AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, JUNE 17, 2025 – 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 Chairman Vensel

IV. OPENING PRAYER

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES (06/03/2025 Regular Meeting)

VII. PUBLIC COMMENT

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION

1. Presentation on TMACOG by Ms. Sandy Spang, Executive Director of TMACOG

2. Presentation on recruitment process for County Administrator/CFO of Monroe County by Mr. Jeff McBee, Human Resources Director

IX. FINANCE MATTERS

1. Payment of the 06/18/2025 Accounts Payable Current Claims Report in the amount of $ 1,383,084.99

X. CONSENT AGENDA

1. Approval of Non-Claims
    a. Check Register dated 06/06/2025 in the amount of $ 866,877.42
    b. Check Register dated 06/13/2025 in the amount of $ 879,686.48

XI. COMMUNICATIONS

1. Letter dated June 10, 2025 from Judge Amanda Eicher, 1st District Court, requesting approval to apply for a grant from the State Court Administrative Office for funding of the FY2025-2026 Mental Health Recovery Court in the amount of $185,336, with a local contribution of $1,152 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to $279 would be required in 2025, with the balance of $873 requested to be included in the 2026 budget.

2. Letter dated June 10, 2025 from Judge Amanda Eicher, 1st District Court, requesting approval to apply for a grant from the State Court Administrative Office FY 2025-2026 Monroe County Sobriety Court in the amount of $84,171, with a local contribution of $419 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to $229 would be required in 2025, with the balance of $190 requested to be included in the 2026 budget.

3. Letter dated June 11, 2025 from Judge Michael Brown, 1st District Court requesting approval to apply and accept a grant award from the State Court Administrative Office for funding of the FY2025-2026 Veterans Treatment Court in the amount of $35,840, with a local contribution of $814 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to $100 would be required in 2025, with the balance of $714 requested to be included in the 2026 budget.

4. Letter dated June 11, 2025 from Judge Cheryl Lohmeyer, requesting approval to apply and accept a Child and Parent Legal Representation (CPLR) grant for FY2026 in the amount of $116,500 from the Michigan Department of Health and Human Services with no County match.

5. Letter dated June 3, 2025 from Mr. Chad Zeunen, Interim Emergency Management Director, requesting approval to accept additional funding from the Southeastern Michigan Urban Area Security Initiative (UASI) Planning Board for Monroe County up to the amount of $46,000 with no matching funds required.

6. Letter dated June 9, 2025 from Ms. Crystal Comer, Fiscal Manager, requesting approval to apply for and accept the FY 2023 and FY 2024 Operation Stonegarden grant awards in the amount of $70,200 for the grant period of September 1, 2023 through July 31, 2026 for FY2023 OPSG and $63,375 for the grant period of September 1, 2024 through July 31, 2027 for FY 24 with no local match required.

7. Letter dated June 11, 2025 from Chief Deputy Mike Preadmore requesting approval to accept the FY2025 Marine Safety Grant in the amount of $12,850 which will reimburse 75% of eligible expenses not to exceed the grant award amount.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

1. Michigan Indigent Defense Department Update

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the June 3, 2025 meeting: None

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

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MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JUNE 3, 2025

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe, on Tuesday, June 3, 2025. Chairman David Vensel called the meeting to order at 6:00 p.m.

II. ROLL CALL

Roll call by Deputy Clerk, Grace Drewior, as follows:

PRESENT			ABSENT
J Henry Lievens	Brian Lamour	David Swartout	
David Hoffman	David Vensel	Jay Heinzerling	
Greg Moore, Jr.	Dawn Asper		

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

III. PLEDGE OF ALLEGIANCE

Commissioner Lamour led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Grace Drewior led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Swartout, supported by Commissioner Lamour to approve the June 3, 2025 Regular Meeting Agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (05/20/2025 Regular Meeting Minutes)

Motion by Vice-Chairman Lievens, supported by Commissioner Hoffman to approve the minutes as presented for the May 20, 2025 Regular Meeting and waiving the reading thereof.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
J Henry Lievens	Brian Lamour	David Swartout			
David Hoffman	David Vensel	Jay Heinzerling			
Greg Moore, Jr.	Dawn Asper				

Motion carried.

VII. PUBLIC COMMENT—

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION —

1. Presentation by Monroe County Museum Director Andrew Clark and Museum Board Chairman Brian Egen

    a. Letter dated May 29, 2025 from Mr. Michael Bosanac, Administrator/Chief

Financial Officer recommending a financial plan for the Museum Addition/Renovation Project.

Andrew Clark and Brian Egen informed the Board and public of their Strategic Plan and their actionable objectives for this project. They explained some of the history of the building as well as the changes this Museum will undergo. They further explained the impact of these changes.

Michael Bosanac elaborated on some of the changes as well as the impact. Mr. Bosanac also explained the funding for this project, including where the County's budget would stand if they decided to invest in this project.

Discussion commenced.

Motion by Commissioner Hoffman, supported by Vice-Chairman Lievens to accept the communication and approve the acceptance of the financing plan for the Museum Addition/Renovation Project.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
J Henry Lievens	Brian Lamour	David Swartout			
David Hoffman	David Vensel	Jay Heinzerling			
Greg Moore, Jr.	Dawn Asper				

Motion carried.

IX. FINANCE MATTERS

1. Payment of the 06/04/2025 Accounts Payable Current Claims Report in the amount of $1,468,614.34

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to accept the 06/04/2025 Accounts Payable Current Claims Report in the amount of $1,468,614.34 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
J Henry Lievens	Brian Lamour	David Swartout			
David Hoffman	David Vensel	Jay Heinzerling			
Greg Moore, Jr.	Dawn Asper				

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims
    a. Check Register dated 05/23/2025 in the amount of $ 310,057.70
    b. Check Register dated 05/30/2025 in the amount of $ 1,656,916.30

Motion by Commissioner Lamour, supported by Commissioner Asper 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	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

XI. COMMUNICATIONS

XII. PUBLIC HEARINGS — None

XIII. OLD BUSINESS—

1. Michigan Indigent Defense Commission/Department update

Mary Gantzos, Managing Attorney explained they have not received a report from Rehmann yet. They have asked twice and will be asking a third time.

Michael Bosanac informed the Board that they would email the report to the Commissioners if it comes in before the next Board meeting.

XIV. NEW BUSINESS—

1. Commissioner Lamour informed the Board and the pubic that they have a meeting on June 9th with Dr. Everly ran by our Human Resources Director to discuss the CFO Hiring Process. Explained a time has not been decided yet but he will keep the Commissioners up to date.

XV. PUBLIC COMMENT—

1. Michael Humphries: Explained he is on the Museum System Board of Trustees and thanked the Board for this opportunity. Mr. Humphries further explained how this is a huge step forward and that they are going to make the Board proud.

2. Brian Egen: Thanked the Board for the investment into the cultural heritage and stated the Board will not be disappointed. Explained this is a milestone day for the institution and people are going to benefit from this move fifty (50) years down the road. Thanked Michael Bosnac and Sue Maier for guiding them through this process.

XVI. ANNOUNCEMENTS—

1. Copies of any Special Tributes or Certificates issued since the May 20, 2025 meeting: None.

XVII. MEMBERS TIME –

Commissioner Moore – Explained he is very excited for the Museum Project. Further explained he really likes the idea of one location and states it is very smart. He then stated his vote was mostly because of the three (3) gentlemen involved in this project and thanked them for their dedication and for doing their due diligence. States this project is in good hands and he appreciates all their hard work.

Commissioner Swartout – Passed.

Commissioner Lamour – Thankful that they agreed on this financing plan. States he looks forward to the improvements coming to the Museum. He believes it is going to bring out our heritage. Thank you for the due diligence and your patience with us.

Commissioner Heinzerling – Passed.

Commissioner Asper – Explained she really appreciates the work that goes into this and all the background things that go on as well as everyone who worked on this. Invited members and the public to the River Raisin Clubhouse Open House for Mental Health on Thursday, June 5th. This is a big move for Mental Health and we are so proud of it. Stated she hopes to see some people there.

Commissioner Hoffman – Congrats to the Monroe County Museum, he knows we are in good hands. Don't forget about the Battlefield event on June 21.

Vice-Chairman Lievens – Passed

Michael Bosanac – Expressed appreciation on behalf of our project planning team for the governing boards concurrence on this transformational project. Explained our museum location is at a prominent location right on Monroe Street. Really excited about this project for the citizens of our community who will be able to use this for many generations to come. Thanked the Board for their confidence in this. Encouraged members to attend the Open House on June 19th at Milan Middle School.

Chairman Vensel – Passed.

XVIII. ADJOURNMENT - Chairman Vensel adjourned the meeting at 6:49 p.m. with no further business to discuss.

Respectfully submitted by:

Grace Drewior

Grace Drewior
Deputy Clerk/Administrative Assistant
Monroe County Board of Commissioners

MONROE COUNTY
HUMAN RESOURCES DEPARTMENT
125 East Second Street · Monroe, Michigan 48161- 2110
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MONROE COUNTY

Jeff McBee
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June 12, 2025

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Re: County Administrator/CFO Recruitment Process

Dear Chairman Vensel and Members of the Board:

As requested, I have taken the initial steps to begin preparing for the proposed process of the recruitment/search for the next County Administrator/CFO of Monroe County. I have prepared a brief PowerPoint presentation for the June 17th, 2025 meeting to provide an overview of this process for the Board. The proposed process is based on standard techniques developed and utilized for public sector executive searches across the country. It includes four "Phases" that are each comprised of a number of "Components." While I will review all phases and components of the process with the Board at the Board meeting, Phase 1, Component 1, *Development of the Position Profile and Review of the Job Description to Create Posting* is of a somewhat time sensitive nature, as it is my hope to have the posting approved at the July 1st Board meeting in order to begin the subsequent phases of the process in a timely manner.

To that end, I have included the following documents with this correspondence for your review:

- The current job description for the County Administrator/CFO
- An example position profile for the desired candidate
- A draft posting for the job that encompasses both the job description and the profile

An additional key point, and part of the posting, is the listing of the annual compensation for the position. I have included the current salary range in the draft posting; however, this range is subject to the discretion of the Board should you desire to adjust it. For your information, I have included both the 2025 and 2026 wage ranges for the Administrator/CFO position, currently classified as a grade 20:

	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
2025	$138,882	$143,749	$148,782	$153,982	$159,370	$164,944
2026	$143,042	$148,054	$153,254	$158,600	$164,154	$169,894

Following a review of the available data from the sources below, there is a wide range in annual salaries:

Average Reported County Administrator Salary in the United States

Source	**Average**
ZipRecruiter.com	$106,942
OpenPayrolls.com	$173,120
Glassdoor.com	$105,000
Salary.com	$139,604
Payscale.com	$139,894

Current County Administrator Postings on the Michigan Association of Counties Website

County	**Range**
Marquette (Pop. 66,999)	$125,000 - $165,000
Delta (Pop. 36,790)	$90,000 - $100,000
Otsego (Pop. 25,747)	$105,206 - $131,294
Eau Claire, Wis. (Pop. 108,830)	$152,692 - $191,526

Comparable Michigan County Administrator Annual Salaries from 2024 as reported by *OpenGovPay*

County	**Salary**
Muskegon (Pop. 176,564)	$239,764
Jackson (Pop. 159,424)	$175,770
Berrien (Pop. 152,261)	$156,460
Calhoun (Pop. 133,366)	$209,620

I would request that you review the above information as well as the three included documents and provide any input you may have by June 25th, so I am able to make any necessary adjustments and present a proposed posting to the Board for approval on July 1st. Please feel free to reach out to me directly at any time with any questions.

Sincerely,

Jeff McBee

Jeff McBee
Human Resources Director

MONROE COUNTY
COUNTY ADMINISTRATOR/CHIEF FINANCIAL OFFICER

Department:	Administrator	**Wage Grade:**	Rye -20
FLSA Status:	Exempt	**Affiliation:**	Non-Union

General Summary:

Under the general direction of the Monroe County Board of Commissioners, carries out directives and implements policies of the Board relating to budget and financial management, statistical analysis, purchasing, information technology, and other areas as assigned. As Chief Financial Officer oversees the development and administration of the County budget and oversees all accounting operations in the County. Within authority granted by the Board, works with legal counsel and Human Resources Director on collective bargaining and litigation matters as such matters pertain to financial and budgetary issues. Supervises staff engaged in finance and accounting, purchasing, information technology and other administrative support to the Board and County departments. Supervises appointed department managers and serves as liaison between elected officials, boards, commissions, other agencies and the Board of Commissioners.

Essential Functions:

- Supervises staff responsible for finance and accounting, purchasing, information technology and other administrative functions. Includes responsibility for training, assigning work, approving leave time, reviewing and evaluating performance and dealing with employee relations issues within administration.

- Supervises appointed managers and functions of County departments such as Finance, Purchasing and Facilities, Equalization, Health, Information Technology, Museum, and others as assigned. Responsible for assigning duties and functions, and reviewing and evaluating managerial performance of direct reporting employees.

- Responsible for hiring employees who directly report and department heads as the Board of Commissioners directs.

- Attend all Board of Commissioners meetings to advise, counsel, and present pertinent data, including recommendations, suggestions, alternatives and other information to aid the Board in making decisions and establishing policies.

- Within authority granted by and at the discretion of the Board works with legal counsel and the Human Resources Director on collective bargaining and litigation matters as such matters relate to financial planning and budgetary issues.

- Oversees and participates in the preparation of the annual County budget, includes designing and coordinating the budget process, monitoring financial information, working with the Board on personnel and capital items, making recommendations on funding levels for county departments, and overseeing preparation of the final approved budget.

- Serves as Chief Financial Officer of the County and supervises the accounting operations for all County departments and services. Oversees development of periodic status reports on receipts and expenditures for use in monitoring County finances. Directs the compilation of periodic summary reports on the general ledgers, status of accounts, budget checkpoints, assets and liabilities of the County and each of its funds.

- Coordinates matters regarding corporation counsel work and seeks legal advice and opinions for the Board. Exercises settlement authority with established limits and recommends action on other matters to the Board. Coordinates independent auditing services and other contractual and professional services.

- Plans management services, including conducting studies and developing plans on matters and issues of interest to the County, such as solid waste, comprehensive planning, recreation and health, and makes recommendations or alternatives to the Board for consideration and action.

- Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation, and liaison with other boards, commissions and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results.

- Confers with department managers and seeks to resolve operating problems within current practices and policies. Recommends new or revised policies responding to with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.

- Serves as financial advisor to the Board of Commissioners, reporting on financial matters, analyzing current funding, projecting costs and forecasting available funds.

- Directs the delivery of information technology and communications equipment and systems, through the Information Technology department, to all county departments. Recommends policies regarding acquisition, deployment, installation and use of data processing systems. Oversees communications systems and other areas of information systems or technology development within the County.

- Oversees the management and maintenance of all County facilities. Recommends policies regarding the use, operation, and maintenance of all County buildings and facilities.

- Represents the Board of Commissioners at meetings with local governmental and State officials. Speaks on behalf of the Commission at various meetings, presents the County point of view, and serves as a resource on existing policies and issues. Serves as primary spokesperson for operations of the County on matters pertaining to finance and operations on non-elected departments.

- Drafts policies for the Board on areas such as purchasing, budget, personnel, rules of procedure, building and grounds and monitors and interprets approved policies.

- Responsible for insurance and risk management administration including managing property and liability coverage, risk management and loss control measures, including workers' compensation; coordinate with others, management of litigation, claims, and incident reporting with the County's insurance providers.

- Identifies and examines the type, degree, and probability of risks arising from County operations. Develops, recommends, and administers policies and procedures related to insurance programs and risk related issues for property, casualty and general liability coverage. Analyzes statistical and financial data including accident reports, insurance claims, litigation costs, premium estimates and related information. Collaborates with department managers on safety and security policies and procedures.

<u>Other Functions:</u>

Assumes responsibility for other areas as assigned by the Board.

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.

<u>Employment Qualifications:</u>

Education: Bachelors in Business or Public Administration or closely related field. Master's Degree in Public Administration preferred.

Experience: Eight to ten years of progressively responsible administrative/supervisory experience in local, or state government with responsibility for finance and accounting, budgeting, personnel, and other administrative areas.

<u>Other Requirements:</u>

<u>Knowledge of:</u>

- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Local, State and federal laws, ordinances, policies and procedures that guide the provision of local government services.
- Economic and accounting principles and practices, financial markets and reporting of financial data.
- Laws, government regulations, court procedures and the democratic political process.
- Policies, procedures, strategies to promote effective local operations for the protection of people, data, property and institutions.
- Mathematical applications.
- Computer software (MS Word, MS Excel).
- Principles and processes for providing customer service.

Skills in:

- Critical Thinking and Problem Solving. Use of logic and reasoning to identify alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Considering the relative cost and benefits of potential actions to choose the most appropriate one.
- Determining how money will be spent to get the work done, and accounting for these expenditures.
- Motivating, developing and directing people as they work.
- Understanding written sentences and paragraphs in work related documents.
- Using technology appropriate to the position held.
- Speaking to others to convey information effectively to individuals and in group settings.

Ability to:

- Analyze complex data and exercise sound judgment.
- Establish long-range objectives and specifying the strategies and actions to achieve them.
- Accept criticism and deal calmly and effectively with high stress situations.
- Encourage, motivate and lead subordinate employees.
- Establish and maintain effective relationships with County Officials, employees and the general public.
- Communicate effectively both orally and in writing.
- Comprehend information both orally and in writing.

The qualifications listed above 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.

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 access departmental files.

Ability to enter and retrieve information from computer.

Ability to access all areas of County offices.

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

May drive a County or personal vehicle in the course of the work.

Working Conditions: Works in office conditions but is required to travel to all County locations.

Draft County Administer/CFO Profile

Visionary
Able to see and communicate a bigger context than the situation at hand

Service-Centered
What is best for our residents?

Communicator
Diplomatic, persuasive, clear and concise

Shared Leadership Style
Honors and grows expertise and leadership in others

Government Proficiency
Understands the concepts and tools needed to successfully operate a county

Systemic and Routine
Build predictability, reliability, and tradition

Collaborator
Consensus builder, yet able to declare direction

Relationship-Centered
Grows partnerships with board, partner communities, local organizations, businesses, employees and residents

Strategic
Has forethought and planning in their approach to making decisions

Creatively Resourceful
Leverages resources, relationships, time, and staff in both traditional and unique ways to advance progress

Creates Belonging
Has an eye to assess gaps in resources, representation, and/or voice within the County and designs a plan to narrow or close it

Inspirational
Instills pride of place, community, and all of the good to come

Draft Posting

Position: County Administrator/Chief Financial Officer, County of Monroe, Michigan

The County of Monroe is seeking candidates who have a strong professional background, a commitment to the profession, and senior executive experience in a comparable-sized community with characteristics similar to those of Monroe County.

The County Administrator/CFO is appointed by the Monroe County Board of Commissioners and under their general direction, carries out directives and implements policies of the Board relating to budget and financial management, statistical analysis, purchasing, information technology, and other areas as assigned. As Chief Financial Officer oversees the development and administration of the County budget and oversees all accounting operations in the County. Within authority granted by the Board, works with legal counsel and Human Resources Director on collective bargaining and litigation matters as such matters pertain to financial and budgetary issues. Supervises staff engaged in finance and accounting, purchasing, information technology and other administrative support to the Board and county departments. Supervises appointed department managers and serves as liaison between elected officials, boards, commissions, other agencies and the Board of Commissioners.

Essential Functions:

- Supervises staff responsible for finance and accounting, purchasing, information technology and other administrative functions. Includes responsibility for training, assigning work, approving leave time, reviewing and evaluating performance and dealing with employee relations issues within administration.
- Supervises appointed managers and functions of county departments such as Finance, Purchasing and Facilities, Equalization, Health, Information Technology, Museum, and others as assigned. Responsible for assigning duties and functions, and reviewing and evaluating managerial performance of direct reporting employees.
- Responsible for hiring employees who directly report and department heads as the Board of Commissioners directs.
- Attend all Board of Commissioners meetings to advise, counsel, and present pertinent data, including recommendations, suggestions, alternatives and other information to aid the Board in making decisions and establishing policies.
- Within authority granted by and at the discretion of the Board works with legal counsel and the Human Resources Director on collective bargaining and litigation matters as such matters relate to financial planning and budgetary issues.

- Oversees and participates in the preparation of the annual County budget, includes designing and coordinating the budget process, monitoring financial information, working with the Board on personnel and capital items, making recommendations on funding levels for county departments, and overseeing preparation of the final approved budget.
- Serves as Chief Financial Officer of the County and supervises the accounting operations for all County departments and services. Oversees development of periodic status reports on receipts and expenditures for use in monitoring County finances. Directs the compilation of periodic summary reports on the general ledgers, status of accounts, budget checkpoints, assets and liabilities of the County and each of its funds.
- Coordinates matters regarding corporation counsel work and seeks legal advice and opinions for the Board. Exercises settlement authority with established limits and recommends action on other matters to the Board. Coordinates independent auditing services and other contractual and professional services.
- Plans management services, including conducting studies and developing plans on matters and issues of interest to the County, such as solid waste, comprehensive planning, recreation and health, and makes recommendations or alternatives to the Board for consideration and action.
- Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation, and liaison with other boards, commissions and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results.
- Confers with department managers and seeks to resolve operating problems within current practices and policies. Recommends new or revised policies responding to with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
- Serves as financial advisor to the Board of Commissioners, reporting on financial matters, analyzing current funding, projecting costs and forecasting available funds.
- Drafts policies for the Board on areas such as purchasing, budget, personnel, rules of procedure, building and grounds and monitors and interprets approved policies.
- Responsible for insurance and risk management administration including managing property and liability coverage, risk management and loss control measures, including workers' compensation; coordinate with others, management of litigation, claims, and incident reporting with the County's insurance providers.
- Identifies and examines the type, degree, and probability of risks arising from County operations. Develops, recommends, and administers policies and procedures related to insurance programs and risk related issues for property, casualty and general liability coverage. Analyzes statistical and financial data including accident reports, insurance claims, litigation costs, premium estimates and related information. Collaborates with department managers on safety and security policies and procedures.
- Directs the delivery of information technology and communications equipment and systems, through the Information Technology department, to all county departments. Recommends policies regarding acquisition, deployment, installation and use of data processing systems. Oversees communications systems and other areas of information systems or technology development within the County.

- Oversees the management and maintenance of all County facilities. Recommends policies regarding the use, operation, and maintenance of all County buildings and facilities.
- Represents the Board of Commissioners at meetings with local governmental and State officials. Speaks on behalf of the Commission at various meetings, presents the County point of view, and serves as a resource on existing policies and issues. Serves as primary spokesperson for operations of the County on matters pertaining to finance and operations on non-elected departments.

Employment Qualifications:

Education: Bachelors in Business or Public Administration or closely related field. Master's Degree in Public Administration preferred.

Experience: Eight to ten years of progressively responsible administrative/supervisory experience in local, or state government with responsibility for finance and accounting, budgeting, personnel, and other administrative areas.

Benefits:

- Health insurance
- Dental insurance
- Health savings account
- Life insurance
- Paid holidays
- Paid time off
- Defined contribution retirement
- Vision insurance
- Other benefits as negotiated

Schedule:

Monday-Friday days; extended evening/weekends hours as operationally necessary.

Salary:

$138,881.60 - $164,944.00 per year commensurate with experience and education.

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 access departmental files.

Ability to enter and retrieve information from computer.

Ability to access all areas of County offices.

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

May drive a County or personal vehicle in the course of the work.

Candidate Profile:

Successful candidates will possess and demonstrate the following key characteristics:

Visionary
Sees and communicates a bigger context than the situation at hand

Service-Centered
Orientation toward what is best for our residents?

Communicator
Diplomatic, persuasive, clear and concise

Shared Leadership Style
Honors and grows expertise and
Leadership in others

Government Proficiency
Understands the concepts and tools needed to successfully operate a county

Systemic and Routine
Builds predictability, reliability, and tradition

Collaborator
Consensus builder, yet able to declare direction

Relationship-Centered
Grows partnerships with board, partner communities,
local organizations, businesses, employees and residents

Strategic
Has forethought and planning in their approach to making decisions

Creatively Resourceful
Leverages resources, relationships, time,
and staff in both traditional
and unique ways to advance progress

Creates Belonging
Assesses gaps in resources, representation, and/or voice
within the County and designs plans to
narrow and close them

Inspirational
Instills pride of place, community,
and all of the good to come

Process to Apply

Interested candidates may visit the County of Monroe website at: www.co.monroemi.us

Applications may be found on the Current Openings section on the Employment page. Include a cover letter (request confidentiality if desired), resume, and professional references. Questions may be directed to Jeff McBee, Director of Human Resources at jeff_mcbee@monroemi.org or 734.240.7251

The application deadline is **Friday, August 15, 2025.**

OPTIMUM PAYMENTS SUMMARY

OFFICE: 001 RUN: 005679 PAYMENT DATE: 06/18/25 PAY-THROUGH DATE: 06/10/25

Vendor	Name	Amount	Count
000000010044	ADP SCREENING AND SELECTION SE	276.00	1
000000010056	ACF TECHNOLOGIES, INC.	3650.66	1
000000010502	ACTION WALLPAPERING AND PAINTI	800.00	1
000000010849	ALLIE BROS. INC.	9303.84	36
000000012398	ARBOR INSPECTION SERVICES, LLC	300.00	1
000000012482	ANTIBUS SCALES & SYSTEMS	636.00	1
000000012816	RED AUSTIN'S FUNERAL COACH SER	2700.00	1
000000020004	B & L OFFICE MACHINES	83.90	2
000000020039	BANAS BUILDING CENTER	399.83	3
000000020072	BAKER'S GAS & WELDING SUPPLIES	302.23	14
000000020180	BATTERY WHOLESALE	226.99	5
000000020405	BEDFORD TOWNSHIP SEWER O & M	495.00	1
000000020554	BELLE TIRE DISTRIBUTORS, INC.	3556.63	13
000000020600	RELX INC. DBA LEXIS NEXIS	1247.46	2
000000020877	BIZSTREAM	1680.00	1
000000020942	BLUE 360 MEDIA, LLC	453.05	1
000000021010	BOILERS, CONTROLS & EQUIPMENT	3413.85	1
000000021422	BUELL EXCAVATION LLC	1375.00	1
000000021680	BRADLEY SCHREIBER	384.00	1
000000030218	CAMPBELL INC.	104612.66	3
000000030310	CAPITAL TIRE INC	1173.44	1
000000030451	CATHOLIC CHARITIES OF SOUTHEAS	2972.93	1
000000031158	COMMUNITY FOUNDATION OF MONROE	500.00	1
000000031830	COUNTY AGENCY ADMINISTRATIVE	9171.31	3
000000031899	CRIMINAL DEFENSE ATTORNEYS OF	50.00	1
000000050531	ENVIRONMENTAL ENTERPRISES, INC	27596.74	1
000000050565	ERIE WELDING & MECHANICAL CONT	12006.00	2
000000050590	EXCEL SYSTEMS GROUP INC	838.92	1
000000060009	FAMILY COUNSELING SERVICE	500.00	1
000000060010	FAMILY FARM AND HOME	34.99	1
000000060790	FRAME'S PEST CONTROL, INC.	171.86	2
000000070009	GALL'S INC.	21.80	2
000000070044	GARCIA CLINICAL LABORATORY, IN	244.30	1
000000070200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
000000070345	GOODWILL INDUSTRIES OF SOUTHEA	28.91	1
000000070351	GORDON FOOD SERVICE INC	912.27	3
000000070500	GRAHAM MEDIA GROUP MICHIGAN, L	8216.60	5
000000070501	GRAINGER	209.89	2
000000080017	HABITAT FOR HUMANITY OF MONROE	1000.00	1
000000080122	HEDGEROW SOFTWARE US, INC.	5500.00	1
000000080350	HERKIMER RADIO SERVICE	898.00	2
000000080904	HOUSE ARREST SERVICES, INC.	25263.40	5
000000080922	HR STAFFING TEAM, LLC	4351.06	2
000000090003	NATIONAL HOMELAND SECURITY	1400.00	2
000000090326	IMAGE SOFT, INC.	2617.50	1
000000100013	J L MECHANICAL SERVICES INC	31655.90	5
000000100050	JACK'S LAWN SERVICE	452.03	1
000000120011	LABELCITY, INC.	458.78	2
000000120175	LAKESIDE TELECOM	386.00	2

OFFICE: 001 RUN: 005679 PAYMENT DATE: 06/18/25 PAY-THROUGH DATE: 06/10/25

Vendor	Name	Amount	Count
000000120600	LECKLER'S, INC.	59.94	1
000000120771	LEXISNEXIS RISK SOLUTIONS	66.75	1
000000120986	LOWE'S COMPANIES INC	492.49	7
000000121003	LOWERY CORP	3211.93	3
000000121021	LUCAS COUNTY CORONER'S OFFICE	2000.00	1
000000130130	IMPERIAL DADE	2621.09	6
000000130185	MANNIK & SMITH GROUP INC	45484.69	2
000000130307	MASSERANT'S FEED & GRAIN INC	144.99	1
000000130450	MCKESSON MEDICAL-SURGICAL GOVE	118.39	1
000000130902	MERCY MEMORIAL HOSPITAL CORPOR	1722.00	1
000000131051	MI ASSOC. OF COUNTY CLERKS	750.00	2
000000131258	MI DIRECTORS OF SERVICES TO TH	150.00	1
000000131350	MICHIGAN GAS UTILITIES	833.96	1
000000131365	MICHIGAN LAUNDRY MACHINERY SER	1573.72	2
000000131366	MICHIGAN LAWYERS WEEKLY	311.20	1
000000131394	MICH MUNICIPAL RISK MGMT AUTH	131598.75	1
000000131496	MICHIGAN STATE POLICE - CASHIE	387.00	1
000000131507	MICHIGAN STATE UNIVERSITY	61298.00	1
000000132065	MILLIMAN, INC.	4300.00	1
000000132159	SYMPHONY DIAGNOSTIC SERVICES N	220.00	2
000000132206	MONROE CHURCH OF NAZARENE	1625.00	1
000000132249	MONROE COUNTY BUSINESS ALLIANC	25293.61	4
000000132600	MONROE CO. OPPORTUNITY PROGRAM	5889.20	1
000000132619	MONROE COUNTY SALVATION ARMY	1020.00	1
000000133890	MOTOROLA SOLUTIONS, INC.	2026.48	1
000000140094	M50 TRUCK & AUTO PARTS MONROE	34.80	1
000000140144	NATIONAL ASSOC FOR PUBLIC DEFE	750.00	1
000000140507	NORTH SKYE LLC	2852.00	1
000000140789	ANDREW NYCZ	3000.00	1
000000150243	ONCELL SYSTEMS, INC	219.00	1
000000160143	PANCONE'S SERVICE CENTER	119.03	2
000000160251	PEERLESS SUPPLY CO.	778.79	2
000000160380	PERRY PROTECH, INC	58253.66	1
000000160491	PFC PRODUCTS INC	2120.00	1
000000161076	POSITIVE TRADES GROUP	2000.00	1
000000161712	CONFERENCE TECHNOLOGIES, INC.	4933.68	1
000000170300	QUILL CORPORATION	254.18	2
000000180000	R & S PHARMACEUTICALS	1036.95	2
000000180674	REHMANN ROBSON	34000.00	2
000000181001	ROSE PEST SOLUTIONS	774.00	3
000000181030	ROTO ROOTER SEWER CLEANING	215.00	1
000000190405	ST. PIERRE ACE HARDWARE	210.00	4
000000191500	SHERWIN WILLIAMS	259.30	1
000000191600	SIEB PLUMBING & HEATING	880.11	1
000000191803	JOHNSON CONTROLS FIRE PROTECTI	10387.67	2
000000192304	SOUTHEASTERN DISPUTE RESOLUTIO	900.00	1
000000192344	THE SPIEKER COMPANY	7000.00	1
000000192421	STAPLES BUSINESS ADVANTAGE	2069.12	12
000000192612	STATE OF MICHIGAN	364.00	1

OFFICE: 001 RUN: 005679 PAYMENT DATE: 06/18/25 PAY-THROUGH DATE: 06/10/25

Vendor	Name	Amount	Count
000000192698	STATE OF MICHIGAN	361.66	1
000000192704	STATE OF MICHIGAN	51.00	1
000000192708	STATE OF MICHIGAN	755.00	1
000000192780	STATE OF MICHIGAN	420.00	14
000000192848	STERICYCLE	169.86	2
000000192920	STONECO OF MICHIGAN	969.04	1
000000192996	SUMMIT FIRE PROTECTION CO.	885.45	3
000000193070	SUPPLYDEN INC.	907.54	1
000000200416	THERAPEUTICS LLC	15253.00	4
000000200421	THE TICKET DOCTOR	23.70	1
000000200426	THE 53RD GROUP LLC	19844.54	1
000000201525	TRANSUNION RISK & ALTERNATIVE	188.70	1
000000201600	TROUTS YACHT BASIN	560.35	3
000000210006	ULINE	104.23	1
000000220206	VICTORY SUPPLY, LLC	745.20	1
000000220436	VIRTUAL TECHNOLOGIES INC.	9392.00	1
000000230401	THOMSON REUTERS	6103.47	8
000000230466	WHITAKER BROTHERS BUSINESS MAC	3125.74	1
000000230856	WOMEN EMPOWERING WOMEN	2730.00	2
000000230868	WORLDWIDE INTERPRETERS INC	1153.50	5
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	387.48	4
000000250015	YINGER PHARMACY SHOPPE	130.95	1
000000400349	VILLAGE OF BLISSFIELD	25.00	1
000000501333	MONROE COMM.MENTAL HEALTH AUTH	237723.92	2
000000501851	MONROE COUNTY ROAD COMMISSION	618.74	2
000000509851	LAUREN HANUS	655.01	1
000000509855	TEREY DESLISLE	182.30	1
000000509881	MITCHEL MATUSZAK	27.66	1
000000700499	AMY L BOISVENUE	499.50	1
000000700690	NICOLE L. LINDSAY	179.20	2
000000708070	STEPHANIE MARIE ROSINSKI	666.50	1
000000720011	ATARA ABRASKY PHD PLLC	2000.00	1
000000720125	AVERTEST, LLC	1564.10	2
000000720130	AYLWARD CONSULTANTS, LLC	750.00	1
000000720328	DEAF COMMUNITY ADVOCACY NETWOR	151.90	1
000000720737	HERB L. GILBERT	120.00	1
000000720776	HUNTER LAWN SERVICE & SNOW REM	13580.00	10
000000721289	HARVEY MAST	6673.11	2
000000721361	ZUBIN J MISTRY & ASSOCIATES	1500.00	1
000000721372	VIVIAN MONTERO	75.00	1
000000721620	M HANIF PERACHA, MD, PC	145.00	1
000000721688	RANDALL G-P ROSENBERGER	1000.00	1
000000721903	MARGARET ANN SCHILLING	2182.50	1
000000721951	SPARTAN AGRICULTURAL CONSULTIN	2750.00	1
000000721952	SPECKIN FORENSICS, LLC	1540.00	1
000000721954	DALE EDWARD SMITH	2385.00	1
000000722253	VITALCORE HEALTH STRATEGIES, L	120474.49	2
000000750018	BELCHER LAW PLLC	5408.70	10
000000750021	JAMES BARTLETT	7375.00	2

OFFICE: 001 RUN: 005679 PAYMENT DATE: 06/18/25 PAY-THROUGH DATE: 06/10/25

Vendor	Name	Amount	Count
000000750028	RONALD J BENORE, JR	8787.75	7
000000750037	DAVID MICHAEL BOGARD	6812.50	2
000000750089	LESLIE CARR	4231.00	16
000000750212	JEFFREY A. DULANY	1100.00	2
000000750230	CAMERON A. ERVIN	132.00	1
000000750250	PETER K. FALES	150.00	1
000000750321	LAW OFFICE OF BEN GONEK, PLLC	2021.45	7
000000750325	JOHN GONTA	6409.00	15
000000750335	DAVID GRENN	1741.40	6
000000750356	HYDER LAW, PC	3348.89	13
000000750368	CHRISTINA D HILLS	848.00	3
000000750420	STEVEN TODD JEDINAK	12449.60	36
000000750439	RURKA LAW, PLC	2210.50	5
000000750442	JASON KACZMAREK	2811.50	14
000000750446	KERSHAW, VITITOE & JEDINAK, PL	2994.60	12
000000750450	SAJID A KHAN	1980.00	4
000000750459	APEX LEGAL GROUP PLLC	792.00	3
000000750497	TIMOTHY LAITUR	4479.72	20
000000750507	LENNARD,GRAHAM & GOLDSMITH	8545.00	2
000000750521	ERIC MITCHELL LANGTON	13569.69	32
000000750522	MARIELL R. LEHMAN	2337.97	12
000000750618	SEAN M. MYERS	5350.63	14
000000750619	HARALAMBOS D. MIHAS	8028.20	21
000000750645	BRETT C PERELMAN	17291.58	32
000000750678	MICHAEL A. RATAJ	4725.00	3
000000750749	MICHAEL A SMITH	11060.10	30
000000750762	NICOLE L. SMITH	6071.71	32
000000750763	ALLEXIS M. STANG	3349.50	8
000000750819	H. MATTHEW VITITOE	2773.80	8
000000820646	AMY BECKMAN	25.20	1
000000821901	ADAM COONTZ	491.52	1
000000822398	JAMIE DEAN	30.10	1
000000822512	VICTORIA DIERKS	28.00	1
000000822639	BREAUNA DUNGEY	22.00	1
000000823309	STACEY FRYE	63.00	1
000000823663	DANNY GREENWOOD	155.82	1
000000824195	WENDY HOEVEMEYER	17.36	1
000000824223	JENNIFER HOMRICH	265.80	1
000000824441	TATYANA IVANOVA	41.30	1
000000825462	LEAH LOGAN	233.40	1
000000825793	WESLEY MCKEE	260.20	1
000000826125	JENNA MORSE	287.63	1
000000826377	KELSEY NUSSBAUM	73.50	1
000000826994	KRISTEN REED	122.94	1
000000827049	PATRICIA ANN RIDDELL	355.40	2
000000827405	SHANNON SHINAVAR	84.00	1
000000827775	MELISSA STRONG	288.56	1
000000827814	CHERYL SWEENEY	610.82	1
000000827887	VICTORIA TAYLOR	25.62	1

OFFICE: 001 RUN: 005679 PAYMENT DATE: 06/18/25 PAY-THROUGH DATE: 06/10/25

Vendor	Name	Amount	Count
000000828031	MELISSA TROUTEN	32.20	1
000000828441	LAUREL HIEBERT	254.62	1
000000828741	CHAD ZEUNEN	74.12	1
000000902116	THE BANK OF NEW YORK MELLON	1650.00	2
000000903006	KUHLMAN CORP.	112.50	1
000000903175	MASSERANT FEED & GRAIN	199.96	2
000000903239	MONROE COUNTY ENTERPRISE FUND	16627.88	8
000000903819	SCHUMAKER BROTHERS	35000.00	1
CTY HEALTH	Brookwood Swim Club	125.00	1
CTY HEALTH	Marcia Bolog	200.00	1
VET BUREAU	MEADOWBROOKE ESTATES	1653.20	1
VET BURIALS	DELINDA BOYLAN	300.00	1
VET BURIALS	TRACY BEELER	300.00	1
VET BURIALS	SUE EMERICK	350.00	1
VET BURIALS	SHARON SHEPHERD	350.00	1
VET BURIALS	JERILYN WALTERS	300.00	1
	**** TOTALS:	1383084.99	752

NON CLAIM RUN 06/06/25

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005676

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 06/06/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005676 Payment Date 06/06/25 Pay-thru Date 06/04/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
THE ASU GROUP	000000010200	MO0S0002024	5255511	06/02/25	165.00	0.00	165.00	
					165.00	0.00	165.00	000000588957
AREA AGENCY ON AGING	000000012654	50529033600	5255528	06/03/25	1168.36	0.00	1168.36	
					1168.36	0.00	1168.36	000000588958
BERLIN SENIOR CITIZE	000000020750	50529025759	5255529	06/03/25	2774.79	0.00	2774.79	
					2774.79	0.00	2774.79	000000588959
BUCK & KNOBBY	000000021400	R52540	5255534	06/03/25	960.00	0.00	960.00	
					960.00	0.00	960.00	000000588960
CHARTER COMMUNICATIO	000000030566	060125	5255522	06/03/25	199.99	0.00	199.99	
		54372010521	5255588	06/04/25	209.99	0.00	209.99	
					409.98	0.00	409.98	000000588961
COMCAST CABLEVISION	000000031085	051625	5255491	06/02/25	230.65	0.00	230.65	
					230.65	0.00	230.65	000000588962
CONSUMERS ENERGY	000000031502	20269987371	5255512	06/02/25	705.40	0.00	705.40	
		20198796737	5255532	06/03/25	317.67	0.00	317.67	
					1023.07	0.00	1023.07	000000588963
CONTINENTAL SERVICES	000000031545	RC13469	5255586	06/04/25	19571.09	0.00	19571.09	
					19571.09	0.00	19571.09	000000588964
D & P CABLE INC	000000040009	10586548	5255587	06/04/25	178.45	0.00	178.45	
					178.45	0.00	178.45	000000588965
DELTA DENTAL PLAN OF	000000040250	CNS01867259	5255535	06/03/25	6788.90	0.00	6788.90	
					6788.90	0.00	6788.90	000000588966
DTE ENERGY	000000040603	20029572290	5255492	06/02/25	78.16	0.00	78.16	
		00295722906	5255493	06/02/25	135.98	0.00	135.98	
		20027573998	5255494	06/02/25	79.98	0.00	79.98	
		20043557767	5255495	06/02/25	66.40	0.00	66.40	
		20033569232	5255496	06/02/25	421.03	0.00	421.03	
		20031571512	5255497	06/02/25	34.99	0.00	34.99	
		MAY232025	5255513	06/02/25	46.50	0.00	46.50	
		MAY272025	5255514	06/02/25	28.14	0.00	28.14	
		MAY272025	5255515	06/02/25	29.25	0.00	29.25	
		MAY2725	5255516	06/02/25	51.25	0.00	51.25	
		MAY2725	5255517	06/02/25	28.35	0.00	28.35	
					1000.03	0.00	1000.03	000000588967
LAKESIDE TELECOM	000000120175	8727	5255498	06/02/25	400.00	0.00	400.00	
					400.00	0.00	400.00	000000588968
MICHIGAN GAS UTILITI	000000131350	5484393521	5255489	05/29/25	46.71	0.00	46.71	

NON CLAIM RUN 06/06/25

Company 01 County of Monroe
Office 001 Main Bank BNK001 National City Bank Run 005676 Payment Date 06/06/25 Pay-thru Date 06/04/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MICHIGAN GAS UTILITI	000000131350	5492627692	5255499	06/02/25	105.47	0.00	105.47	
		5491523478	5255500	06/02/25	70.87	0.00	70.87	
		5492998138	5255501	06/02/25	50.88	0.00	50.88	
		5491370522	5255502	06/02/25	16.47	0.00	16.47	
		5492355319	5255503	06/02/25	47.81	0.00	47.81	
		5491630695	5255504	06/02/25	51.65	0.00	51.65	
		5489650485	5255518	06/02/25	82.61	0.00	82.61	
		5490531223	5255519	06/02/25	123.35	0.00	123.35	
		5491220625	5255520	06/02/25	719.98	0.00	719.98	
		5496309996	5255536	06/03/25	58.82	0.00	58.82	
		5490480040	5255539	06/04/25	61.08	0.00	61.08	
					1435.70	0.00	1435.70	000000588969
SYSCO DETROIT LLC	000000131804	658779150	5255610	06/04/25	385.10	0.00	385.10	
					385.10	0.00	385.10	000000588970
MONROE COUNTY DENTAL	000000132420	060625 554	5255589	06/04/25	46.39	0.00	46.39	
		060625 565	5255590	06/04/25	747.58	0.00	747.58	
					793.97	0.00	793.97	000000588971
MONROE FAMILY YMCA	000000132435	060625 YMC	5255544	06/04/25	1082.47	0.00	1082.47	
					1082.47	0.00	1082.47	000000588972
MONROE CO.HEALTH INS	000000132450	MAY2025	5255540	06/04/25	17052.46	0.00	17052.46	
		060625 554M	5255591	06/04/25	809.61	0.00	809.61	
		060625 554V	5255592	06/04/25	7.12	0.00	7.12	
		060625 565M	5255593	06/04/25	12557.28	0.00	12557.28	
		060625 565V	5255594	06/04/25	123.50	0.00	123.50	
		06/04/25	5255622	06/04/25	1226.70	0.00	1226.70	
					31776.67	0.00	31776.67	000000588973
CITY OF MONROE	000000133650	0523253160	5255541	06/04/25	162.10	0.00	162.10	
		0523256391	5255542	06/04/25	37.07	0.00	37.07	
					199.17	0.00	199.17	000000588974
PITNEY BOWES	000000160952	1027514352	5255624	06/04/25	325.00	0.00	325.00	
					325.00	0.00	325.00	000000588975
RICOH USA, INC.	000000180818	109210594	5255523	06/03/25	146.49	0.00	146.49	
					146.49	0.00	146.49	000000588976
STATE OF MICHIGAN	000000192611	219013CON	5255538	06/04/25	482835.75	0.00	482835.75	
					482835.75	0.00	482835.75	000000588977
TELNET WORLDWIDE, IN	000000200250	107786	5255521	06/02/25	1578.78	0.00	1578.78	
					1578.78	0.00	1578.78	000000588978
THE HARTFORD	000000200415	82427298989	5255543	06/04/25	31647.24	0.00	31647.24	

NON CLAIM RUN 06/06/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005676 Payment Date 06/06/25 Pay-thru Date 06/04/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
THE HARTFORD	000000200415	23779766171	5255623	06/04/25	4958.37	0.00	4958.37	
					36605.61	0.00	36605.61	000000588979
TRIPLE A MANAGEMENT	000000201553	1015	5255505	06/02/25	8588.33	0.00	8588.33	
					8588.33	0.00	8588.33	000000588980
VERIZON WIRELESS	000000220156	6114247677	5255525	06/03/25	264.46	0.00	264.46	
		6113526739-	5255533	06/03/25	470.77	0.00	470.77	
					735.23	0.00	735.23	000000588981
WEX BANK	000000230425	105094177	5255524	06/03/25	238.38	0.00	238.38	
					238.38	0.00	238.38	000000588982
WEX BANK	000000230425	105086919	5255585	06/04/25	20414.08	0.00	20414.08	
					20414.08	0.00	20414.08	000000588983
WEX BANK	000000230425	105109507	5255548	06/04/25	3126.66	0.00	3126.66	
					3126.66	0.00	3126.66	000000588984
ALBERT CLEAVES	000000300537	20-246041FH	5255605	06/04/25	205.00	0.00	205.00	
					205.00	0.00	205.00	000000588985
LESLIE & TINA BUTLER	000000300546	19-245503FH	5255606	06/04/25	50.00	0.00	50.00	
					50.00	0.00	50.00	000000588986
ERIN FROST	000000300678	24-248026FH	5255607	06/04/25	200.00	0.00	200.00	
					200.00	0.00	200.00	000000588987
JOHN GERWECK	000000300713	13-40525-FH	5255608	06/04/25	300.00	0.00	300.00	
					300.00	0.00	300.00	000000588988
KRISTEN HILL	000000300874	23-247446FC	5255609	06/04/25	40.00	0.00	40.00	
					40.00	0.00	40.00	000000588989
HERKIMER RADIO	000000300876	22-247167FH	5255611	06/04/25	20.00	0.00	20.00	
					20.00	0.00	20.00	000000588990
TONEY JONES	000000301002	18-244321FH	5255612	06/04/25	40.00	0.00	40.00	
					40.00	0.00	40.00	000000588991
MICHIGAN STATE POLIC	000000301255	23-247500FH	5255613	06/04/25	140.00	0.00	140.00	
					140.00	0.00	140.00	000000588992
MICHIGAN STATE POLIC	000000301255	24-248107FH	5255614	06/04/25	10.00	0.00	10.00	
					10.00	0.00	10.00	000000588993
MICHIGAN STATE POLIC	000000301255	25-248280FH	5255615	06/04/25	110.00	0.00	110.00	

NON CLAIM RUN 06/06/25

Company 01 County of Monroe
Office 001 Main Bank BNK001 National City Bank Run 005676 Payment Date 06/06/25 Pay-thru Date 06/04/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					110.00	0.00	110.00	000000588994
MEIJER	000000301297	23-247628FH	5255616	06/04/25	500.00	0.00	500.00	
					500.00	0.00	500.00	000000588995
PHILIP MASON	000000301309	22-246796FH	5255617	06/04/25	10.00	0.00	10.00	
					10.00	0.00	10.00	000000588996
BRIAN OWENS	000000301514	23-247384FH	5255618	06/04/25	40.00	0.00	40.00	
					40.00	0.00	40.00	000000588997
PAUL REED	000000301729	17-243876FH	5255619	06/04/25	100.00	0.00	100.00	
					100.00	0.00	100.00	000000588998
JOYCE & RANDALL TURN	000000302192	19-245157FH	5255620	06/04/25	400.00	0.00	400.00	
					400.00	0.00	400.00	000000588999
BEDFORD PUBLIC SCHOO	000000450250	50602020634	5255531	06/03/25	6291.91	0.00	6291.91	
					6291.91	0.00	6291.91	000000589000
MONROE COUNTY	000000500002	060625 DPR	5255545	06/04/25	1090.21	0.00	1090.21	
		060625 MPR	5255547	06/04/25	42448.86	0.00	42448.86	
		060625 VPR	5255549	06/04/25	144.40	0.00	144.40	
					43683.47	0.00	43683.47	000000589001
MONROE COUNTY	000000500003	060625 554	5255596	06/04/25	3.18	0.00	3.18	
		060625 565	5255597	06/04/25	79.50	0.00	79.50	
					82.68	0.00	82.68	000000589002
MONROE COUNTY GENERA	000000501100	060625 554	5255598	06/04/25	39.23	0.00	39.23	
					39.23	0.00	39.23	000000589003
MONROE CO.MENTAL HEA	000000501330	JUNE042025	5255537	06/03/25	83150.25	0.00	83150.25	
					83150.25	0.00	83150.25	000000589004
JOSHUA DOROW	000000509820	CHIT 33-37	5255526	06/03/25	590.00	0.00	590.00	
					590.00	0.00	590.00	000000589005
MONROE COUNTY	000000510725	060625 554	5255599	06/04/25	861.41	0.00	861.41	
					861.41	0.00	861.41	000000589006
MONROE CO. EMP. RETI	000000550200	060625 PST	5255550	06/04/25	276.39	0.00	276.39	
		060625 RET	5255551	06/04/25	19545.69	0.00	19545.69	
		060625 RTC	5255552	06/04/25	2562.30	0.00	2562.30	
		060625 RTD	5255553	06/04/25	1166.37	0.00	1166.37	
		060625 RTS	5255554	06/04/25	13716.75	0.00	13716.75	
					37267.50	0.00	37267.50	000000589007
UNITED WAY OF MONROE	000000550215	060625 UW	5255555	06/04/25	30.00	0.00	30.00	

NON CLAIM RUN 06/06/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005676 Payment Date 06/06/25 Pay-thru Date 06/04/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					30.00	0.00	30.00	000000589008
POLICE OFFICERS ASSN	000000550231	060625 U01	5255556	06/04/25	3851.52	0.00	3851.52	
		060625 U07	5255557	06/04/25	315.00	0.00	315.00	
		060625 U08	5255558	06/04/25	381.86	0.00	381.86	
		060625 U09	5255559	06/04/25	847.34	0.00	847.34	
		060625 U10	5255560	06/04/25	2739.06	0.00	2739.06	
		060625 U12	5255561	06/04/25	550.00	0.00	550.00	
		060625 U14	5255562	06/04/25	734.72	0.00	734.72	
		060625 U16	5255563	06/04/25	349.50	0.00	349.50	
		060625 U17	5255564	06/04/25	444.64	0.00	444.64	
		060625 U18	5255565	06/04/25	210.00	0.00	210.00	
					10423.64	0.00	10423.64	000000589009
MONROE COUNTY COMMAN	000000550241	060625 9A	5255567	06/04/25	65.00	0.00	65.00	
					65.00	0.00	65.00	000000589010
MONROE COUNTY TPOAM	000000550242	060625 4A	5255568	06/04/25	380.00	0.00	380.00	
					380.00	0.00	380.00	000000589011
TPOAM	000000550243	060625 U03	5255569	06/04/25	290.00	0.00	290.00	
		060625 U04	5255570	06/04/25	2660.00	0.00	2660.00	
		060625 U06	5255571	06/04/25	525.00	0.00	525.00	
		060625 U11	5255572	06/04/25	245.00	0.00	245.00	
		060625 U13	5255573	06/04/25	105.00	0.00	105.00	
					3825.00	0.00	3825.00	000000589012
MONROE CO DEPUTY SHE	000000550244	060625 1A	5255574	06/04/25	640.00	0.00	640.00	
					640.00	0.00	640.00	000000589013
MO CO CORRECTION OFF	000000550248	060625 10A	5255575	06/04/25	325.00	0.00	325.00	
					325.00	0.00	325.00	000000589014
LOCAL 517, UTILITY W	000000550250	060625 U02	5255576	06/04/25	1075.62	0.00	1075.62	
					1075.62	0.00	1075.62	000000589015
MONROE CO CORRECTION	000000550252	060625 17A	5255577	06/04/25	90.00	0.00	90.00	
					90.00	0.00	90.00	000000589016
MONROE COUNTY ASSIST	000000550274	060625 14A	5255578	06/04/25	200.00	0.00	200.00	
					200.00	0.00	200.00	000000589017
GREAT-WEST LIFE & AN	000000550280	060625 GWE	5255579	06/04/25	5792.00	0.00	5792.00	
					5792.00	0.00	5792.00	000000589018
AXA EQUITABLE	000000550285	060625 EQU	5255580	06/04/25	875.00	0.00	875.00	
					875.00	0.00	875.00	000000589019
MONROE CO.UNEMPLOYME	000000550310	060625 554	5255600	06/04/25	2.31	0.00	2.31	

NON CLAIM RUN 06/06/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005676 Payment Date 06/06/25 Pay-thru Date 06/04/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MONROE CO.UNEMPLOYME	000000550310	060625 565	5255601	06/04/25	83.02	0.00	83.02	
					85.33	0.00	85.33	000000589020
MONROE COUNTY WORKER	000000550315	060625 554	5255602	06/04/25	1.62	0.00	1.62	
					1.62	0.00	1.62	000000589021
MONROE CO.LONG TERM	000000550320	060625 554	5255603	06/04/25	15.56	0.00	15.56	
		060625 565	5255604	06/04/25	463.64	0.00	463.64	
					479.20	0.00	479.20	000000589022
MONROE CO.RETIREE HE	000000550325	060625 CRH	5255581	06/04/25	592.24	0.00	592.24	
		060625 DRH	5255582	06/04/25	306.06	0.00	306.06	
		060625 RHC	5255583	06/04/25	4703.88	0.00	4703.88	
		060625 SRH	5255584	06/04/25	3319.22	0.00	3319.22	
					8921.40	0.00	8921.40	000000589023
STATE OF MICH-DEPT O	000000602058	MAY2025	5255546	06/04/25	14255.93	0.00	14255.93	
		MAY2025	5255566	06/04/25	387.18	0.00	387.18	
					14643.11	0.00	14643.11	000000589024
CARL J. SCHMIDT	000000721904	5/18-31/25	5255527	06/03/25	3044.15	0.00	3044.15	
					3044.15	0.00	3044.15	000000589025
AUDREY SCHROEDER	000000721906	50603101436	5255530	06/03/25	4350.00	0.00	4350.00	
					4350.00	0.00	4350.00	000000589026
BODMAN PLC	000000750041	05292025	5255490	05/29/25	10000.00	0.00	10000.00	
					10000.00	0.00	10000.00	000000589027
SHELLY JOHNSON	000000824585	053025	5255506	06/02/25	37.80	0.00	37.80	
					37.80	0.00	37.80	000000589028
JODY PETROFF	000000826666	05282025	5255507	06/02/25	60.55	0.00	60.55	
					60.55	0.00	60.55	000000589029
STACEY TAYLOR	000000827886	052825	5255508	06/02/25	63.84	0.00	63.84	
					63.84	0.00	63.84	000000589030
THE BANK OF NEW YORK	000000902116	3-10-2025	5255509	06/02/25	825.00	0.00	825.00	
		03-10-2025	5255510	06/02/25	1125.00	0.00	1125.00	
					1950.00	0.00	1950.00	000000589031
ERIC & TAMMY OWENS	CLERK/REGIST	21-246394FH	5255621	06/04/25	450.00	0.00	450.00	
					450.00	0.00	450.00	000000589032
BANK BNK001 - TOTAL					866877.42	0.00	866877.42	*
OFFICE 001 - TOTAL					866877.42	0.00	866877.42	**

NON CLAIM RUN 06/13/25

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005681

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 06/13/25

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Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005681 Payment Date 06/13/25 Pay-thru Date 06/11/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	06012025	5255685	06/11/25	248.50	0.00	248.50	
					248.50	0.00	248.50	000000589033
THE ASU GROUP	000000010200	05312025	5255636	06/09/25	6303.42	0.00	6303.42	
					6303.42	0.00	6303.42	000000589034
B & L OFFICE MACHINE	000000020004	21476	5255674	06/11/25	73.50	0.00	73.50	
		21475	5255675	06/11/25	100.00	0.00	100.00	
					173.50	0.00	173.50	000000589035
REPUBLIC SERVICE OF	000000020010	003912145	5255662	06/10/25	11587.95	0.00	11587.95	
					11587.95	0.00	11587.95	000000589036
BEDFORD SENIOR CITIZ	000000020400	50606104944	5255663	06/10/25	33321.61	0.00	33321.61	
					33321.61	0.00	33321.61	000000589037
CHARTER COMMUNICATIO	000000030566	54384010601	5255650	06/10/25	144.27	0.00	144.27	
		54351010601	5255651	06/10/25	200.00	0.00	200.00	
					344.27	0.00	344.27	000000589038
CONSUMERS ENERGY	000000031502	20617033325	5255639	06/09/25	256.46	0.00	256.46	
		20243294260	5255688	06/11/25	596.90	0.00	596.90	
					853.36	0.00	853.36	000000589039
DELTA DENTAL PLAN OF	000000040250	CNS01869552	5255652	06/10/25	8721.85	0.00	8721.85	
					8721.85	0.00	8721.85	000000589040
DTE ENERGY	000000040603	05/30/2025	5255633	06/06/25	74.79	0.00	74.79	
		05/30/25	5255634	06/06/25	207.85	0.00	207.85	
		5/30/25	5255635	06/06/25	577.57	0.00	577.57	
		20049524843	5255637	06/09/25	167.70	0.00	167.70	
		06/04/2025	5255640	06/09/25	591.29	0.00	591.29	
		6/04/2025	5255641	06/09/25	563.98	0.00	563.98	
		6/4/25	5255642	06/09/25	267.21	0.00	267.21	
		06/03/2025	5255643	06/09/25	705.59	0.00	705.59	
		06/03/25	5255644	06/09/25	495.07	0.00	495.07	
		JUNE052025	5255692	06/11/25	22.90	0.00	22.90	
					3673.95	0.00	3673.95	000000589041
FRENCHTOWN SENIOR CI	000000061050	50606024045	5255664	06/10/25	57596.75	0.00	57596.75	
					57596.75	0.00	57596.75	000000589042
AARON JOHN ADAMS	000000120490	2779	5255673	06/10/25	875.00	0.00	875.00	
					875.00	0.00	875.00	000000589043
MG DRIVING ACADEMY	000000131004	CARCH0902	5255676	06/11/25	80.00	0.00	80.00	
					80.00	0.00	80.00	000000589044
MICHIGAN GAS UTILITI	000000131350	5499152252	5255632	06/06/25	46.29	0.00	46.29	

NON CLAIM RUN 06/13/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005681 Payment Date 06/13/25 Pay-thru Date 06/11/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					46.29	0.00	46.29	000000589045
SYSCO DETROIT LLC	000000131804	658766280	5255653	06/10/25	1192.72	0.00	1192.72	
		658766281	5255654	06/10/25	111.14	0.00	111.14	
		658779149	5255655	06/10/25	1371.43	0.00	1371.43	
		658796517	5255656	06/10/25	670.91	0.00	670.91	
		658749455	5255693	06/11/25	103.49	0.00	103.49	
		658786916	5255694	06/11/25	-16.06	0.00	-16.06	
		658793684	5255695	06/11/25	-12.88	0.00	-12.88	
		658796518	5255696	06/11/25	1859.29	0.00	1859.29	
					5280.04	0.00	5280.04	000000589046
MILAN SENIORS FOR HE	000000131835	50610110954	5255665	06/10/25	5035.50	0.00	5035.50	
		50610111054	5255666	06/10/25	957.00	0.00	957.00	
		50610111156	5255667	06/10/25	1920.00	0.00	1920.00	
		50610111155	5255668	06/10/25	2010.75	0.00	2010.75	
					9923.25	0.00	9923.25	000000589047
MILLER,CANFIELD,PADD	000000132060	1697747	5255646	06/09/25	44850.00	0.00	44850.00	
					44850.00	0.00	44850.00	000000589048
MONROE FAMILY YMCA	000000132435	50609012650	5255671	06/10/25	3674.57	0.00	3674.57	
					3674.57	0.00	3674.57	000000589049
MONROE FAMILY YMCA	000000132435	50609012751	5255672	06/10/25	756.00	0.00	756.00	
					756.00	0.00	756.00	000000589050
MONROE COUNTY LEGAL	000000132550	50605031642	5255669	06/10/25	23449.86	0.00	23449.86	
					23449.86	0.00	23449.86	000000589051
MONROE SENIOR CITIZE	000000133450	50605022440	5255670	06/10/25	38301.50	0.00	38301.50	
					38301.50	0.00	38301.50	000000589052
PITNEY BOWES	000000160952	06092025	5255657	06/10/25	20218.75	0.00	20218.75	
					20218.75	0.00	20218.75	000000589053
PRAIRIE FARMS DAIRY,	000000161170	7015564	5255658	06/10/25	-21.62	0.00	-21.62	
		9024927	5255659	06/10/25	127.47	0.00	127.47	
		9032068	5255660	06/10/25	113.96	0.00	113.96	
		9039401	5255697	06/11/25	75.97	0.00	75.97	
					295.78	0.00	295.78	000000589054
VARIPRO	000000161454	JULY2025	5255698	06/11/25	144304.71	0.00	144304.71	
					144304.71	0.00	144304.71	000000589055
PFM FINANCIAL ADVISO	000000162060	136295	5255647	06/09/25	24792.40	0.00	24792.40	
					24792.40	0.00	24792.40	000000589056
STATE OF MICHIGAN	000000192705	MAY 2025	5255679	06/11/25	32651.51	0.00	32651.51	

NON CLAIM RUN 06/13/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005681 Payment Date 06/13/25 Pay-thru Date 06/11/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					32651.51	0.00	32651.51	000000589057
THE HARTFORD	000000200415	35071864343	5255661	06/10/25	220.76	0.00	220.76	
					220.76	0.00	220.76	000000589058
CITY OF LUNA PIER TR	000000400151	MAY 2025	5255683	06/11/25	661.65	0.00	661.65	
					661.65	0.00	661.65	000000589059
MONROE COUNTY	000000500003	062025	5255699	06/11/25	323.35	0.00	323.35	
					323.35	0.00	323.35	000000589060
BEDFORD TOWNSHIP	000000510201	MAY 2025	5255684	06/11/25	322.74	0.00	322.74	
					322.74	0.00	322.74	000000589061
ERIE TOWNSHIP	000000510204	MAY 2025	5255686	06/11/25	5704.05	0.00	5704.05	
					5704.05	0.00	5704.05	000000589062
FRENCHTOWN TOWNSHIP	000000510206	MAY 2025	5255687	06/11/25	23.10	0.00	23.10	
					23.10	0.00	23.10	000000589063
MONROE CITY	000000510302	MAY 2025	5255682	06/11/25	2932.07	0.00	2932.07	
					2932.07	0.00	2932.07	000000589064
CARLETON VILLAGE	000000510400	MAY 2025	5255689	06/11/25	272.25	0.00	272.25	
					272.25	0.00	272.25	000000589065
DUNDEE VILLAGE	000000510401	MAY 2025	5255690	06/11/25	8905.11	0.00	8905.11	
					8905.11	0.00	8905.11	000000589066
SO. ROCKWOOD VILLAGE	000000510404	MAY 2025	5255691	06/11/25	13231.32	0.00	13231.32	
					13231.32	0.00	13231.32	000000589067
STATE OF MICHIGAN	000000601047	MAY;2025	5255681	06/11/25	101711.26	0.00	101711.26	
					101711.26	0.00	101711.26	000000589068
STATE OF MICHIGAN	000000601950	MAY 2025	5255680	06/11/25	38.00	0.00	38.00	
					38.00	0.00	38.00	000000589069
KIMBERLY DONAHEY	000000720388	52	5255677	06/11/25	4942.75	0.00	4942.75	
					4942.75	0.00	4942.75	000000589070
TATUM GRAHAM	000000823644	052025	5255678	06/11/25	28.70	0.00	28.70	
					28.70	0.00	28.70	000000589071
COUNTY AGENCY ADMINI	000000902221	FILING FEE	5255645	06/09/25	1000.00	0.00	1000.00	
					1000.00	0.00	1000.00	000000589072
LANDON SALYER	DCWITNESS	(A)5/25	5255625	06/05/25	6.30	0.00	6.30	

NON CLAIM RUN 06/13/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005681 Payment Date 06/13/25 Pay-thru Date 06/11/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					6.30	0.00	6.30	000000589073
MEGAN CONSTANTE	PARKS & REC	CONSTANTE	5255638	06/09/25	30.00	0.00	30.00	
					30.00	0.00	30.00	000000589074
JEFFERY & MARTHA FAL	TREASURER	2024 PRE	5255631	06/05/25	129.44	0.00	129.44	
					129.44	0.00	129.44	000000589075
REBECCA STANG	TREASURER	2024 PRE	5255630	06/05/25	1322.05	0.00	1322.05	
					1322.05	0.00	1322.05	000000589076
KEYBANK	TREASURER	2025 JUNE	5255627	06/05/25	45167.74	0.00	45167.74	
					45167.74	0.00	45167.74	000000589077
ROCKET MORTGAGE LLC	TREASURER	25 JUNE	5255629	06/05/25	139799.95	0.00	139799.95	
					139799.95	0.00	139799.95	000000589078
FEDERAL HOME LOAN MO	TREASURER	JUNE 2024	5255626	06/05/25	61306.70	0.00	61306.70	
					61306.70	0.00	61306.70	000000589079
SELECT PORTFOLIO SER	TREASURER	JUNE 25	5255628	06/05/25	19282.37	0.00	19282.37	
					19282.37	0.00	19282.37	000000589080
BANK BNK001 - TOTAL					879686.48	0.00	879686.48	*
OFFICE 001 - TOTAL					879686.48	0.00	879686.48	**

Honorable Amanda L. Eicher
Chief Judge Pro Tem

Monroe County Courthouse
Fourth Floor • 106 E. First Street
Monroe, Michigan 48161-2186

State of Michigan
DISTRICT COURT • FIRST JUDICIAL DISTRICT
Monroe County

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

June 10, 2025

Re: FY 2025-26 MCMHRC Grant Application

Dear Chairman Vensel,

This is to inform the Monroe County Board of Commissioners the 1st District will be submitting an operational grant application to the State Court Administrative Office (SCAO) FY 2025-26 Monroe County Mental Health Recovery Court (MCMHRC) by June 20, 2025.

This grant application is for the existing Monroe County Mental Health Recovery Court (MCMHRC) with an anticipated operational amount of $185,336.

While this application does not require a match from Monroe County, we ask that the County consider providing $300 in funding needed for payroll processing cost for the MCMHRC operational grant period. We also ask that the County considers providing the MCMHRC with $714 to cover MATCP conferences travel expenses and $138 membership fees that otherwise cannot be provided solely by the grant.

The request of $1,152 consists of an additional appropriation in 2025 of $279, with $873 to be budgeted in the 2026 budget.

Please contact me if you require any additional information.

Sincerely,

Amanda L. Eicher
District Court Judge & Mental Health Recovery Court

Telephone: (734) 240-7135 • Fax: (734) 240-7134 • E-Mail: amanda_eicher@monroemi.org

Michigan Supreme Court

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

Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: April 15, 2025

TO: Honorable Michael C. Brown, Chief Judge
Honorable Amanda Eicher, Program Judge
Jessica Chaffin, Court Administrator
Christina McMahon, Project Director
cc: Kristi Drake, SCAO Regional Administrator

FROM: Andrew Smith, Problem-Solving Courts Manager

RE: 1st District Court – Adult Mental Health Court
SCAO Unique Identifier: U20009
Fiscal Year 2026 Operational Target Award

Target Award

Your 1st District Court – Adult Mental Health Court program's FY 2026 Operational Target Award is $198,709.[1]

The Operational Target Award refers to the specific amount of SCAO grant funding needed to maintain the program at its **current level**. This funding is intended to cover the operational costs required to run the program as it exists today, including all ongoing expenditures required for day-to-day functioning, such as salaries, services, materials, and other resources directly tied to sustaining operations at their existing scale and efficiency. In essence, the Operational Target Award provides the financial resources required to maintain the program's current operational capacity and scope, without any expansion or enhancement.

[1] All Operational Target Awards are subject to SCAO's receipt of sufficient federal and state funding. An Operational Target Award calculation is not a grant offer and may be subject to change. Agreeing to a target award calculation in the grant application does not constitute acceptance of a grant award. The SCAO will formally notify courts of their grant award later this year after reviewing all grant applications.

How the Operational Target Award was Determined

If your program received FY 2025 SCAO grant funding, the Operational Target Award is the program's current fiscal year grant award adjusted for projected Consumer Price Index (CPI) inflation.

Next Steps

All programs are required to submit one of the following responses regarding your Operational Target Award in WebGrants through the FY 2026 grant application process:

- Agree with the Operational Target Award amount.
- Request a higher Operational Target Award. Programs may justify needing a higher Operational Target Award due to increased operational costs that exceed the projected CPI inflation rate, such as a new union contract, increased costs for drug testing, or an adjustment to your healthcare policy. Courts may also explain why the FY 2025 award did not accurately capture the operational costs typically incurred by the program; or
- Request a lower amount.

Additionally, the application will provide courts with the opportunity to request additional funding, provided such requests are reasonable, to expand capacity or implement enhancements.

The FY 2026 grant applications will open on **April 18, 2025,** and are due by **June 20, 2025**.

After the due date, grant applications will be thoroughly reviewed, and your program will be notified of the final FY 2026 SCAO grant award amount.

If you have any questions about this process, please reach out to PSC@courts.mi.gov.

MCMHRC 2026 Grant Budget Allocation

Account Number	Account Description	2026 County Request	TOTAL 2026 Budget	Oct - Dec 2025	Jan - Sept 2026	Comments
101-13660-705000	Salaries and Wages		$ 50,883	$ 12,721	$ 38,162	1560 hrs x$31.43-$33.51=$50883.1347+213 hrs time off)
101-13660-707100	Part time employees					
101-13660-711100	Overtime - Time and 1/2		$ 2,677	$ 669	$ 2,008	PO OT 48 hrs @$54.54-$56.18
101-13660-715000	Social Security		$ 4,100	$ 1,025	$ 3,075	
101-13660-716000	Employers - Retirement		$ 20,743	$ 5,186	$ 15,557	
101-13660-716001	DC Retirement					
101-13660-716010	Employers - Ret Health Care		$ 2,271	$ 568	$ 1,703	
101-13660-716012	Employer-HCS					
101-13660-717000	Unemployment Insurance		$ 54	$ 13	$ 40	
101-13660-718000	Workers Compensation		$ 777	$ 194	$ 582	
101-13660-719000	Health Insurance		$ 16,853	$ 4,213	$ 12,640	
101-13660-720000	Life Insurance		$ 64	$ 16	$ 48	
101-13660-721000	Optical Insurance		$ 141	$ 35	$ 106	
101-13660-722000	Dental Insurance		$ 918	$ 230	$ 689	
101-13660-723000	Disability Insurance		$ 353	$ 88	$ 265	
Fringes Total Budgeted			$ 47,533	**$ 11,569**	**$ 34,706**	PO OT Finge $1459 ($46074)
101-13660-728000	Office Supplies		$ 300	$ 75	$ 225	Binders, Graduation Supplies; $75/Graduation Ceremony
101-13660-729000	Printing and Imaging					
101-13660-731010	Urine Test / Lab Kits (Trans Med)			$ -		
101-13660-741000	Operating/Participant Supplies		$ 500	$ 125	$ 375	Books/Kits/Pens
101-13660-741084	OP-Sup - Incentives		$ 1,875	$ 469	$ 1,406	For phase advancement and biweekly incentives, 75 gift cards at $25 each
101-13660-801000	Professional / Contractual (MCMHA/Catholic Charities)		$ 37,700	$ 9,425	$ 28,275	MCMHA services billed; Cath Charities CBT for 10 participants $60 intake + 7 sessions @$30 each=$2700
101-13660-801010	Peer Support Services					
101-13660-801115	Electronic Monitoring (House Arrest/Nationwide)		$ 14,600	$ 3,650	$ 10,950	10 participants @ $65 enrollment fee, 90 days of tether at $9.50/day=$9200, 5 participants for II @ $135 for 8mths=$5400
101-13660-801220	Contr Serv - Job Seeking					
101-13660-801223	Contr Serv - Screen & Assessment (MHS)		$ 780	$ 780	$ -	60 Risk Assessments @$13
101-13660-801400	Contr Serv - Drug (Averhealth) (Medication)		$ 13,560	$ 3,390	$ 10,170	Drug testing/ $500 for 60 days supply of medication
101-13660-809010	Emerg Housing					
101-13660-814015	Software License Fee (Google & Zoom)		$ 85	$ 21	$ 64	Google
101-13660-814016	Payroll Services	$ 300	$ 300	$ 75	$ 225	ADP= Split w/SC
101-13660-817000	Court Appointed Attorney		$ 8,640	$ 2,250	$ 6,390	$120/hr not to exeed 96 hrs annually 72 hrs yr/6 hrs mth
101-13660-830000	Association & Membership	$ 138	$ 138		$ 138.00	2 MATCP memberships @$50; 1 @75%=$38
101-13660-849002	Participant Personal Care Services					
101-13660-849010	Part Travel - Public Trans		$ 1,090	$ 273	$ 818	28, 31-day bus passes at $30 each/ 10 Gas Cards @$25
101-13660-851000	Telephone		$ 240	$ 60	$ 180	1 phone line @up to $20 a month
101-13660-861000	Travel	$ 714	$ 3,156	$ 695	$ 2,461	3 County Emp MATCP; 1 Emp Coor conf; 4 add training travel ($2442 Grant)
101-13660-911000	General Liability Insurance		$ 910	$ 227	$ 682	
101-13660-958000	Training and Seminars		$ 2,780	$ 221	$ 2,559	6 Team Members for MATCP Annaul; 1 for MATCP Coordinator/Case Manager Conference Split 75%
		$ 1,152	**$ 186,488**	**$ 46,695**	**$ 139,793**	
	Less Payroll Service $300 and Travel/Membership fees $852 (Not Reimbursable by Grant)	$ -	**$ (1,152)**	**$ (279)**	**$ (873)**	
		$ 1,152	**$ 185,336**	**$ 46,416**	**$ 138,920**	

Honorable Amanda L. Eicher
Chief Judge Pro Tem

Monroe County Courthouse
Fourth Floor • 106 E. First Street
Monroe, Michigan 48161-2186

State of Michigan
District Court • First Judicial District
Monroe County

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

June 10, 2025

Re: FY 2025-26 MCSC Grant Application

Dear Chairman Vensel,

This is to inform the Monroe County Board of Commissioners the 1st District will be submitting an operational grant application to the State Court Administrative Office (SCAO) FY 2025-26 Monroe County Sobriety Court (MCSC) by June 20, 2025.

This grant application is for the launch of the Monroe County Sobriety Court (MCSC) with an anticipated operational amount of $84,171.

While this application does not require a match from Monroe County, we ask that the County consider providing $100 in funding needed for payroll processing cost for the MCSC operational grant period. We also ask that the County considers providing the MCSC with $306 to cover MATCP conferences travel expenses and $13 membership fees that otherwise cannot be provided solely by the grant.

The request of $419 consists of an additional appropriation in 2025 of $229, with $190 to be budgeted in the 2026 budget.

Please contact me if you require any additional information.

Sincerely,

Amanda L. Eicher
District Court Judge
Sobriety Court

Telephone: (734) 240-7135 • Fax: (734) 240-7134 • E-Mail: amanda_eicher@monroemi.org

Sobriety Court 2026 Grant Budget Allocation

Account Number	Account Description	2025 Budget Amt - County Request	TOTAL 2026 Budget	Oct - Dec 2025	Jan - Sept 2026	Comments
-705000	Salaries and Wages		$ 16,961	$ 4,240	$ 12,721	520 hrs x$31.43-33.51=$16961
-711100	Overtime - Time and 1/2		$ 5,233	$ 1,308	$ 3,925	PO ovetime 48hrs$2677; (SC, MHC, VTC) MCSO 48 hrs =$2556
-715000	Social Security		$ 1,698	$ 424	$ 1,273	
-716000	Employers - Retirement		$ 8,858	$ 2,214	$ 6,643	
-716001	DC Retirement					
-716010	Employers - Ret Health Care		$ 1,284	$ 321	$ 963	
-716012	Employer-HCS					
-717000	Unemployment Insurance		$ 22	$ 6	$ 17	
-718000	Workers Compensation		$ 322	$ 80	$ 241	
-719000	Health Insurance		$ 5,618	$ 1,404	$ 4,213	
-720000	Life Insurance		$ 21	$ 5	$ 16	
-721000	Optical Insurance		$ 47	$ 12	$ 35	
-722000	Dental Insurance		$ 306	$ 77	$ 230	
-723000	Disability Insurance		$ 118	$ 29	$ 88	
Fringes Total Budgeted			**$ 18,670**	**$ 4,668**	**$ 14,003**	Possible fringe based on 520 hrs/PO OT/MCSO OT (PO OT $1459) (MCSO $1853) Coordinator($15358)
-728000	Office Supplies		$ 250	$ 150	$ 100	Binders, Graduation Supplies;
-741000	Operating/Participant Supplies/Graduation ceremony		$ 500	$ 125	$ 375	Books/Kits/Pens/ $75/Graduation Ceremony
-741084	OP-Sup - Incentives		$ 900	$ 225	$ 675	For phase advancement and biweekly incentives, 36 gift cards at $25 each
-801000	Professional / Contractual (Catholic Charities/MADD)		$ 4,965	$ 1,241	$ 3,724	15 participant CBT 7 wk sessions @$30 per session, $60 intake fee; 15 participants MADD Class @$60 per person
-801115	Electronic Monitoring (House Arrest/Nationwide)		$ 13,950	$ 6,000	$ 7,950	3 @ $65 enrollment fee, 90 d tether at $9.50/day, 15 soberlink 40 days @$8.50/day=$5700, 10 for II @ $135/mthfor 5mths=$6750, $125 mth for GPS check-ins=$1500
-801223	Contr Serv - Screen & Assessment (MHS)		$ 390	$ 390	$ -	30 Risk Assessments @$13
-801400	Contr Serv - Drug (Averhealth/testing supplies)		$ 10,816	$ 2,704	$ 8,112	1000 Urine test @$8.90/per test, cofirmation test up to $24; PBT device @$292
-814015	Software License Fee (Google)		$ 21	$ 5	$ 16	Google
-814016	Payroll Services	$ 100	$ 100	$ 25	$ 75	ADP/ % woked on MCSC
-817000	Court Appointed Attorney		$ 8,640	$ 2,250	$ 6,390	$120/hr not to exeed 96 hrs annually (72 hrs/6 hrs per mth)
-830000	Association & Membership	$ 13	$ 13		$ 12.50	1 MATCP memberships
-849010	Part Travel - Public Trans		$ 450	$ 113	$ 338	15, 31-day bus passes at $30 each
-851000	Telephone		$ 240	$ 60	$ 180	1 phone line @up to $20 a month
-861000	Travel	$ 306	$ 2,011	$ 1,012	$ 999	1 County Emp MATCP/1 Co Emp Coor conference Hotel, 2 Training milege, 5 PSC Training milege(Grant $1705)
-911000	General Liability Insurance		$ 377	$ 94	$ 283	
-958000	Training and Seminars		$ 480	$ 369	$ 111	Split MATCP Annual/Coord con; 1 Coordinator/CM conference
		$ 419	**$ 84,590**	**$ 24,885**	**$ 59,705**	
	Less Payroll Service $100 and Travel/Membership fees $319 (Not Reimbursable by Grant)	$ -	$ (419)	$ (229)	$ (190)	
		$ 419	**$ 84,171**	**$ 24,656**	**$ 59,515**	

40514 - 2025/2026 MCSC-DWI Grant

Application Details

Funding Opportunity:	40272-Fiscal Year 2026 State and Federal Drug, DWI, Hybrid, Juvenile and Family Treatment Court- NEWLY FUNDED PROGRAMS
Program Area:	Michigan Drug Court Grant Program (MDCGP)
Status:	Editing
Organization:	1st District Court - Monroe County (D01)

Budget

Personnel

Name	Position	Computation	Request	Other Grant Or Funding Source	Local Cash Contribution	Local In-Kind Contribution	Total
Christina McMahon	Coordinator	520 hrs x $31.43-$33.51	$16,961.00	$0.00	$0.00	$0.00	$16,961.00
Overtime		see below	$5,233.00	$0.00	$0.00	$0.00	$5,233.00
			$22,194.00	**$0.00**	**$0.00**	**$0.00**	**$22,194.00**

Personnel

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

Personnel: Staff is being charged to the grant in order to maintain operations of the program. Without grant funds, program operations would cease. Christina McMahon: Coordinator, FTE(2080 hours annually), 10 hrs a week, will be spent working on Sobriety Court Grant (520 hours annually); hourly rate is $31.43-33.51

Personnel-Overtime - Weekend Drug Testing for Treatment Court Participants only by Probation Officer. Overtime not to exceed 48 hrs. per year @ $54.54 rate -$56.18= $2677
Police officer to assist the Treatment Court Probation Officer with home or employment checks only. Overtime not to exceed 48 hrs. per year @$52.08-$53.64= $2556

Fringe Benefits

Types of Fringe Benefits to be Claimed	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total
Combined Fringe Benefits	$15,358.00	$0.00	$0.00	$0.00	$15,358.00
Overtime	$3,312.00	$0.00	$0.00	$0.00	$3,312.00
	$18,670.00	**$0.00**	**$0.00**	**$0.00**	**$18,670.00**

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.

Fringe Benefits; is being charged to the grant in order to cover costs that the county does not have the fiscal capacity to support program fringes. All types of fringe benefits are for all staff charged to grant, based on time worked toward grant. Ms. McMahon's position is 25%, 10 hrs. per week with Sobriety Court but has up to 71 hours of time off available pursuant to her employment contract with 1st District Court

Fringe Benefits-Overtime – Overtime fringe benefits at a maximum of $3312

Contractual

Service to be Provided	Contractor(s)	Computation	Request	Other Grant or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total	Subrecipient/Contractor
CBT Therapy	Catholic Charities	7 wk sessions for 15 participants @$30 per session with $60 intake fee	$4,050.00	$0.00	$0.00	$0.00	$4,050.00	Contractor
Victim Impact Panel Class	MADD	up to $61 a class, including a processing fee, for 15 participants	$915.00	$0.00	$0.00	$0.00	$915.00	Contractor
Defense Counsel Representative	MCSC Defense Counsel	96 hrs, Not to exceed $120/hr	$8,640.00	$0.00	$0.00	$0.00	$8,640.00	Contractor
Drug Testing	Averhealth	Drug & confirmation test (as needed) up to $29.81	$10,216.00	$0.00	$0.00	$0.00	$10,216.00	Contractor
Electronic Monitoring	House Arrest Service, Nationwide Interlock	see below	$13,950.00	$0.00	$0.00	$0.00	$13,950.00	Contractor
Risk/Needs Assessments	Gears/MHS (Multi-Health Systems Inc.)	30 reports @ up to $15 per report	$390.00	$0.00	$0.00	$0.00	$390.00	Contractor
			$38,161.00	**$0.00**	**$0.00**	**$0.00**		

Contractual

Describe the contractual costs associated with the proposed project.

Catholic Charities: (CBT Therapy); Catholic Charities will provide Thinking Matters, a CBT group therapy program to address faulty thinking, and therefore increase likelihood of long-term change. 7 weeks sessions of CBT therapy for 15 participants@$30 per session with a $60 intake fee =$4050

MADD Victim Impact Panel: A 1.5 to 2 hr class to make participants aware of the serious consequences of drunk driving by providing victims with an opportunity to share their experiences, highlighting the physical, emotional, and psychological impact of drunk driving crashes. $61 a class, including a processing fee, for 15 participants= $915

Defense Counsel Representative; The Defense Counsel Representative will participate in program meetings, staffing meetings, and review hearings not to exceed $120/hr. or 96 hours annually= approx. $8640

Drug Testing; Requesting funding to support substance use monitoring for projected capacity of 20 individuals. Frequency may vary among participants and confirmation test as needed, projecting a total up to 1,000 tests, rate up to $29.81per test= approx. $10,816

Electronic Monitoring
House Arrest Services: will provide electronic monitoring for approximately 15 participants on soberlink @$8.50/day and 3 participants with 90 days of tether @$9.50 /day with enrollment fee @$65 = $5,700
Ignition Interlock: Services for approximately 10 participants. Services provided by Nationwide Interlock, rate @ $135 monthly per participant not more than 5 months=$6,750
Location monitoring app to effectively monitor individuals while employing innovative communication and compliance monitoring strategies for all participants provided by Nationwide Services @$125 per month

=$1,500

Risk/Needs Assessments: Level of Service/Case Management Inventory (LS/CMI); Requested funds to support purchase of LS/CMI Profile Reports (Electronic Assessment Forms) at up to $15 per report, for up to 30 reports, provided by Gears/MHS (Multi-Health Systems Inc). Electronic assessment (online access/set-up) and required training, supported by grant funds. LS/CMI offers comprehensive assessment of offender risk, criminogenic need and non-criminogenic need, with applicability to court and clinical functions. 30 LS/CMI's @$13 = $390

Supplies

Type of Supply	Computation	Request	Other Grant or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Office Supplies and Equipment	$250 (General supplies)	$250.00	$0.00	$0.00	$0.00	$250.00
Drug testing supplies	see below	$600.00	$0.00	$0.00	$0.00	$600.00
Participant supplies & Graduation Supplies	Items not to exceed $30 each with shipping/ $75 per Grad ceremony	$500.00	$0.00	$0.00	$0.00	$500.00
Incentives (includes graduation awards)	Approximately 36 gift cards @$25 each	$900.00	$0.00	$0.00	$0.00	$900.00
Google License fee (Onix)	Not to exceed $85 per year	$21.00	$0.00	$0.00	$0.00	$21.00
Payroll Processing (ADP)	% worked on MCSC	$0.00	$0.00	$100.00	$0.00	$100.00
Telephone Charges	1 phone line @up to $20 a month	$240.00	$0.00	$0.00	$0.00	$240.00
		$2,511.00	**$0.00**	**$100.00**	**$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 and equipment not to exceed $100 per item for program operations = approx. $250

Drug Testing Supplies: To aid in participant PBT testing in and out of office hours, requesting funding for a one-time purchase of a PBT (FC10MI) @$292, Magnetic Grip @ $7.60, Carrying Case @$31.20, Calibration Gas Regulator @$124= $455
Mouthpieces needed for PBT not to exceed @$50 per bag including shipping

Participant Supplies/Graduation Ceremony: Supplies for participants including, but not limited to, workbooks for treatment, pens, and hygiene kits, Items not to exceed $30 each with shipping. = approx. $500 The program will host graduation ceremonies for graduates, participants, family members, court team, staff, and other program stakeholders. The graduation refreshments will include the purchase of food (pizza, subs, take out), beverages (pop, punch), and supplies such as napkins, paper plates, and plastic ware. (Although we do not expect graduation ceremonies this grant) Graduation ceremonies not to exceed $75 per ceremony

Incentives (includes graduation awards): Incentives 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, snacks, or something that is of interest to the participant. Per SCAO, incentives are to be tangible, symbolic and personalized. MCSC is striving to achieve this through consideration of participant needs and interests. Team members assist in the determination of appropriate and meaningful incentives. Approx 36 Gift Cards = $900

Google Workspace: A software subscription providing communication and collaboration tools for the coordinator to use between team members and participants. Not to exceed $85/year.

Telephone Charges: 1 phone line @up to $20 a month for Coordinator = $240

Travel and Training

Type of Travel or Training	Computation	Request	Other Grant or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Training and Conference	Conference fees; 25% split 1@$111 & $74, 1 @$295	$480.00	$0.00	$0.00	$0.00	$480.00
Training Travel Expenses	Hotel, Meals, Parking, and Travel; mileage @Federal Rate	$1,705.00	$0.00	$319.00	$0.00	$2,024.00
Participant Transportation	31-day bus passes @$30 each	$450.00	$0.00	$0.00	$0.00	$450.00
		$2,635.00	**$0.00**	**$319.00**	**$0.00**	

Travel and Training

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

Training and Conference: MATCP annual conference registration for 1 team members at $445 per person, including pre-conference fee @$50, 25% split ($111) 1 team member MATCP Coordinator conference @$295 per person and 1 split 25% ($74) =$369, Total Conference fees= $480

Travel: Expenses: including lodging, mileage, meals, and parking. A local cash contribution from the County of the Monroe to cover overage from state allowable rates $306 and MATCP membership fees $13 (25% split) for a total of $2025. Training and Seminar mileage at Federal rate to also include additional DCAS, DCCMIS, and PSC trainings as required by SCAO.

Transportation for participants: The program will provide bus passes to participants who lack appropriate transportation and funds to get to court and program requirements. Bus passes vary in cost but will not exceed $30 per pass. 15 bus passes @$30 each= $450

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: 305 Purchasing Policy.pdf

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: Certificate of Indirect Costs.pdf

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	$84,171.00	$0.00	$419.00	$0.00	$84,590.00

HON. MICHAEL C. BROWN
CHIEF JUDGE & VETERANS COURT
HON. AMANDA L. EICHER
DISTRICT JUDGE & MENTAL HEALTH COURT
HON. CHRISTIAN J. HORKEY
DISTRICT JUDGE

JESSICA D. CHAFFIN
COURT ADMINISTRATOR / MAGISTRATE
TELEPHONE (734) 240-7075
FAX (734) 240-7098

STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
106 EAST FIRST STREET • MONROE, MICHIGAN 48161-2186
MONROE COUNTY

Chairman David Vensel
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

June 11, 2025

Re: FY 2025-26 MCVTC Grant Operational Target Award Acceptance

Dear Chairman,

This is to inform the Monroe County Board of Commissioners the First District Court has been awarded a Fiscal Year 2025-2026 Michigan Veterans Treatment Court operational target award grant in the amount of $35,840 to fund the existing Monroe County Veterans Treatment Court (MCVTC). The State Court Administrative Office (SCAO) is asking that the award be accepted no later than June 20, 2025, by submitting the required application.

While this grant does not require a match from Monroe County, we ask that the County considers providing the MCVTC with $400, to cover payroll processing costs that otherwise cannot be provided by the grant. As well, we ask the County to consider providing $314 to cover the travel expense amount not reimbursable by the grant to attend the annual MATCP Conference. The MCVTC is also asking the county to cover a combined $100 MATCP membership fee for the MCVTC Judge and Coordinator. The total contribution being requested from the County of Monroe is $814. The request would require an additional appropriation in 2025 of $100, with $714 budgeted in the 2026 budget. This is due to the grant's October-September fiscal year not aligning with the County's January-December fiscal year.

There will be a representative from the District Court in attendance at the June 17, 2025 Board of Commissioners Meeting. Please contact me if you have any questions or concerns.

Sincerely,

Michael C. Brown
Chief Judge & Veteran's Court

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

Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: April 15, 2025

TO: Honorable Michael C. Brown, Chief Judge/Program Judge
Jessica Chaffin, Court Administrator
Jack R. Penwarden, Project Director
cc: Kristi Drake, SCAO Regional Administrator

FROM: Andrew Smith, Problem-Solving Courts Manager

RE: 1st District Court – Veterans Treatment Court
SCAO Unique Identifier: U30009
Fiscal Year 2026 Operational Target Award

Target Award

Your 1st District Court – Veterans Treatment Court program's FY 2026 Operational Target Award is $35,840..[1]

The Operational Target Award refers to the specific amount of SCAO grant funding needed to maintain the program at its **current level**. This funding is intended to cover the operational costs required to run the program as it exists today, including all ongoing expenditures required for day-to-day functioning, such as salaries, services, materials, and other resources directly tied to sustaining operations at their existing scale and efficiency. In essence, the Operational Target Award provides the financial resources required to maintain the program's current operational capacity and scope, without any expansion or enhancement.

How the Operational Target Award was Determined

[1] All Operational Target Awards are subject to SCAO's receipt of sufficient federal and state funding. An Operational Target Award calculation is not a grant offer and may be subject to change. Agreeing to a target award calculation in the grant application does not constitute acceptance of a grant award. The SCAO will formally notify courts of their grant award later this year after reviewing all grant applications.

If your program received FY 2025 SCAO grant funding, the Operational Target Award is the program's current fiscal year grant award adjusted for projected Consumer Price Index (CPI) inflation.

Next Steps

All programs are required to submit one of the following responses regarding your Operational Target Award in WebGrants through the FY 2026 grant application process:

- Agree with the Operational Target Award amount.
- Request a higher Operational Target Award. Programs may justify needing a higher Operational Target Award due to increased operational costs that exceed the projected CPI inflation rate, such as a new union contract, increased costs for drug testing, or an adjustment to your healthcare policy. Courts may also explain why the FY 2025 award did not accurately capture the operational costs typically incurred by the program; or
- Request a lower amount.

Additionally, the application will provide courts with the opportunity to request additional funding, provided such requests are reasonable, to expand capacity or implement enhancements.

The FY 2026 grant applications will open on **April 18, 2025,** and are due by **June 20, 2025**.

After the due date, grant applications will be thoroughly reviewed, and your program will be notified of the final FY 2026 SCAO grant award amount.

If you have any questions about this process, please reach out to PSC@courts.mi.gov.

MCVTC 2025-2026 Grant Application Budget Detail

Account Number	Account Description	2026 Budget Amount Grant Request	2026 Budget Amount - County Request	TOTAL 2025 Budget	Oct-Dec 2025	Jan - Sept 2026
101-13650-705000	Salaries and Wages			$ -		
101-13650-707100	Part time employees	$ 15,225		$ 15,225	$ 3,806	$ 11,419
101-13650-711100	Overtime - Time and 1/2	$ 2,677		$ 2,677	$ 669	$ 2,008
	Total Wages	**$ 17,902**		**$ 17,902**	$ 4,476	$ 13,427
101-13650-715000	Social Security	$ 1,369		$ 1,369	$ 342	$ 1,027
101-13600-716000	Employers - Retirement	$ 1,037		$ 1,037	$ 259	$ 777
101-13600-716001	DC Retirement			$ -		
101-13650-716010	Employers - Ret Health Care	$ 131		$ 131	$ 33	$ 98
101-13650-717000	Unemployment Insurance	$ 18		$ 18	$ 4	$ 13
101-13650-718000	Workers Compensation	$ 260		$ 260	$ 65	$ 195
101-13650-723000	Disability Insurance			$ -		
101-13650-911000	General Liability	$ 304		$ 304	$ 76	$ 228
	Total Fringes	**$ 3,119**		**$ 3,119**	$ 780	$ 2,339
101-13650-728000	Office Supplies	$ 100		$ 100	$ 25	$ 75
101-13650-731010	Drug Testing Supplies	$ 50		$ 50	$ 13	$ 38
101-13650-741000	Operating Supplies (Risk Assessment)	$ 1,075		$ 1,075	$ 269	$ 806
101-13650-741084	Incentives	$ 500		$ 500	$ 125	$ 375
101-13650-801000	Professional / Contractual (Drug Testing / AverHealth)	$ 3,315		$ 3,315	$ 829	$ 2,486
101-13650-801115	Electronic Monitoring (House Arrest & Smart Start)	$ 1,700		$ 1,700	$ 425	$ 1,275
101-13650-814015	Software License (Google)	$ 85		$ 85	$ 21	$ 64
101-13650-814016	Payroll Services		$ 400	$ 400	$ 100	$ 300
101-13650-817000	Court Appointed Attorney	$ 7,200		$ 7,200	$ 1,800	$ 5,400
101-13650-851000	Telephone Charges	$ 60		$ 60	$ 15	$ 45
101-13650-861000	Travel	$ 339	$ 314	$ 653		$ 653
101-13650-958000	Training and Seminars / Memebership	$ 395	$ 100	$ 495		$ 495
		$ 35,840	**$ 814**	**$ 36,654**	**$ 8,876**	**$ 27,777**
	Less Payroll Processing / Travel / Membership (*Not Reimbursable by Grant*)			**$ (814)**	**$ (100)**	**$ (714)**
		$ 35,840	**$ 814**	**$ 35,840**	**$ 8,776**	**$ 27,063**

STATE OF MICHIGAN

38th Judicial Circuit Court - Family Division

~JUVENILE AND DOMESTIC RELATIONS SECTIONS~

June 11, 2025

Mr. David Vensel - Chairman of the Board of Commissioners
125 E. Second Street
Monroe, MI 48161

RE: Acceptance of Child and Parent Legal Representation (CPLR) grant for FY 2026

Dear Chairman Brant and Commissioners:

This correspondence is on behalf of the 38th Judicial Circuit Court, Family Division - Juvenile Section, requesting the Board of Commissioners to authorize the application and thereby accept a FY26 (October 1, 2025-September 30, 2026) grant allocation of $116,500. This has been awarded to Monroe County through the Michigan Department of Health and Human Services (MDHHS), made possible by their Child and Parent Legal Representation (CPLR) grant. This is the continuation of a grant previously awarded to us, and it is the next fiscal year's allocation award.

This grant's goal is to help ensure that families and children in the child welfare system receive quality legal services at all stages of child protective proceedings. An added benefit is that there is no "county match" of funds for this grant.

If you have any questions regarding our request, you may contact Melissa Strong, probate court administrator, at 734-240-7350. Melissa will also be in attendance at your meeting to answer any questions. I can also be available at your request.

Thank you for your consideration and continued support of quality legal representation of Monroe County children and families.

Sincerely,

Cheryl E Lohmeyer

Hon. Cheryl E. Lohmeyer
Chief Probate Judge, Presiding Judge of 38th Circuit Court, Family Division, Juvenile Section

C: Michael Bosanac - County Administrator - Monroe County
Sue Maier - Director, Fiscal Services, Monroe County

MONROE COUNTY COURTHOUSE • 125 EAST SECOND STREET • MONROE, MICHIGAN 48161-2197
TELEPHONE: (734) 240-7160 • FAX: (734) 240-7355

Facesheet for Child and Parent Legal Representation - 2026
Agency: Monroe County
Application: Child and Parent Legal Representation - 2026

6/11/2025

FOR OFFICE USE ONLY: Version # ______ APP # ______

Demographic Information

1. Demographic Information

a.	Demographic Information Name	Monroe County			
b.	Organizational Unit				
c.	Address	Monroe County Courthouse			
d.	Address 2	125 East Second Street			
e.	City	Monroe	State MI	Zip 48161-2110	
f.	Federal ID Number	38-6004873	Reference No. 20280947	Unique Entity Id.	GEKUTMFMKY77

g. Agency's fiscal year (beginning month and day) January-01

h. Agency Type

- ( ) Private, Non-Profit
- (•) Public

1. Select the appropriate radio button to indicate the agency method of accounting.

- (•) Accrual
- ( ) Cash
- ( ) Modified Accrual

2. Program / Service Information

a.	Program / Service Information Name	Child and Parent Legal Representation - 2026		
b.	Is implementing agency same as Demographic Information		(•) Yes	( ) No
c.	Implementing Agency Name			
d.	Project Start Date	Oct-01-2025	End Date	Sep-30-2026
e.	Amount of Funds Allocated	$116,500.00	Project Cost	$400,000.00

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3. Certification / Contacts Information

a. Authorized Official

Name	Michael Bosanac				
Title	Contract Administrator				
Mailing Address	125 E Second St.				
City	Monroe	State	MI	Zip	48161-2110
Telephone	(734) 240-7250			Fax	
E-mail Address	crystal_comer@monroemi.org				

b. Financial Officer

Name	Sue Maier				
Title	Chief Financial Officer				
Mailing Address	Monroe County Courthouse				
City	Monroe	State	MI	Zip	48161-2110
Telephone	(734) 240-7259			Fax	
E-mail Address	sue_maier@monroemi.org				

c. Project Director

Name	melissa strong				
Title	Court Administrator				
Mailing Address	125 E Second St.				
City	Monroe	State	mi	Zip	48161
Telephone	(734) 240-7350			Fax	
E-mail Address	melissa_strong@monroemi.org				

Facesheet for Child and Parent Legal Representation - 2026
Agency: Monroe County
Application: Child and Parent Legal Representation - 2026

6/11/2025

FOR OFFICE USE ONLY:	Version # ______	APP # ______

Demographic Information

1. Demographic Information

a.	Demographic Information Name	Monroe County		
b.	Organizational Unit			
c.	Address	Monroe County Courthouse		
d.	Address 2	125 East Second Street		
e.	City	Monroe	State MI	Zip 48161-2110
f.	Federal ID Number	38-6004873 Reference No.	20280947	Unique Entity Id. GEKUTMFMK Y77

g. Agency's fiscal year (beginning month and day) January-01

h. Agency Type

- ( ) Private, Non-Profit
- (•) Public

1. Select the appropriate radio button to indicate the agency method of accounting.

- (•) Accrual
- ( ) Cash
- ( ) Modified Accrual

2. Program / Service Information

a.	Program / Service Information Name	Child and Parent Legal Representation - 2026		
b.	Is implementing agency same as Demographic Information		(•) Yes	( ) No
c.	Implementing Agency Name			
d.	Project Start Date	Oct-01-2025	End Date	Sep-30-2026
e.	Amount of Funds Allocated	$116,500.00	Project Cost	$400,000.00

FOR OFFICE USE ONLY: Version # ______ APP # ______

3. Certification / Contacts Information

a. Authorized Official

Name	Michael Bosanac				
Title	Contract Administrator				
Mailing Address	125 E Second St.				
City	Monroe	State	MI	Zip	48161-2110
Telephone	(734) 240-7250			Fax	
E-mail Address	crystal_comer@monroemi.org				

b. Financial Officer

Name	Sue Maier				
Title	Chief Financial Officer				
Mailing Address	Monroe County Courthouse				
City	Monroe	State	MI	Zip	48161-2110
Telephone	(734) 240-7259			Fax	
E-mail Address	sue_maier@monroemi.org				

c. Project Director

Name	melissa strong				
Title	Court Administrator				
Mailing Address	125 E Second St.				
City	Monroe	State	mi	Zip	48161
Telephone	(734) 240-7350			Fax	
E-mail Address	melissa_strong@monroemi.org				

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4. Assurances and Certifications

A. SPECIAL CERTIFICATIONS

a ☑ By checking this box, the individual or officer certifies that the individual or officer is authorized to approve this grant application for submission to the Department of Health and Human Services on behalf of the responsible governing board, official or Grantee.

b ☑ By checking this box, the individual or officer certifies that the individual or officer is authorized to sign the agreement on behalf of the responsible governing board, official or Grantee.

B. State of Michigan Information Technology Information Security Policy

1. By checking the following boxes, the Grantee acknowledges compliance with State of Michigan Information Technology Information Security Policy* and provides the following assurances:

a. ☑ The Grantee Project Director will be notified within 24 hours when its users are terminated or transferred or immediately if after an unfriendly separation.

b. ☑ The Grantee Project Director will annually review and certify user accounts to verify the user's access is still required and the user is assigned the appropriate permissions.

c. ☑ The Grantee Project Director will remove user's access within 48 hours of notification when users are terminated or transferred, or immediately if after an unfriendly separation.

d. ☑ After 120 days of inactivity, when the user attempts to log into their account they will receive a message stating their account has been deactivated, and the user will have to request the account be reinstated.

*Policy available at https://www.michigan.gov/documents/dmb/1340_193162_7.pdf

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5. Program Synopsis

The **38th** Judicial Circuit Court, Family Division, Juvenile Section will use federal funding to enhance quality legal representation in child protective proceedings through two actions:

1) We will compensate attorneys to attend training;
2) The court will compensate attorneys for legal representation for child and/or parents within all abuse and neglect proceedings.

With regard to #1, attorneys will be compensated at an hourly rate of $145/hour for time spent attending court-approved training sessions (online or in person.) The cost of training registration and/or mileage may be reimbursed upon request and availability of grant funding. Training would be focused on educating attorneys on how to assess and engage with children and families who are involved in child protective proceedings. Attorneys could also be trained on how to identify sexual abuse dynamics; how trauma affects brain development; how perpetrators groom children; and how to listen and help a child who discloses abuse. There are many other topics that would be relevant to attorneys and are topics that they have typically not had any training on.

With regard to initiative #2, enhancing compensation for attorneys and LGALs will ensure the court can continue to maintain high quality attorneys for child protective proceedings. Attorneys will be compensated at an hourly rate of $145/hour.

6. Program Target Area

Counties project will serve (check all that apply):

☐ Alcona	☐ Alger	☐ Allegan
☐ Alpena	☐ Antrim	☐ Arenac
☐ Baraga	☐ Barry	☐ Bay
☐ Benzie	☐ Berrien	☐ Branch
☐ Calhoun	☐ Cass	☐ Charlevoix
☐ Cheboygan	☐ Chippewa	☐ Clare
☐ Clinton	☐ Crawford	☐ Delta
☐ Dickinson	☐ Eaton	☐ Emmet
☐ Genesee	☐ Gladwin	☐ Gogebic
☐ Grand Traverse	☐ Gratiot	☐ Hillsdale
☐ Houghton	☐ Huron	☐ Ingham
☐ Ionia	☐ Iosco	☐ Iron
☐ Isabella	☐ Jackson	☐ Kalamazoo
☐ Kalkaska	☐ Kent	☐ Keweenaw
☐ Lake	☐ Lapeer	☐ Leelanau
☐ Lenawee	☐ Livingston	☐ Luce
☐ Mackinac	☐ Macomb	☐ Manistee
☐ Marquette	☐ Mason	☐ Mecosta
☐ Menominee	☐ Midland	☐ Missaukee
☑ Monroe	☐ Montcalm	☐ Montmorency

☐ Muskegon	☐ Newaygo	☐ Oakland
☐ Oceana	☐ Ogemaw	☐ Ontonagon
☐ Osceola	☐ Oscoda	☐ Otsego
☐ Ottawa	☐ Presque Isle	☐ Roscommon
☐ Saginaw	☐ St. Clair	☐ St. Joseph
☐ Sanilac	☐ Schoolcraft	☐ Shiawassee
☐ Tuscola	☐ Van Buren	☐ Washtenaw
☐ Wayne	☐ Wexford	☐ Out Wayne

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7. Workplan

Objective : Billable services submitted for reimbursement within the grant.

Activity : Attorneys will be compensated for attending court-approved child welfare trainings, which will advance the attorneys' skills and lead to faster permanency.

Responsible Staff : Project Director

Date Range : 10/01/2025 - 09/30/2026

Expected Outcome : (1) Attorneys will attend court-approved child welfare trainings.
(2) Attorneys will find the training helpful to their practice.

Measurement : (1) Number of attorneys that attended a training.
(2) Number of trainings attended.

Activity : The court will compensate attorneys for legal representation for child and/or parents within all abuse and neglect proceedings.

Responsible Staff : Project Director

Date Range : 10/01/2025 - 09/30/2026

Expected Outcome : Consistency in legal representation.

Measurement : (1) Number of attorneys on court appointed list.
(2) Number of attorneys on court appointed list prior to participating in this grant.

Budget Detail for Child and Parent Legal Representation - 2026
Agency: Monroe County
Application: Child and Parent Legal Representation - 2026

6/11/2025

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	Line Item	Qty	Rate	Units	UOM	Total	Amount
DIRECT EXPENSES							
Program Expenses							
1	**Salary & Wages**						
2	**Fringe Benefits**						
3	**Employee Travel and Training**						
4	**Supplies & Materials**						
5	**Subawards – Subrecipient Services**						
6	**Contractual - Professional Services**						
7	**Communications**						
8	**Grantee Rent Costs**						
9	**Space Costs**						
10	**Capital Expenditures - Equipment & Other**						
11	**Client Assistance - Rent**						
12	**Client Assistance - All Other**						
13	**Other Expense**						
	Legal Fees	0.0000	0.000	0.000		400,000.00	400,000.00
Total Program Expenses						400,000.00	400,000.00
TOTAL DIRECT EXPENSES						400,000.00	400,000.00
INDIRECT EXPENSES							

Budget Detail for Child and Parent Legal Representation - 2026
Agency: Monroe County
Application: Child and Parent Legal Representation - 2026

	Line Item	Qty	Rate	Units	UOM	Total	Amount
Indirect Costs							
1	Indirect Costs						
2	Cost Allocation Plan						
Total Indirect Costs						0.00	0.00
TOTAL INDIRECT EXPENSES						0.00	0.00
TOTAL EXPENDITURES						**400,000.00**	**400,000.00**

Budget Summary for Child and Parent Legal Representation - 2026
Agency: Monroe County
Application: Child and Parent Legal Representation - 2026

6/11/2025

	Category	Total	Amount	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Salary & Wages	0.00	0.00	
2	Fringe Benefits	0.00	0.00	
3	Employee Travel and Training	0.00	0.00	
4	Supplies & Materials	0.00	0.00	
5	Subawards – Subrecipient Services	0.00	0.00	
6	Contractual - Professional Services	0.00	0.00	
7	Communications	0.00	0.00	
8	Grantee Rent Costs	0.00	0.00	
9	Space Costs	0.00	0.00	
10	Capital Expenditures - Equipment & Other	0.00	0.00	
11	Client Assistance - Rent	0.00	0.00	
12	Client Assistance - All Other	0.00	0.00	
13	Other Expense	400,000.00	400,000.00	
Total Program Expenses		400,000.00	400,000.00	
TOTAL DIRECT EXPENSES		400,000.00	400,000.00	
INDIRECT EXPENSES				
Indirect Costs				
1	Indirect Costs	0.00	0.00	

	Category	Total	Amount	Narrative
2	Cost Allocation Plan	0.00	0.00	
Total Indirect Costs		0.00	0.00	
TOTAL INDIRECT EXPENSES		0.00	0.00	
TOTAL EXPENDITURES		**400,000.00**	**400,000.00**	

Source of Funds

	Category	Total	Amount	Cash	Inkind	Narrative
1	**Source of Funds**					
	MDHHS State Agreement	116,500.00	116,500.00	0.00	0.00	
	Fees and Collections - 1st and 2nd Party	0.00	0.00	0.00	0.00	
	Fees and Collections - 3rd Party	0.00	0.00	0.00	0.00	
	Local	283,500.00	0.00	283,500.00	0.00	
	Non-MDHHS State Agreements	0.00	0.00	0.00	0.00	
	Federal	0.00	0.00	0.00	0.00	
	Other	0.00	0.00	0.00	0.00	
	In-Kind	0.00	0.00	0.00	0.00	
	Federal Cost Based Reimbursement	0.00	0.00	0.00	0.00	
	Total Source of Funds	400,000.00	116,500.00	283,500.00	0.00	
	Totals	400,000.00	116,500.00	283,500.00	0.00	

Monroe County
Emergency Management Division

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

June 3, 2025

David Vensel, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

RE: UASI 2023 Additional Funding

Dear Chairman Vensel and Members of the Board:

This correspondence is to request your consideration and acceptance of additional funding from the Southeastern Michigan Urban Area Security Initiative (UASI) Planning Board for Monroe County. This is an addition to the UASI 2023 grant, which was previously approved by the Board on August 6, 2024. This Regional funding for up to $46,000.00 is to support local UASI Solution Area Planners in Monroe County and requires no matching funds.

I am requesting your acceptance of UASI 2023 additional grant funding.

Respectfully.

Chad Zeunen, Interim Director
Monroe County Emergency Management

MACOMB COUNTY
COMTEC
Communications & Technology Center

Mark A. Hackel
County Executive

Brandon Lewis, PEM
Director

Kristina Krieger, PEM
Emergency Program Manager

Sean McCarthy
Technical Services Manager

Michael Curtis
Homeland Security Grant Manager

EMERGENCY MANAGEMENT & COMMUNICATIONS

117 South Groesbeck Highway • Mount Clemens, Michigan 48043
Phone: 586.469.5270 • Fax: 586.469.6439
oemc.macombgov.org

To Monroe County,

In addition to the award amounts detailed in your 2023 HSGP Interlocal Agreement, the Urban Area Security Initiative (UASI) Board has allocated project funds from the Region 2 HSGP Designated Funding Allocation for the UASI 2023 award performance period. The 2023 UASI performance period is September 1, 2023, to May 31, 2026.

Monroe has been allocated an additional award for the following:

1. Planning solution area: Up to $46,000

These project funds are to be reimbursed from the Designated Funding Allocation through Macomb County as the fiduciary.

Sincerely,

Noel Hazuka

Noel Hazuka
Homeland Security Grant Specialist

Michigan's Cornerstone.

MONROE COUNTY
FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2110
Telephone: (734) 240-7250 · Fax (734) 240-7266

June 9, 2025

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, MI 48161

Re: FY2023 and FY2024 Operation Stonegarden Grant Apply and Acceptance Request

Dear Chairman Vensel and Members of the Board:

The Monroe County Finance Department is requesting your approval to apply for and accept the FY23 and FY24 Operation Stonegarden grants. On May 28, 2025 our office was notified of award of the above reference grants in the total amount of $70,200 for the grant period of September 1, 2023 through July 31, 2026 for FY23 OPSG and $63,375 for the grant period of September 1, 2024 through July 31, 2027 for FY 24.

The grant will cover overtime and fringes for Monroe County Sheriff's Office personnel and partnering local law enforcement agencies. Of the $70,200 awarded for FY23, $26,728 is designated for Monroe County Sheriff's Office. The remaining $43,472 will be used by local law enforcement for overtime and fringes. Of the $63,375 awarded for FY24, $18,225 is designated for Monroe County Sheriff's Office. The remaining $45,150 will be used by local law enforcement for overtime and fringes. These grants will continue the funding from Homeland Security to benefit local agencies with border patrol operations. The grant agreements are attached.

There is no local match required for these grants.

This communication requests the Board of Commissioners accept the grant funding as outlined. Chief Deputy Michael Preadmore or Sheriff Troy Goodnough will be at the meeting and available for questions.

Thank you in advance for your consideration of these grant awards.

Sincerely,

Crystal Comer

Crystal Comer
Fiscal Manager, Monroe County Finance Office

Michigan State Police Emergency Management and Homeland Security Division	# Grant Agreement

FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME		Assistance Listing Number
County of Monroe	Homeland Security Grant Program		97.067
SUBRECIPIENT IRS/VENDOR NUMBER 38-6004873	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN) EMW-2023-SS-00022		FEDERAL AWARD DATE 09/11/2023
SUBRECIPIENT UEI(SAM) GEKUTMFMKY77	SUBAWARD PERFORMANCE PERIOD Budget Period	FROM 09/01/2023 09/01/2023	TO 07/31/2023 07/31/2026
RESEARCH & DEVELOPMENT	Funding		Total
N/A	Federal Funds Obligated by this Action		$70,200
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient		$70,200
None on file	Total Amount of Federal Award		$70,200

FEDERAL AWARD PROJECT DESCRIPTION

Fiscal Year 2023 Homeland Security Grant Program, Operation Stonegarden

DETAILS

Operation Stonegarden provides funding to support enhanced cooperation and coordination among local, tribal, territorial, state and federal law enforcement agencies in a joint mission to secure the United States borders along routes of ingress from international borders.

FEDERAL AWARDING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME
Federal Emergency Management Agency Grant Operations 245 Murray Lane – Building 410, SW Washington DC 20528-7000	Michigan State Police Emergency Management & Homeland Security Division P.O. Box 30634 Lansing, MI 48909

State of Michigan
Fiscal Year 2023 Homeland Security Grant Program
Operation Stonegarden
Grant Agreement

September 1, 2023 to July 31, 2026

Assistance Listing Number: 97.067
Grant Number:
EMW-2023-SS-00022

This Fiscal Year (FY) 2023 Homeland Security Grant Program Operation Stonegarden (HSGP-OPSG) 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 FY 2023 HSGP-OPSG grant provides funding that must be used to increase operational capabilities of federal, state, local, tribal, and territorial law enforcement within United States border states and territories.

The success of HSGP-OPSG will be achieved through an integrated, layered approach to border security and targeted enforcement techniques and strategies. This includes fulfillment of specific roles and responsibilities, expectations for operations, and performance measures. Successful execution of these objectives will promote situational awareness among participating agencies and ensure a rapid, fluid response to emerging border security conditions.

The HSGP-OPSG is intended to support border states and territories of the United States in accomplishing the following objectives:

A. Increase capability to prevent, protect against, and respond to border security issues.
B. Increase coordination and collaboration among federal, state, local, tribal, and territorial law enforcement agencies.
C. Continue the distinct capability enhancements required for border security and border protection.
D. Provide intelligence-based operations through United States Border Patrol sector level experts to ensure safety and operational oversight of federal, state, local, tribal and territorial law enforcement agencies participating in HSGP-OPSG operational activities.
E. Support a request to any Governor to activate, deploy, or redeploy specialized national guard units/packages and/or elements of state law enforcement to increase or augment specialized/technical law enforcement elements operational activities.
F. Continue to increase operational, material, and technological readiness of state, local, tribal, and territorial law enforcement agencies.

Allowable activities must comply with the FY 2023 Homeland Security Grant Program Notice of Funding Opportunity (NOFO) and the Federal Emergency Management Agency (FEMA) Preparedness Grants Manual, both located at http://www.fema.gov/homeland-security-grant-program, and must align to projects specifically approved in the Campaign Plan or Fragmentary Order.

II. Statutory Authority

Funding for the FY 2023 HSGP is authorized by Section 2002 of the Homeland Security Act of 2002, as amended (Public Law 107-296), (6 U.S.C. § 603).

Appropriation authority is provided by the *Consolidated Appropriations Act, 2023,* (Public Law No. 117-328*).*

The Subrecipient agrees to comply with all FY 2023 HSGP program requirements in accordance with the FY 2023 HSGP NOFO and the FEMA Preparedness Grants Manual located at http://www.fema.gov/homeland-security-grant-program, the U.S. Department of Homeland Security (DHS) Standard Administrative Terms and Conditions located at https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions, and the FY 2023 HSGP Agreement Articles Applicable to Subrecipients included with the grant agreement packet.

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

A. 2 of the Code of Federal Regulations 9C.F.R.), Part 200 of the C.F.R., *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at http://www.ecfr.gov, select Title 2.

B. Federal Emergency Management Agency (FEMA) Directive 108-1: Environmental Planning and Historic Preservation Responsibilities and Program Requirements.

III. Award Amount and Restrictions

A. The **County of Monroe** is awarded **$70,200** under the **FY 2023 HSGP-OPSG**.

B. The FY 2023 HSGP-OPSG covers eligible costs from September 1, 2023 to July 31, 2026.

C. The Subrecipient may only incur costs listed in the approved FY 2023 HSGP-OPSG Operations Order.

D. For any activities involving construction, demolition, ground disturbance, or installations of equipment, an Environmental and Historic Preservation (EHP) review must be completed.

   Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.

E. The FY 2023 HSGP-OPSG grant is not intended as a hiring program. Applying funds toward hiring full-time or permanent sworn public safety officers is unallowable. Funding shall not be used to supplant inherent routine patrols and law enforcement operations or activities not directly related to providing enhanced coordination between local and federal law enforcement agencies. The OPSG subrecipients may use temporary or term appointments to augment law enforcement on the border.

F. The Subrecipient is prohibited from obligating or expending funds provided through this award until each unique and specific county level or equivalent Operational Order/Fragmentary Operations Order budget has been reviewed and approved by FEMA.

G. In the event DHS determines 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. Refer to the FY 2023 HSGP NOFO and the FEMA Preparedness Grants Manual located at http://www.fema.gov/homeland-security-grant-program for a detailed list of allowable costs and program activities under this grant.

C. The subrecipient shall not use FY 2023 HSGP-OPSG 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. The Subrecipient agrees to comply with all applicable federal and state regulations, including, but not limited to, the following:

   1. Make all purchases in accordance with federal, and local purchasing policies. The Federal Procurement Procedure citations are found at 2 C.F.R., 200.318-326, and Appendix II; and are located at http://www.ecfr.gov.

   2. The Subrecipient is required to submit reports to the Recipient on the status of all projects and funding. Reporting must follow the format and schedule specified by the Recipient.

   3. Submit projects to the Recipient in the format specified by the Recipient prior to starting a project. Individual solution area costs must also be submitted to the Recipient for alignment and allowability evaluation prior to starting a project. All grant expenditures must meet DHS and Recipient grant guidelines, must directly support the approved FY 2023 HSGP-OPSG Operations Order, and must support at least one core capability from the National Preparedness Goal. Any project that proposes a change in scope of work during the grant performance period must be resubmitted to the Recipient for evaluation. Any funds spent on a project prior to receiving Recipient approval may be ineligible for reimbursement.

   4. Create and maintain an inventory of all equipment purchases in accordance with 2 C.F.R. , Part 200.313 located at http://www.ecfr.gov. **Every odd calendar year, the Subrecipient must prepare an equipment inventory list and conduct a physical inventory that is reconciled to that list by June 30. The Subrecipient must supply a copy of this inventory to the Michigan State Police, Emergency Management and Homeland Security Division, Audit Unit via email at MSP-EMHSD-Audit@michigan.gov or by to P.O. Box 30634, Lansing, Michigan 48909**. An Equipment Tracking template is available to assist the Subrecipient in meeting these requirements. The template can be found at http://www.michigan.gov/emhsd or can be requested by sending an email to MSP-EMHSD-Audit@michigan.gov.

   5. If the Subrecipient purchases equipment for a local governmental unit with FY 2023 HSGP-OPSG funds, the Subrecipient shall make the equipment available for pick-up by other local governmental units. This process needs to include legal transfer of the equipment to the designated local governmental units. At minimum, the Subrecipient should prepare documents, which, when signed, will indicate other designated local governmental units accept full legal and financial responsibility for the pieces of equipment.

   6. The Subrecipient agrees to prepare and submit reimbursement requests to the Recipient in a timely manner. Reimbursement requests must include all required supporting documentation, including proof of payment. **All reimbursement requests must be submitted to the Recipient no later than 30 days after the end of the Subrecipient performance period identified in this grant agreement.**

7. Current forms and instructions are located at http://www.michigan.gov/emhsd, or can be requested by sending an email to EMD_HSGP@michigan.gov.

8. Comply with applicable financial and administrative requirements set forth in the current edition of 2 C.F.R., 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 from all federal sources during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and the requirements of the Government and Accountability Office's Government Auditing Standards and Subpart F of 2 C.F.R., Part 200.

9. Comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds. The NIMS information is available at http://www.fema.gov/national-incident-management-system. More information on complying with NIMS is available from the State NIMS Coordinator at www.michigan.gov/emhsd under Response and Recovery.

10. 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 13347.

11. **Environmental and Historic Preservation (EHP) Compliance.** The federal government is required to consider the effects on the environment and/or historic properties of any federally funded activities and programs, including grant-funded projects. The EHP process ensures that federally funded activities comply with federal EHP regulations, laws, and executive orders as applicable. The goal of these compliance requirements is to protect the nation's environmental, historic, and cultural resources. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval. **Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.**

12. Comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq*.) for grant-funded construction projects. The Subrecipient must ensure that contractors or subcontractors for construction projects pay workers employed directly at the worksite no less than the prevailing wages and fringe benefits paid on projects of a similar character. Davis-Bacon wage determinations are published on the Wage Determinations Online website at https://www.sam.gov.

13. Comply with the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act and Executive Order 14005.

14. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.

15. Maintain a valid federally required Unique Entity ID (SAM) during the performance period of this grant.

16. The Subrecipient must acknowledge and agree to comply with applicable provisions governing 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 Specific Acknowledgements and Assurances on page 1.

17. The following special conditions are associated with this HSGP-OPSG award:
    a. Construction and/or renovation costs are prohibited.
    b. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412*), the Subrecipient is allowed to utilize up to 50% of their HSGP-OPSG funding for personnel related costs, which include overtime activities. At the request of the Recipient, FEMA waived the personnel cap up to 85% of the total award. An additional waiver is not required for personnel costs up to 85% of the Subrecipient award. At the request of the Subrecipient, the Recipient may request a personnel cap waiver from FEMA for an amount greater than 85% for individual awards. All waiver decisions are at the discretion of the FEMA Administrator and are considered on a case-by-case basis.

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

The Subrecipient is required to submit reports to the Recipient on the status of all projects and funding. Reporting must follow the format and schedule specified by the Recipient. Current forms and instructions are located at http://www.michigan.gov/emhsd, or can be requested by sending an email to EMD_HSGP@michigan.gov.

Reporting on funding status is mandated by the federal government. Failure by the Subrecipient to fulfill reporting requirements, in compliance with federal grant rules, shall result in the suspension of grant funding until reports are received and may jeopardize future federal funding.

VII. Payment Procedures

The Subrecipient agrees to prepare and submit the Reimbursement Cover Sheet (EMD-054) with all required supporting documentation attached, including proof of payment. The Subrecipient will submit one Reimbursement Cover Sheet and related forms for each grant project, solution area, allocation type, and individual exercise. Reimbursement Cover Sheets must be filled out completely. Instructions are provided with each of the reimbursement forms. The Reimbursement Cover Sheet and other reimbursement forms can be found on the Michigan State Police, Emergency Management and Homeland Security Division's website located at http://www.michigan.gov/emhsd. The Subrecipient will not be reimbursed for funds until all required signed documents and reimbursement documentation are received. All reimbursement requests must be submitted to the Recipient no later than 30 days after the end of the Subrecipient performance period identified in this grant agreement.

Drawdown of Funds in Advance. Up to 90 days **prior** to expenditure, the Subrecipient may request funds for purchases of $10,000 or more. All of the following requirements must be met when obtaining advanced funds:

A. The Subrecipient must submit advance requests with a copy of approved purchase orders and a copy of approved Alignment and Allowability Forms.
B. The Subrecipient must place advanced funds in an interest-bearing account.
C. The Subrecipient may keep interest up to $500 per year (2 C.F.R., Part 200.305) for administrative expenses for all federal grants combined.
D. The Subrecipient must notify the Recipient quarterly, in writing, of any interest earned over $500.
E. The Subrecipient must promptly, but at least quarterly, remit any interest earned over $500 to: Michigan State Police, Emergency Management and Homeland Security Division, Financial Management and Audit Section, P.O. Box 30634, Lansing, Michigan 48909.
F. The Subrecipient must liquidate each advance **by the date specified by the Recipient** (usually within 90 days).
G. The Subrecipient must ensure all invoices and proof of payment documents are dated **after the date the advance was issued 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 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 September 1, 2024 to July 31, 2026. 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. 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/its 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 follow grant agreement requirements or special conditions.
D. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
E. Failure to submit required reports.
F. Filing of a false certification in the application or other report or document.
G. Failure to adequately manage, monitor or direct the grant funded activities of its subrecipients.

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 C.F.R., Part 29) and Protection Sensitive Security Information (49 C.F.R., 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's UEI(SAM)
______________________	______________________
Printed Name	Title
______________________	______________________
Signature	Date

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

Capt. Kevin Sweeney, Commander____ ___	Emergency Management and Homeland Security Division _______________
Printed Name	Title
______________________	05/29/2025
Signature	Date

Michigan State Police

Emergency Management and Homeland Security Division

Grant Agreement

FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	CFDA NUMBER
Monroe County	Homeland Security Grant Program	97.067
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
38-6004873	EMW-2024-SS-05068	09/20/24

SUBRECIPIENT UEI(SAM)	SUBAWARD PERFORMANCE PERIOD.	FROM	TO
GEKUTMFMKY77		09/01/2024	07/31/2027

RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	$63,375
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	$63,375
None on file	Total Amount of Federal Award	$63,375

FEDERAL AWARD PROJECT DESCRIPTION

Fiscal Year 2024 Homeland Security Grant Program, Operation Stonegarden

DETAILS

Operation Stonegarden provides funding to support enhanced cooperation and coordination among local, tribal, territorial, state and federal law enforcement agencies in a joint mission to secure the United States borders along routes of ingress from international borders.

FEDERAL AWARDING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME
Federal Emergency Management Agency Grant Operations 245 Murray Lane – Building 410, SW Washington DC 20528-7000	Michigan State Police Emergency Management & Homeland Security Division P.O. Box 30634 Lansing, MI 48909

State of Michigan
Fiscal Year 2024 Homeland Security Grant Program
Operation Stonegarden
Grant Agreement

September 1, 2024 to July 31, 2027

CFDA Number: 97.067 **Grant Number:** **EMW-2024-SS-05068**

This Fiscal Year (FY) 2024 Homeland Security Grant Program Operation Stonegarden (HSGP-OPSG) 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

Monroe County
(hereinafter called the Subrecipient)

I. Purpose

The FY 2024 HSGP-OPSG grant provides funding that must be used to increase the operational capabilities of federal, state, local, tribal, and territorial law enforcement within United States border states and territories.

The success of HSGP-OPSG will be achieved through an integrated, layered approach to border security and targeted enforcement techniques and strategies. This includes fulfillment of specific roles and responsibilities, expectations for operations, and performance measures. Successful execution of these objectives will promote situational awareness among participating agencies and ensure a rapid, fluid response to emerging border security conditions.

The HSGP-OPSG is intended to support border states and territories of the United States in accomplishing the following objectives:

A. Increase capability to prevent, protect against, and respond to border security issues.
B. Increase coordination and collaboration among federal, state, local, tribal, and territorial law enforcement agencies.
C. Continue the distinct capability enhancements required for border security and border protection.
D. Provide intelligence-based operations through United States Border Patrol sector level experts to ensure safety and operational oversight of federal, state, local, tribal, and territorial law enforcement agencies participating in HSGP-OPSG operational activities.
E. Support a request to any Governor to activate, deploy, or redeploy specialized National Guard units/packages and/or elements of state law enforcement to increase or augment specialized/technical law enforcement elements operational activities.
F. Continue to increase operational, material, and technological readiness of state, local, tribal, and territorial law enforcement agencies.

Allowable activities must comply with the FY 2024 HSGP Notice of Funding Opportunity (NOFO) and the Federal Emergency Management Agency (FEMA) Preparedness Grants Manual, both located at http://www.fema.gov/homeland-security-grant-program, and must align to projects specifically approved in the Campaign Plan or Fragmentary Order.

II. Statutory Authority

Funding for the FY 2022 HSGP is authorized by Section 2002 of the Homeland Security Act of 2002, as amended (Public Law 107-296), (6 U.S.C. § 603).

Appropriation authority is provided by the: *Department of Homeland Security (DHS) Appropriations Act, 2024, Pub. L. No. 118-47, Title III, Protection, Preparedness, Response, and Recovery (2024 DHS Appropriations Act).*

The Subrecipient agrees to comply with all FY 2024 HSGP program requirements in accordance with the FY 2024 HSGP NOFO and the FEMA Preparedness Grants Manual located at http://www.fema.gov/homeland-security-grant-program, the United States DHS Standard Administrative Terms and Conditions located at https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions, and the FY 2024 HSGP Agreement Articles Applicable to Subrecipients included with the grant agreement packet.

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

A. 2 C.F.R., Part 200 of the Code of Federal Regulations (C.F.R.), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at http://www.ecfr.gov, select Title 2.

B. The FEMA Directive 108-1: Environmental Planning and Historic Preservation Responsibilities and Program Requirements.

III. Award Amount and Restrictions

A. The **County of Monroe** is awarded **$63,375** under the **FY 2024 HSGP-OPSG**.

B. The FY 2024 HSGP-OPSG covers eligible costs from September 1, 2024, to July 31, 2027.

C. The Subrecipient may only incur costs listed in the approved FY 2024 HSGP-OPSG Operations Order.

D. For any activities involving construction, demolition, ground disturbance, or installations of equipment, an Environmental and Historic Preservation (EHP) review must be completed. **Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.**

E. The FY 2024 HSGP-OPSG grant is not intended as a hiring program. Applying funds toward hiring full-time or permanent sworn public safety officers is unallowable. Funding shall not be used to supplant inherent routine patrols and law enforcement operations or activities not directly related to providing enhanced coordination between local and federal law enforcement agencies. The OPSG subrecipients may use temporary or term appointments to augment law enforcement on the border.

F. The Subrecipient is prohibited from obligating or expending funds provided through this award until each unique and specific county level or equivalent Operational Order/Fragmentary Operations Order budget has been reviewed and approved by FEMA.

G. In the event DHS determines changes are necessary to the award document after an award has been made, including but not limited to, changes to the 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. Refer to the FY 2024 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual located at http://www.fema.gov/homeland-security-grant-program for a detailed list of allowable costs and program activities under this grant.

C. The subrecipient shall not use FY 2024 HSGP-OPSG 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. The Subrecipient agrees to comply with all applicable federal and state regulations, including, but not limited to, the following:

   1. Make all purchases in accordance with federal, and local purchasing policies. The Federal Procurement Procedure citations are found at 2 C.F.R. 200.318-326, and Appendix II; and are located at http://www.ecfr.gov.

   2. The Subrecipient is required to submit reports to the Recipient on the status of all projects and funding. Reporting must follow the format and schedule specified by the Recipient.

   3. Submit projects to the Recipient in the format specified by the Recipient prior to starting a project. Individual solution area costs must also be submitted to the Recipient for alignment and allowability evaluation prior to starting a project. All grant expenditures must meet DHS and Recipient grant guidelines, must directly support the approved FY 2024 HSGP-OPSG Operations Order, and must support at least one core capability from the National Preparedness Goal. Any project that proposes a change in the scope of work during the grant performance period must be resubmitted to the Recipient for evaluation. Any funds spent on a project prior to receiving Recipient approval may be ineligible for reimbursement.

   4. Create and maintain an inventory of all equipment purchases in accordance with 2 C.F.R., Part 200.313 located at http://www.ecfr.gov. **Every odd calendar year, the Subrecipient must prepare an equipment inventory list and conduct a physical inventory that is reconciled to that list by June 30. The Subrecipient must supply a copy of this inventory to the Michigan State Police, Emergency Management and Homeland Security Division, Audit Unit via email at MSP-EMHSD-Audit@michigan.gov or by to P.O. Box 30634, Lansing, Michigan 48909**. An Equipment Tracking template is available to assist the Subrecipient in meeting these requirements. The template can be found at http://www.michigan.gov/emhsd or can be requested by sending an email to MSP-EMHSD-Audit@michigan.gov.

   5. If the Subrecipient purchases equipment for a local governmental unit with FY 2024 HSGP-OPSG funds, the Subrecipient shall make the equipment available for pick-up by other local governmental units. This process needs to include legal transfer of the equipment to the designated local governmental units. At a minimum, the Subrecipient should prepare documents, which, when signed, will indicate other designated local governmental units accept full legal and financial responsibility for the pieces of equipment.

   6. The Subrecipient agrees to prepare and submit reimbursement requests to the Recipient in a timely manner. Reimbursement requests must include all required supporting documentation, including proof

of payment. **All reimbursement requests must be submitted to the Recipient no later than 30 days after the end of the Subrecipient performance period identified in this grant agreement.**

7. Current forms and instructions are located at http://www.michigan.gov/emhsd, or can be requested by sending an email to EMD_HSGP@michigan.gov.

8. Comply with applicable financial and administrative requirements set forth in the current edition of 2 C.F.R., 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 audits.
   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 that expend $750,000 or more in federal funds from all federal sources during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and the requirements of the Government and Accountability Office's Government Auditing Standards and Subpart F of 2 C.F.R., Part 200.

9. Comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds. The NIMS information is available at http://www.fema.gov/national-incident-management-system. More information on complying with NIMS is available from the State NIMS Coordinator at www.michigan.gov/emhsd under Response and Recovery.

10. 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 13347.

11. **Environmental and Historic Preservation Compliance.** The federal government is required to consider the effects on the environment and/or historic properties of any federally funded activities and programs, including grant-funded projects. The EHP process ensures that federally funded activities comply with federal EHP regulations, laws, and executive orders as applicable. The goal of these compliance requirements is to protect the nation's environmental, historic, and cultural resources. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval. **Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.**

12. Comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq.*) for grant-funded construction projects. The Subrecipient must ensure that contractors or subcontractors for construction projects pay workers employed directly at the worksite no less than the prevailing wages and fringe benefits paid on projects of a similar character. Davis-Bacon wage determinations are published on the Wage Determinations Online website at https://www.sam.gov.

13. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.

14. Maintain a valid federally required Unique Entity ID (SAM) during the performance period of this grant.

15. The Subrecipient must acknowledge and agree to comply with applicable provisions governing 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 Specific Acknowledgements and Assurances on page 1.

15. The following special conditions are associated with this HSGP-OPSG award:
    a. Construction and/or renovation costs are prohibited.
    b. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act of 2008 (Public Law 110-412*), the Subrecipient is allowed to utilize up to 50% of their HSGP-OPSG funding for personnel related costs, which include overtime activities. At the request of the Recipient, FEMA waived the personnel cap up to 85% of the total award. An additional waiver is not required for personnel costs up to 85% of the Subrecipient award. At the request of the Subrecipient, the Recipient may request a personnel cap waiver from FEMA for an amount greater than 85% for individual awards. All waiver decisions are at the discretion of the FEMA Administrator and are considered on a case-by-case basis.

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

The Subrecipient is required to submit reports to the Recipient on the status of all projects and funding. Reporting must follow the format and schedule specified by the Recipient. Current forms and instructions are located at http://www.michigan.gov/emhsd, or can be requested by sending an email to EMD_HSGP@michigan.gov.

Reporting on funding status is mandated by the federal government. Failure by the Subrecipient to fulfill reporting requirements, in compliance with federal grant rules, shall result in the suspension of grant funding until reports are received and may jeopardize future federal funding.

VII. Payment Procedures

The Subrecipient agrees to prepare and submit the Reimbursement Cover Sheet (EMD-054) with all required supporting documentation attached, including proof of payment. The Subrecipient will submit one Reimbursement Cover Sheet and related forms for each grant project, solution area, allocation type, and individual exercise. Reimbursement Cover Sheets must be filled out completely. Instructions are provided with each of the reimbursement forms. The Reimbursement Cover Sheet and other reimbursement forms can be found on the Michigan State Police, Emergency Management and Homeland Security Division's website located at http://www.michigan.gov/emhsd. The Subrecipient will not be reimbursed for funds until all required signed documents and reimbursement documentation are received. All reimbursement requests must be submitted to the Recipient no later than 30 days after the end of the Subrecipient performance period identified in this grant agreement.

Drawdown of Funds in Advance. Up to 90 days **prior** to expenditure, the Subrecipient may request funds for purchases of $10,000 or more. All of the following requirements must be met when obtaining advanced funds:

A. The Subrecipient must submit advance requests with a copy of approved purchase orders and a copy of approved Alignment and Allowability Forms.
B. The Subrecipient must place advanced funds in an interest-bearing account.
C. The Subrecipient may keep interest up to $500 per year (2 C.F.R., Part 200.305) for administrative expenses for all federal grants combined.
D. The Subrecipient must notify the Recipient quarterly, in writing, of any interest earned over $500.
E. The Subrecipient must promptly, but at least quarterly, remit any interest earned over $500 to: Michigan State Police, Emergency Management and Homeland Security Division, Financial Management and Audit Section, P.O. Box 30634, Lansing, Michigan 48909.
F. The Subrecipient must liquidate each advance **by the date specified by the Recipient** (usually within 90 days).
G. The Subrecipient must ensure all invoices and proof of payment documents are dated **after the date the advance was issued 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 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 the 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 September 1, 2024, to July 31, 2027. 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. 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/its rights, interests, 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 follow grant agreement requirements or special conditions.
D. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
E. Failure to submit required reports.
F. Filing of a false certification in the application or other report or document.
G. Failure to adequately manage, monitor or direct the grant funded activities of its subrecipients.

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 (FOIA)

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 C.F.R., Part 29) and Sensitive Security Information (49 C.F.R., 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 he or she they represent. The Subrecipient agrees to complete all requirements specified in this grant agreement.

______________________________ ______________________________
Subrecipient Name | Subrecipient's UEI(SAM)

______________________________ ______________________________
Printed Name | Title

______________________________ ______________________________
Signature | Date

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

Capt. Kevin Sweeney | Commander, Emergency Management and Homeland Security Division
Printed Name | Title

______________________________ 9/30/24
Signature | Date

MONROE COUNTY SHERIFF'S OFFICE
Troy Goodnough, Sheriff

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

June 11, 2025

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 E Second Street
Monroe, MI 48161

Re: FY2025 Marine Safety Grant Application

Dear Chairman Vensel and Members of the Board:

On Tuesday, February 18, 2025 the Monroe County Board of Commissioners approved submission of the FY2025 Marine Safety Grant Application. On June 10, 2025 the Michigan Department of Natural Resources notified the Monroe County Sheriff's Office of a $12,850.00 award; $8,850.00 less than budgeted. The difference, if required, will be funded within the Sheriff's Office budget.

The adopted FY2025 Marine Safety budget is $63,535.00. The award will reimburse 75% of eligible expenditures not to exceed the award.

The Monroe County Sheriff's Office is requesting that the Board of Commissioners accept the award.

Regards,

Chief Deputy Mike Preadmore

Michigan Department of Natural Resources - Grants Management

2025 Marine Safety Program (STATE Funding) Grant Agreement

Required by authority of 1994 PA 451, as amended, and 1972 PA 227.

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and Monroe County Sheriff's Office ("GRANTEE").

1. The GRANTEE has been approved by the DEPARTMENT to receive Marine Safety program funding for:

	Federal Funds (100%)	State Funds 75%
Operating	$0.00	$12,850.00

Salaries, Wages and Benefits for:

- Marine Safety Law Enforcement and Related Activities;
- Instruction of Boating Safety Courses;
- Inspection of Boat Liveries;
- Attendance at Authorized Marine Safety Training (attendance at the Department's Annual Administrators' Workshop and the Michigan Sheriffs' Association's New Marine Officers Training are pre-authorized).

Operating Expenses for the Scope Items Listed Above, including:

- Purchase of fuel, oil, and parts for patrol vehicles, watercraft, and trailers;
- Travel expenses;
- Uniforms, personal flotation devices, boat shoes, etc.;
- Leasing of vehicles, dockage, storage, eligible office space;
- Boat repair, replacement and/or servicing of boat outfitting equipment.

2. Salary and Wages are reimbursable to the GRANTEE at the employees' hourly rate. Overtime is only eligible if the employee worked in excess of 80 hours for full time employees and 40 hours for part time employees in a pay period on Marine Safety duties.
3. Operating Expenses must be done within the grant period and goods and services must be delivered and/or work performed. Pre-paying for goods and services within the grant period and then receiving them at a later date or performing the work after the expiration of the grant agreement is not allowable.
4. The percentage of the GRANTEE'S total budget devoted to operating expenses shall not exceed Forty percent (40%), unless prior approval has been obtained from the DEPARTMENT.
5. Part 801 Marine Safety, of the Michigan Natural Resources and Environmental Protection Act (1994 PA 451, as amended), authorizes the distribution of revenues to counties from the Marine Safety Fund, for the purpose of supporting county Marine Safety programs. State funding, in the amount shown below is provided to the GRANTEE by the DEPARMENT for the purpose of supporting the GRANTEE's Marine Safety program.
   The DEPARTMENT agrees to reimburse the GRANTEE a sum of money equal to 75% of total eligible costs toward completing the scope of work listed above, but not to exceed **$12,850.00** dollars.
   A local match of at least 25% of total eligible costs is required for this reimbursement.
   The Agreement period for state funding is January 1, 2025 through December 31, 2025.
   Completed reimbursement request and documentation of operating expenditures are due no later than **February 1, 2026.**
6. This Agreement shall be administered on behalf of the DEPARTMENT through the Finance and Operations Division. All reports, documents, or actions required of the GRANTEE shall be submitted through MiGrants website unless otherwise instructed by the DEPARTMENT.
7. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website.
8. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
9. The GRANTEE shall display valid and proper state of Michigan registration on all vessels and comply with the state of Michigan life jacket regulations.
10. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
11. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure,

terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.

12. The GRANTEE agrees to follow the DEPARTMENT procedure policy:
    a. The GRANTEE will openly advertise and seek written bids for contracts for purchase or services with a value equal to or greater than $50,000.00 and accept the lowest qualified bid.
    b. The GRANTEE will solicit three (3) written quotes for contracts with purchases or services between $5,000.00 and $50,000.00.
13. The Agreement may be executed separately by the parties. This Agreement is not effective until:
    a. The GRANTEE has signed it and returned it, and
    b. The DEPARTMENT has signed it.
14. The award is not for Research and Development.

The individuals signing for the parties indicated below certify by their signatures that they have the authority to do so and will ensure that the terms of the Agreement are fulfilled.

GRANTEE

SIGNED: ______________________

Printed Name: ______________________

Title: ______________________

Date: ______________________

SIGMA Vendor ID: CV0062123

SIGMA Address ID: 001

Unique Entity Identifier: GEKUTMFMKY77

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED: ______________________

Printed Name: ______________________

Title: Section Manager, Grants Management

Date: ______________________

Phone: 517-284-7268

Email: dnr-grants@michigan.gov