COUNTY OF OSCEOLA  
BOARD OF COMMISSIONERS'  
COMMITTEE OF THE WHOLE  
AGENDA  
Tuesday, August 6, 2019  
301 West Upton Ave., Reed City, Michigan  
2nd Floor, Board of Commissioners’ Room, 9:30 a.m.  

NOTE: Claims will be available for review from 9:00 – 9:30 a.m.

1. Meeting Called to Order by Chairperson.
2. Additions or Deletions to the Agenda – Approval of the Agenda.
4. Employee/Board Comments.
5. Consider Approval of the Minutes of July 16, 2019.
6. Consider Payment of Claims.
7. Consider Other Budget Amendments, Cash Transfers, and Journal Register Report from Treasurer.

8. Old Business – Discuss:  
   b. Various Items – Susan Vander Pol:  
      1. Veterans’ Services Vehicle Purchase.  
      2. County 2020 Budget.

9. New Business – Discuss:  
   b. Prosecutor Items – Tony Badovinac:  
      1. Wage Level Consideration.  
      2. New Copier.  
   c. Probate/Family Court State Child Care Fund Budget 2019-2020 - Kaye Frederick.  
   e. Sheriff Secondary Road Patrol Grant – Justin Halladay.  
   g. MERS Annual Conference & Officer Delegate – Karen Bluhm.  
   h. Various Items – Susan Vander Pol:  
      1. C.O.A. Senior Companion Program – Lori Johnson, EightCAP.  
      2. C.O.A. Director Candidate.  
      3. MGT of America Consulting Services Agreement Renewal.  

10. Other Business:  
11. Employee/Board Comments.  
12. Extended Public Comments (Six Minute Limit).  

Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT: The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern.

If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
The Committee meeting was called to order at 9:32 a.m. by Chairman Nehmer.

Present: Commissioners Larry Emig, Jill Halladay, Mark Gregory, Tim Michell, James Custer, and Jack Nehmer. Commissioner Elkins absent.

Also present: Mark Watkins-E.M.D. Director, Nancy Crawford-Register of Deeds, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk and members of the public.

Motion by Commissioner Gregory, seconded by Commissioner Halladay, to approve the agenda as amended. Motion carried.

Brief Public Comment: None.

Employee/Board Comments: None.

Moved by Commissioner Emig, seconded by Commissioner Custer, to approve the minutes of July 2, 2019 as presented. Motion carried with unanimous voice vote.

Recommended by Commissioner Halladay, seconded by Commissioner Custer, to approve the claims of the County in the amount of $84,683.00. Recommendation was unanimously supported.

Budget Amendments, Cash Transfer & Journal Register Report
Commissioner Halladay reviewed the budget amendments and cash transfer presented for approval.

Recommended by Commissioner Halladay, seconded by Commissioner Michell, to approve the budget amendments, cash transfers and July Treasurer's report for June Journal Entries as presented. Recommendation was unanimously supported.

E.M.D. Safe Sight Active Shooter
Mark Watkins, E.M.D. Director, spoke to Board members about several training programs they have developed and offer to various employers and schools around the area. Several programs are not “actual” training situations. He explained the procedures and all of the steps involved in the Safe Sight Active Shooter program offered and asked for Commissioners to review. He also advised Board members, if they wished to move forward on the plan they would need to let him know by September 15, 2019 in order to get the County on his schedule for the next year to begin the training process. Discussion was held.

Commissioner Elkins arrived at 9:45 a.m.

Security Entrance Update
Brad Halladay, Maintenance Working Supervisor, spoke to Board members about Tony Gagliardo, Building Official’s, concern with the front door entry with the addition on the north entrance of the Courthouse. He also shared a cost estimate from Reed City Glass and the two (2) possible solutions to the problem. Discussion was held regarding the cost and the need to move forward on the project.

Recommended by Commissioner Gregory, seconded by Commissioner Custer, to approve the purchase of new doors and remove the upper glass for the new courthouse entrance up to $6,000. Recommendation was unanimously supported.

C.O.A. AAAWM FY 2019 Older Americans Act Contract Amendment
Susan Vander Pol, County Coordinator, explained the AAAWM FY 2019 contract amendment to Board members and asked for approval.
Committee Minutes
July 16, 2019

Recommended by Commissioner Elkins, seconded by Commissioner Michell, to approve the Commission on Aging contract amendment with AAAWM for FY 2019 Older Americans Act as presented and authorize the Chairman to sign. Recommendation was unanimously supported.

County 2020 Budget
Susan Vander Pol, County Coordinator, spoke briefly about the upcoming 2020 budget process. Possible projects for 2020 were also discussed.

Union Letters of Understanding for BCN HSA Plan
Susan Vander Pol, County Coordinator, advised Commissioners that the unions have approved adding the BCN HSA plan option to the County’s health care.

Recommended by Commissioner Gregory, seconded by Commissioner Custer, to approve the Letter of Understanding for Insurance Benefits with the POA1VI Road Patrol, POAM Corrections, COAM Command staff and GELC EMS unions as presented and authorize the Chairman to sign. Recommendation was unanimously supported.

MMRMA RAP Grant
Susan Vander Pol, County Coordinator, spoke to the Board about a grant application for a Honeywell alarm system. Discussion was held.

Recommended by Commissioner Emig, seconded by Commissioner Elkins, to approve the MMRMP RAP Grant Application for the Honeywell alarm system as presented. Recommendation was unanimously supported.

Mid-Michigan Community Action Agency
Commissioner Michell spoke about providing a letter of support to Mid-Michigan Community Action Agency for their application for lead detection and mediation where required. Discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Elkins, to provide a letter of support to Mid-Michigan Community Action Agency for their application for lead detection and mediation and authorize the Chairman to sign. Recommendation was unanimously supported.

Other Business: None.

Employee/Board comments: Nancy Crawford, Register of Deeds, read a statement to Board members announcing her retirement with her last day being July 31, 2019.

Extended Public Comment: Sandra Keller commended Board members on the Sesquicentennial celebration scheduled for later today.

Moved by Commissioner Gregory, seconded by Commissioner Emig, to adjourn at 10:48 a.m. Motion carried unanimously.

Karen J. Bluhm, County Clerk
Jack Nehmer, Chairman
County of Osceola

BUDGET AMENDMENT

TO: County Treasurer and County Clerk

As provided in the Uniform Budgeting and Accounting Act of 1978, as amended, and as approved by the direction of the Board of Commissioners or as established by policy, it is hereby authorized to record the following adjustments to the budget:

FUND: General ( ) 245 Capital ( ) Special Revenue (X) Debt Service ( ) Other _________ ( )

REVENUE:

<table>
<thead>
<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>DECREASE</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Rev</td>
<td>249.371.479005</td>
<td>$( , )</td>
<td>$( 10,000 )</td>
</tr>
<tr>
<td>Mechanical Cont.</td>
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EXPENSES:

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<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Cont.</td>
<td>249.371.808019</td>
<td>$( 10,000 )</td>
<td>$( , )</td>
</tr>
</tbody>
</table>

TOTAL $( 10,000 ) $( 10,000 )

EXPLANATION: Additional for Mechanical Contracted Services
COUNTY OF OSCEOLA BUDGET AMENDMENT

TO: COUNTY TREASURER AND COUNTY CLERK

AS PROVIDED IN THE UNIFORM BUDGETING AND ACCOUNTING ACT OF 1978, AS AMENDED, AND AS APPROVED BY THE DIRECTION OF THE BOARD OF COMMISSIONERS OR AS ESTABLISHED BY POLICY, IT IS HEREBY AUTHORIZED TO RECORD THE FOLLOWING ADJUSTMENTS TO THE BUDGET:

FUND: General (X)  Debt Service ( )  Capital ( )  Other ( )  Special Revenue ( )

### REVENUE

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Decrease</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo Copies - ROD</td>
<td>101-268-626.000</td>
<td></td>
<td>773</td>
</tr>
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</table>

### EXPENSE

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Pay - IT</td>
<td>101-228-702.008</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Office Supplies - IT</td>
<td>101-228-727.000</td>
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<tr>
<td>Sick Pay - Treasurer</td>
<td>101-253-702.008</td>
<td>131</td>
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<tr>
<td>Prep Summer Tax Bills - Treasurer</td>
<td>101-253-728.001</td>
<td>131</td>
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<td>Sick Pay - ROD</td>
<td>101-268-702.008</td>
<td>773</td>
<td></td>
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<tr>
<td>Retirement - ORV</td>
<td>101-330-720.000</td>
<td>289</td>
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<tr>
<td>Retirement - Marine</td>
<td>101-331-720.000</td>
<td>200</td>
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<tr>
<td>Retirement - Snowmobiles</td>
<td>101-332-720.000</td>
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<tr>
<td>Retirement - Sheriff</td>
<td>101-301-720.000</td>
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<tr>
<td>Perm Employees - ORV</td>
<td>101-330-702.003</td>
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<tr>
<td>Perm Employees - Snowmobiles</td>
<td>101-332-702.003</td>
<td>125</td>
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<tr>
<td>Perm Employees - Sheriff</td>
<td>101-301-702.003</td>
<td>299</td>
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<tr>
<td>Sick Pay - Animal Control</td>
<td>101-430-702.008</td>
<td>100</td>
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<tr>
<td>Dues - Animal Control</td>
<td>101-430-744.000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>1,806</td>
<td>1,806</td>
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</table>

DEPARTMENT; ROD, Treasurer, Animal Control, & ORV, Marine, Snowmobile, Sheriff

DEPARTMENT HEAD SIGNATURE: [Signature]

DATE: 7-19-19

EXPLANATION: Correct expense lines over budget

BOARD OF COMMISSIONERS/REPRESENTATIVE
RECORDED ( )

BUDGET AMENDMENT NO.: __________
COUNTY OF OSCEOLA

BUDGET AMENDMENT

TO: COUNTY TREASURER AND COUNTY CLERK

AS PROVIDED IN THE UNIFORM BUDGETING AND ACCOUNTING ACT OF 1978, AS AMENDED, AND AS APPROVED BY THE DIRECTION OF THE BOARD OF COMMISSIONERS OR AS ESTABLISHED BY POLICY, IT IS HEREBY AUTHORIZED TO RECORD THE FOLLOWING ADJUSTMENTS TO THE BUDGET:

FUND:    GENERAL (✓)  245 CAPITAL ( )  SPECIAL REVENUE ( )
        DEBT SERVICE ( )  OTHER  250 (✓)

REVENUE:

<table>
<thead>
<tr>
<th>ACCT NAME</th>
<th>ACCT NUMBER</th>
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<th>INCREASE</th>
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<tbody>
<tr>
<td>Vested Benefits - Trf In</td>
<td>101-965-695-020</td>
<td>$(<em><strong>,</strong></em>)</td>
<td>$(6,800)</td>
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<tr>
<td>Vested Benefits - App. Fund Bal.</td>
<td>250-000-699-001</td>
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<td>$(6,800)</td>
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EXPENSES:

<table>
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<tr>
<th>ACCT NAME</th>
<th>ACCT NUMBER</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vested Benefits - Trf Out</td>
<td>250-000-999-000</td>
<td>$(6,800)</td>
<td>$(<em><strong>,</strong></em>)</td>
</tr>
<tr>
<td>Vested Benefits - Expense</td>
<td>101-861-702-015</td>
<td>$(6,800)</td>
<td>$(<em><strong>,</strong></em>)</td>
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<td>$(<em><strong>,</strong></em>)</td>
<td>$(<em><strong>,</strong></em>)</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$(<em><strong>,</strong></em>)</td>
<td>$(<em><strong>,</strong></em>)</td>
</tr>
</tbody>
</table>

General - Vested Benefits

DEPARTMENT

Jesse Hartline, Chief Deputy

DEPARTMENT HEAD SIGNATURE

Treasurer

RECORDED ( )  MOTION/RESOLUTION NO ___

BOARD OF COMMISSIONERS/REPRESENTATIVE

DATE 7-15-19

BUDGET AMENDMENT NO.

EXPLANATION: Pay out sick leave & vacation leave - Andrew Lapres
COUNTY OF OSCEOLA

AUTHORIZATION TO TRANSFER FUNDS

The County Treasurer is hereby directed to transfer funds in the following manner:

<table>
<thead>
<tr>
<th>FUND/ACCT</th>
<th>BUDGETED</th>
<th>TRANSFER</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>250</td>
<td>$</td>
<td>$6,800</td>
</tr>
<tr>
<td>TO:</td>
<td>101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS: Pay out sick leave & vacation leave - Andrew Lopres

The above transfer has been appropriated by the Board of Commissioners by previous resolution and may be less than the full amount appropriated in the source fund. The appropriating action was by:

( ) Appropriation Act
( ) Budget Resolution
(✓) Transfer Resolution

The County Treasurer is to complete the transfer within three business days following the date of this authorization order. A copy of the executed transfer is to be issued to the County Clerk. Should the County Treasurer be unable to complete the transfer, in whole or in part, within the time prescribed, a statement will be sent to the authorizing party within the same time limit, giving reason why the transfer can not be completed.

(✓) By direction of the Board
( ) By direction of the Finance Committee

Date: ___________ 20__

Chairman

Finance Chairperson
RE: Ambulance Remount

Dear Mr. Nehmer:

We have reviewed your application materials in accordance with our instructions and it appears that you meet our requirements for eligibility. Enclosed you will find Form AD-622, Notice of Application Review Action, for your records.

Our records show that the assistance recommended by USDA, Rural Development, would be a grant of $50,000 with an applicant contribution of $100,000 for an ambulance remount. If this is not acceptable, or there are significant changes, please contact this office.

You are advised against taking any action or incurring any obligations which would either limit the range of alternatives to be considered, or which would have an adverse affect on the environment. Satisfactory completion of the environmental review process must occur prior to the issuance of the Letter of Conditions. **You must not advertise for bids or enter into any purchase contract without prior Rural Development approval.**

General public meeting - Applicants should inform the general public regarding the development of any proposed project. Any applicant not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan or grant, will hold at least one public information meeting. The public should be notified of the meeting at least 10 days prior by newspaper publication and posting of notices. Please supply this office with a copy of the published notice and minutes of the public meeting. The public meeting must be held after the preapplication is filed and not later than loan approval.

Please contact Jennifer Wahr at 1-231-486-2526 if you have any questions.

Sincerely,

Michelle L. Collins
Area Director

Enclosures
Cc: S/O Community Programs Division
U.S. DEPARTMENT OF AGRICULTURE
NOTICE OF PREAPPLICATION REVIEW
ACTION

From: USDA Rural Development
(Department, bureau, or establishment)

To: Osceola County
301 W. Upton Ave
Reed City, MI 49677

Reference Your Preapplication Number __________
Dated: __________

1. We have reviewed your preapplication for Federal assistance under ________ and have determined that your proposal is:
   - ✓ eligible for funding by this agency and can compete with similar applications from other grantees.
   - _____ eligible but does not have the priority necessary for further consideration at this time.
   - _____ not eligible for funding by this agency.

2. Therefore, we suggest that You:
   - ✓ file a formal application with us by (date) 08-30-2019
   - _____ file an application with ____________________________ (Suggested Federal agency).
   - _____ find other means of funding this project.

3. Based upon the funds available for this program over the last two fiscal years and the number of applications reviewed, or pending, we anticipate that funds for which you are competing will be available after (month, year) _______.

4. You requested $50,000.00 Federal funding in your preapplication form, and we:
   - ✓ are agreeable to consideration of approximately this amount in the formal application.
   - _____ will need to analyze the amount requested in more detail.

5. A preapplication conference will be _____ necessary ✓ not necessary. We are recommending that it be held at __________, on __________, at __________ a.m./p.m. Please contact the undersigned for confirmation.

6. Enclosures: _____ Forms _____ Instructions _____ Other (Specify) __________________________

7. Other Remarks:
   Please contact Jennifer Wahr at 1-231-941-0951 if you have any questions.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Michelle L Collins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Area Director</td>
</tr>
<tr>
<td>Organization Unit</td>
<td>Administrative Office</td>
</tr>
<tr>
<td>Rural Development</td>
<td>Traverse City A/O</td>
</tr>
</tbody>
</table>

Address 1501 Cass Street, Suite A
Traverse City, MI

Date 07-30-2019

Telephone Number (231) 941-0951

NOTE: This form will be used by Federal agencies to inform applicants of the results of a review of their preapplication request for Federal assistance. When the review cannot be performed within 45 days, the applicant shall be informed by letter as to when the review will be completed. When Federal agencies determine that the proposal is not eligible for Federal assistance, specific reasons should be provided in Item 7 Other Remarks.
2019 FORD ESCAPE SE 4WD
OSCEOLA COUNTY
CONTRACT # 4WDU-0050

<table>
<thead>
<tr>
<th>OPTION CODES</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>U9G</td>
<td>4WD SE</td>
</tr>
<tr>
<td>YZ</td>
<td>OXFORD WHITE</td>
</tr>
<tr>
<td>L</td>
<td>MED STONE CLOTH BUCKETS</td>
</tr>
<tr>
<td>220A</td>
<td>EQUIP GROUP</td>
</tr>
<tr>
<td>99D</td>
<td>1.5L ECO ENGINE</td>
</tr>
<tr>
<td>446</td>
<td>6-SPD TRANS</td>
</tr>
<tr>
<td>17F</td>
<td>17&quot; SPRKL WHLS</td>
</tr>
</tbody>
</table>

TOTAL PRICE DELIVERED IS $21594.70 TO 301 WEST UPTON AVE REED CITY MI 49677

I bid a unit in white, we cannot order a 2019, so we would have to take one out of stock. If awarded the bid we can produce the unit in 5-7 business days, might have to look at different colors due to inventory or their lack of.

Please feel free to contact me with any questions or changes.

Sincerely,

C. Michael Rushford
Babb Ford Sales
231.832.2206
### MECHANICAL
- Electric Parking Brake (Includes Auto Hold)
- Engine - 1.5L EcoBoost® with Auto Start-Stop Technology
- Four-Wheel Disc Brakes with Anti-Lock Brake System
- Towing Pre-Pack
- Transmission - 8-speed Automatic

### EXTERIOR
- Active Grille Shutters
- Black - Molded-in-Color
- Door Handles
- Lower Body Side Cladding
- Rocker Panel
- Black Upper Window Molding with Black Beltline Molding
- Bumpers/Fascia - Body-Color Upper/Molded-in-Color Lower
- Configurable Daytime Running Lamps (DRL)
- Easy Fuel® Capless Fuel Filter
- Exhaust Tips - Dual - Chrome
- Grille - Black
- LED Taillamps
- Manual Liftgate with Body-Color Handle
- Rear Spoiler - Body Color
- Roof-Mounted Antenna
- Skid Plates - Molded-in-Color Silver, Front and Rear
- Tires
  - 225/65R17 102H All Season AS BSW 2
  - Mini Spare 1
- Wheels
  - 17" Steel with Sparkle Silver-Painted Covers
- Aluminum Mini Space-Saver
- Wheel Nut Wrench and Jack
- Wipers
- Windshield - Variable-Intermittent/Continuous
- Rear Window - Fixed-Intermittent/Continuous

### INTERIOR/COMFORT
- Center Floor Console with Armrest
- Climate Control
  - Cabin Particulate Air Filter
  - Manual Single Zone
- Cruise Control - Steering Wheel-Mounted Controls
- Cupholders - (6)
- Driver's Side Footrest
- Floor Mats - Carpeted Front and Rear
- Grab Handles - Front Passenger Second Row - two (2), Includes Coat Hooks
- Instrument Panel
  - 4.2" Screen
  - EcoMode
  - IceBlue® Lighting
  - Message Center
  - Outside Temperature Display
  - Trip Computer
- Lighting
  - Front Map Lights
  - Illuminated Entry System with Courtesy Lamp Delay
  - Rear Cargo Area Light
  - Second Row Dome Light
- Powerpoints (12V) - three (3) - Front of Center Console, Rear of Center Console and Cargo Area
- Rotary Gear Shift Dial
- Seats
  - Cloth Bucket
  - Five Passenger
  - 6-Way Manual Driver (Fore/Aft, Up/Down, Recline)
  - 4-Way Manual Front passenger (Fore/Aft with Manual Recline)
  - Second Row 60/40 Split-Fold-Flat and Sliding
- Steering Column - Manual Tilting/Telescoping
- Steering Wheel - Urethane
- Storage
  - Front Row: Center Console Armrest, Glove Box, Media Bins
  - Two (2); in front and in center of the Console, Overhead Console with Sunglasses Storage
- Visor Vanity Mirrors (Driver and Front Passenger)
- Windows, Power - Front One-Touch Down Feature (Driver only)

### SAFETY/SECURITY
- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
  - Driver and Front Row Passenger Dual-Stage
  - Driver Knee
  - Front-Seat Mounted Side-Impact
  - Safety Canopy® System - Front and Second Row Safety Canopy® Side-Curtain with Rollover Sensor
  - Center High-Mounted Stop Lamp (CHMSL)
  - Curve Control
  - Day/Night Rearview Mirror - Manually Adjustable
  - Door Locks
    - Autolock/Autounlock
    - Child-Safety Rear
    - Power Lock/Unlock
  - Electronic Traction Control
  - 12V Outlets
  - Courtesy Delay
  - Halogen Reflector
  - Wiper-Activated
  - Head Restraints
  - Two-Way Manually Adjustable Driver and Front-Passengers
  - Two-Way Manually Adjustable Second Row (Left and Right; Center Head Restraint is fixed position.)
  - Hooks - Cargo Tie-Downs - two (2), Grocery - two (2)
  - LATCH (Lower Anchors and Tether Anchors for Children) on Rear Outboard Seat Positions
  - Mirrors, Sideview - Power Glass, Manual-Fold and Black
  - Molded-in-Color (MIC) Caps
  - MyKey®
  - Personal Safety System™
  - Rear-Window Defroster and Washer
  - Safety Belts
  - Front and Second Row - Belt-Minder® (Safety Belt Reminder)
  - Front Row Height Adjustable
  - Second Row Outboard and Center Seat Shoulder
  - Three-Point Safety Belts on all (5) Seating Positions
  - SecureLock® Passive Anti-Theft System (FATS) (S and SE Series)
  - SOS Post-Crash Alert System™
  - Tire Pressure Monitoring System (TPMS)
  - Torque Vectoring Control

### DRIVER ASSIST TECHNOLOGY
- Ford Co-Pilot360™ includes;
  - Auto High Beam Headlamps
  - BLIS® (Blind Spot Information System) with Cross-Traffic Alert
  - Lane Keeping System (includes Lane Keeping Assist, Lane Keeping Alert and Driver Alert)
  - Pre-Collision Assist with Automatic Emergency Braking (AEB), Pedestrian Detection, Forward Collision Warning and Dynamic Brake Support
  - Rear View Camera
  - FordPass Connect™
  - 4G LTE Wi-Fi hotspot connects up to 10 devices
  - Remotely start, lock and unlock vehicle
  - Schedule specific times to remotely start vehicle
  - Locate parked vehicle
  - Check vehicle status
  - Headlamps - Autolamp (Automatic On/Off)
  - Pre-Collision Braking
  - SYNC®
  - Enhanced Voice Recognition Communication and Entertainment System
  - 911 Assist®
  - 4.2" LCD Screen in Center Stack
  - Driver Alert Keeping System (includes Lane Keeping Assist, Lane Keeping Alert and Driver Alert)
  - Electronic Power-Assisted Steering (EPAS)
  - Lane-Keeping System (includes Lane Keeping Assist, Lane Keeping Alert and Driver Alert)
  - Electronic Stability Control
  - Engine - 1.5L EcoBoost® with Auto Start-Stop Technology
  - 4-Way Manual Driver (Fore/Aft, Up/Down, Recline)
  - 4-Way Manual Front Passenger (Fore/Aft with Manual Recline)
  - Second Row 60/40 Split-Fold-Flat and Sliding
  - Steering Column - Manual Tilting/Telescoping
  - Steering Wheel - Urethane
  - Storage
    - Front Row: Center Console Armrest, Glove Box, Media Bins
    - Two (2); in front and in center of the Console, Overhead Console with Sunglasses Storage
  - Visor Vanity Mirrors (Driver and Front Passenger)
  - Windows, Power - Front One-Touch Down Feature (Driver only)
  - Safety Canopy® System - Front and Second Row Safety Canopy® Side-Curtain with Rollover Sensor
  - Center High-Mounted Stop Lamp (CHMSL)
  - Curve Control
  - Day/Night Rearview Mirror - Manually Adjustable
  - Door Locks
    - Autolock/Autounlock
    - Child-Safety Rear
    - Power Lock/Unlock
  - Electronic Traction Control
  - 12V Outlets
  - Courtesy Delay
  - Halogen Reflector
  - Wiper-Activated
  - Head Restraints
  - Two-Way Manually Adjustable Driver and Front-Passengers
  - Two-Way Manually Adjustable Second Row (Left and Right; Center Head Restraint is fixed position.)
  - Hooks - Cargo Tie-Downs - two (2), Grocery - two (2)
  - LATCH (Lower Anchors and Tether Anchors for Children) on Rear Outboard Seat Positions
  - Mirrors, Sideview - Power Glass, Manual-Fold and Black
  - Molded-in-Color (MIC) Caps
  - MyKey®
  - Personal Safety System™
  - Rear-Window Defroster and Washer
  - Safety Belts
  - Front and Second Row - Belt-Minder® (Safety Belt Reminder)
  - Front Row Height Adjustable
  - Second Row Outboard and Center Seat Shoulder
  - Three-Point Safety Belts on all (5) Seating Positions
  - SecureLock® Passive Anti-Theft System (FATS) (S and SE Series)
  - SOS Post-Crash Alert System™
  - Tire Pressure Monitoring System (TPMS)
  - Torque Vectoring Control

### MAJOR STANDARD EQUIPMENT
- 2020 Ford Escape FWD and 4WD
- 911 Assist®
- 4.2" LCD Screen in Center Stack
- Driver Alert Keeping System (includes Lane Keeping Assist, Lane Keeping Alert and Driver Alert)
- Pre-Collision Assist with Automatic Emergency Braking (AEB), Pedestrian Detection, Forward Collision Warning and Dynamic Brake Support
- Rear View Camera
- FordPass Connect™
- 4G LTE Wi-Fi hotspot connects up to 10 devices
- Remotely start, lock and unlock vehicle
- Schedule specific times to remotely start vehicle
- Locate parked vehicle
- Check vehicle status
- Headlamps - Autolamp (Automatic On/Off)
- Pre-Collision Braking
- SYNC®
- Enhanced Voice Recognition Communication and Entertainment System
- 911 Assist®
- 4.2" LCD Screen in Center Stack
- Audio
  - AM/FM Stereo
  - Six (6) Speakers
  - Speed-Compensated Volume
- Steering Wheel - Urethane
- Storage
  - Front Row: Center Console Armrest, Glove Box, Media Bins
  - Two (2); in front and in center of the Console, Overhead Console with Sunglasses Storage
  - Visor Vanity Mirrors (Driver and Front Passenger)
  - Windows, Power - Front One-Touch Down Feature (Driver only)
  - Safety Canopy® System - Front and Second Row Safety Canopy® Side-Curtain with Rollover Sensor
  - Center High-Mounted Stop Lamp (CHMSL)
  - Curve Control
  - Day/Night Rearview Mirror - Manually Adjustable
  - Door Locks
    - Autolock/Autounlock
    - Child-Safety Rear
    - Power Lock/Unlock
  - Electronic Traction Control
  - 12V Outlets
  - Courtesy Delay
  - Halogen Reflector
  - Wiper-Activated
  - Head Restraints
  - Two-Way Manually Adjustable Driver and Front-Passengers
  - Two-Way Manually Adjustable Second Row (Left and Right; Center Head Restraint is fixed position.)
  - Hooks - Cargo Tie-Downs - two (2), Grocery - two (2)
  - LATCH (Lower Anchors and Tether Anchors for Children) on Rear Outboard Seat Positions
  - Mirrors, Sideview - Power Glass, Manual-Fold and Black
  - Molded-in-Color (MIC) Caps
  - MyKey®
  - Personal Safety System™
  - Rear-Window Defroster and Washer
  - Safety Belts
  - Front and Second Row - Belt-Minder® (Safety Belt Reminder)
  - Front Row Height Adjustable
  - Second Row Outboard and Center Seat Shoulder
  - Three-Point Safety Belts on all (5) Seating Positions
  - SecureLock® Passive Anti-Theft System (FATS) (S and SE Series)
  - SOS Post-Crash Alert System™
  - Tire Pressure Monitoring System (TPMS)
  - Torque Vectoring Control
- BITES Post-Crash Alert System™
- FordPass Connect™
- 4G LTE Wi-Fi hotspot connects up to 10 devices
- Remotely start, lock and unlock vehicle
- Schedule specific times to remotely start vehicle
- Locate parked vehicle
- Check vehicle status
- Headlamps - Autolamp (Automatic On/Off)
- Pre-Collision Braking
- SYNC®
- Enhanced Voice Recognition Communication and Entertainment System
- 911 Assist®
- 4.2" LCD Screen in Center Stack
- Audio
  - AM/FM Stereo
  - Six (6) Speakers
  - Speed-Compensated Volume
- Steering Wheel - Urethane
- Storage
  - Front Row: Center Console Armrest, Glove Box, Media Bins
  - Two (2); in front and in center of the Console, Overhead Console with Sunglasses Storage
  - Visor Vanity Mirrors (Driver and Front Passenger)
  - Windows, Power - Front One-Touch Down Feature (Driver only)
<table>
<thead>
<tr>
<th>Optional equipment</th>
<th>Order Code</th>
<th>Price</th>
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<tbody>
<tr>
<td>17&quot; Shadow Silver-Painted Aluminum Wheels</td>
<td>64U</td>
<td>595.00</td>
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<td>Daytime Running Lights</td>
<td>942</td>
<td>45.00</td>
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<tr>
<td>Engine Block Heater</td>
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<tr>
<td>Privacy Glass</td>
<td>924</td>
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<td>Reverse Sensing System</td>
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<td>245.00</td>
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<td>Easy Access Cargo Shade</td>
<td>47B</td>
<td>135.00</td>
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<tr>
<td>All Weather Floor Mats</td>
<td>50C</td>
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<tr>
<td>Cargo Mat</td>
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<td>90.00</td>
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<tr>
<td>Remote Start</td>
<td>63D</td>
<td>495.00</td>
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<td>Splash Guards</td>
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**Color and Trim Availability on S Trim Only**

<table>
<thead>
<tr>
<th>Exterior Colors</th>
<th>Order Code</th>
<th>Interior Color</th>
<th>Ebony Black (VH)</th>
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<tr>
<td>Agate Black</td>
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<td>[J7]</td>
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<tr>
<td>Ingot Silver Metallic</td>
<td>[UX]</td>
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<tr>
<td>Oxford White</td>
<td>[YZ]</td>
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<tr>
<td>Velocity Blue Metallic</td>
<td>[E7]</td>
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<tr>
<td>Dark Persian Green Metallic</td>
<td>[D9]</td>
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<td>[ ]</td>
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<tr>
<td>Desert Gold Metallic</td>
<td>[G6]</td>
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<tr>
<td>Sedona Orange Metallic</td>
<td>[BP]</td>
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<td>[ ]</td>
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</tbody>
</table>
Base Price FWD Escape SE, U0G/200A $23,654.00
Base Price AWD Escape SE, U9G/200A $23,985.00

SE Contains All S Equipment Plus:

**EXTERIOR**
- Chrome Upper Window Molding with Black Beltline Molding
- Door Handles – Body-Color
- Grille – Chrome Surround
- Privacy Glass – Second Row Side and Liftgate
- Wheels – 17” Shadow Silver-painted Aluminum

**INTERIOR/COMFORT**
- Climate Control – Electronic Automatic Temperature Control (EATC) with Rear Air Duct
- Map Pocket – Front-Passenger Seat Back
- Seats
  - Unique Cloth Bucket
  - Heated Front Row
  - 10-Way Power Driver Seat (includes Power Lumbar and Power Recline)
  - Rear Center Armrest (Fold-Down with Two (2) Cupholders)
- Sliding Sun Visors with Illuminated Vanity Mirrors (Driver and Front Passenger)

**SAFETY/SECURITY**
- Headlamps
- Halogen Projector
- LED Signature Lighting (replaces the standard Configurable Daytime Running Lamps (DRL))
- Mirrors, Sideview
  - Power/Heated Glass
  - Manual-Fold
  - Gloss Body-Color Caps

**DRIVER ASSIST TECHNOLOGY**
- SYNC® 3
  - Enhanced Voice Recognition Communications and Entertainment System
  - 8” LCD Capacitive Touchscreen in Center Stack with Swipe Capability
  - Pinch-to-Zoom capability included when equipped with available Voice-Activated Touchscreen Navigation System
  - AppLink®
  - 911 Assist®
  - Apple CarPlay™ and Android Auto™ Compatibility
  - Smart-Charging USB Ports – two (2)

**FUNCTIONAL**
- Audio – SiriusXM® Radio

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Optional equipment

<table>
<thead>
<tr>
<th>[ ] Ford Co-Pilot360 Assist™</th>
<th>Order Code</th>
<th>Price</th>
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<tbody>
<tr>
<td>[ ] Adaptive Cruise Control with Stop-and-Go</td>
<td>68B</td>
<td>695.00</td>
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<tr>
<td>[ ] Voice-Activated Touchscreen Navigation System with Pinch-to-Zoom Capability, SiriusXM Traffic and Travel Link®</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Power Panorama Roof</td>
<td>43M</td>
<td>1495.00</td>
</tr>
<tr>
<td>[ ] Daytime Running Lights</td>
<td>942</td>
<td>45.00</td>
</tr>
<tr>
<td>[ ] Engine Block Heater</td>
<td>41H</td>
<td>35.00</td>
</tr>
<tr>
<td>[ ] Reverse Sensing System</td>
<td>60S</td>
<td>245.00</td>
</tr>
<tr>
<td>[ ] Easy Access Cargo Shade</td>
<td>47B</td>
<td>135.00</td>
</tr>
<tr>
<td>[ ] All Weather Floor Mats</td>
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</tr>
<tr>
<td>[ ] Cargo Mat</td>
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<td>90.00</td>
</tr>
<tr>
<td>[ ] Remote Start</td>
<td>63D</td>
<td>495.00</td>
</tr>
<tr>
<td>[ ] Splash Guards</td>
<td>63S</td>
<td>210.00</td>
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</table>

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**Color and Trim Availability on SE Trim Only**

<table>
<thead>
<tr>
<th>Exterior Colors</th>
<th>Ebony Black (4H)</th>
<th>Sandstone (4N)</th>
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<tbody>
<tr>
<td>Agate Black</td>
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<tr>
<td>Magnetic Metallic</td>
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<tr>
<td>Ingot Silver Metallic</td>
<td>[UX]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Oxford White</td>
<td>[YZ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Velocity Blue Metallic</td>
<td>[E7]</td>
<td>[ ]</td>
</tr>
<tr>
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<tr>
<td>Desert Gold Metallic</td>
<td>[G6]</td>
<td>[ ]</td>
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<tr>
<td>Sedona Orange Metallic</td>
<td>[BP]</td>
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<tr>
<td>Rapid Red (Extra Cost $395.00)</td>
<td>[D4]</td>
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</tr>
<tr>
<td>Star White (Extra Cost $595.00)</td>
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<table>
<thead>
<tr>
<th>Optional equipment</th>
<th>Order Code</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>SE Sport Premium Package w/Ford Co-Pilot360 Assist™</td>
<td>68C</td>
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<tr>
<td>Aluminum Mini Space-Saver Wheel</td>
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<td>495.00</td>
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<td>45.00</td>
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<td>495.00</td>
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Color and Trim Availability on SE Sport Hybrid Trim Only

<table>
<thead>
<tr>
<th>Exterior Colors</th>
<th>Ebony Black (4H/EH)</th>
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<td>Agate Black</td>
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<tr>
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<td>[G6]</td>
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</tr>
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<td>Sedona Orange Metallic</td>
<td>[BP]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Rapid Red (Extra Cost $395.00)</td>
<td>[D4]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Star White (Extra Cost $595.00)</td>
<td>[AZ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
SEL Contains All SE Equipment Plus:

**EXTERIOR**
- Fog Lamps
- Hands-Free, Foot-Activated Liftgate
- Roof Rack Rails – Black
- Tires – 225/60R18 All Season (A/S) BSW
- Wheel – 18” Machined-face Aluminum with Dark Stainless painted Pockets

**INTERIOR/COMFORT**
- Memory Package: Driver’s Seat and Driver/Passenger Sideview Mirrors
- Seats
- Sport Contour Buckets
- ActiveX™ Seating Material
- Steering Wheel – Heated and Leather-Wrapped
- Windows, Power – One-Touch-Up/Down Front and Rear
- Remote Start System
- Reverse Sensing System

**Color and Trim Availability on SEL Trim Only**

<table>
<thead>
<tr>
<th>Exterior Colors</th>
<th>Ebony Black (EH)</th>
<th>Sandstone(EN)</th>
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<tbody>
<tr>
<td>Agate Black</td>
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**Optional Equipment**

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Order Code</th>
<th>Price</th>
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<tbody>
<tr>
<td>2.0L Eco Boost Engine w/Class II Trailer Tow (AWD Only)</td>
<td>999</td>
<td>1990.00</td>
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<tr>
<td>Ford Co-Pilot360 Assist™</td>
<td>68B</td>
<td>695.00</td>
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<tr>
<td>- Adaptive Cruise Control with Stop-and-Go</td>
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<tr>
<td>- Voice-Activated Touchscreen Navigation System with Pinch-to-Zoom Capability, SiriusXM Traffic and Travel Link®</td>
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<tr>
<td>Power Panorama Roof</td>
<td>43M</td>
<td>1495.00</td>
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<tr>
<td>Daytime Running Lights</td>
<td>942</td>
<td>45.00</td>
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<tr>
<td>Engine Block Heater</td>
<td>41H</td>
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<tr>
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<tr>
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<td>63D</td>
<td>495.00</td>
</tr>
<tr>
<td>Splash Guards</td>
<td>63S</td>
<td>210.00</td>
</tr>
</tbody>
</table>

Base Price FWD Escape SEL, U0H/301A: $25,571.00
Base Price AWD Escape SEL, U9H/301A: $26,903.00
[ ] Base Price FWD Escape Hybrid Titanium, U0D/400A/999 $30,069.00
[ ] Base Price AWD Escape Hybrid Titanium, U9D/400A/999 $31,383.00
[ ] Base Price AWD Escape Titanium, 2.0L Eco Boost Engine, U9J/401A/999 $31,813.00

Titanium Contains All SEL Equipment Plus:

**MECHANICAL**
- Engine: 2.5L iVCT Atkinson Cycle 1-4 Hybrid_
- Transmission: eCVT_

**EXTERIOR**
- Acoustic Laminated Glass – Front-Row Side Windows
- Bright Upper Window Molding with Bright Beltline Molding
- LED Fog Lamps
- Tire – 225/55SR19 99H All Season (A/S) BSW
- Wheels – 19” Machined-face Aluminum with Dark Tarnished painted Pockets

**INTERIOR/COMFORT**
- 110V/150W AC Power Outlet (replaces the rear center console Powerpoint port)
- Ambient Lighting with Floor Lights
- Dual-Zone Electronic Automatic Temperature Control
- Instrument Panel – 12.3” Digital Screen
- Powerpoints (12V) – two (2) – Front of Center Console and Cargo Area
- Seats
  - Sport Contour Buckets_
  - Leather-Trimmed
  - 6-Way Power Passenger (Fore/Aft, Up/Down, Recline)
- Unique Interior Accents (Door/IP)

**SAFETY/SECURITY**
- Auto-Dimming Rearview Mirror
- Headlamps – LED Reflector_ with LED Signature Lighting (LED Signature Lighting (non-configurable) replaces the standard Configurable Daytime Running Lamps (DRL))
- Mirrors, Sideview – Manual Fold, Power/Heated Glass, Turn Signal Indicators and Gloss Body-Color Caps
- Perimeter Alarm

**DRIVER ASSIST TECHNOLOGY**
- Active Park Assist 2.0 with Reverse Parking Aid, and Front Parking Aid
- Ford Co-Pilot360 Assist+™
  - Adaptive Cruise Control with Stop-and-Go and Lane Centering
  - Evasive Steering Assist
  - Voice-Activated Touchscreen Navigation System with Pinchto-Zoom Capability, SiriusXM Traffic and Travel Link®
- Rain-Sensing Wipers (Front Only)

**FUNCTIONAL**
- Audio
  - B&O Sound System by Bang & Olufsen, Subwoofer
  - HD Radio™
- Universal Garage Door Opener (UGDO)

---

**Optional equipment**

<table>
<thead>
<tr>
<th>[ ] Titanium Premium Package</th>
<th>Order Code</th>
<th>Price</th>
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<tr>
<td>[ ] Heads Up Display</td>
<td>68D</td>
<td>1995.00</td>
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<tr>
<td>[ ] Panoramic 'Vista Roof'</td>
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| [ ] Power Panorama Roof  | 43M | 1495.00 |
| [ ] Daytime Running Lights | 942 | 45.00 |
| [ ] Engine Block Heater   | 41H | 35.00 |
| [ ] Easy Access Cargo Shade | 47B | 135.00 |
| [ ] All Weather Floor Mats | 50C | 125.00 |
| [ ] Cargo Mat             | 50Q | 90.00 |
| [ ] Remote Start           | 63D | 495.00 |
| [ ] Splash Guards         | 63S | 210.00 |

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**Color and Trim Availability on Titanium Trim Only**

<table>
<thead>
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<th>Exterior Colors</th>
<th>Ebony Black (DH)</th>
<th>Sandstone (DN)</th>
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<tbody>
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<td>Agate Black [UM]</td>
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<td>Sedona Orange Metallic [BP]</td>
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<td>Rapid Red (Extra Cost $395.00) [D4]</td>
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<tr>
<td>Star White (Extra Cost $595.00) [AZ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
7/22/19

Osceola County Board of Commissioners
310 West Upton Avenue
Reed City, MI 49677

RE: Request for Wage Level Consideration

Dear Commissioners,

I am, by this letter, informing the Board that I have hired an attorney to replace the long-serving assistant prosecutor, Andy LaPres, who recently resigned, after serving as assistant prosecutor for nearly 12 years. I have hired attorney Cameron Harwell, who has been an attorney for 23 years and has been a public defender, personal injury attorney, township attorney and civil attorney during that time.

When Mr. LaPres left he was being paid at a level/grade 13 Step 11. I have attached the relevant table of pay grades for your edification. That being said, the Osceola County Personnel and Operation Policy Manual requires:

New Hires:
“A department head, at their discretion, may hire a qualified employee as a rate of pay up to the year 3 pay level of the classification of the position. Any consideration for an amount higher on the pay scale than year 3, must go before the Board of Commissioners.”

One of the reasons I hired Mr. Harwell is because of his experience. Many people think an assistant prosecutorialship is a great “proving ground for young attorneys” in fact the opposite is true. Many crimes have legal tentacles attached to them which involve and require some knowledge of the civil, personal injury, real estate, and probate matters. That experience makes being a prosecutor much easier and also makes one less apt to make mistakes as a prosecutor.

That being said, I am asking the Board to consider increasing the pay grade (level) of Mr. Harwell from that of a level/grade 13 Step 3…. ; to that of a level/grade 13 Step 8. This does three things, it saves the County some money; it allows for a step increase for the next three years, and it gives
incentive to the employee to be productive while taking into account the experience that Mr. Harwell brings to the job.

Your consideration of the requests herein is greatly appreciated. I can be reached at the above-captioned address if you have any questions.

Sincerely,

Tony Badovinac
c. fileenc. pay scale
### Hours/Week

<table>
<thead>
<tr>
<th>Grade</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
<th>Step 8</th>
<th>Step 9</th>
<th>Step 10</th>
<th>Step 11</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$9.42</td>
<td>$9.69</td>
<td>$9.96</td>
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<td>$10.78</td>
<td>$11.05</td>
<td>$11.33</td>
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<td>35</td>
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<td>$22,993.27</td>
<td>$23,561.55</td>
<td>$24,129.82</td>
<td>$24,698.10</td>
</tr>
</tbody>
</table>

### 2019 Minimum Wage

- **Step 1**: $9.14
- **Step 2**: $9.42
- **Step 3**: $9.69
- **Step 4**: $9.96
- **Step 5**: $10.23
- **Step 6**: $10.51
- **Step 7**: $10.78
- **Step 8**: $11.05
- **Step 9**: $11.33
- **Step 10**: $11.60
- **Step 11**: $11.87

- 2019 Minimum Wage is unknown at this time.

**Step 2** and **Step 3** would be the minimum offered for employment.
<table>
<thead>
<tr>
<th>Hours/Week</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
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<tbody>
<tr>
<td>Step 1</td>
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<tr>
<td>Step 2</td>
<td>15.61</td>
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<td>16.88</td>
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<td>17.35</td>
<td>19.08</td>
<td>21.15</td>
<td>23.73</td>
<td>26.10</td>
<td>28.71</td>
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<tr>
<td>Step 5</td>
<td>16.98</td>
<td>18.31</td>
<td>19.61</td>
<td>22.15</td>
<td>25.37</td>
<td>27.81</td>
<td>30.41</td>
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<tr>
<td>Step 6</td>
<td>17.43</td>
<td>19.78</td>
<td>20.13</td>
<td>22.73</td>
<td>25.01</td>
<td>27.51</td>
<td>30.20</td>
</tr>
<tr>
<td>Step 7</td>
<td>17.88</td>
<td>21.18</td>
<td>22.81</td>
<td>25.37</td>
<td>27.81</td>
<td>30.41</td>
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<tr>
<td>Step 8</td>
<td>18.35</td>
<td>23.31</td>
<td>26.10</td>
<td>29.20</td>
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<td>38.83</td>
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<tr>
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<td>24.01</td>
<td>28.06</td>
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<tr>
<td>Step 10</td>
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<td>25.65</td>
<td>28.81</td>
<td>33.07</td>
<td>38.83</td>
<td>44.01</td>
<td>47.57</td>
</tr>
<tr>
<td>Step 11</td>
<td>19.71</td>
<td>26.51</td>
<td>30.41</td>
<td>35.83</td>
<td>42.57</td>
<td>48.01</td>
<td>51.57</td>
</tr>
</tbody>
</table>
7/22/19

Osceola County Board of Commissioners
310 West Upton Avenue
Reed City, MI 49677

RE: Request for New Copier for Prosecutor’s Office

Dear Commissioners,

I am, by this letter, asking the Board to approve the purchase of a new copier for the prosecutor’s office. The current copier is over 6 years old and needs monthly/weekly “adjustments” to keep it working and while it does work, there is a chronic problem with it accepting paper properly.

Having said all that, we solicited several quotes from several suppliers over the past year and it came down to two; Preferred Office Machines and Brady’s Business Systems. A look at the quotes from Preferred and Brady’s (which are attached) would seem to indicate that Brady’s is the best option. We have a long-standing relationship with Brady’s and are comfortable with their advice. Therefore, if allowed, we would opt to purchase the machine from Brady’s. We have also checked into the leasing of a machine and the cost to lease is simply astronomical.

The purchase price of the machine is $4,500.00. We can come up with $1,530.00 of the price from line item: 101.284.727.001 (MISC SUPPLIES). If the machine is purchased under the Co-op reimbursement program, which is our department #283, (Co-op Reimbursement Fund). The county will be reimbursed for two-thirds of the cost from the state.

Therefore I am requesting that the County front the amount of $2,970.00 for the purchase of a new machine from Brady’s. The State of Michigan will reimburse 66% of the cost through the child support funding which will be approximately $2,970.00. The whole transaction pencils out as follows:
In short; $4,500.00 machine cost ($2970.00) is 66% of purchase price to be fronted by County and County to be reimbursed by state

($1530.00) line item contribution from Prosecutor’s office

$4500.00

The monthly maintenance fee of approximately $40.00 will be paid by my office as usual throughout the year.

You should all know that I take the Biblical admonishment of stewardship seriously and I would not ask for a replacement of the current machine if I did not think it was absolutely necessary. We average 6000 copies monthly on our copy machine and the recently enacted Michigan Indigent Defense program has required us to make more copies than we have historically had to, so that number will predictably increase in the months ahead.

I would appreciate it, if you would give this proposal your usual thorough consideration and if you have questions, please feel free to send them my way.

Your anticipated cooperation is greatly appreciated.

Sincerely,

[Signature]

Anthony Badovinac
c. file
enc. Bids attached
Customer Proposal

Osceola County Prosecuting Attorney
410 West Upton
Reed City, MI 49677
Date: June 19, 2019

Prepared by: Jeff Dupuis
For: Anthony Badovinac
PH: (231) 832-3226
FX: (231) 832-6147
prosecutor@osceolacounty.mi.com

Prices quoted are not valid until approved by an authorized BBS agent and is firm for 30 days or based on availability from above date.

Equipment Solution

<table>
<thead>
<tr>
<th>Qty</th>
<th>Make/Model</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KM TASKalfa 3212i</td>
<td>32 ppm, Ntwk Print/Scan, Dual Drawers, MPT, Sort, Duplex, 320GB HDD</td>
</tr>
<tr>
<td>1</td>
<td>ACCESSORY</td>
<td>1,000 Sheet Finisher (DF-7120)</td>
</tr>
<tr>
<td>1</td>
<td>ACCESSORY</td>
<td>50 Sheet RADF (DP-7120)</td>
</tr>
<tr>
<td>1</td>
<td>ACCESSORY</td>
<td>Attachment Kit (AK-740)</td>
</tr>
<tr>
<td>1</td>
<td>ACCESSORY</td>
<td>Copier Stand</td>
</tr>
<tr>
<td>1</td>
<td>ACCESSORY</td>
<td>Fax System 12</td>
</tr>
</tbody>
</table>

Purchase Price: $4500.00
Sales Tax: Exempt
Total due on delivery: $4500.00

Optional Total Service Satisfaction Policy
- $34.65 B/W service maintenance billed monthly by Brady's Business Systems.
- Includes 3,500 B/W images per month.
- Additional B/W images billed at $0.0099 per image.
- Covers all parts, labor, toner, drums and waste toner bins. Excludes paper and staples.
- Price includes any applicable discounts & trade-in value.

bbs responsible for prior lease: Yes  No
Tax exempt: Yes  No

Local Service and Supplies Guaranteed!
Includes Set-up, Delivery & Training at no additional charge

The undersigned agrees to the terms and conditions set forth above and in witness thereof hereby executes this agreement. For your convenience this quotation becomes an order when signed within firm quotation period. 90 day Parts & Labor ONLY Warranty on New Units ONLY. Service rates are subject to annual increase.

By: ____________________________  
(Authorized Customer Signature)

By: ____________________________  
(Print Name & Title)

BBS AGENT: ____________________________  
(Authorized BBS Signature)

Date: ____________________________

brady's business systems
(A Stockton Financial Services, Inc. Company)
G-8173 Embury Rd
Grand Blanc, MI 48439
PH (810)606-0080
Fax (810)603-2087
Vanatta, Brittany (DHHS)

From: Jeff Dupuis <jeff@bbsbradys.com>
Sent: Wednesday, June 19, 2019 5:01 PM
To: Vanatta, Brittany (DHHS)
Subject: Re: Attached Image

30,000 since December 27th
No meter reading since June first
That works to 6000 month

Sent from my iPhone

On Jun 19, 2019, at 3:28 PM, Vanatta, Brittany (DHHS) <VanattaB@michigan.RQv> wrote:

Looking over the documents, Jeff! Everything looks pretty good so far.

The Prosecutor wanted to know if there is any way you could send me a document of total count of images from Jan 1st to present?

Thanks,

Brittany Vanatta
Child Support Specialist
Osceola County Prosecutor’s Office
410 W. Upton Avenue
Reed City, MI 49677

Confidentiality: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to which it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of the Email message is strictly prohibited. If you have received this message in error, please notify me at (231) 832-3226, and delete the original message from your system.

From: Jeff Dupuis <jeff@bbsbradys.com>
Sent: Wednesday, June 19, 2019 2:58 PM
To: Vanatta, Brittany (DHHS) <VanattaB@michigan.gov>
Subject: FW: Attached Image

This is a great deal!!!!!

<image001.jpg>

From: copier@bbsbradys.com [mailto:copier@bbsbradys.com]
Sent: Wednesday, June 19, 2019 4:02 PM
To: Jeff Dupuis
Subject: Attached Image
Powerful, scalable and secure, the versatile Kyocera TASKalfa 3212i Black and White Multifunctional Product (MFP) handles your most demanding Print, Copy and Color Scan tasks with ease. Built on a user- and eco-friendly platform, the network-ready TASKalfa 3212i supports busy workgroups with fast print speeds, flexible paper handling and high-quality imaging. Standard Wireless LAN and popular Mobile Apps keep on-the-go employees seamlessly connected. To further optimize workflow, add paper trays, a professional finisher, high-speed Fax and plug-and-play KYOCERA Business Applications. The Kyocera TASKalfa 3212i, an all-in-one that’s all that, and more.

- Crisp Black and White Output up to 32 Pages per Minute
- Customizable 9" Color Touch Screen with Intuitive, Tablet-Like Home Screen
- Robust Portfolio of Business Applications to Optimize Document Workflow
- Advanced Finishing Options for Professional Output, Including a 3,000-Sheet External Finisher
- Scalable Paper Capacity for Longer Job Runs
- Flexible Media Support and Paper Sizes up to 11" x 17"
- Standard USB Host Interface for On-the-Go Printing and Scanning
- Efficient Color Scanning up to 160 ipm
- Convenient Wireless Printing and Scanning
- Apple AirPrint®, Google Cloud Print®, Mopria® and KYOCERA Mobile Print™ Compatible Anytime, Anywhere Connectivity
- KYOCERA Fleet Services, a Secure Cloud-Based Monitoring System, Optimizes Device Uptime and Reduces Costs
ONLY FROM KYOCERA

KYOCERA Document Solutions is a global leader in the digital imaging industry, with an award-winning line of document solutions that consistently set the standard for high performance, superior image quality, enhanced workflow applications, ease-of-use and durability.

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*Compatibility varies by model.

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## County Child Care Budget Summary (DHS-2081)

**Michigan Department of Health and Human Services (MDHHS)**  
Children's Services Agency  
Oscoda County for October 1, 2019 through September 30, 2020

<table>
<thead>
<tr>
<th>Organization</th>
<th>Court Contact Person</th>
<th>Telephone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oscoda County</td>
<td>Kaye Frederick - CCF Judges Delegate</td>
<td>(231) 832-6127</td>
<td><a href="mailto:kfrederick@co.osceola.mi.us">kfrederick@co.osceola.mi.us</a></td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>MDHHS Contact Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 1, 2019 through September 30, 2020</td>
<td>Honorable Tyler Thompson - CCF Judges</td>
<td>(231) 832-6181</td>
<td><a href="mailto:tthompson@co.osceola.mi.us">tthompson@co.osceola.mi.us</a></td>
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</tbody>
</table>

### Cost Sharing Ratios  
**County 50% / State 50%**  

<table>
<thead>
<tr>
<th>Cost</th>
<th>County 50% / State 50%</th>
<th>Anticipated Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Out of Home Care - Juvenile Justice</td>
<td></td>
<td>MDHHS: $0.00, Court: $375,000.00, Combined: $375,000.00</td>
</tr>
<tr>
<td>B. In-Home Care</td>
<td></td>
<td>MDHHS: $0.00, Court: $199,910.49, Combined: $199,910.49</td>
</tr>
<tr>
<td>C. County/Court-Operated Facilities</td>
<td></td>
<td>MDHHS: $0.00, Court: $0.00, Combined: $0.00</td>
</tr>
<tr>
<td>D. Subtotals (A+B+C)</td>
<td></td>
<td>MDHHS: $0.00, Court: $574,910.49, Combined: $574,910.49</td>
</tr>
<tr>
<td>E. Revenue</td>
<td></td>
<td>MDHHS: $0.00, Court: $0.00, Combined: $0.00</td>
</tr>
<tr>
<td>F. Net Expenditure</td>
<td></td>
<td>MDHHS: $0.00, Court: $574,910.49, Combined: $574,910.49</td>
</tr>
</tbody>
</table>

Please Note: The Neglect/Abuse Out-of-Home Care amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.

### Cost Sharing Ratios  
**County 0% / State 100%**  

<table>
<thead>
<tr>
<th>Cost Sharing Ratios</th>
<th>County 0% / State 100%</th>
<th>Anticipated Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care During Release Appeal Period</td>
<td></td>
<td>MDHHS: $0.00, Court: $0.00, Combined: $0.00</td>
</tr>
</tbody>
</table>

### Cost Sharing Ratios  
**County 0% / State 100%**  

<table>
<thead>
<tr>
<th>Cost Sharing Ratios</th>
<th>County 0% / State 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Grant</td>
<td>MDHHS: $0.00, Court: $15,000.00, Combined: $15,000.00</td>
</tr>
</tbody>
</table>

### Total Expenditure

| Total Expenditure | $574,910.49 |

---

**BUDGET DEVELOPMENT CERTIFICATION**

The undersigned have participated in developing the program budget presented above. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2019 through September 30, 2020; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

**Presiding Judge**

**Hon. Tyler Thompson**  
County Director of MDHHS Signature  
Date: **7-31-2019**

**Acting Jennifer Schmidt**  
Chairperson, Board of Commissioner's Signature  
Date

**Jack Nehmer**  
And/or County Executive Signature  
Date

---

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

**AUTHORITY:** Act 87, Publication of of 1978, as amended.  
**COMPLETION:** Required  
**PENALTY:** State reimbursement will be withheld from local government.

DHS-2091 (Rev. 2018)  
1
# County Child Care Budget Summary (DHS-2091)

**Organization:** Osceola County  
**Fiscal Year:** October 1, 2019 through September 30, 2020  
**Status:** In Progress

## Cost Sharing Ratios

<table>
<thead>
<tr>
<th></th>
<th>County 50% / State 50%</th>
</tr>
</thead>
</table>

### A. Out of Home Care - Neglect Abuse (Total of 1, 2 & 3)

<table>
<thead>
<tr>
<th></th>
<th>MCHHS</th>
<th>Court</th>
<th>Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Family Foster Care</td>
<td>$0.00</td>
<td>$190,000.00</td>
<td>$190,000.00</td>
</tr>
<tr>
<td>2. Institutional Care</td>
<td>$0.00</td>
<td>$90,000.00</td>
<td>$90,000.00</td>
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<tr>
<td>3. Independent Living</td>
<td>$0.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

*Please Note: The Neglect/Abuse Out-of-Home Care amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-home placements and the county then reimburses the state 50%.*
# County Child Care Budget Summary (DHS-2091)

**Organization:** Osceola County  
**Fiscal Year:** October 1, 2019 through September 30, 2020  
**Status:** In Progress

## Cost Sharing Ratios
- County 50%, State 50%

## Anticipated Expenditures

<table>
<thead>
<tr>
<th>Service Type</th>
<th>MDHHS</th>
<th>Court</th>
<th>Combined</th>
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</thead>
<tbody>
<tr>
<td>A. Out of Home Care - Juvenile Justice (Total of 1,2 &amp; 3)</td>
<td>$0.00</td>
<td>$375,000.00</td>
<td>$375,000.00</td>
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<tr>
<td>1. Family Foster Care</td>
<td>$0.00</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
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<tr>
<td>2. Institutional Care</td>
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<td>$350,000.00</td>
<td>$350,000.00</td>
</tr>
<tr>
<td>3. Independent Living</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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**Home** | **Help & Trng** | **Privacy & Security** | **Release Notes** | **View Log** | PRD version: SACWIS.306.INT2.25 - 2019-06-14 14.10.18 EDT

---

---
I. List all service components which make up the IHC program and specify the requested information for each.

<table>
<thead>
<tr>
<th>Court Service Components</th>
<th>Administration Unit</th>
<th>Gross Expenditure</th>
<th>Public Funding</th>
<th>CCF Net Expenditure</th>
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<tbody>
<tr>
<td>In Home Care Caseworker 20</td>
<td>Court</td>
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<td>Youth Attention Center 20</td>
<td>Court</td>
<td>$30,000.00</td>
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<tr>
<td>Subtotals - Court</td>
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<td>Total IHC</td>
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<td>$199,910.49</td>
<td>$0.00</td>
<td>$199,910.49</td>
</tr>
</tbody>
</table>

II. For each service component listed above, complete a separate IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items.

---


Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.
Basic Grant Summary (DHS-2095)  
Michigan Department of Health and Human Services (MDHHS)  
Children’s Services Agency  
Oceana County for October 01, 2019 through September 30, 2020

I. List all service components which make up the county Basic Grant program, and specify the requested information for each.

<table>
<thead>
<tr>
<th>Court Service Components</th>
<th>Administration Unit</th>
<th>Cost to Basic Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Basic Grant- Alternative Placement 20</td>
<td>COURT</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Subtotals - Court:</td>
<td></td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MDHHS Service Components</th>
<th>Administration Unit</th>
<th>Cost to Basic Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotals - MDDHS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Basic Grant:</td>
<td></td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

II. For each service component listed above, complete a separate IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items.

AUTHORITY: Act 87, Public Acts of 1978, as amended  
RESPONSE: Required.  
PENALTY: State reimbursement will be withheld from local government.

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.
Date: July 26, 2019

To: Finance/Committee of the Whole

From: Nancy Crawford
Register of Deeds

RE: Prior Notification
Expending 245.902.970.007
and 101.268.840.000

I have received a proposal for bringing all subdivision and township tracts current for security microfilm.

US Imaging is the only scanning vendor in America that serves counties exclusively. This company has completed many scan projects for my office and their work is excellent. All scanning is done onsite for the safety of the records. The estimated cost is $5,591.25. Our projects have always come in under the quotes. Quotes are based on condition as well as content.

There are sufficient funds available that have been approved for the 2019 budget year and set aside for this project.

This is my notification to effectuate the county purchasing requirement. I have attached a copy of the proposed contract to substantiate my request.

THIS CONTRACT IS NOT TO BE PUBLISHED ON THE COUNTY WEBSITE.
SECTION C: SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM APPLICATION

I. Application and Contract Signature Page

This application is made under P.A. 416, as amended, in the amount and for the purpose set forth. On the basis of the information provided in this application and detailed budget submitted by the county, an award will be made to the county in the amount and for the period stated, and is subject to the Contract Conditions and Requirements. This agreement becomes effective as of the date county representatives are notified by OHSP.

We certify that the information contained in this application including, but not limited to, the Methods and Procedures and Budget Detail, is accurate to the best of our knowledge. We agree to comply with P.A. 416, the Contract Conditions and Requirements, Generally Accepted Accounting Principles, and OHSP policies with the understanding that failure to do so is cause for termination of the grant.

<table>
<thead>
<tr>
<th>A. REQUESTOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSCEOLA</td>
</tr>
<tr>
<td>38-6004880</td>
</tr>
<tr>
<td>3. Fiscal</td>
</tr>
<tr>
<td>October 1, 2019 to September 30, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Applicant County</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSCEOLA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Federal Employer ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>38-6004880</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. CHAIRPERSON, COUNTY BOARD OF COMMISSIONERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Name</td>
</tr>
<tr>
<td>JACK NEHMER</td>
</tr>
<tr>
<td>5. Telephone Number</td>
</tr>
<tr>
<td>231.743.6898</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>301 WEST UPTON AVENUE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. City</th>
</tr>
</thead>
<tbody>
<tr>
<td>REED CITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>49677</td>
</tr>
</tbody>
</table>

| 9. State Agency with which County EEO is on file: |
| MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET |

<table>
<thead>
<tr>
<th>10. Signature of Chairperson 11. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. SHERIFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Name</td>
</tr>
<tr>
<td>JUSTIN A HALLADAY</td>
</tr>
<tr>
<td>13. Telephone Number</td>
</tr>
<tr>
<td>231.832.2288</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:oscsheriff@osceolacounty.mi.com">oscsheriff@osceolacounty.mi.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>325 WEST UPTON AVENUE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. City</th>
</tr>
</thead>
<tbody>
<tr>
<td>REED CITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>49677</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. Signature of Sheriff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. FINANCIAL OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Name</td>
</tr>
<tr>
<td>LORI LEUDEMAN</td>
</tr>
<tr>
<td>21. Telephone Number</td>
</tr>
<tr>
<td>231.832.6110</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>22. Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>301 WEST UPTON AVENUE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23. City</th>
</tr>
</thead>
<tbody>
<tr>
<td>REED CITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24. ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>49677</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25. Signature of Financial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. PRIMARY CONTACT PERSON FOR SRP PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>27. Name and Title</td>
</tr>
<tr>
<td>THERESA CASTLE / MANAGER</td>
</tr>
<tr>
<td>28. Telephone Number</td>
</tr>
<tr>
<td>231.832.2286 EXT: 168</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>29. E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:tcastle@osceola-county.org">tcastle@osceola-county.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30. Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>231.832.6173</td>
</tr>
</tbody>
</table>
### II. Maintenance of Effort Base Data

#### County-Funded Deputies

Report the number of county-funded, full-time certified deputies employed by, or budgeted for, the sheriff's department as of the dates indicated below. The source of funding for the deputies (i.e., other grants, local contractual arrangements, etc.) is not a deciding factor in determining whether the county meets the maintenance of effort requirement. **Do not include P.A. 416-Funded Road Patrol Deputies.**

<table>
<thead>
<tr>
<th>County-Funded, Full-Time Certified Deputies</th>
<th>1) As of 9/30/78</th>
<th>2) Current</th>
<th>3) Budgeted for Upcoming Fiscal Year (October 1 – September 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number</td>
<td>3</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Number Whose Primary Duty is Road Patrol</td>
<td>3</td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>
III. Methods and Procedures

INSTRUCTIONS: Indicate how your department will utilize the funds allocated by selecting each box that describes an activity engaged in by your county’s SRP Deputies. If “other” is selected, provide a description of the activity. All activities must be allowable under the provisions of P.A. 416 and must be consistent with the submitted budget.

- Patrol and monitor traffic violations on secondary roads.
- Investigate crashes involving motor vehicles on secondary roads.
- Provide emergency assistance to persons on secondary roads.
- Enforce violations of criminal laws which are observed by or brought to the attention of the sheriff’s department while patrolling secondary roads.
- Enforce laws in state parks and county parks within the county.
- Provide a vehicle inspection program.
- Provide traffic safety information and education programs.

- Other (please describe)

- Additional Information:
IV. Resolutions, Contracts, and Law Enforcement Plan

A. List each city or village which has requested, by resolution, that the sheriff's department provides services within its boundaries. If none, note N/A.

   Note: Include a copy of each resolution. If any new resolutions are adopted during the fiscal year, immediately forward a copy to OHSP.

   N/A

B. List each township, city, or village that contracts with the sheriff's department to provide law enforcement services. If none, note N/A.

   Note: Include a copy of each contract. If any new contracts are acquired during the fiscal year, immediately forward a copy to OHSP.

   N/A

C. Include a copy of your most current Law Enforcement Plan with MSP for the unincorporated areas of the county.

   Note: Law Enforcement Plans shall be updated at least every four years, following a sheriff's election.

   SEE ATTACHED
### V. Equipment and Automotive Inventory

**INSTRUCTIONS:** List all equipment and automobiles purchased in full or in part with P.A. 416 funds.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>SERIAL NUMBER</th>
<th>DATE PUT IN SERVICE OR PURCHASED</th>
<th>COST</th>
<th>DATE OF DISPOSAL</th>
<th>METHOD OF DISPOSAL</th>
<th>FAIR MARKET VALUE OR SALE PRICE AT DISPOSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Siren &amp; PA Municipal Supply</td>
<td>VPSA400</td>
<td>1979</td>
<td>$270.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Siren &amp; PA Municipal Supply</td>
<td>VPSA400</td>
<td>1979</td>
<td>$270.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Screen</td>
<td>N/A</td>
<td>1979</td>
<td>$180.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Screen</td>
<td>N/A</td>
<td>1982</td>
<td>$180.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>MPH-80 MPH Industries</td>
<td>18783</td>
<td>1987</td>
<td>$1425.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>SW 9mm</td>
<td>TCZ2340</td>
<td>1989</td>
<td>$427.00</td>
<td>2004</td>
<td>Traded for new gun</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Mossberg</td>
<td>J686533</td>
<td>1990</td>
<td>$150.00</td>
<td>Unknown</td>
<td>Still in use</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>MX7000 Light Bar Code 3</td>
<td>L15707</td>
<td>09/20/1999</td>
<td>$796.69</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Siren Control SVP</td>
<td>99130047</td>
<td>08/10/1999</td>
<td>$210.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Maxtrac 300 Mobile Radio</td>
<td>428TXC2303</td>
<td>09/22/1999</td>
<td>$549.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Motorola HT1000 Portable Radio</td>
<td>402TZN3586Z</td>
<td>09/22/1999</td>
<td>$833.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Barrier Screen Troy Products</td>
<td>None</td>
<td>08/10/1999</td>
<td>$392.99</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Shotgun rack Pro Guard</td>
<td>GP21440</td>
<td>09/27/1999</td>
<td>$242.46</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Traffic Radar Decatur</td>
<td>None</td>
<td>09/10/1999</td>
<td>$889.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>40 cal handgun Sig Sauer</td>
<td>AG19009</td>
<td>09/22/1999</td>
<td>$626.29</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>12 gauge shotgun Mossberg</td>
<td>L982501</td>
<td>09/22/1999</td>
<td>$199.28</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Headlight Flasher Unit/Code 3</td>
<td>Model 710</td>
<td>08/10/1999</td>
<td>$101.90</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Dynamaxx Siren Horn</td>
<td>None</td>
<td>08/10/1999</td>
<td>$164.95</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Light Control Box Code 3</td>
<td>None</td>
<td>08/10/1999</td>
<td>$71.95</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Equipment Console/Troy Prod.</td>
<td>None</td>
<td>08/10/1999</td>
<td>$239.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Car set-up</td>
<td>None</td>
<td>09/16/1999</td>
<td>$350.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>Striping Kit</td>
<td>None</td>
<td>09/16/1999</td>
<td>$212.65</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Serial No.</td>
<td>Year</td>
<td>Cost</td>
<td>Condition</td>
<td>Model</td>
<td>Notes</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------------</td>
<td>------------</td>
<td>------</td>
<td>-------</td>
<td>------------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>1</td>
<td>In-car video system/Video Witness</td>
<td>95061172</td>
<td>1997</td>
<td>$3646.00</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1</td>
<td>In-car video system/Laser Tech.</td>
<td>UX010925</td>
<td>2004</td>
<td>$2802.20</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Broken</td>
</tr>
<tr>
<td>1</td>
<td>Speed Display Unit</td>
<td>VSC1820610</td>
<td>1997</td>
<td></td>
<td>Still in use</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VI. Budget Detail

INSTRUCTIONS: The budget must be completed in detail and shall only cover the period for which this application is made.

Note: Round to whole dollar amounts (except in rates and calculations).

A. PERSONNEL

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>SALARY RATE</th>
<th>% OF TIME ON P.A. 416 ACTIVITIES</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPUTY SHERIFF</td>
<td>23.7814</td>
<td>100</td>
<td>$51,939</td>
</tr>
<tr>
<td>SICK PAY (48 HOURS)</td>
<td>23.7814</td>
<td></td>
<td>$1,142</td>
</tr>
<tr>
<td>HOLIDAYS (88 HOURS)</td>
<td>23.7814</td>
<td></td>
<td>$2,098</td>
</tr>
<tr>
<td>OVERTIME (WORKED HOLIDAYS $35.68/HR) 6 DAYS/12 HR SHIFTS</td>
<td></td>
<td></td>
<td>$2,569</td>
</tr>
<tr>
<td>LONGEVITY</td>
<td></td>
<td></td>
<td>$720</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td></td>
<td>$58,468</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BRINGE BENEFITS</th>
<th>PERCENT</th>
<th>AVG/EMPLOYEE/MONTH</th>
<th>RATE/$100 IN WAGES</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
<td>7.65%</td>
<td></td>
<td></td>
<td>$4,473</td>
</tr>
<tr>
<td>RETIREMENT</td>
<td>10%</td>
<td></td>
<td></td>
<td>$4,847</td>
</tr>
<tr>
<td>HOSPITALIZATION</td>
<td></td>
<td>$1255.88/ MONTH</td>
<td>3.35</td>
<td>$15,071</td>
</tr>
<tr>
<td>WORKERS COMPENSATION</td>
<td></td>
<td></td>
<td></td>
<td>$1,959</td>
</tr>
<tr>
<td>OTHER INSURANCE</td>
<td>85.00/ MONTH</td>
<td>$1020.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIFE INSURANCE</td>
<td></td>
<td></td>
<td></td>
<td>$84.00</td>
</tr>
<tr>
<td>SHORT TERM DISABILITY</td>
<td>30.00/ MONTH</td>
<td></td>
<td></td>
<td>$360.00</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$27,814</td>
</tr>
<tr>
<td><strong>TOTAL PERSONNEL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$86,282</td>
</tr>
</tbody>
</table>
B. AUTOMOTIVE EXPENSES

INSTRUCTIONS: The County may choose to account for Automotive Expenses using ONE of the two following methods: Actual Automotive Expenses OR Mileage Reimbursement. The same method must be used to account for the costs in the SRP general ledger accounts.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE (include fuel, maintenance, insurance, etc.)</th>
<th>RATE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
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TOTAL AUTOMOTIVE EXPENSES $\

OR

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<tr>
<th>COUNTY COST PER MILE OF PATROL OPERATION</th>
<th>ESTIMATED MILES</th>
<th>COST</th>
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TOTAL AUTOMOTIVE EXPENSES $\
C. EQUIPMENT
Must include detailed description of equipment to be purchased

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<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
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TOTAL EQUIPMENT $ |

D. OPERATING EXPENSES

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<tr>
<th>DESCRIPTION OF EXPENSE</th>
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<td>RADIO MAINTENANCE CONTRACTS</td>
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<td>MISCELLANEOUS (describe)</td>
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TOTAL OPERATING EXPENSES $ |

TOTAL DIRECT COSTS
(Personnel, Automotive, Equipment, and Operating) $86.282

E. INDIRECT COSTS

NOT TO EXCEED 5% OF TOTAL DIRECT COSTS $ |

TOTAL PROJECT COSTS (Direct + Indirect) $86.282
STATE ALLOCATION $36,450.00
F. BUDGET NARRATIVE

INSTRUCTIONS: Provide a narrative justifying and detailing the basis for determining the cost of the items included in each budget category. INCLUDE CALCULATIONS THAT AREN'T APPARENT ON PREVIOUS PAGES. Additional pages may be attached as needed.

SALARIES AND WAGES:

PERSONNEL INCLUDES ONE DEPUTY WHO WILL WORK FULL TIME ON SECONDARY ROADS. ROAD PATROL DEPUTIES WORK 2184 HOURS PER YEAR.

THERE ARE ELEVEN (11) HOLIDAYS RECOGNIZED BY THE CURRENT CONTRACT. IT IS ASSUMED FOR BUDGETING PURPOSES THAT THE DEPUTY WILL WORK 6 OF THE HOLIDAYS AT 1.5 TIMES HIS REGULAR RATE OF PAY. THESE WAGES ARE SHOWN IN THE OVERTIME COLUMN.

ALL DEPUTIES RECEIVE 8 HOURS OF STRAIGHT TIME HOLIDAY PAY IN DECEMBER OF EACH YEAR FOR EACH OF THE ELEVEN HOLIDAYS PER THE CURRENT UNION CONTRACT. THIS IS SHOWN IN THE HOLIDAY COLUMN.

FRINGE BENEFITS:

RATES ARE SHOWN ON THE FACE OF THE BUDGET DETAIL.

Name and Title of Person Completing the Budget
THERESA CASTLE / MANAGER

Telephone Number
231.832.2288

Email Address
TCASTLE@OSCEOLA-COUNTY.ORG
This Law Enforcement Plan is written pursuant to the provisions of Public Act 416 of 1978, as amended by Act 313 of the Public Acts of 1982, being sections 51.76 and 51.77 of the Michigan Compiled Laws. This plan exists between the Osceola County Sheriff’s Office and the Michigan Department of State Police (MSP) post at Mt. Pleasant, as represented by the undersigned parties, and as referred to herein as the “Agencies”.

The established principle of mutual cooperation and assistance between the two Agencies has served to enhance the level of law enforcement. It is, therefore, agreed between the Agencies that the following is the official policy with regard to patrolling roads within Osceola County:

1) The efficient, courteous, professional service to the public shall be the primary concern of both Agencies.

2) Both Agencies shall respond to any requests for law enforcement services within their respective jurisdictions.

3) Whenever this Plan conflicts with an existing Central Dispatch Agreement, the Agreement shall take precedence.

4) When either Agency receives an emergency call, such as a personal injury accident or a crime in progress, and is unable to respond immediately because of unavailability of personnel or distance from the scene, the call shall be referred to the other Agency which may be better able to respond promptly.

5) When it can be expected that the other Agency can respond more quickly, or be of assistance, it shall be the practice of both Agencies to promptly notify each other of all such emergency calls.

6) To the extent practical, the law enforcement officers of the Sheriff’s Office who are assigned to the Secondary Road Patrol (SRP) program shall be directed to the county road system.

7) In those instances where county roads, because of geographic location, are more accessible to the Michigan State Police, that Agency shall, to the extent practical, incorporate into their patrol schedules those areas in a manner necessary to meet the needs of the public.

8) In those instances where state trunk lines or freeways, because of geographic location, are more accessible to the Sheriff’s Office, that Agency shall, to the extent practical, incorporate into their patrol schedules those areas in a manner necessary to meet the needs of the public.

9) Whenever unusual conditions exist which require increased law enforcement services in their respective jurisdictions, both Agencies shall cooperate to meet such needs.
This plan shall be reviewed periodically by the Administrative heads of the two Agencies, and revised as agreed upon by both Agencies. A copy of this Plan, signed by both Agencies, shall be forwarded to the Office of Highway Safety Planning.

Osceola County Sheriff

MSP Post Commander

7-23-19

Date

Date
EightCAP Senior Companion Program

Program Details

- The Senior Companion Program provides individuals who are 55 and older, and living at or below 200% of the poverty level, with meaningful volunteer opportunities in the community.
  - Age and income requirement only for those who volunteer as Senior Companions.
  - Provide service within Ionia, Mecosta, and Montcalm counties.
  - 25 Senior Companion Volunteers
Program Details

- **PROGRAM GOAL—**
  Make Independent Living a Reality
- **Senior Companion**
  Volunteers provide assistance and friendship to adults who have difficulty with daily living tasks.
- Serve adults over 21 with physical, emotional, or mental health limitations—most clients are elderly.

Program Details

- EightCAP, Inc. Is the Sponsor Agency
  - Receive federal and state funding
  - Same federal funding agency as AmeriCorps and VISTA
  - Recruit and enroll volunteers
  - Provide training
  - Supplemental insurance
  - Transportation Reimbursement
  - Small hourly stipend--$2.65
  - Volunteers serve at least 15 hours per week
Program Details

- EightCAP, Inc. partners with local agencies and organizations that work with clients, patients, and consumers who would benefit from the services of a **Senior Companion Volunteer**
  - Examples of Current Volunteer Stations
    - Commission on Aging
    - Area Agency on Aging Western Michigan
    - DHHS
    - Looking for additional volunteer stations
  - A Memorandum of Understanding (MOU) is signed between both parties
  - Volunteer Station designates a staff person to be liaison
    - Volunteer Station provides a client referral to EightCAP to request services of a Senior Companion for their client or patient
    - Informs EightCAP when Senior Companion services are no longer needed
    - Acts as advocate for the client/patient/consumer to make sure needs are being met

Client Referral for In-Home Services

- Once referral is made to EightCAP, our volunteer coordinator contacts the client or family representative to discuss their needs and what kind of activities they enjoy.
- We match a **Senior Companion** Volunteer to the client's needs and personality.
- We schedule an Initial meeting with client and **Senior Companion** to discuss how often to visit the client and what activities they might do together.
- **Senior Companion** services are FREE!
- Client must need services on a regular basis, cannot be "as-needed".
  - Schedule is the same time and date(s) each week.
**Senior Companion Activities**

**MAY:**
- Listen
- Read
- Help write letters
- Play cards
- Share a meal
- Provide grief support
- Help with light meal preparation
- Provide transportation and accompaniment to medical appointments, grocery store, prescription pick-up, social/recreation events, errand running
- Provide caregiver respite
- Provide information about community resources

**MAY NOT:**
- Perform medical services
- Give medication
- Perform major household repairs
- Stay overnight
- Sign or receive papers on behalf of client
- Serve if the home is unsafe

---

**Benefits to Volunteer Stations**

- **Provide your clients/patients/consumers with the critical support they need to stay living independently**
  - Keep medical appointments
  - Help with errand running
  - Complete forms
  - Combat loneliness and isolation to increase quality of life

- **Senior Companion** services are free to both clients and volunteer stations.
  - If transportation is a requested service, the client or client family is asked to reimburse the Senior Companion for their transportation costs. This should never be an excessive amount.
EightCAP Responsibilities

- Recruit, enroll, train, and provide benefits to Senior Companion volunteers.
- Provide in-service training to Senior Companion volunteers to assist with their service duties.
- Provide an enriching volunteer experience.
- Partner with community agencies who serve elderly clients or adults with disabilities that would benefit from Senior Companion services.
- Coordinate schedules for Senior Companions with Volunteer Station representatives.
- Provide updates to Volunteer Station representatives about the care of the client and any client needs.

Volunteer Station Responsibilities

- Sign Memorandum of Understanding with EightCAP.
- Provide a safe environment for Senior Companions to serve.
- Refer clients to EightCAP Senior Companion Program that would benefit from Senior Companion services.
- Complete the referral/assignment plan form-provided by EightCAP.
- Coordinate services with EightCAP Senior Companion Program Volunteer Coordinator.
- Annually assess if the client continues to need and benefit from Senior Companion services.
Program Contact Information

- Lori Johnson, Project Director
  - 616-754-9315, ext 3347
  - lori@8cap.org

- Tammie Dann, Volunteer Coordinator
  - 616-754-9315, ext 3361
  - tdann@8cap.org
EIGHTCAP, INC.
MEMORANDUM OF UNDERSTANDING

between

Senior Companion Program
906 Oak Drive
Greenville, MI 48838

Osceola County
301 West Upton Avenue
Reed City, MI 49677
Hereinafter referred to as "Volunteer Station"

Period Covered August 6, 2019 to September 30, 2021

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

Basic Provisions

The EightCAP, Inc. Senior Companion Program's Responsibilities:

1. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria in the Senior Companion Program (SCP) Federal Regulations for enrollment in the program.
2. Unless otherwise specified herein, conduct and document a criminal history check for all SCP volunteers in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service.
3. Permit and encourage the Volunteer Station to screen SCP volunteers pursuant to established criteria of the Volunteer Station.
4. (If Applicable) Arrange for pre-service physical examinations for new SCP volunteers assigned to the Volunteer Station.
5. Conduct pre-service orientation and ongoing in-service instruction for volunteers.
7. Provide an SCP volunteers orientation to the Volunteer Station staff prior to placement of volunteers and at other times as needed.
8. Initiate publicity regarding SCP.
9. Furnish accident and liability insurance for enrolled volunteers as required by SCP policies. The insurance provided by the sponsor is secondary coverage and is not primary insurance.
10. Staff an Advisory Council to SCP. Along with the advisory council, arrange for appeals procedure to address problems arising between the volunteer, the Station and/or SCP.
11. Arrange for appropriate SCP recognition.
12. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
13. Reimburse SCP volunteers for transportation costs between their home and volunteer station in accordance with SCP policies and availability of funds.
14. Arrange with the Volunteer Station for meals and/or snacks, whenever possible, for volunteers on assignment.
The Volunteer Station's Responsibilities:

1. Designate a staff member to serve as liaison with the Senior Companion Program:
   a. Name: COA Director  
      email: (will provide when available)

2. In partnership with the project staff, the station staff will develop an assignment plan for each Senior Companion and for each client served. The sponsor's representative, and the volunteer must sign the written assignment plan that: identifies the clients to be served; the role and activities of the volunteer; the expected outcomes for each client; and addresses the period of time each client should receive such services. Volunteer station staff, SCP project staff, and the volunteer will review the Senior Companion's assignment as well as the impact on the client's ability to continue to live independent in their home, or the impact of respite for caregiver.
   a. **SCP Letters of Agreement:** For in-home assignments, the Volunteer Station will obtain a Letter of Agreement signed by the client, or persons legally responsible for the client served, the Volunteer Station liaison, and the SCP liaison authorizing the assignment of a Senior Companion in the client's home, defining the Senior Companion's activities, and specifying supervisory arrangements.

3. Assign adults with special needs to each volunteer.

4. Provide site specific and special training (i.e. confidentiality training) to the volunteers as needed.

5. Furnish volunteers with materials required for assignment. These materials may include station uniform and photo I.D.

6. Assure adequate health and safety provisions for volunteers.

7. Investigate and report any accidents and injuries involving SCP volunteers immediately to EightCAP, Inc. All reports shall be submitted in writing.

8. Specify, either by written information or verbally, that SCP volunteers are participants in the Station's programming in publicity featuring such volunteers. Display an SCP placard where it may be viewed by the public.

Other Provisions

1. **Separation from Volunteer Service:** The Station may request the removal of an SCP volunteer at any time. An SCP volunteer may withdraw from service at the Station or from the SCP at any time. The SCP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.

2. **Religious/Political Activities:** The Station will not request or assign SCP volunteers to conduct or engage in religious, sectarian, or political activities.

3. **Displacement of Employees:** Ensure that SCP volunteers serve in a volunteer capacity. SCP volunteers will not displace nor replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with the SCP client.

4. **Compensation:** Neither the station nor SCP will request or receive compensation from the beneficiaries of SCP volunteers. SCP volunteers will not receive a fee for service from beneficiaries.
   a. If client transportation is part of the assignment plan and activities requested of the SC volunteer, the volunteer station or that of the client/responsible party will be responsible for payment to SCP volunteer.

5. **Accessibility and Reasonable Accommodation:** The Station will maintain the programs and activities to which SCP volunteers are assigned accessible to persons with disabilities (including mobility,
hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

6. **Prohibition of Discrimination:** The Station will not discriminate against SCP volunteers or in the operation of SCP on the basis of race; color; national origin, gender; sexual orientation; religion; age; disability; political affiliation; marital or parental status; or military service.

7. **Termination of MOU:** This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.

8. **Volunteer Station Support:** Volunteer Stations may provide in-kind or cash contribution to support the SCP. Volunteer Stations may provide training, meals to SCP volunteers during service, or other support as deemed appropriate by the Volunteer Station and SCP. If the Volunteer Station wishes to provide these supports, please indicate the value of items below. By indicating the value below, you also certify that these are non-federal funds.

   a. Daily Meal Value: $ N/A
   b. Training Value: $ 1,000
   c. Cash Support Value: $ N/A
   d. Other Value: $ N/A Other Description N/A

By Signing this MOU, the Volunteer Station Representative certifies that the volunteer station is a public or private non-profit organization, governmental agency, or a proprietary health care agency.

EightCAP, Inc (Sponsor) Osceola County

By: __________________________ By: __________________________
   Jack Nehmer, Chairman
Title: __________________________ Title: Osceola County Board of Commissioners
Date: __________________________ Date: __________________________
## Care Plan and Letter of Agreement

Senior Companions must be assigned to adults with special needs in order to maintain their independence. Successful assignments will have a positive impact on the client. The client's status and the continued need for a Companion will be monitored by appropriate staff.

### Date: ___________________________  
Senior Companion Assigned: ___________________________

Referring Station: ___________________________  
Telephone: ___________________________

Case Manager: ___________________________  
Start Date: ___________________________

Phone: ___________________________  
Scheduled Days/Times: ___________________________

E-Mail: ___________________________  
Discontinued Date: ___________________________  
Reason: ___________________________

---

### Client Name: ___________________________  
In-Home □  In-Home w/ family □  Nursing Home □  Daycare

Address: ___________________________  
City: ___________________________  
Zip: _________  
Telephone: ___________________________

DOB: ___________________________  
Male □  Female □  Race: White □  Black □  Hispanic □  American Indian □  Asian □

Veteran: Yes or No  
Spouse of Veteran: Yes or No  
Are there animals in the home? Yes or No  
Are there smokers in the home? Yes or No  
Is home handicap accessible: Yes or No  
is there a ramp: Yes or No  
If not, how many steps are there: ___________________________

Emergency Contact Person: ___________________________  
Relationship to Client: ___________________________

Telephone: ___________________________

### Service Activities for Client: Please check all information that apply.

- □ Companionship: visiting, reading, playing games; assist client in arranging and/or accompanying social or recreational activities.
- □ Simple Chores: accompanying client shopping, doing errands, letter writing, fill out forms and prepare food.
- □ Medical: arrange transportation; assist in obtaining and/or accompanying clients to medical services.
- □ Respite: General caregiver respite.
- □ Other: ___________________________

### Client Assessment: Please check all information that apply.

- □ Alzheimer's Disease  
- □ Respite  
- □ Dementia  
- □ Short-term Disabilities
- □ Chronic Disability/Frail Elderly  
- □ Terminally Ill  
- □ Developmentally disabled  
- □ Substance Abuse
- □ Visually Impaired  
- □ Emotional Illness  
- □ Hearing Impaired

Other conditions: ___________________________

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### AGREEMENT SIGNATURES TO CARE PLAN/LETTER OF AGREEMENT

Station Staff: ___________________________  
Date: ___________________________

Client/Client Rep: ___________________________  
Date: ___________________________

Senior Companion: ___________________________  
Date: ___________________________

SCP Program Coordinator: ___________________________  
Date: ___________________________

SCP Director: ___________________________  
Date: ___________________________

For Office Use Only

Update  
Date: ________ Int: ________

Date: ________ Int: ________

Date: ________ Int: ________

---
CONSULTING SERVICES AGREEMENT

By and Between
Osceola County, Michigan
and
MGT of America Consulting, LLC.

THIS AGREEMENT is made this 2nd day August 2016, by and between the County of Osceola, Michigan ("Client"), and MGT of America Consulting, LLC, a Florida Corporation ("MGT").

In consideration of the mutual covenants set forth in this Agreement, the parties agree as follows:

1. Description of Services.

MGT shall, as an independent contractor, provide the services specified in section 1.1 below ("the Services"), on the schedule specified in section 1.2 below.

1.1 Scope of Services.

MGT shall provide to Client the following services:

A Countywide 2 CFR Part 200 (Formerly OMB A-87) central services cost allocation plan based on actual costs for fiscal years 2016, 2017 and 2018.

Negotiation of the cost allocation plan with representatives of the federal cognizant agency and/or the State, as required.

Explain calculation methods and assumptions used in the indirect cost allocation plan. This explanation may be written or verbal as requested by the Client.

Provide recommendations on methods to enhance indirect cost revenues.

Assistance with the preparation of initial claims to recover costs due from the State and monitor the claims progress to ensure recoveries occur.

1.2 Timetable for Services.

The Services shall be performed and the product(s) of the services shall be delivered on the following schedule:

The proposed services will be completed within twelve months after the fiscal year ends.

2. Compensation.

For its work under this Agreement, MGT shall be paid a not to exceed fee of $6,300 annually for each annual cost allocation plan prepared. This fee shall be paid as follows:

The full payment is due to MGT when the Client has received the completed cost allocation plan and has recovered funds from the indirect costs. Recoveries will be shared equally until the annual not to exceed fee is paid in full to MGT. If the shared amount is less than the amount needed to pay MGT's fee, no further payment is due MGT.

MGT will submit quarterly invoices, up to the annual not-to-exceed amount, as the County receives recoveries from the indirect costs. Payment will be made within thirty (30) days after MGT submits an invoice for the services to the County.
3. **Term, Renewal Options, and Termination.**

This agreement shall become effective upon its execution and delivery by the parties and shall remain in effect until completion of, and full payment for, the Services. At Client’s option and approved by MGT, the contract may be renewed for two (2) additional one (1) year periods. This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party. In the event of early termination by Client, MGT shall be paid, upon invoicing in accordance with this Agreement, the agreed compensation. If, due to termination, there is no agreed value for the services performed to date, MGT’s standard hourly rates plus expenses incurred shall apply for Services performed prior to termination.

4. **Independent Contractor Status.**

The relationship of MGT to Client is that of an independent contractor, and nothing in this Agreement shall be construed as creating any other relationship. As an independent contractor, MGT shall comply with all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations. Neither MGT nor anyone employed or subcontracted by MGT shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant to Client.

5. **Project Managers.**

**James Olson** shall serve as Project Manager and point of contact for MGT under this Agreement.

**Susan M. Vander Pol** shall serve as Project Manager and point of contact for Client under this Agreement. By written notice to the other party, either party may change the identity of its project manager during the term of this Agreement.

6. **Miscellaneous.**

6.1 **No Continuing Waiver.**

The failure or forbearance by either party in exercising any remedy available to it upon a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or continuing breach by either party.

6.2 **Entire Agreement.**

This written Agreement represents the entire agreement of the parties, and neither party is relying upon any negotiation, representation, warranty, promise, or covenant not set forth in this Agreement. This Agreement may not be modified or amended except by a written instrument for that purpose duly executed by both parties.

6.3 **Subcontracting and Assignment.**

MGT may utilize subcontractors in performing the Services, but MGT shall remain responsible to Client for performance under this Agreement. This contract shall be binding upon and inure to the benefit of both Client and MGT and their respective successors and assigns, if any, and legal representatives.

6.4 **Interpretation, Venue, and Severability.**

This agreement shall be construed, interpreted, and enforced in accordance with Michigan law without regard to conflicts of laws principles. Should any provision of this Agreement be held
invalid or unenforceable by final judgment of a court of competent jurisdiction, it is the parties’ intention that the remainder of this Agreement shall nevertheless be given effect as written. Any action arising out of or relating to this Agreement may be brought only in the Michigan state court having jurisdiction. If more than one party executes this Agreement as Client, then each such party shall be jointly and severally responsible for Client’s performance and payment under this Agreement.

6.5 Prior Performance.

Services performed by MGT pursuant to Client’s authorization, but before execution of this Agreement, shall be considered as having been performed pursuant to the terms and conditions of this Agreement.

6.6 Notices.

All written notices, demands or requests pursuant to this Agreement may be served (as an alternate to personal service) by registered or certified mail or air freight services that provide proof of delivery, with postage and fees thereon fully prepaid, and addressed to the parties so to be served as follows:

If to MGT:
MGT of America, Inc.
2343 Delta Road
Bay City, Michigan 48706

If to Client:
Osceola County
301 West Upton Avenue
Reed City, Michigan 49677

Service of any such notice or demand so made by mail shall be deemed complete on the day of actual delivery as shown by the addressee’s registry or certification receipt. Either party hereto may, from time to time, by written notice served upon the other as aforesaid, designate a different mailing address, or (a) different or additional person(s) to which or to whom all such notices or demands are thereafter to be addressed. Persons named to receive copies of notices are listed for accommodation only, and are not required to be personally served to comply with service of notice on a party.

IN WITNESS WHEREOF, this agreement has been executed and delivered by Client and MGT on the date first written above.

OSCEOLA COUNTY, MICHIGAN

By: Larry Emig
Name: Larry Emig
As its: Chairperson
Address: 301 West Upton Avenue
City/State/Zip: Reed City, MI 49677
FEID: 38-6004980

MGT of AMERICA CONSULTING, LLC

By: [Signature]
Name: J. Bradley Burgess
As its: Senior Vice President
Address: 2343 Delta Road
City/State/Zip: Bay City, MI 48706
FEID: 59-1576733
CONSULTING SERVICES CONTRACT EXTENSION

By and Between
Osceola County, Michigan
and
MGT of America Consulting, LLC

An Agreement was entered into between Osceola County, Michigan ("Client"), and MGT of America Consulting, LLC, a Florida Company ("MGT") on August 2nd, 2016 for the preparation of the FY 2016, 2017 and 2018 Countywide 2 CFR Part 200 central service cost allocation plans.

Section three (3) of that agreement provided for the renewal of the agreement for two (2) additional one (1) year periods with the mutual approval of the County and MGT.

By written acknowledgement below, both the County and MGT have agreed to extend the original agreement for two additional years, under the terms of the original agreement. Specifically, that the 2019 and 2020 Countywide 2 CFR Part 200 Cost Allocation Plans will be completed for a fee not to exceed $6,300 annually.

IN WITNESS WHEREOF, this agreement extension has been executed and delivered by Client and MGT on the _______ day of ___________ 2019.

OSCEOLA COUNTY, MICHIGAN
By: _____________________________
Name: ___________________________
As its: ___________________________
Address: 301 West Upton
City/State/Zip: Reed City, MI 49677

MGT of AMERICA CONSULTING, LLC
By: _____________________________
Name: J. Bradley Burgess
As its: Executive Vice President
Address: 2343 Delta Road
City/State/Zip: Bay City, MI 48706
OSCEOLA COUNTY
PERSONNEL AND OPERATIONS POLICY MANUAL

POLICY NUMBER: 1024

POLICY TITLE: Personal Appearance

Authorized by: Board of Commissioners

Date Implemented: 09/01/1997          Date Amended:

POLICY:

Osceola County strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the County requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Osceola County department heads and elected officials may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting, annoying or a health risk to others.

Procedures

All Osceola County staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Osceola County.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

All staff members must carry or wear the Osceola County identification badge at all times while at work as applicable per County policy.

Specific requirements

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms
and protective clothing may be required for certain positions and will be provided to employees by Osceola County per policy or collective bargaining agreement.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Reasonable accommodation of religious beliefs

Osceola County recognizes the importance of individually held religious beliefs to persons within its workforce. Osceola County will reasonably accommodate a staff member’s religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource staff in the County Clerk’s office.

Casual or dress-down days

Departments that adopt casual or dress-down days must use the following guidelines to define appropriate casual attire.

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Inappropriate</th>
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</thead>
<tbody>
<tr>
<td><strong>Slacks</strong></td>
<td></td>
</tr>
<tr>
<td>• Khakis or corduroys</td>
<td>• Sweatpants, and exercise wear</td>
</tr>
<tr>
<td>• Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing)</td>
<td>• Shorts</td>
</tr>
<tr>
<td>• Skorts, capris</td>
<td></td>
</tr>
</tbody>
</table>

Shirts


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- Polo collar knit or golf shirts
- Oxford shirts
- Company logo wear
- Short-sleeve blouses or shirts
- Turtlenecks
- Blazers or sport coats
- Jackets or sweaters

- T-shirts or sweatshirts
- Beachwear
- Exercise wear
- Crop tops, clothing showing midriffs

Shoes

- Boating or deck shoes, moccasins
- Casual, low-heel, open-back or open toe shoes (e.g., mules, sling backs)
- Sandals
- Athletic shoes

- thongs, flip flops

Addressing workplace attire and hygiene problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, the staff member will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member’s poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.
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POLICY NUMBER: 1025

POLICY TITLE: Personal Conduct & Code of Ethics Policy

Authorized by: Board of Commissioners

Date Implemented: Date Amended:

POLICY:
Purpose: To remain in compliance with all federal, state, and local rules, laws, and ordinances that relate to the provision of county services, with clearly stated examples of conduct that is unacceptable for our various professions and departmental operations.

I. Personal Conduct.

a. All personnel shall conduct themselves professionally at all times, with respect for fellow personnel and the public. Employees are expected to be courteous and polite to each other and to those with whom they deal. Employees shall, during working hours refrain from conduct of any kind of offensive personality that will adversely reflect upon their reputations and/or the reputation of Osceola County.

1. Inappropriate conduct, including intimate, sexual, or other behavior between individual members, employees, or outside persons (as defined in the “Sexual and other Harassment” Policy) while on Osceola County premises or while engaged in Osceola County activities is prohibited.

2. Such inappropriate conduct seriously undermines our ability to function and to maintain a cordial and professional atmosphere.

3. If the personal conduct or relationships between personnel causes others to feel uncomfortable or make it difficult for them to function, then the conduct creates a particularly difficult situation for morale, discipline, and the ability to work together as a team. This type of behavior cannot be tolerated.

b. All policies that relate to personnel conduct shall be followed, including standards contained within this Policy.

c. The following unprofessional conduct shall not be tolerated. This list is not all inclusive and simply provides examples of prohibited conduct, each of which may be grounds for discipline:

1. Calling someone a derogatory name.
2. Use of profanity.
3. Display of sexually explicit literature, photographs, movies, videotapes or computer images.
4. Use of pornographic material (such as magazines) or use of pornographic devices or paraphernalia on Osceola County premises or on/in its vehicles.
5. Internet access and viewing of sexually explicit web sites.
6. Sending sexually explicit or offensive e-mail messages, notes or letters.
7. Watching sexually explicit or offensive television programs or videotapes while on Osceola County premises.
8. Unwelcome physical contact with another person, or purposely detaining or restricting another person's movement.
9. Exhibiting inappropriate outward personal affection of a sexual nature toward another employee, volunteer, member or outside person.
10. Telling jokes or stories that are based on race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class.
11. Posting sexually explicit or otherwise offensive material on bulletin boards or walls.
12. Violation of the non-discrimination commitment and the "Sexual and Other Harassment" Policy.
13. Wearing inappropriate clothing that is sexually provocative or distracting to others so as to interfere with their ability to function.
14. Tampering with another person's time record, work papers, or personal belongings and/or in any way falsifying personnel records (including time cards, job application or other work records).
15. Falsifying official records.
16. Removing or discarding records, material, or other property from the premises without permission.
17. Theft of private or County-property, including property of the public or employees or inappropriate removal or possession of property.
18. Having intimate personal relations with other employees, members, volunteers or any outside person while on Osceola County premises, in its vehicles, or while engaged in its activities.
19. Fighting with or threatening others.
20. Defacing another person's personal affects.
21. Gambling on Osceola County property, in its vehicles or at its functions.
22. Possession of weapons on Osceola County property or in its vehicles (except for approved or other exception as outlined in Osceola County policies.)
23. Abuse, unprofessional behavior, insubordination, or disrespect to clients, family members, or other employees, supervisors, officers, volunteers, or members.
24. Accepting tips or gratuities (gifts or money) outside the scope of adopted Osceola County policies.
25. Solicitation or distribution in violation of the no solicitation and distribution rules.
26. Unauthorized or careless use or, malicious destruction or damage of property, tools or vehicles.
27. Unlawful or unauthorized release of confidential or proprietary information.
28. Unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, transfer or use, of any controlled substance or alcohol on Osceola County property or while performing Osceola County duties.
29. Reporting to work or working under the influence of alcohol, illegal drugs or a legal drug that adversely affects safety or job performance.
30. Poor or unsatisfactory work performance or conduct.
31. Disorderly conduct or boisterous or disruptive activity such as but not limited to horseplay in the workplace.
32. Violation of established safety rules (including smoking & tobacco use rules).
33. Unreported or excessive absenteeism or tardiness.
34. Gossip about fellow employees or management.
35. Failure to report a workplace accident or damage to Osceola County property.
36. Refusal to accept a job assignment or reasonable work order, insubordinate conduct and behavior.
37. Creating unsafe or unsanitary conditions.
38. Use of computer equipment for personal use without permission.
39. Any other unauthorized use of telephones, faxes, computers, mail system, electronic mail, or other Osceola County owned equipment.
40. Failure to maintain a current and valid driver's license (if required)
41. Failure to maintain a current and professional license (if required)
42. Failure to maintain current and valid required professional certifications (if required)
43. Felony Conviction
44. Misdemeanor Conviction (disclosed or undisclosed) including but not limited to; violent or assaultive offense, driving offense, controlled substance conviction.
45. Assisting or advising another Employee in the violation of any provision of Policy or Procedure.
46. Being incompetent or inefficient in the performance of duty.
47. Failure to immediately make written notification to management when you have knowledge that you are under investigation by any law enforcement agency.
48. Failure to report promptly any anticipated absence from work. Being absent from work without proper authorization.
49. Leaving work assignment without being properly relieved or without proper authorization.
50. Conducting private personal business to the extent that it interferes with the performance of official duties.
51. Gambling during work hours.
52. Falsification or supplying false information in records or reports, including employment applications, absence and sickness records.
53. Deliberate destruction or abuse of employee, public, or County owned property.
54. Immoral or unethical conduct or indecency.
55. Unauthorized use of County facilities or operation of County equipment.
56. Violation of the smoking, tobacco use or drug free work place policy.
57. Violation of any safety rule or practice or conduct which tends to create a safety hazard, including failure to use or wear required safety equipment.
58. Failure to report injuries, accidents, or abuse of safety equipment.
59. Recommending any agency, vendor, or service for profit or gain.
60. Violation of personnel policies.

II General Standards of Care

a. Conduct that is dangerous to others, dishonest, immoral, illegal or abusive will not be tolerated. Violation of these standards of conduct will be grounds for disciplinary action, up to and including termination.

b. Notwithstanding any "Progressive Discipline" Policy, Osceola County reserves the right to dismiss any non union employee without warning, progressive discipline, or notice, if
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we determine that continued employment is not in the best interests of Osceola County, other employees, or the people we serve. In other words, at all times, employment is "at will."

c. Osceola County reserves the right to suspend a non union employee (with or without pay) as it deems appropriate, as part of its investigation of a staff member's conduct. Osceola County reserves the right to take any action, which differs from the progressive disciplinary steps, including suspension and termination from employment as a first step.