fiduciary for the 2022 Homeland Security Grant Program by Region 2 Planning Board at its August 17, 2022, meeting.

Macomb County accepted the position of Fiduciary and as a result entered into the 2022 Homeland Security Grant Program Agreement with the State of Michigan and became the Subgrantee for the Grant Program.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, within or without quotation marks, or possessive or nonpossessive, shall be defined, read, and interpreted as follows.
 - 1.1. **Agreement** means the terms and conditions of this Agreement, the Exhibits attached hereto, and any other mutually agreed to written and executed modification, amendment, or addendum.
 - 1.2. **Claim** means any alleged loss, claim, complaint, demand for relief or damages, cause of action, proceeding, judgment, deficiency, liability, penalty, fine, litigation, costs, and/or expenses, including, but not limited to, reimbursement for attorney fees, witness fees, court costs, investigation expenses, litigation expenses, and amounts paid in settlement, which are

imposed on, incurred by, or asserted against the Fiduciary or Political Subdivision, as defined herein, whether such claim is brought in law or equity, tort, contract, or otherwise.

- 1.3. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
- 1.4. **Fiduciary** means Macomb County, a Michigan Municipal Corporation including, but not limited to, its Board, any and all of its departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, and/or any such persons successors.
- 1.5. **Political Subdivision** means a Michigan Municipal Corporation including, but not limited to, its Council, Board, any and all of its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, and/or any such person's successors.
- 1.6. **Region** means the area comprised of the City of Detroit and Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties. This Region mirrors the existing State emergency management district and the Office of Public Health Preparedness bio-defense network region.
- 1.7. **Region 2 Homeland Security Planning Board ("Region 2 Planning Board")** means the Regional Homeland Security Planning Board for Region 2, as created by the Michigan Homeland Protection Board, and is comprised of the City of Detroit and Macomb, Monroe, Oakland, St Clair, Washtenaw, and Wayne Counties. The Region mirrors the existing State emergency management district and the Office of Public Health Preparedness bio-defense network region.
- 1.8. **2022 Homeland Security Grant Program ("Grant Program")** means the grant program described and explained in Exhibit B which began September 1, 2022 and ends May 31, 2025. The Grant Program is a primary funding mechanism, administered by the United States Department of Homeland Security (DHS) and plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation.
2. **AGREEMENT EXHIBITS.** The Exhibits listed below and their properly promulgated amendments are incorporated and are part of this Agreement.
 - 2.1. **Exhibit A** – Region 2 Homeland Security Planning Board meeting minutes from August 17, 2022; re: 2022 Homeland Security Grant Program Fiduciary;
 - 2.2. **Exhibit B** – 2022 Homeland Security Grant Program Agreement between the Fiduciary and the State;
3. **FIDUCIARY RESPONSIBILITIES.**
 - 3.1. The Fiduciary shall comply with all requirements set forth in the Grant Program Agreement between the Fiduciary and the State of Michigan, attached as Exhibit B.

- 3.2. The Fiduciary shall comply with all requirements set forth in the 2022 Homeland Security Grant Program Guidance.
- 3.3. The Fiduciary shall submit all required project forms to the State for review and approval which the Political Subdivision has submitted to the Fiduciary and been approved by the Region 2 Homeland Security Planning Board.
- 3.4. The Fiduciary shall reimburse the Political Subdivision, for the equipment, services and/or personnel costs as set forth in the forms as supplied and required by the State and the applicable reimbursement forms reviewed and approved by the State. The funds shall only be released by the Fiduciary after the applicable reimbursement forms, required by the State and the Fiduciary, are properly executed by the Parties. The Fiduciary's Emergency Management representative/designee shall execute the forms on behalf of the Fiduciary and County of Monroe shall execute the forms on behalf of the Political Subdivision. The Fiduciary in its sole discretion shall determine if the reimbursement forms are properly executed.
- 3.5. The Fiduciary shall create and maintain, an inventory of all equipment purchased with Grant Program funds in accordance with 2 CFR, Part 200.313 located at <http://www.ecfr.gov>.
- 3.6. The Fiduciary shall notify the Political Subdivision at the end of the Fiduciary's fiscal year of the dollar amount of Grant Program funds released to the Political Subdivision for that fiscal year. This amount shall include the dollar amount of equipment purchased with Grant Program funds by the Political Subdivision.
- 3.7. The Fiduciary shall file this Agreement pursuant to law and provide executed copies of this Agreement to the Region 2 Planning Board Secretary and the Political Subdivision.
4. **POLITICAL SUBDIVISION RESPONSIBILITIES.**
 - 4.1. The Political Subdivision is entitled to reimbursement of allowable expenses for the Grant Program in an amount not to exceed \$15,540 in the SHSP funding source; and \$229,313 in the UASI funding source. This amount does not include Grant Program funds allocated to the Region 2 Designated Funding Allocation.
 - 4.2. The Political Subdivision shall prepare all required forms for the use of Grant Program funds and shall submit such forms to the Region 2 Planning Board for review and approval via the process designated by the Region 2 Planning Board. Upon approval from the Region 2 Planning Board, the Fiduciary will forward the required forms to the State for review and approval.
 - 4.3. All funds allocated to the Political Subdivision in Section 4.1 require proof of encumbrance or requests for reimbursement received by the Fiduciary no later than 5:00 p.m. on November 30, 2024. Grant funds which are not encumbered, or which do not have reimbursement requests received by the Fiduciary by this date will be reallocated to the Region 2 Designated Funding Allocation.

- 4.4. The Political Subdivision shall use the equipment purchased with Grant Program funds, and all Grant Program funds in accordance with the 2022 Homeland Security Grant Program Guidance.
- 4.5. The Political Subdivision shall keep the Fiduciary informed of the location of the equipment purchased with Grant Program funds regardless of who purchased the equipment. If the equipment by its nature is mobile, the Political Subdivision must provide a general location or “home-base” where the equipment can be found. If the location of the equipment changes, the Political Subdivision shall provide the new location to the Fiduciary immediately. The information required by this Section shall be provided to the Fiduciary upon receipt of the equipment by the Political Subdivision and continue until three (3) years after the close of this Grant Program.
- 4.6. The Political Subdivision shall list the dollar amount provided by the Fiduciary pursuant to Section 3.6 on the Political Subdivision’s Schedule of Expenditures of Federal Awards.
- 4.7. Except for equipment that is disposable or expendable, the Political Subdivision shall inform the Fiduciary if it plans to dispose of the equipment and work with the Fiduciary regarding any issues associated with disposal of the equipment.
- 4.8. The Political Subdivision shall make the equipment available to the Fiduciary, the State and Federal Auditors upon request.
- 4.9. The Political Subdivision shall comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds.
- 4.10. The Political Subdivision shall comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to the following provisions:
 - a. Account for receipts and expenditures; maintain adequate financial records and refund expenditures disallowed by federal or state audit.
 - b. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
 - c. Retain all financial records, statistical records, supporting documents, and other pertinent materials for equipment purchases for three years after their disposition.
 - d. Non-federal organizations which expend \$750,000 or more in federal funds during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.
- 4.11. The Political Subdivision must carry out their programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial

and ethnic populations, in accordance with Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Executive Order 13347.

- 4.12. Environmental and Historic Preservation Compliance: The federal government is required to consider the potential impacts to the human and natural environment of projects proposed for federal funding. The Environmental and Historic Preservation (EHP) program engages in a review process to ensure that federally-funded activities comply with various federal laws. The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural and low-income and minority populations. The Political Subdivision shall not undertake any project having the potential to impact EHP resources without prior approval. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for federal funding.
 - 4.13 The Political Subdivision shall comply with the Davis-Bacon Act (40 U.S.C. 3141 et seq) for grant funded construction projects. The Political Subdivision must ensure that contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations is located at: <http://www.dol.gov/whd/govcontracts/dbra.htm>.
 - 4.14 Upon request, the Political Subdivision will supply to the Subgrantor any information required to meet federally- mandated reporting requirements, including, but not limited to, requirements related to the *Federal Funding Accountability and Transparency Act of 2006* (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the *Government Funding Transparency Act of 2008* (Public Law 110-252) and DHS program specific reporting requirements.
 - 4.15 The Political Subdivision must acknowledge and agree to comply with applicable provisions governing U.S. Department of Homeland Security (DHS) access to records, accounts, documents, information, facilities, and staff. The Political Subdivision also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions* located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, specifically in the DHS Specific Acknowledgements and Assurances on page 1.
 - 4.16 The political subdivision shall comply with any minimum expenditures established by the Region 2 Homeland Security Planning Board intended to ensure compliance with DHS National Priorities (NP) and the Law Enforcement Terrorism Prevention Allocation (LETPA), as well as any maximum personnel expenditures established by the board to ensure compliance with the PRICE Act.
5. **REGION 2 PLANNING BOARD RESPONSIBILITIES.** The Parties agree and acknowledge that the Region 2 Planning Board shall have the following responsibilities:

- 5.1. Undertake studies and make recommendations on matters of emergency management and homeland security to Political Subdivisions in the Region;
- 5.2. Prepare and present to the State Homeland Security Advisory Council findings of activities and initiatives undertaken in the Region;
- 5.3. Hold public meetings, subject to the Michigan Open Meetings Act;
- 5.4. Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by Federal and State homeland security program requirements;
- 5.5. Establish sub-committees to carry out its work;
- 5.6. Advocate for, monitor, and actively engage in the implementation of the Regional Homeland Security Strategy; and
- 5.7. Review and approve all required forms for the expenditure of Grant Program funds that are submitted.
- 5.8. Ensure that all grant projects are aligned to the appropriate Threat and Hazard Identification and Risk Assessment (THIRA). Projects to be funded by SHSP must support closing a capability gap identified in the State of Michigan THIRA. Projects to be funded by UASI must support closing a capability gap identified in the Detroit/Southeast Michigan THIRA.
- 5.9. Ensure the Subgrantee, in its role as regional fiduciary, is fully apprised of all projects approved by the Region 2 Homeland Security Planning Board.
- 5.10. Develop and implement a stand-alone Southeast Michigan Urban Area Security Initiative (SEMI UASI) Multi-Year Training and Exercise Plan or provide evidence of the SEMI UASI's adoption and utilization of the state's Multi-Year Training and Exercise Plan.
- 5.11. Establish minimum expenditures for each political subdivision to support implementation of the NP and LETPA, and maximum personnel expenditures to ensure compliance with the PRICE Act.

6. **DURATION OF INTERLOCAL AGREEMENT.**

- 6.1. The Agreement and any amendments hereto shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party and shall end three (3) years from the date the Grant Program is closed. The approval and terms of this Agreement and any amendments hereto shall be entered in the official minutes of the governing bodies of each Party.

7. **LIABILITY/ASSURANCES.**

- 7.1. Each Party shall be responsible for any Claim made against that Party by a third party, and for the acts of its employees or agents arising under or related to this Agreement.

- 7.2. In any Claim that may arise under or relate to this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including attorney fees.
- 7.3. Neither Party shall have any right under any legal principle to be indemnified by the other Party or any of its employees or agents in connection with any Claim.
- 7.4. Notwithstanding any other provision of this Agreement, the Political Subdivision shall be solely responsible for all costs, fines, and fees associated with the use and misuse of Grant Program funds that it receives or the use or misuse of the equipment, including but not limited to, costs for replacing the equipment or costs, fines, or fees associated with an ineligible use determination by auditors.
- 7.5. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 7.6. Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, laws, and requirements applicable to its activities performed under this Agreement, including but not limited to the Grant Program Agreement, attached as Exhibit B, and the 2022 Homeland Security Grant Program Guidance.
8. **TERMINATION OR CANCELLATION OF AGREEMENT.** Either Party may terminate and/or cancel this Agreement upon thirty (30) Days notice to the other Party. The effective date of termination and/or cancellation shall be clearly stated in the notice. If this Agreement is terminated and/or cancelled, the Transfer of Ownership Agreements executed prior to the date of termination and/or cancellation, shall remain valid and govern the Parties' duties and obligations regarding equipment transferred to the Political Subdivision and the Parties shall execute Transfer of Ownership Agreements for all equipment ordered by the Fiduciary prior to the date of termination and/or cancellation.
9. **NO THIRD PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right, in favor of any other person or entity.
10. **DISCRIMINATION.** The Parties shall not discriminate against their employees, agents, applicants for employment, or another persons or entities with respect to hire, tenure, terms, conditions, and privileges of employment, or any matter directly or indirectly related to employment in violation of any federal, state or local law.
11. **PERMITS AND LICENSES.** Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations necessary to carry out its obligations and duties pursuant to this Agreement.
12. **RESERVATION OF RIGHTS.** This Agreement does not, and is not intended to waive, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.

13. **DELEGATION/SUBCONTRACT/ASSIGNMENT**. Neither Party shall delegate, subcontract, and/or assign any obligations or rights under this Agreement without the prior written consent of the other Party.
14. **NO IMPLIED WAIVER**. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
15. **SEVERABILITY**. If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
16. **CAPTIONS**. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
17. **NOTICES**. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.
- 17.1. If Notice is sent to the Fiduciary, it shall be addressed and sent to: Macomb County Office of Emergency Management and Communications, 117 S. Groesbeck, Mt. Clemens, MI 48043.
- 17.2. If Notice is sent to the Political Subdivision, it shall be addressed to: 987 South Raisinville Road, Monroe, Michigan 48161-9700
- 17.3. Either Party may change the address and/or individual to which Notice is sent by notifying the other Party in writing of the change.
18. **GOVERNING LAW**. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.
19. **AGREEMENT MODIFICATIONS OR AMENDMENTS**. Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and executed by both Parties.
20. **ENTIRE AGREEMENT**. This Agreement represents the entire agreement and understanding between the Parties. This Agreement supersedes all other oral or written agreements between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF,

EXECUTED: _____
Andy McKinnon, Deputy County Executive
Macomb County Executive Office

DATE: _____

WITNESSED: _____

DATE: _____

Political Subdivision: Monroe County, Michigan

EXECUTED: _____

DATE: _____

WITNESSED: _____

DATE: _____



Monroe County

Emergency Management Division

987 S. Raisinville Road • Monroe, Michigan 48161-9700
Telephone: 734.240.3135 • Fax: 734.241.7136

November 2, 2023

Mark Brant, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

RE: 2023 EMPG Agreement

Dear Chairman Brant:

The Emergency Management Performance Grant (EMPG) agreement provides \$19,265.00 with an additional \$7964.00 in funds from the American Rescue Plan (ARPA) act to offset the salary, overtime, and associated fringe benefits for the position of the Monroe County Emergency Management Program Manager.

The attached agreement is the FY2023 EMPG funding between the Michigan State Police Emergency Management and Homeland Security Division and Monroe County Emergency Management Division.

This agreement is a cost share (in-kind or cash) under the Robert P. Stafford Act with Federal funds being no more 50% of the eligible costs. The cost share amount \$98,573 is budgeted as the Director salary and fringe benefits in the Emergency Management annual budget.

I have submitted for your acceptance the FY 2023 EMPG Agreement.

If you have, any questions feel free to contact me anytime.

Sincerely,
John Conlin
John Conlin
Director, Monroe County Emergency Management

State of Michigan FY 2023 Emergency Management Performance Grant Grant Agreement

October 1, 2022 to September 30, 2023

Assistance Listing: 97.042 Grant Number: EMC-2023-EP-00005

This Fiscal Year (FY) 2023 Emergency Management Performance Grant (EMPG) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (hereinafter called the Recipient), and the

COUNTY OF MONROE
(hereinafter called the Subrecipient)

I. Purpose

The purpose of this grant agreement is to provide federal pass-through funds to the Subrecipient for the development and maintenance of an emergency management program capable of protecting life, property, and vital infrastructure in times of disaster or emergency.

The FY 2023 EMPG program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The objective of the NPS is to facilitate an integrated, all-of-nation/whole community, risk driven, capabilities-based approach to preparedness.

In support of the National Preparedness Goal, the FY 2023 EMPG supports a comprehensive, all-hazard emergency preparedness system to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

For more information on the NPS, federally designated priorities, and the FY 2023 EMPG objectives, as well as guidance on allowable costs and program activities, please refer to the FY 2023 EMPG Notice of Funding Opportunity (NOFO) and the Federal Emergency Management Agency (FEMA) Preparedness Grants Manual located at <https://www.fema.gov/grants>.

II. Statutory Authority

Funding for the FY 2023 EMPG is authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the *Earthquake Hazards Reduction Act of 1977, as amended* (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 et seq.).

Appropriation authority is provided by the *Consolidated Appropriates Act, 2023* (Pub. L. No. 117-328; *Compact of Free Association Amendments Act of 2003* (Pub. L. No. 108-188 (2003))).

The Subrecipient agrees to comply with all FY 2023 EMPG program requirements in accordance with the FY 2023 EMPG NOFO, and the FY 2023 FEMA Preparedness Grants Manual; both are located at <https://www.fema.gov/grants/preparedness/emergency-management-performance>; the Michigan

Emergency Management Act of 1976, as amended (Public Act 390) at <http://www.legislature.mi.gov/doc.aspx?mcl-Act-390-of-1976>; the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.) located at <https://www.fema.gov/disaster/stafford-act>; and the *FY 2023 EMPG Agreement Articles Applicable to Subrecipients*. The *FY 2023 EMPG Agreement Articles Applicable to Subrecipients* document is included for reference in the grant agreement packet.

The Subrecipient shall also comply with the most recent version of:

- A. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>.
- B. The FEMA Policy #108-023-1 *Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance*.

III. Award Amount and Restrictions

- A. The **County of Monroe** is awarded **\$19,265** or **21.23%** of the Subrecipients local emergency manager's salary and fringe benefits under the **FY 2023 EMPG**. The Subrecipient may receive less than the allocated amount if the Subrecipient's cost share (match) of wages and fringe benefits paid to the local emergency manager are less than the total allocation. The Subrecipient's EMPG program budget must be documented on the Local Budget for Emergency Management Performance Grant form (EMHSD-17).
- B. The FY 2023 EMPG covers eligible costs from October 1, 2022, to September 30, 2023. The funds awarded in the grant agreement shall only be used to cover allowable costs that are incurred during the agreement period. Grant funds shall not be used for other purposes. For guidance on allowable costs, please refer to the EMPG Appendix in the FEMA Preparedness Grants Manual.
- C. This grant agreement designates EMPG funds for the administration and oversight of an approved emergency management program. **The Subrecipient may utilize grant funds for the reimbursement of salary, overtime, compensatory time off, and associated fringe benefits for the local emergency manager.** Up to 5% of the total allocation may be utilized for other allowable organization costs after all payroll costs for the grant award year have been reimbursed. No other expenditures are allowed. If other organization costs are requested, a narrative must be submitted detailing the expenses that are included in these costs.
- D. The FY 2023 EMPG program has a 50% cost share (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.), specifically, Title VI, sections 611(j) and 613. Federal funds cannot exceed 50% of eligible costs. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.

The FEMA administers cost sharing requirements in accordance with 2 CFR § 200.306. To meet matching requirements, the Subrecipient contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

See the FY 2023 EMPG NOFO and FEMA Preparedness Grants Manual for additional cost share guidance, definitions, basic guidelines, and governing provisions.

- E. All EMPG funded personnel must complete either the Independent Study courses identified in the Professional Development Series, or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute or a sponsored state, local, tribal, territorial, regional, or other designated location and record proof of completion. All EMPG funded personnel must also participate in exercises consistent with the requirements outlined in the EMPG Guidebook and work agreement.

The EMPG funded programs are required to complete a quarterly training and exercise report identifying training and exercises completed during the quarter. Guidance for accomplishing these requirements is provided by the Recipient.

- F. Upon request, the Subrecipient must provide to the Recipient information necessary to meet any state or federal subaward reporting requirements.
- G. In the event that the U.S. Department of Homeland Security (DHS) determines that changes are necessary to the award document after an award has been made, including but not limited to, changes to period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.

IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. The Subrecipient agrees to comply with all applicable federal and state regulations; the FY 2023 EMPG NOFO; the FEMA FY 2023 Preparedness Grants Manual; the FY 2023 EMPG *Agreement Articles Applicable to Subrecipients*, included with the grant agreement package for reference; and the EMPG Guidebook (EMD-PUB 208).
- C. The subrecipient shall not use FY 2023 EMPG funds to generate program income.
- D. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
 - 1. Subrecipient Risk Assessment Certification.
 - 2. Standard Assurances.
 - 3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.
 - 4. Audit Certification (EMD-053).
 - 5. Request for Taxpayer Identification Number and Certification (W-9).
 - 6. Other documents that may be required by federal or state officials.
- E. Complete and submit quarterly work reports, the Quarterly Training and Exercise Worksheet, and the Annual Training and Exercise Plan Worksheet in accordance with the schedule outlined in the FY 2023 EMPG Work Agreement/Quarterly Report (EMHSD-31).
- F. Enact enabling legislation establishing the local emergency management program and ensure a copy of the local resolution or ordinance is on file with the Recipient.

- G. Appoint an emergency management program manager who can assume responsibility for the functions outlined in section 4 of the EMPG Guidebook.
- H. Provide the Recipient with a complete job description for the federally funded EMPG local emergency manager, including non-EMPG duties if applicable.
- I. Notify the Recipient immediately of any changes in the EMPG funded local emergency manager's position.
- J. The Subrecipient will contribute to the development and maintenance of the state's multi-year Training and Exercise Plan. This will include conducting exercises that comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program and the EMPG Guidebook, to accomplish this goal.
- K. Ensure the EMPG funded local emergency manager completes training as required by the annual EMPG Work Agreement.
- L. Have an approved and current emergency operations plan on file with the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) District Coordinator.
- M. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation to the appropriate MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2023 Emergency Management Report Schedule. The most current EMHSD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting https://www.michigan.gov/msp/0,4643,7-123-72297_60152_95164_95317---,00.html under Finance Forms.
- N. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
 - 1. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
 - 2. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
 - 3. Non-federal organizations which expend \$750,000 or more in all federal funds during their current fiscal year are required to have an audit performed in accordance with the Single Audit requirements under 2 CFR, Part 200, Subpart F.
- O. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.
- P. Maintain a valid Unique Entity Identifier through SAM.gov at all times during the performance period of this grant.
- Q. The Subrecipient must acknowledge and agree to comply with applicable provisions governing the DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions* located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, specifically in the DHS General Acknowledgements and Assurances on page 1..

- R. Subrecipients must carry out their programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the *Rehabilitation Act of 1973*, Title VI of the *Civil Rights Act of 1964*, and Executive Order (EO) 13347.
- S. Comply with the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act and EO 14005.

V. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

VI. Reporting Procedures

- A. The Subrecipient agrees to prepare quarterly work reports using the FY 2023 EMPG Work Agreement/Quarterly Report (EMHSD-31) and submit them through EMHSD's online reporting tool by the due date following the end of **each** quarter. Reimbursement of expenditures by the Recipient is contingent upon the Subrecipient's completion of scheduled work activities. Reporting periods and due dates are listed in the FY 2023 EMPG Work Agreement/Quarterly Report (EMHSD-31). The FY 2023 EMPG Work Agreement can be located at www.michigan.gov/emhsc under Grants Programs, EMPG.
- B. If the Subrecipient fails to complete the scheduled work activities during a quarter, the Recipient will withhold reimbursement until either the work is completed, or the Deputy State Director of Emergency Management approves a delay in the completion of the activity. Forfeiture of funds may result if scheduled work activities are not completed according to established deadlines.
- C. A Subrecipient that fails to complete the annual exercise requirements, as scheduled within the FY 2023 EMPG Work Agreement/Quarterly Report, may be ineligible for EMPG funding for that quarter and all subsequent quarters.
- D. The Subrecipient's failure to fulfill the quarterly reporting requirements, as required by the grant, may result in the suspension or loss of grant funding.

VII. Payment Procedures

- A. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required

authorized signatures and required reimbursement documentation, to the MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2023 Emergency Management Report Schedule. The most current EMHSD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting www.michigan.gov/emhsd under Grant Programs, EMPG, Grant Forms, Finance Forms.

- B. If the Subrecipient submits required quarterly reports that are late or incomplete, the reimbursement may not be processed until the following quarter. Forfeiture of funds may result if quarterly reports are not completed according to established deadlines.
- C. The Subrecipient agrees to return to the Recipient any unobligated balance of funds held by the Subrecipient at the end of the agreement period or handle them in accordance with the instructions provided by the Recipient.

VIII. Employment Matters

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the *Persons with Disabilities Civil Rights Act*, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to their hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of their race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every contract or subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://www.sam.gov>.

IX. Limitation of Liability

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

This is not to be construed as a waiver of governmental immunity for either party.

X. Third Parties

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

XI. Grant Agreement Period

This grant agreement is in full force and effect from October 1, 2022, to September 30, 2023. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement,

except with prior written approval. This grant agreement may be terminated by either party by giving 30 days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

XII. Entire Grant Agreement

This grant agreement is governed by the laws of the state of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of their rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to make satisfactory progress toward the goals or objectives set forth in the annual EMPG Work Agreement.
- D. Failure to follow grant agreement requirements or special conditions.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other reports or documents.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

XIII. Business Integrity Clause

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

XIV. Freedom of Information Act

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be

familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Protection of Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

XV. Official Certification

For the Subrecipient

The individual or officer signing this grant agreement certifies by their signature that they are authorized to sign this grant agreement on behalf of the organization they represent. The Subrecipient agrees to complete all requirements specified in this grant agreement.

Subrecipient Name

Subrecipient UEI

For the Chief Elected Official

Printed Name

Title

Signature

Date

For the Local Emergency Manager

John Conlin
Printed Name

Director of Emergency Management
Title

John Conlin
Signature

10/7/23
Date

For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)

Capt. Kevin Sweeney,
Printed Name

Commander, Emergency Management
and Homeland Security Division
Title

[Signature]

Signature

9-20-23

Date



Monroe County

Emergency Management Division

987 S. Raisinville Road • Monroe, Michigan 48161-9700
Telephone: 734.240.3135 • Fax: 734.241.7136

November 2, 2023

Mark Brant, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

RE: FY2024 EMPG Initial Work Agreement

Dear Chairman Brant:

As part of our annual compliance with Public Act 390, the Emergency Management Act, State, and local emergency management officials draft a work agreement to provide services for the Emergency Management Performance Grant (EMPG) funding.

The attached work agreement is used as the State of Michigan fiscal year 2024 reporting document between Michigan State Police, Emergency Management and Homeland Security Division (MSP-EMHSD), and the Monroe County Emergency Management Division. The form is divided into fourteen emergency management program elements that are identified to provide a successful local emergency management program in Michigan.

This Work Agreement is tailored specifically for the needs of Monroe County and the District 2S Coordinator for MSP-EMHSD. The EMPG 2023 work agreement which proceeds the EMPG grant provides up to 50% of the salary and fringes of the Emergency Manager; the remaining cost share of \$54,571 is currently budgeted within the Emergency Management annual budget.

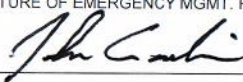
I respectfully submit the FY 2024 Initial Work Agreement for your approval signature. Please sign the form on the top of the first page under the area "Signature of Chief Elected Office".

If you have, any questions feel free to contact me anytime.

Sincerely,

John Conlin

John Conlin
Director, Monroe County Emergency Management

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	(Enter Jurisdiction Name) Emergency Management Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report		☒ Initial Work Agreement
☐ 1 st Quarter	☐ 2 nd Quarter	☐ 3 rd Quarter	☐ 4 th Quarter
SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	DATE
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER 	DATE 10/51/23	SIGNATURE OF DISTRICT COORDINATOR	DATE

Purpose

This survey functions as the 2024 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

(1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. Emergency Management activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Submit documents for 2024 EMPG work agreement to EMHSD financial staff by 10/1/23.	Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No

	▪ Complete <u>FY 24 Executive Compensation</u> form and submit by 10/1/23. ▪ Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 1/10/24. ▪ Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 1/20/24.	Executive Compensation form was submitted: Yes/No EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
2 nd	▪ Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 4/10/24. ▪ Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 4/20/24.	EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
3 rd	▪ Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 7/10/24. ▪ Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 7/20/24.	EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No

4 th	▪ Submit documents for 2025 EMPG work agreement to EMHSD financial staff by 10/1/24. ▪ Complete <u>FY 25 Executive Compensation</u> form and submit by 10/1/2024. ▪ Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 10/10/24. ▪ Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted 10/20/24.	Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No Executive Compensation form was submitted: Yes/No EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
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(2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local EM resolution.

	Planned Activities	Action Taken (Local EMC Status Report)
1 st	▪ Attend quarterly district EM meetings held between 10/1/23-12/31/23. ▪ Report attendance at other EM related meetings held between 10/1/23-12/31/23.	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> Emergency Support Function (ESF) #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____

		ESF #4 - Firefighting #_____ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Cross-Sector Business and Infrastructure #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____
2 nd	- Attend quarterly district EM meetings held between 1/1/24-3/31/24. - Report attendance at other EM related meetings held between 1/1/24-3/31/24.	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____

		ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 - Cross-Sector Business and Infrastructure # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
3 rd	- Attend quarterly district EM meetings held between 4/1/24-6/30/24. - Report attendance at other EM related meetings held between 4/1/24-6/30/24.	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____ ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 - Cross-Sector Business and Infrastructure # _____

		ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
4 th	- Attend quarterly district EM meetings held between 7/1/24-9/30/24. - Report attendance at other EM related meetings held between 7/1/24-9/30/24.	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____ ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 - Cross-Sector Business and Infrastructure # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____

(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdiction's governance.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	- Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/23-12/31/23. - Did you utilize the Cybersecurity and Infrastructure Security Agency's (CISA) Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/23-12/31/23.	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____ CISA Gateway tool utilized: Yes/No
2 nd	- Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/24-3/31/24. - Did you utilize the CISA Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/24-3/31/24?	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____ CISA Gateway tool utilized: Yes/No

3 rd	- Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/24-6/30/24. - Did you utilize the CISA Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/24-6/30/24.	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____ CISA Gateway tool utilized: Yes/No
4 th	- Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/24-9/30/24. - Did you utilize the CISA Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/24-9/30/24.	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____ CISA Gateway tool utilized: Yes/No

(4) HAZARD MITIGATION

The EMC should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Document whether your community has developed a HM plan.	HM plan: Yes/No/Adopted County Plan

	• Confirm the date of the jurisdiction's HM plan. • Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/23-12/31/23. ▪ Report how many action items listed in the HM plan have been completed between 10/1/23-12/31/23.	Plan is expired: Yes/No Expiration Date: ____/____/____ Check appropriate steps. ☐ Assemble a local planning team. ☐ Collect information about local hazard impacts. ☐ Identify vulnerabilities. ☐ Edit the document. ☐ Offer the document for stakeholder and public review. ☐ Meeting(s) to identify or select hazard mitigation actions. ☐ Describe the details of action item implementation. ☐ Official plan adoption by participating jurisdictions. Total action items: # ____ Action items completed: # ____
2 nd	▪ Report how many action items listed in the HM plan have been completed between 1/1/24-3/31/24. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/24-3/31/24.	Total action items: # ____ Action items completed: # ____ Check appropriate steps. ☐ Assemble a local planning team. ☐ Collect information about local hazard impacts. ☐ Identify vulnerabilities. ☐ Edit the document. ☐ Offer the document for stakeholder or public review. ☐ Meeting(s) to identify or select hazard mitigation actions. ☐ Describe the details of action item implementation. ☐ Official plan adoption by participating jurisdictions.

3 rd	▪ Report how many action items listed in the HM plan have been completed between 4/1/24-6/30/24. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/24-6/30/24.	Total action items: # _____ Action items completed: # _____ Check appropriate steps. ☐ Assemble a local planning team. ☐ Collect information about local hazard impacts. ☐ Identify vulnerabilities. ☐ Edit the document. ☐ Offer the document for stakeholder and public review. ☐ Meeting(s) to identify or select hazard mitigation actions. ☐ Describe the details of action item implementation. ☐ Official plan adoption by participating jurisdictions.
4 th	▪ Report how many action items listed in the HM plan have been completed between 7/1/24-9/30/24. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/24-9/30/24. ▪ Disseminate EMHSD HM information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.	Total action items: # _____ Action items completed: # _____ Check appropriate steps. ☐ Assemble a local planning team. ☐ Collect information about local hazard impacts. ☐ Identify vulnerabilities. ☐ Edit the document. ☐ Offer the document for stakeholder and public review. ☐ Meeting(s) to identify or select hazard mitigation actions. ☐ Describe the details of action item implementation. ☐ Official plan adoption by participating jurisdictions. Information Was Disseminated: Yes/No Does not apply: _____

(5) PREVENTION

The EMP has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities	Action Taken (Local EM Status Report)
Identify prevention activities that the jurisdiction participated in between 10/1/23-9/30/24.	<i>Check all that apply.</i> ☐ Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan. ☐ Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities. ☐ Participating in the Homeland Security Information Network (HSIN). ☐ Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities. ☐ Utilizing the Michigan Critical Incident Management System (MI CIMS) or another monitoring system to identify and coordinate prevention activities within the EOC. ☐ Establishing procedures that coordinate reporting with the Regional Michigan Intelligence Operations Center (MIOC) liaison and State MIOC. ☐ Conducting information sharing procedures. ☐ Other: _____

(6) OPERATIONAL PLANNING

The EMC shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	- Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/23-12/31/23. - Host four Local Emergency Planning Committee (LEPC) meetings by 9/30/2024. - Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/23 - 9/30/24. - Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/23 - 12/31/23. Ensure that any section/annex updates are still in compliance with Pub 201a. - Report participation in EM activities with school officials that took place between 10/1/23-12/31/23. - Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/23-12/31/23. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator (DC).	Attended/Hosted #_____ LPT meetings. Hosted #_____ LEPC meetings. EOP/EAG is current: Yes/No Expiration Date: ____/____/____ Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: #_____ <i>School Activities/Number of Activities:</i> Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____ Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____

2nd	▪ Report the number of LPT meetings that occurred between 1/1/24-3/31/24. ▪ Host four LEPC meetings by 9/30/2024. ▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC. ▪ Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/24 - 3/31/24. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 1/1/24-3/31/24. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 1/1/24-3/31/24. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Attended/Hosted #_____ LPT meetings. Hosted #_____ LEPC meetings. EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply _____ Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____ <i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____ Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____
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3rd	▪ Report the number of LPT meetings that occurred between 4/1/24-6/30/24. ▪ Host four LEPC meetings by 9/30/2024. ▪ Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/24 - 6/30/24. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 4/1/24-6/30/24. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 4/1/24-6/30/24. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. ▪ Report the status of SARA Title III plans and report any problem areas.	Attended/Hosted # _____ LPT meetings. Hosted # _____ LEPC meetings. Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____ <i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____ Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____ Total Sites: # _____ Total Plans: # _____ Problem Areas: _____ Does not apply: _____
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4th	▪ Report the number of LPT meetings that occurred between 7/1/24-9/30/24. ▪ Host four LEPC meetings by 9/30/24. ▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/24 - 9/30/24. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 7/1/24-9/30/24. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. ▪ Report participation in EM activities with school officials that took place between 7/1/24-9/30/24 and supply any planning guidance/templates that are available. ▪ Verify receipt by 9/15/24 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2023-2024 school year.	Attended/Hosted #____LPT meetings. Hosted #____ LEPC meetings. Reviewed Annexes: #____ Total Annexes: #____ Annexes Updated: #____ Total Support Plans: #____ Current plans: #____ Does Not Apply: ____ <i>School Activities/Number of Activities:</i> Planning: #____ Seminars: #____ Outreach: #____ Special Events: #____ Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No
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(7) INCIDENT MANAGEMENT

The EMP shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/23.	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2 nd	Update EOC call list and submit a copy to the DC by 3/31/24, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3 rd	Update EOC call list and submit a copy to the DC by 6/30/24, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4 th	- Perform an EOC call-out for a drill or an actual event between 10/1/23 and 9/30/24. - Update EOC call list and submit a copy to the DC by 9/30/24, only if changes have been made. - Conduct EOC orientation session between 10/1/23 and 9/30/24. - Submit the EMHSD-71 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/24.	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No Changes have been made: Yes/No Changes have been sent to the DC: Yes/No EOC orientation was conducted: Yes/No EMHSD-71 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/24: Yes/No

(8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The EMC shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the MI CIMS to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Train and track EMPG-funded personnel in accordance with the National Qualification System (NQS).	EMPG-funded personnel are trained and tracked in accordance with the NQS? Yes/No
2 nd		
3 rd		
4 th	- Report new, updated, or current MAA/MOUs within the emergency management program. - Report any MEMAC membership additions that occurred between 10/1/23 and 9/30/24. - Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS Resource Inventory Board and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/24. - Train and track EMPG-funded personnel in accordance with the Nations Qualification System (NQS).	New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____ MEMAC Member Name: EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No EMPG-funded personnel are trained and tracked in accordance with the NQS? Yes/No

(9) COMMUNICATIONS AND WARNING

The EMC shall ensure that the jurisdiction communicates both internally and externally with all EMP stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	- Identify the primary and backup public alerting system used in the jurisdiction. (i.e., Emergency Alert System (EAS) & Wireless Emergency Alerts (WEA), sirens, weather radio, etc.). - Identify the primary and backup public opt-in mass notification systems used in the jurisdiction. - Verify if the jurisdiction is an Integrated Public Alert & Warning System (IPAWS) alerting authority. - If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming an IPAWS alerting authority. - If jurisdiction is not working towards becoming an IPAWS alerting authority; indicate reason. - Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 10/1/23-12/31/23. - Participated in district and/or statewide radio testing between 10/1/23-12/31/23. - Participated in district and/or statewide MI CIMS drills/exercises between 10/1/23-12/31/23.	Primary Public Alerting System: _____ Backup Public Alerting System: _____ Primary Mass Notification System: _____ Backup Mass Notification System: _____ Jurisdiction is an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County Level. Jurisdiction is in the process of becoming an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County level. Reason why jurisdiction is not working towards becoming an IPAWs alerting authority: _____ IPAWS Proficiency Demonstrations Completed: # _____ <i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____ <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____

	Document the jurisdiction's participation in any additional communication tests between 10/1/23-12/31/23.	State: # _____ <i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____
2 nd	- Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 1/1/24-3/31/24. - Participated in district and/or statewide radio testing between 1/1/24-3/31/24. - Participated in district and/or statewide MI CIMS drills/exercises between 1/1/24-3/31/24. - Document the jurisdiction's participation in any additional communication tests between 1/1/24-3/31/24.	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____ <i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____ <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____ <i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____
3 rd	- Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 4/1/24-6/30/24. - Participated in district and/or statewide radio testing between 4/1/24-6/30/24. - Participated in district and/or statewide MI CIMS drills/exercises between 4/1/24-6/30/24.	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____ <i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____ <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____

	Document the jurisdiction's participation in any additional communication tests between 4/1/24-6/30/24.	<i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____
4 th	- Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 7/1/24-9/30/24. - Participated in district and/or statewide radio testing between 7/1/24-9/30/24. - Participated in district and/or statewide MI CIMS drills/exercises between 7/1/24-9/30/24. - Document the jurisdiction's participation in any additional communication tests between 7/1/24-9/30/24. - Meet with Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) area representatives between 10/1/23-9/30/24. - Review and compare your jurisdiction's alert and warning plan for compliancy with regional EAS plan by 9/30/24.	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____ <i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____ <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____ <i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____ LECC/MAB regional meetings were held – Yes/No Attended: # _____ Regional LECC/MAB Meeting. Jurisdiction has an alert and warning plan: Yes/No Jurisdiction's plan was compared with regional EAS Plan: Yes/No

(10) OPERATIONS, PROCEDURES, AND FACILITIES

The EMC shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The EMP shall have a primary facility EOC capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

Planned Activities	Action Taken (Local EM Status Report)
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1 st	▪ Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures by 12/31/23. ▪ Report updates to EOC activation procedures for the jurisdiction's EOC, provide a copy to the DC by 12/31/23. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Procedures are up to date in plans or procedures: Yes/No EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
2 nd	▪ Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/24. ▪ Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/24 and 3/31/24. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Procedures have been reviewed with public officials: Yes/No Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
3 rd	▪ Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/24 and 6/30/24. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No

4 th	▪ Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/24 and 9/30/24. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
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(11) TRAINING

The EMC shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, DA, and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available EM training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	▪ Promote emergency management courses between 10/1/23-12/31/23.	Emergency management course schedule has been promoted: Yes/No
2 nd	▪ Promote emergency management courses between 1/1/24-3/31/24.	Emergency management course schedule has been promoted: Yes/No
3 rd	▪ Promote emergency management courses between 4/1/24-6/30/24.	Emergency management course schedule has been promoted: Yes/No
4 th	▪ Promote emergency management courses between 7/1/24-9/30/24.	Emergency management course schedule has been promoted: Yes/No

(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The EMP shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program EOP. By authority conferred on the director of the department of state police by section 19 of 1976 PA 390, as amended, MCL 30.419). Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Submit EMD-065 – Quarter Training and Exercise Report by 1/10/24.	EMD-065 has been submitted: Yes/No
2 nd	Submit EMD-065 – Quarter Training and Exercise Report by 4/10/24.	EMD-065 has been submitted: Yes/No
3 rd	Submit EMD-065 – Quarter Training and Exercise Report by 7/10/24.	EMD-065 has been submitted: Yes/No

4 th	▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/10/24. ▪ Develop and submit the EMD-006 – Annual Training and Exercise Plan Worksheet for FY2024– FY2026 by 9/30/24.	EMD-065 has been submitted: Yes/No EMD-006 has been submitted: Yes/No
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(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The EMP provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and MIREADY campaigns.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	▪ Document the number of each activity performed to educate the public about preparedness activities occurring between 10/1/23-12/31/23. Report the data presented and the media by which this was accomplished. ▪ Document any Citizen Corps activity that occurred between 10/1/23-12/31/23.	<i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No: Media: _____ Signs of terrorism: Yes/No: Media: _____ Ok2Say: Yes/No, Media: _____ Social Media Campaigns: _____ Media: _____ Other: _____, Media: _____ <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____
2 nd	▪ Document efforts to educate the public about preparedness activities occurring between 1/1/24-3/31/24. Report the data presented and the media by which this was accomplished.	<i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Social Media Campaigns: _____ Other: _____, Media: _____

	Document any Citizen Corps activity that occurred between 1/1/24-3/31/24.	<i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____
3 rd	- Document efforts to educate the public about preparedness activities occurring between 4/1/24-6/30/24. Report the data presented and the media by which this was accomplished. - Document any Citizen Corps activity that occurred between 4/1/24-6/30/24.	<i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Social Media Campaigns: _____ Other: _____, Media: _____ <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____
4 th	- Document efforts to educate the public about preparedness activities occurring between 7/1/24-9/30/24. Report the data presented and the media by which this was accomplished. - Document any Citizen Corps activity that occurred between 7/1/24-9/30/24.	<i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Social Media Campaigns: _____ Other: _____, Media: _____ <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____

(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.

	Activities	Action Taken
1 st		
2 nd		
3 rd		
4 th		

CONTACTS FOR ASSISTANCE

The following is a list Subject Matter Experts (SME) to assist with the information required on this report.

	Name of SME	Contact Information	Specialty
	Lt. Jeff Yonker	yonkerj@michigan.gov 517-719-9767	District 1 Coordinator
	Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov 517-202-5597	District 2N Coordinator
	Lt. Lamarr Johnson	JohnsonL30@michigan.gov 248-508-9171	District 2S Coordinator
	Lt. Charles Barker	BarkerC@michigan.gov 810-233-8466	District 3 Coordinator
	Lt. Josh Collins	CollinsJ1@michigan.gov 517-202-5545	District 5 Coordinator
	Lt. Orville Theaker	TheakerO@michigan.gov 269-953-6099	District 6 Coordinator
	Lt. Michael DeCastro	DecastroM@michigan.gov 231-499-8266	District 7 Coordinator
	Lt. Steven Derusha	DerushaS1@michigan.gov 517-898-5055	District 8 Coordinator
	F/Lt. Gabe Covey	CoveyG@michigan.gov 517-927-5362	State and Local Support Section Manager
	Penny Burger	BurgerP@michigan.gov 517-898-0551	Risk Reduction and Recovery Section Manager
	Lynn Wisley	WisleyL@Michigan.gov 517-216-0646	Financial Management and Audit Section Manager
	Amanda Lung	LungA@michigan.gov 517-388-8569	Financial Analyst
	Kim Richmond	RichmondK@michigan.gov 517-204-0221	Preparedness Grants Unit Manager
	Marie Douville	DouvilleM@michigan.gov 517-230-0011	Emergency Management Performance Grant Coordinator
	Matt Schnepf	SchnepfM1@michigan.gov 517-256-1512	Mitigation Unit Manager

	Tiffany Vedder	VedderT@michigan.gov 517-284-3944	Recovery Unit Manager
	Mike Sobocinski	SobocinskiM@michigan.gov 517-881-2512	Local Mitigation Planner
	Henrik Hollaender	HollaenderH@michigan.gov 517-898-4235	Local Planner/NIMS
	Vacant		HMEP/LEPC/ SARA Title III
	Brianna Briggs	BriggsB3@michigan.gov 517-230-2949	Operations Management Section Manager
	Larry St. George	StGeorgeL@michigan.gov 517-449-0470	Emergency Operations Unit Manager
	Matt Cook	CookM1@michigan.gov 517-730-1689	MI CIMS Coordinator
	Jaclyn Barcroft	BarcroftJ@michigan.gov 517-230-2379	Emergency Communications Specialist
	Brenna Roos	RoosB@michigan.gov 517-582-2846	Training and Exercise Section Manager
	Danica Frederick	FrederickD3@michigan.gov 517-285-9714	Training, Exercise, and Radiological Unit Manager
	Jack Calhoun III	CalhounJ1@michigan.gov 517-897-6120	Training Officer
	Deanna Johnston	JohnstonD3@michigan.gov 517-648-8689	Exercise Officer
	Deborah Bracy	BracyD@michigan.gov 517-388-1244	Auditor
	Insp. Michele Sosinski	SosinskiM1@michigan.gov 517-388-6726	MSP/EMHSD Assistant Commander
	Capt. Kevin Sweeney	SweeneyK@michigan.gov 517-719-1195	MSP/EMHSD Commander