COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS’
COMMITTEE OF THE WHOLE
AGENDA
Tuesday, February 19, 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 February 5, 2019.

6. Consider Payment of Claims.

7. Old Business:
   A. Discuss Items – Susan Vander Pol:
      1. MIDC Administrator Contract.
      2. Morgue Update.
      3. MVAA Service Fund Grant Award.
      4. Strategic Community Partners Contract.
   C. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.

8. New Business:
   A. Discuss Osceola County DHHS Annual Report – Danielle Martin – 10:00 a.m.
   B. Discuss Osceola County Soil Conservation District Report – Dixie Ward.
   C. Discuss Items – Susan Vander Pol:
      1. C.O.A. United Way Grant Application.
      2. C.O.A. Taste of Osceola.
      3. Contract for Temporary Clerical Services for Building Inspections.

9. Other Business:

10. Employee/Board Comments.

11. 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.
OSCEOLA COUNTY
COMMITTEE OF THE WHOLE
MINUTES
FEBRUARY 5, 2019

The Committee meeting was called to order at 9:33 a.m. by Chairman Nehmer.

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

Also present: Jeremy Beebe-E.M.S. Director, Sheriff Justin Halladay, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk and several members of the public.

Motion by Commissioner Emig, seconded by Commissioner Michell, to approve the agenda as presented. Motion carried.

Brief Public Comment: Scott Schryer, McBain, Michigan, spoke about his dismissal as the C.O.A. Director and asked to be reinstated.

Employee/Board Comment: None.

Moved by Commissioner Gregory, seconded by Commissioner Halladay, to approve the minutes of January 15, 2019 as presented. Motion carried.

Recommended by Commissioner Halladay, seconded by Commissioner Elkins, to approve the claims in the amount of $70,670.29 for the County. Recommendation was unanimously supported.

Health, Safety & Grounds Committee Update
Commissioner Gregory updated Board members with discussion from their committee meeting. A brief discussion was held.

MIDC Contract Update
Susan Vander Pol, County Coordinator, advised Board members that a previously approved recommendation to approve the MIDC contract at the Committee’s last meeting was not included in the recommendations for that day, so it will be added to the recommendations from today and approved at the full Board meeting later today.

MIDC Administrative Contractor
Susan Vander Pol, County Coordinator, advised interviews have been continuing to fill the position of Administrator for the MIDC program. Yesterday, the interviewing committee has made an offer to an attorney from Clare. She also shared some of the background for the chosen candidate.

Building Official/Inspector Agreement
Tony Gagliardo, Building Official, spoke to Board members about the Inspector Agreement between him and the County. He noted his concerns regarding a vehicle not being included to use for inspections. Discussion was held regarding a possible change to the proposed contract. Mr. Gagliardo advised he will continue to work without a contract, until this matter can be resolved. Mr. Gagliardo also spoke about a possible counter change within the office to accommodate their needs better.

Budget Amendments and Cash Transfers
Commissioner Halladay reviewed the budget amendments presented. No cash transfers were received.

Recommended by Commissioner Halladay, seconded by Commissioner Gregory, to approve the budget amendments as presented. Recommendation was unanimously supported.

E.M.D. Reauthorizing Emergency Plan & Reappointment of Director
Mark Watkins, E.M.D. Director, and 6th District F/Lt. Orville Theaker, MSP-Emergency Management & Homeland Security Division, were present asking for the Board to reappointment Mark Watkins as the County’s
E.M.D. Director. Mark explained with a new Chairman of the Board, their plan requires this process to be done. Discussion was held. Mark also advised Board members their Emergency Plan has to be re-authorized also at this time.

Recommended by Commissioner Gregory, seconded by Commissioner Custer, to approve and reauthorize the Emergency Plan. Recommendation was unanimously supported.

Recommended by Commissioner Elkins, seconded by Commissioner Custer, to appoint Mark Watkins as the Emergency Management Director. Recommendation was unanimously supported.

E.M.S. BioMedical Preventive Maintenance Agreement
Jeremy Beebe, E.M.S. Director, spoke to Board members, about the preventative maintenance agreement with BioMedical for equipment used by the department. The contract is for 3 years and will lock the rate of $3,900.00 for each of the 3 years of the contract. A brief discussion was held.

Recommended by Commissioner Emig, seconded by Commissioner Gregory, to approve the BioMedical Preventive Maintenance Agreement as presented and authorize the Chairman to sign. Recommendation was unanimously supported.

Sheriff Jail Administrator/Undersheriff Positions
Sheriff Justin Halladay spoke to Board members regarding the pay scale and asked Board members to allow him to offer more money than the scale process allows to two employees considering stepping up to fill the positions of Undersheriff and Jail Administrator. He explained that if he used the current scale as it relates to these two individuals, they would be supervising employees who would be making more than they were making. He explained the experience the employees bring to the position and advantages to the County. Discussion was held.

Recommended by Commissioner Emig, seconded by Commissioner Custer, to fill the Jail Administrator position at step 7 of the pay scale and the Undersheriff position at step 7 of the pay scale. Recommendation was unanimously supported.

Parks Home Depot Billing and Payment
Carl Baumgras, Parks Director, spoke to the Board about the department’s difficulty in submitting invoices timely from their Home Depot Credit Card to meet accounts payable deadlines. This causes them to be late and requires late fees being added to their expenses. Carl asked if they could be handled like prepaid invoices. Karen Bluhm, County Clerk, spoke about the Board’s policy and rules as they apply to all County invoices submitted for payment. Discussion was held.

County Planning Commission Appointment
Dan Massy, Community Developer, asked for the re-appointment of Rich Jacobs to the Planning Commission.

Recommended by Commissioner Halladay, seconded by Commissioner Gregory, to approve Rich Jacobs to the Osceola County Planning Commission. Recommendation was unanimously supported.

West Michigan Regional Sobriety Court Fund Request
Susan Vander Pol, County Coordinator, spoke about the request from the Sobriety Court for funding. She explained they did not make a request during the budget time line, so no money was appropriated. Discussion was held on the program and where payment might come from within our current budget.

Recommended by Commissioner Elkins, seconded by Commissioner Gregory, to pay the West Michigan Regional Sobriety Court in the amount of $4,763.00 with a budget amendment from contingencies to the Court budget. Recommendation was supported with Commissioner Custer voting no.
\textbf{Jail Administrator}
Sheriff Justin Halladay advised that the retiring Jail Administrator needs to be out on medical leave unexpectedly, so since that person was planning on retiring soon, Sheriff Halladay asked to move the replacement for that position into the position sooner. A brief discussion followed.

\textit{Recommended by Commissioner Michell, seconded by Commissioner Elkins, to allow the Sheriff to appoint the new Jail Administrator now. Recommendation was unanimously supported.}

\textbf{MVAA County Incentive Grant Award}
Susan Vander Pol, County Coordinator, advised the Board that we have received the $10,000 incentive grant for our Veteran’s program.

\textit{Recommended by Commissioner Emig, seconded by Commissioner Gregory, to accept the MVAA County Incentive Grant Award in the amount of $10,000. Recommendation was unanimously supported.}

\textbf{C.O.A Cargill Grant}
Susan Vander Pol, County Coordinator, reported Cargill offered a grant to our C.O.A. for helping seniors in our County. Susan submitted a letter and has learned we have been granted $5,000 for our Ensure program for seniors. She asked for the Board to accept the application submitted and the grant received.

\textit{Recommended by Commissioner Michell, seconded by Commissioner Custer, to approve the application and accept the $5,000 grant from Cargill for a program at the Commission on Aging. Recommendation was unanimously supported.}

\textbf{C.O.A. & E.M.S. Reviews/William Jetter, Consultant, Strategic Community Partners}
Susan Vander Pol, County Coordinator, phoned William Jetter, Consultant, Strategic Community Partners, regarding the review of both the E.M.S. and C.O.A. departments. Commissioners and Mr. Jetter spoke via speaker phone in the public meeting regarding the investigation and a timeframe for completion.

Employee/Board Comments: Susan Vander Pol, County Coordinator, commented on earlier statements made by a former employee during public comment.

Several Commissioners commented on the allegations and statements made regarding the C.O.A. matter.

Extended Public Comment: Scott Schryer, McBain, Michigan, asked to be re-instated as the C.O.A. Director.

Moved by Commissioner Gregory, seconded by Commissioner Halladay, to adjourn at 11:18 a.m. Motion carried unanimously.

Karen J. Bluhm, County Clerk

Jack Nehmer, Chairman
OSCEOLA COUNTY INDIGENT DEFENSE
MANAGED ASSIGNED COUNSEL ADMINISTRATOR
SERVING THE 49TH CIRCUIT COURT AND 77TH DISTRICT COURT

INDEPENDENT CONTRACTOR AGREEMENT

March 1, 2019 – September 30, 2020

Agreement made the date hereinafter set forth by and between the County of Osceola, a Municipal Corporation, hereinafter referred to as the "County" and Karen Moore, Managed Assigned Counsel Administrator, hereinafter referred to as "Counsel Administrator".

1. **Services to be Performed**: The Counsel Administrator agrees to administer the County’ indigent criminal defense programs – See Attachment A for Scope of Services.

2. **Payment**
   
   In consideration for the services to be performed by the Counsel Administrator, the County agrees to pay an annual payment, based on the State Fiscal Year ending September 30th, in equal monthly amounts during the term of the contract as follows, unless earlier terminated:

   - Fiscal Year 2019 - $40,000*
   - Fiscal Year 2020 - $40,000

   *The Fiscal Year 2019 annual payment shall be prorated for the portion of the FY for which services are provided.

   Counsel Administrator shall be paid within a reasonable time after Counsel Administrator submits a monthly invoice to the Osceola County Coordinator’s Office, 301 West Upton Avenue, Reed City, MI 49677. The invoice must include an invoice number, dates covered by the invoice, and a summary of the work performed.

3. **Expenses**

   Counsel Administrator shall be responsible for all expenses incurred while performing services under this Agreement, including but not limited to, automobile, truck or other travel expenses; vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; fuel; phone; and any other compensation paid to employees or subcontractors.

4. **Vehicle and Equipment**

   Counsel Administrator will furnish all vehicles, equipment, tools, and materials used to provide the services required by this Agreement. Counsel Administrator will not require the County to rent or purchase any equipment, product, or service as a condition of entering into this Agreement.

5. **Independent Contractor Status**

   Counsel Administrator is an independent contractor and neither the Counsel Administrator nor the Counsel Administrator’s employees or subcontractors, if any, shall be deemed County employees. In its capacity as independent contractor, the Counsel Administrator agrees as follows:
- This Agreement with the County is not exclusive and Counsel Administrator has the right to perform services for others during the term of this Agreement, provided such service does not impair or delay their ability to perform obligations to the County under this Agreement.
- Counsel Administrator has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed, provided such services under this Agreement are timely.
- Counsel Administrator has the right to hire assistants as subcontractors or to use employees to provide the services required by this Agreement providing such subcontractors and employees are properly licensed and/or qualified to perform the services included under this Agreement.
- Neither the Counsel Administrator nor the Counsel Administrator’s employees or subcontractors shall be required to wear any uniforms provided by the County.
- The services required by this Agreement shall be performed by the Counsel Administrator, Counsel Administrator’s employees or subcontractors and the County shall not hire, supervise or pay any Counsel Administrator employees or subcontractors for services under this Agreement.
- Neither the Counsel Administrator nor the Counsel Administrator’s employees or subcontractors shall receive training from the County in the professional skills necessary to perform the services required by this Agreement.
- Neither the Counsel Administrator nor the Counsel Administrator’s employees or subcontractors shall be required by the County to devote full time to the performance of the services required by this Agreement. However, Counsel Administrator agrees that the services provided under this Agreement will be performed in a timely manner.

6. **Business Licenses, Permits, and Certificates**
Counsel Administrator represents and warrants that Counsel Administrator and Counsel Administrator’s employees and subcontractors, if any, will comply with all federal, state, and local laws requiring drivers and other licenses, business permits, and certificates required to carry out the services to be performed under this Agreement. Counsel Administrator shall maintain membership at all times with the State Bar of Michigan as an active attorney and shall solely be responsible for the payment of Administrator’s dues as an active attorney. In the event that the Counsel Administrator shall no longer be an active member of the State Bar of Michigan by becoming an inactive or emeritus member, of if Counsel Administrator’s license to practice law is revoked or disbarred, this Agreement shall immediately terminate. In the event that the Counsel Administrator’s license to practice law be suspended, for any reason other than for the failure to pay membership dues on a timely basis, any sums due and owing to the Counsel Administrator for services rendered shall be withheld until such time as confirmation of the reinstatement of the license to practice law is provided to each of the County Administrators.

7. **State and Federal Income Taxes**
The County will not:
- withhold FICA (Social Security and Medicare taxes) from Counsel Administrator payments or make FICA payments on Counsel Administrator’s behalf or on behalf of Counsel Administrator’s employees or subcontractors, or
- make state or federal unemployment compensation contributions on Counsel Administrator’s behalf or on behalf of Counsel Administrator’s employees or subcontractors, or
- withhold state or federal income tax from Counsel Administrator’s payments on Counsel Administrator’s behalf or on behalf of Counsel Administrator’s employees or subcontractors.

Counsel Administrator shall pay all taxes incurred on its behalf or on behalf of Counsel Administrator’s employees while performing services under this Agreement, including all applicable income taxes and, if Counsel Administrator is not a corporation, self-employment (Social Security) taxes. Upon demand, Counsel Administrator shall provide the County with proof that such payments have been made.

8. **Fringe Benefits**
Counsel Administrator understands that neither the Counsel Administrator nor Counsel Administrator’s employees or subcontractors are eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of County.

9. **Unemployment Compensation**
The County shall make no state or federal unemployment compensation payments on behalf of Counsel Administrator or Counsel Administrator’s employees or subcontractors, if any. Neither Counsel Administrator, nor Counsel Administrator’s employees or subcontractors, if any, will be entitled to these benefits in connection with work performed under this Agreement.

10. **Workers’ Compensation**
The County shall not obtain workers’ compensation insurance on behalf of Counsel Administrator or Counsel Administrator’s employees or subcontractors, if any. If Counsel Administrator hires employees to perform any work under this Agreement, Counsel Administrator will be solely responsible for any workers’ compensation insurance to the extent required by law and Counsel Administrator will provide the County with a certificate of workers’ compensation insurance before the employees begin the work. Similarly, if Counsel Administrator hires subcontractors to perform any work under this Agreement. Counsel Administrator will ensure the subcontractors have workers’ compensation insurance to the extent required by law and Counsel Administrator will provide the County with a certificate of workers’ compensation insurance before any work is performed by any subcontractor.

11. **Insurance**
The County shall not provide insurance coverage of any kind for Counsel Administrator or Counsel Administrator’s employees or subcontractors. Counsel Administrator shall obtain the following insurance coverage which must be purchased from companies licensed to do business in the State of Michigan and maintain same during the entire term of this Agreement.

 Automobile liability insurance for each vehicle used in the performance of this Agreement, including owned, non-owned (for example, owned by Counsel Administrator’s employees), leased, or hired vehicles in the minimum amount of $1,000,000 combined single limit per occurrence for bodily injury and property damage.
- Comprehensive or commercial general liability insurance coverage in the minimum amount of $1,000,000 per occurrence, combined single limit, including coverage for bodily injury, personal injury, broad form property damage, contractual liability, lawyers professional liability and cross-liability. Before commencing any work, Counsel Administrator shall provide the County with proof of this insurance and with proof that the County have been made an additional insured under the policies. Similarly, Counsel Administrator shall require that any subcontractor hired by them obtains automobile liability insurance and comprehensive or commercial general liability insurance in the same amounts stated above and that the County are made an additional insured under the policies. Before any subcontractor commences any work, Counsel Administrator shall provide the County with proof of subcontractors’ insurance.

12. **Indemnification**
   Counsel Administrator shall indemnify and hold the County harmless from any loss or liability arising from performing services under this Agreement including any services performed by Counsel Administrator’s employees or subcontractors.

13. **Modifying the Agreement**
   This Agreement may not be modified except by amendment reduced to writing and signed by both County and the Counsel Administrator.

14. **Term of Agreement**
   This agreement will become effective March 1, 2019 and will terminate on September 30, 2020.

15. **Termination**
   The County shall, at any time and for any reason, be entitled to terminate the Agreement provided that the County shall be obligated to compensate the Counsel Administrator for services already earned under this Agreement. Counsel Administrator shall be in default if they fail to comply with any provision of this Agreement or commits misfeasance, malfeasance, or nonfeasance in their performance of the duties under the Agreement.

   The Counsel Administrator shall give the County sixty (60) days written advance notice in the event they desire to terminate this Agreement. Such written notice shall be provided to the County Coordinator’s Office, or if there is no County Coordinator, to the County Clerk.

   This Agreement does not apply to any work or job performed by the Counsel Administrator, Counsel Administrator’s employees or subcontractors for any other governmental entity, corporation, partnership, business venture or self-employment opportunity and shall not be construed as any partnership or joint venture, but instead is merely a contract for services rendered to the County.

16. **Binding Effect**
   This agreement shall become effective when signed by both parties and shall be binding on the parties, their successors and assigns.
17. **Entire Agreement**
   This Agreement sets forth the entire understanding between the Counsel Administrator and the County with respect to the subject matter of this Agreement, and supersedes any other undertakings and agreements, whether oral or in writing, previously entered into by them with respect to Counsel Administrator's duties. Counsel Administrator represents that, in executing this Agreement, Counsel Administrator does not rely on and has not relied upon any representation or statement not set forth in this Agreement made by the County with regard to the subject matter or effect of this Agreement or otherwise.

18. **No Waiver**
   The County's failure to exercise, or delay in exercising, any power or right under this Agreement shall not operate as a waiver, nor shall any single or partial exercise of any such right or power preclude any other or further exercise thereof or the exercise of remedies otherwise available in equity or at law.

19. **Severability of Provisions**
   Each provision in this Agreement is separate. If any provisions of this Agreement are ever held by a court to be unreasonable, the parties agree that, at the County's sole discretion, this Agreement shall be enforced to the extent it is deemed to be reasonable and in such a manner as to afford the County the fullest protection commensurate with making this Agreement, as modified, legal and enforceable under applicable laws, and the balance of this Agreement shall not be affected, the balance being construed as severable and independent.

20. **No Assignment**
   Neither party may assign this Agreement without the prior written consent of the other party.

21. **Section Headings**
   Section headings in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

22. **Governing Law**
   This Agreement shall be governed by the laws of the State of Michigan.

**Osceola County:**

_________________________  ________________________
Jack Nehmer               Date
Board of Commissioners Chairman

_________________________  ________________________
Susan M. Vander Pol       Date
Osceola County Coordinator

**Managed Assigned Counsel Administrator:**

_________________________  ________________________
Karen Moore               Date
February 6, 2019

RE: County Veteran Service Fund Grant - 190000001350

Dear Mr. Jack Nehmer,

The Michigan Veterans Affairs Agency has accepted the Osceola County application for the 2019 County Veteran Service Fund Grant (CVSF). Your grant project titled, “Veterans Services Office Staffing” has been assigned the grant number listed above.

The grant award will be funded for up to $57,129 of approved costs during the grant period, effective the date the CVSF Grant Agreement is signed by both Osceola County and the State of Michigan. The County will receive a direct payment of $50,000 and the remaining $7,129.00 will be paid on a reimbursement basis. The award will be carried out under the direction of Mr. Lee Lull as stated in the grant application.

All grant activities will be supervised by the Michigan Veterans Affairs Agency Grant Program Manager, Robert Price. For all communications related to the grant, please email Marie Douville at douvillem@michigan.gov and copy MVAAGrants@michigan.gov.

As a grantee, you must be registered to do business with the State of Michigan. Registration is available at the following website: www.michigan.gov/SIGMAVSS. Failure to register will delay payment.

To accept the grant award, please review and sign the County Veteran Service Fund Grant Agreement and return by email to MVAAGrants@michigan.gov (cc: douvillem@michigan.gov), as soon as possible. Failure to return the signed Grant Agreement may delay payment. Grant activities that take place prior to the DMVA signing the grant agreement will not be reimbursed.

Copies of the attached reporting templates and requirements will be sent under separate cover with instructions to the Project Director for use.

Regards,

Robert Price
Director, Targeted Outreach
GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, MICHIGAN VETERANS AFFAIRS AGENCY
AND Osceola County

This Grant Agreement ("Agreement") is made between the Michigan Department of Military and Veterans Affairs, (DMVA), Michigan Veterans Affairs Agency ("State"), and Osceola County ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to House Bill No. 6403, 2018 Public Act No. 214. This Agreement is subject to the terms and conditions specified herein.

Project Name: Veterans Services Office Staffing [Project #: 190000001350
Amount of grant: $57,129.00

Start Date (date executed by DMVA): _______ End Date: 09/30/2019 [unless alternate date specified]

GRANTEE CONTACT: STATE’S CONTACT:

Name/Title
Jack Nehmer, Chair, Board of Marie Douville, Contract and Grant Analyst
Commissioners
Organization
Osceola County
Address
301 West Upton Avenue
Address
Reed City, MI 49677
Address
222 N. Washington Sq.
Address
Telephone number
231-768-4530
Telephone number
517-284-5237
Fax number

E-mail address
district3@osceolacountymi.com
douvillem@michigan.gov

Federal ID number – (Required for Federal Funding)

[Program will add a Remittance address if different than the above.]

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature ____________________________ Date ____________________________
Name/Title ____________________________

FOR THE STATE:

Signature ____________________________ Date ____________________________
Name/Title ____________________________
I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement other than budget line item revisions less than 10% percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>January 1 – March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 31</td>
</tr>
<tr>
<td>July 1 – September 30</td>
<td>Before October 15*</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>January 31</td>
</tr>
</tbody>
</table>

*Due to the State’s year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State’s contact at the address on page 1. [All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.]
(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

[(C) The Grantee must provide copies of all products and deliverables in accordance with Appendix A.]

[(D) All products shall acknowledge that the project was supported in whole or in part by Michigan Veterans Affairs Agency, MVAA, per the guidelines provided by the program.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee’s receipt or execution of this grant.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.
IX. NON-DISCRIMINATION

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and Executive Directive 2019-09, Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 et seq.

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee’s Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan’s lobbying statute, MCL 4.415(2). “‘Lobbying’ means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action.” The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:
(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.

(2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

(4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of [five] years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee’s actions under this Agreement.

(B) The Grantee must comply with applicable workers’ compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee’s billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.
(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract & Payment Express Web Site (http://www.cpexpress.state.mi.us).

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State’s claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.

b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

c. If the State finds that the Grantee, or any of the Grantee’s agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
c. Convicted under State or federal antitrust statutes; or
d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee’s business integrity.
e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.
PROGRAM-SPECIFIC BOILERPLATE

XXIII. DISCLOSURE OF INFORMATION

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the State except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.

PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

- Osceola County will receive an initial up-front payment of $50,000 for the CVSF grant. The remaining balance of $7,129.00 will be paid on a reimbursement basis.
- If there are remaining funds from the initial $50,000 payment at the end of the Fiscal Year (September 30, 2019) the County will return those to the State.
- The County will provide verification of funds spent down from the original $50,000 with the Quarterly Reports in the form of time sheets, receipts, invoices, or other appropriate documentation to support and verify the expenditures.
- Progress Reports and Quarterly Financial Reports will be due according to the schedule listed on page 2.
- All reports will be submitted on the Reporting Templates provided by the MVAA – see attached.
- Failure to properly complete progress reports, financial reports, and claims reports may delay payments.
- All purchases must be supported with receipts and/or invoices
- If additional funds are requested from the original grant application, the County will submit a Program Amendment along with a Budget Justification and Narrative for approval prior to using those funds.
- Travel rates, lodging, meals, and mileage reimbursement will be paid at the State of Michigan travel rates, see attached.
- Submit a photocopy of PIV card no later than September 30, 2019.
Use this template in submitting the County Veteran Service Fund grant request.

Your Authorizing Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners.

### CONTACT INFORMATION

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<thead>
<tr>
<th>Applicant County</th>
<th>OSCEOLA</th>
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<tr>
<td>DUNS Number</td>
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<td>Federal ID</td>
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<tr>
<th>POC Name</th>
<th>Susan M. Vander Pol</th>
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<tr>
<td>Mailing Address</td>
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</tr>
<tr>
<td>Phone</td>
<td>231-832-6196</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:oscadmin@osceolacountymi.com">oscadmin@osceolacountymi.com</a></td>
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<tr>
<th>Authorizing Official</th>
<th>Larry Emig</th>
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<tbody>
<tr>
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<tr>
<td>Phone</td>
<td>231-832-6196</td>
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<td>Email Address</td>
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<th>Financial Officer</th>
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<td>Phone</td>
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<td>Email Address</td>
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### PROJECT DETAIL

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<th>Project Title</th>
<th>Veterans Services Office Staffing</th>
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<tr>
<td>Grant Focus Area</td>
<td>Funding for an additional Veterans Service Officer position</td>
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Osceola County currently has two part-time veterans services officers. One is an accredited position. We currently provide approximately 40 hours of work each week for nine months. For three months of the year, we currently have one part-time position that works 16 hours per week.

Osceola County would like to use the $25,000 state money allocation to hire an additional veteran services officer who will work over 1,000 hours per year and become accredited. It will allow us to have two accredited positions and provide 40+ hours of available services each week. An accredited veteran services officer would be available to travel out within the county to meet with veterans at other locations, such as veterans' organizations, senior services locations and community centers. We will have staff that could do additional home visits where necessary for veterans who aren't able to travel. Work hours would be available to assist veterans in their completion of assistance forms, such as the Veterans Trust Fund applications. One of our current part-time accredited officers is working on obtaining the PIV card. The grant would be used 100% for wages, benefits, travel and training for the veterans services officer positions.

BUDGET JUSTIFICATION AND NARRATIVE

Budget Justification should be provided in an excel document, as Attachment A.

Budget Narrative should be provided below.

The $25,000 grant would be used for wages and benefits (FICA, workers compensation) training and travel for an additional staff person who will become an accredited veteran services officer. Staff hourly rate for 2019 is $15.61 per hour for up to 28 hours per week = $22,729. FICA is paid at .0765% of wages or $1,739. These two items along with travel or a conference would estimate to use the entire grant. The workers compensation rate is $.28 per $100 of weekly earnings. Please see attached Excel budget form.

Staff is expected to travel for training/conferences, attending meeting, visiting families, etc. The County reimburses travel at the current IRS allowed amounts, currently $.545 per mile. Grant and county funds will be used for travel/training reimbursement.
SUBMISSION OF APPLICATION

Type an X in the box for confirmation of the following statements.

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<th>Statement</th>
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<tr>
<td>I understand that my County must become registered to do business with the State of Michigan prior to receiving any grant funding. Registration is available at the following website: <a href="http://www.michigan.gov/SIGMAVSS">www.michigan.gov/SIGMAVSS</a>.</td>
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<tr>
<td>I understand that the grant agreement must be signed by the Authorizing Official before grant funds can be expended.</td>
<td>X</td>
</tr>
<tr>
<td>I have included Attachment A: Budget Justification.</td>
<td>X</td>
</tr>
<tr>
<td>I have included Attachment B: County FY18 Budget for the organizational structure that provides assistance to veterans and/or family members.</td>
<td>X</td>
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<td>I understand that I should receive an email confirmation of submission of my application within 24 business hours, and if I do not receive an email confirmation, I should contact the agency for confirmation.</td>
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<tr>
<td>I understand that remote access to the United States Department of Veterans Affairs computing systems and obtaining PIV cards for county veteran services officers must be completed no later than September 30, 2019.</td>
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Signature: [Signature]

Date: 12-04-2018
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### County Quarterly Activity Report

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<td><strong>TOTA尔斯</strong></td>
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<td>Hearings</td>
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<td>Support Services</td>
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<td>Michigan Veteran Trust Fund Applications</td>
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<td>Soldiers/Sailors Relief Fund Applications</td>
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<td><strong>Total Support Services</strong></td>
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<td>Other Activities</td>
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<td>Claim Status Checks</td>
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Additional forms completed include but are not limited to VA Forms 21-686c, 21-8470, 21-4142, 21-4192, 21-2680, 29-3361, 29-4125

Support services include but are not limited to requests for medal replacement, military records or correcting military records.
<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Budget Period Activities</th>
<th>County Cost</th>
<th>Grant Cost</th>
<th>Invoice/Timesheet Attached</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
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<td>$</td>
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</tr>
<tr>
<td>a. Salary</td>
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<tr>
<td>b. Fringes</td>
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<tr>
<td>Veteran Service Operations</td>
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<td>Purchases</td>
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Total Reimbursement Request $
Michigan Veterans Affairs Agency

County Veteran Service Fund Progress Report

<table>
<thead>
<tr>
<th>Grant No: 190000000311</th>
<th>Grantee/ Name:</th>
<th>Budget Period:</th>
<th>Project Director: [ProjectDirector]</th>
<th>Email Address: [PDEmail]</th>
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</thead>
<tbody>
<tr>
<td>Invoice Number:</td>
<td>Remit Address:</td>
<td>SIGMA Vendor Code</td>
<td></td>
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</tbody>
</table>

Use Additional Sheets if Necessary

Major Tasks Completed During Reporting Period

Work to Be Completed in Upcoming Reporting Period

List any challenges to fulfilling the terms of the grant application. Write NA if not applicable

Number of increased VSO hours paid for by Grant Funds

Number of Trust Fund Applications Completed by staff funded through the Grant
### County Veteran Service Fund Grant - Employee Time Sheet

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Leave Time</th>
<th>CVSF Hours</th>
<th>Activities Performed</th>
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</thead>
<tbody>
<tr>
<td>Week 1:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Monday</td>
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<td>Week 2:</td>
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<td>Monday</td>
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<tr>
<td>Friday</td>
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</tbody>
</table>

**Available Hours:** 80

Enter in Grant Hours only and adjust '80' to reflect what grant is paying for.

**TOTAL PERFORMED HOURS:** -

By signature, I certify that the data recorded on this timesheet is true and accurate and the hours used were in support of the County Veteran Service Fund Grant.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

**FOR BILLING PURPOSES:**

<table>
<thead>
<tr>
<th>FEDERAL I.D.:</th>
<th>BILLING ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS I.D.:</td>
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State of Michigan

<table>
<thead>
<tr>
<th>SIGMA Vendor I.D.:</th>
<th>(ex., CV0012300)</th>
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### MICHIGAN SELECT CITIES *

<table>
<thead>
<tr>
<th></th>
<th>Individual</th>
<th>Group Meeting pre-arranged and approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging**</td>
<td>$85.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$10.25</td>
<td>$13.25</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.25</td>
<td>$13.25</td>
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<tr>
<td>Dinner</td>
<td>$24.25</td>
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### MICHIGAN IN-STATE ALL OTHER

<table>
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<td><strong>Per Diem</strong></td>
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### OUT-OF-STATE SELECT CITIES *

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<th>Individual</th>
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<tbody>
<tr>
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<td>Contact Conlin Travel</td>
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### OUT-OF-STATE ALL OTHER

<table>
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<tbody>
<tr>
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<td>Contact Conlin Travel</td>
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<td><strong>Per Diem</strong></td>
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<tr>
<td>Dinner</td>
<td>$23.50</td>
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</table>

### Incidental Costs (per overnight stay) $5.00

### Mileage Rates

- **Premium Rate** $0.580 per mile
- **Standard Rate** $0.340 per mile

*See Select High Cost City Listing

**Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)
**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET**  
**VEHICLE AND TRAVEL SERVICES (VTS)**  
**SELECT HIGH COST CITY LIST**  
**TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES EFFECTIVE**  
**January 1, 2019**

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<th>Michigan Select Cities / Counties</th>
<th>Cities</th>
<th>Counties</th>
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<tbody>
<tr>
<td>Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City</td>
<td>Grand Traverse</td>
<td>Oakland</td>
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<tr>
<td></td>
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<td>Wayne</td>
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<table>
<thead>
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<th>City / County</th>
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<td>Arizona</td>
<td>Phoenix, Scottsdale, Sedona</td>
<td>Maryland</td>
<td>Baltimore City, Ocean City (Counties of Montgomery &amp; Prince Georges)</td>
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<tr>
<td>California</td>
<td>Los Angeles (Counties Los Angeles, Orange, Mendocino &amp; Ventura) Edwards AFB, Arcata, McKinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park</td>
<td>Massachusetts-Boston (Suffolk County), Burlington Cambridge, Woodburn Martha’s Vineyard</td>
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<tr>
<td>Colorado</td>
<td>Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail</td>
<td>Minnesota</td>
<td>Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)</td>
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<td>Bridgeport, Danbury</td>
<td>Nevada</td>
<td>Las Vegas</td>
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<tr>
<td>DC</td>
<td>Washington DC, Alexandria, Falls Church, Fairfax (Counties of Arlington &amp; Fairfax in Virginia) (Counties of Montgomery &amp; Prince George's in Maryland)</td>
<td>New Mexico</td>
<td>Santa Fe</td>
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<tr>
<td>Florida</td>
<td>Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West</td>
<td>New York</td>
<td>Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens and Staten Island), Melville, New Rochelle, Riverhead, (Suffolk County), Ronkonkoma, Tarrytown, White Plains</td>
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<tr>
<td>Georgia</td>
<td>Brunswick, Jekyll Island</td>
<td>Ohio</td>
<td>Cincinnati</td>
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<tr>
<td>Idaho</td>
<td>Ketchum, Sun Valley</td>
<td>Pennsylvania</td>
<td>(Bucks County) Pittsburgh</td>
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<tr>
<td>Illinois</td>
<td>Chicago (Cook &amp; Lake Counties)</td>
<td>Rhode Island</td>
<td>Bristol, Jamestown, Middletown, Newport (Newport County), Providence</td>
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</tr>
<tr>
<td>Kentucky</td>
<td>Kenton</td>
<td>Texas</td>
<td>Austin, Dallas, Houston, LB Johnson Space Center</td>
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<td>Louisiana</td>
<td>New Orleans</td>
<td>Utah</td>
<td>Park City (Summit County)</td>
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<tr>
<td>Maine</td>
<td>Bar Harbor, Kennebunk, Kittery, Rockport, Sanford</td>
<td>Vermont</td>
<td>Manchester, Montpelier, Stowe (Lamoile County)</td>
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<td>Virginia</td>
<td>Alexandria, Falls Church, Fairfax</td>
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<td>Washington</td>
<td>Port Angeles, Port Townsend, Seattle</td>
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<td></td>
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<td>Wyoming</td>
<td>Jackson, Pinedale</td>
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</table>
OSCEOLA COUNTY
Reed City, Michigan

REQUEST FOR PROPOSALS

EMERGENCY MEDICAL SERVICES
COMPREHENSIVE REVIEW

Osceola County
301 West Upton Avenue
Reed City, Michigan
49677
(231) 832-6196

Susan M. Vander Pol
Osceola County Coordinator

July 11, 2018
Osceola County continues to be proactive in recognizing the potential for this county to be confronted by a broad range of emergencies. The County operates an Advanced Life Support (ALS) service from four base locations, with three ambulances operating 24 hours a day and one ambulance operating twelve hours per day. The service has an average call volume of 3,000 and average annual budget of $2.3 million. The County desires to maintain this service level recognizing the need for current operation efficiencies and the attraction and retention of staff. We recognize there is a shortage of paramedic medical personnel in the State.

Our Emergency Medical Services (E.M.S.) department's current work force consists of a director, assistant director, three non-union paramedic lieutenants, nine full-time unionized paramedics and one full-time unionized EMT-Basic. We have a pool group of part-time paramedics and emergency medical technicians that augment staffing and scheduled work shifts for the County. The County works with local fire departments who provide first responder services. The governing body consists of an elected seven-member Board of Commissioners serving two-year terms.

The County desires to have an outside source conduct a comprehensive assessment of the delivery model of the emergency medical services department to evaluate the service delivery effectiveness. There is a need to provide a comprehensive emergency medical services overview based upon relevant national standards and the current state of the county's ability to respond to emergency and non-emergency needs of the county.

There is no expressed or implied obligation for Osceola County to reimburse responding firms (Proponents) for any expenses incurred in preparing proposals in response to this request.

Questions about this Request for Proposals may be directed to Susan M. Vander Pol, County Coordinator, Monday through Friday from 8:30 a.m. to 5:00 p.m.

To be considered, Osceola County must receive three (3) copies of a proposal no later than 3:30 P.M. on Friday, August 10, 2018, at which time they will be publicly opened. Proposals not received prior to the due date and time will be returned to the proponent unopened. Osceola County reserves the right to reject any or all proposals submitted in whole or in part.
The proposal should be mailed or delivered in a sealed envelope marked "Proposal for Emergency Medical Services Comprehensive Review" directly to:

Susan M. Vander Pol  
Osceola County Coordinator  
301 West Upton Avenue  
Reed City, MI 49677

II  SCOPE OF WORK:

Osceola County (County) is soliciting proposals from prospective consultants (Proponents) to analyze and assess all aspects of the County's emergency medical services department in order to assess the efficiency and effectiveness with which such services are rendered. This project may include, but is not limited to, the designated medical service response agencies within the municipality and the Osceola County law enforcement departments.

The Project includes performing a complete and comprehensive review of the County's emergency medical services department, along with applicable legislation and standards and local municipal goals and providing the County with recommendations to increase and improve efficiencies, enhance coordination of services provided, reduce costs and avoid unnecessary duplication of services and costs. The successful completion and delivery of this review will require a thorough understanding of the County, its emergency services, various federal, state and local regulations and standards, and oversight organizations such as the North Central Michigan Medical Control Authority.

III  OBJECTIVES:

The Project will result in a report to the Osceola County Board of Commissioners that includes a comprehensive review and analysis of emergency medical services to address the following objectives:

1. To provide an optimal and efficient level of service greater than is currently provided.
2. To review County organizational needs for overall public safety and continuity of services and identify strategies to improve service and/or facilitate economic efficiencies.
3. To assess current leadership structure and ascertain municipal oversight for appropriate chain of command.
4. To assess the ability to successfully manage a major conceivable incident through proper communication within and through affected departments.
5. To review ability to successfully implement plans and procedures for obtaining assistance from and coordinating with local government and regional entities.
6. To confirm the response capabilities versus the needs, such as:
   a. Calls for service versus response delivery
   b. Types of service required versus capability
   c. Staffing requirement versus available staffing
7. To review and/or audit the use of municipal funds and billing procedures utilized for services rendered.
8. To evaluate the below components of the emergency medical services against applicable legislation and standards for compliance:
   a. Training requirements
   b. Financial status of organizations
   c. Vehicles, Apparatus, and Personal Protective Equipment requirements
   d. Facilities suitability and need
   e. Standardization of Operating Guidelines and Policies
   f. Response time evaluation

**LOGISTICS:**

The following will be executed in an efficient, complete and timely manner:

1. Interviews and surveys of all emergency services responders, management staff and designated elected officials
2. Complete review of all agency policies and procedures
3. Individual meetings:
   a. Organize and facilitate all meetings
   b. Bi-weekly progress updates to the County's designee
4. Develop and distribute all forms/documents and reports
5. Conduct critiques/de-briefs after interviews and meetings
6. Maintain open lines of communication with all agencies

**DELIVERABLES:**

Proponents will provide a complete comprehensive review with conclusion, report and recommendation for the delivery of Emergency Medical Services.

1. **DELIVERABLES DATES:**
   Please provide a proposed timeline of scheduled meetings and reporting with County leadership and elected officials, planning meeting dates with the employees and management, survey and interview completion dates, when the complete review of all policies, procedures and guidelines will be completed, deliverance of a draft of the findings, and delivery of the finished report to the County designee.

11 **PROVENT'S RESPONSIBILITIES:**

If a Proponent finds discrepancies, omissions, irregularities or is in doubt as to any meaning, the Proponent shall contact Susan M. Vander Pol, Osceola County Coordinator, at oscadmin@osceolacountymi.com, who may issue an addendum in writing and distribute it to registered Proponents. The County cannot be held liable for any oral explanation or interpretation provided. No negotiations, decisions or actions shall be executed by any company as a result of any oral discussions with any Osceola County employee or volunteer under the umbrella of Osceola County. Only those transactions that are in writing shall be considered valid. Proponents may register by sending their name of company, name of contact person, phone number and email address to Susan M. Vantler Pol at oscadmin@osceolacountymi.com. It is the responsibility of the Proponent to include all addenda issued and to acknowledge receipt of all addenda issued.
Acknowledgement of Addenda on the Form of Proposal (Appendix A) is mandatory.

VII. INQUIRIES:

Inquiries concerning this RFP must be submitted no later than 3 P.M. Friday, August 3, 2018.

Answers to Proponent inquiries will be sent by email to all registered RFP recipients by 5 P.M. Tuesday, August 7, 2018.

VIII. INSTRUCTIONS FOR SUBMISSION:

All proposal submissions should be mailed or hand-delivered no later than 3:30 PM Friday, August 10, 2018, in a sealed envelope marked "Proposal for Emergency Medical Services Comprehensive Review" directly to:

SUSAN M. VANDERPOL
OSCEOLA COUNTY COORDINATOR
301 WEST UPTON AVENUE
REED CITY MICHIGAN 49677

The proposal submission shall consist of both a Detailed Work Plan and Cost Estimate, along with the Form of Proposal (Appendix A). The submission shall include three (3) hard copies, with one (1) copy being an original document with original signature(s). The Detailed Work Plan should include, at a minimum:

1. An indication of why you are interested in the Project and the Proponent's understanding of the nature of the issue;
2. A description of experience in projects of this nature;
3. An identification of the principal Proponent and any others that may be involved with a description of qualifications, relevant experience and references;
4. A sample copy of a similar report completed for a previous client, if available;
5. Summary of proposed costs based on the Proponent's proposal. Please note any estimated travel or lodging expenses separately.

ADDENDA AND CHANGES:

Osceola County may issue addenda and changes to the RFP from time to time prior to the proposal submission deadline. No such addenda or changes shall be issued later than three (3) days prior to the proposal submission deadline. All addenda and changes shall become part of the contract between Osceola County and the Proponent and shall be binding upon the Proponent submitting its proposal, evaluating and awarding the contract to the successful Proponent, and in the subsequent performance of that Contract. All Proponents shall acknowledge receipt and compliance with any addenda and changes that the County may make to any Contract Documents, Contract, Specifications, or the Instructions to the Proponents, in the manner specified by the County.

X. DELIVERY OF RESPONSES:

All responses must be submitted in a sealed envelope by mail or hand-delivered by the due date.
Fax transmissions or emailed submissions are not acceptable. Responses submitted or received after the due date will not be accepted or considered. Proponents may submit changes or addenda to their response, cross-referenced clearly to the relevant proposal section, prior to, but not after the due date. Such changes must meet all requirements of this RFP solicitation. Additionally, Proponents may withdraw and resubmit their proposals prior to the response deadline. No changes or withdrawals are permitted after the RFP response due date. It is the Proponent's responsibility to ensure the timely delivery of its response to the appropriate address. Osceola County will not be responsible for delays in or errors with delivery.

XI. REJECTION OF RESPONSES:

Osceola County reserves the right to:
1. Make all decisions regarding this RFP, including the right to decide whether a response to this RFP does or does not substantially comply with the requirements.
2. Accept, reject or negotiate modifications in any terms of Proponent's answers in whole or any parts thereof.
3. Reject any and all Proposals received to this RFP.

XII. PREPARATION OF RESPONSE:

Osceola County shall not be responsible for any costs incurred by Proponent in the preparation of their response. It must be specifically understood that this RFP does not create any obligation on the part of Osceola County to enter into any contract or undertake any financial obligation with respect to the program referred to herein. The Proponent understands that, if selected, Osceola County reserves the right to provide its opinion publicly and privately regarding Proponent's performance.

XIII. PUBLIC RECORD REQUESTS:

1. Under the Freedom of Information Act, PA 442 of 1976 and the Michigan Freedom of Information Act, P.A. 563 of 2014, all documents created or received by Osceola County unless specifically exempt, are presumed to be public and available for inspection and duplication.

2. A record in the possession of a party with whom the County contracts to perform a governmental function for the County, and which directly relates to the governmental function and is not exempt under the Act, is a public record.

3. All requests for public records under the Freedom of Information Act must be made to the County Coordinator's Office at 301 W. Upton Avenue, Reed City, Michigan, 49677 or by email to oscadmin@osceolacountymi.com.

OWNERSHIP OF RECORDS:

All submitted documents and/or material become the property of Osceola County and may be reviewed and evaluated by any person at the County's discretion regardless of statements contained within Proponent's response to the contrary. Osceola County reserves the right to use...
any or all concepts presented in any response to the RFP. Selection or rejection of this response does not affect this right. Information provided by Osceola County to the requesting Proponent for the purpose of providing a response to the RFP is the property of Osceola County.

X,Y. RESPONSE VALIDITY:

Responses must be valid for at least 120 days from submission deadline. Proponent's responses to this RFP shall become part of the final contract negotiated between the County and Proponent.
REQUEST FOR PROPOSALS (RFP)

FOR THE COMPREHENSIVE REVIEW OF OSCEOLA COUNTY
EMERGENCY MEDICAL SERVICES.

Proponents must complete this Form and include with the Proposal Submission.

I/We the undersigned authorized signing officer of the Proponent, hereby declare that no person, firm or Corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in the Proposal.

I/We further declare that all statements, schedules and other information provided in this Proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We declare that this Proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a Proposal and is in all respects fair and without collusion for fraud.

I/We further declare that no employee of Osceola County is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived therefrom.

I/We further declare that if awarded the Contract, I/We will agree and adhere to the following:

a) That submission of a proposal indicates acceptance by the Proponent of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in a subsequent contract between the County and the Proponent selected.

b) That the Proponent acknowledges and agrees that the findings and finished materials provided under the terms of the Contract have been specially ordered or commissioned for use by the County and that the County shall own the right, title and interest thereto.

c) That the Proponent agrees that the County has unlimited use of the materials and ideas generated by the Proponent throughout the course of the project.

d) That the materials or information developed by the Proponent and/or its employees and/or agents will not be designed in such a way as to bind the County to the Proponent either directly or indirectly for the supply of future materials or services.

e) That, upon termination of the Contract, the Proponent will deliver to the County, all copies of available working papers, files, and other documentation in its possession and any other materials belonging together with all copies thereof and which are applicable to this agreement, wherever located without demand or notice.

f) That the proposal and all prices contained within are valid for 120 days from the RFP submission deadline.
We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the representatives, relative to this Proposal.

We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

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<tr>
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<td>Address (including Postal Code)</td>
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<td>Website</td>
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ACKNOWLEDGEMENT OF ADDENDA

The following Addenda are acknowledged _____________ for a total of ___

(eg. 1, 2, 3, or 4 or 1 - 4 for a total of 4 Addenda)

Check here if NO addendum received.

Proposal submitted by:

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<tr>
<td>Name and Position</td>
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<td>Proposal Total</td>
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NOTE: Failure to sign and return Appendix A: Form of Proposal will result in non-acceptance of this Proposal.
Susan M. Vander Pol, County Coordinator  
Osceola County  
31 West Upton Avenue  
Reed City, MI 49677

Dear Susan:

Strategic Community Partners is pleased to submit a proposal (3 copies) to conduct a review of the operations of Emergency Medical Services (EMS) provided by Osceola County. With funding limitations and staffing shortages impacting EMS departments throughout the county, I think you are positioning the communities served by the county's EMS department to be safer and the county to be better stewards of public funds.

We do not believe that this operational review needs to tell you what you already know. Thus, our approach to this project is likely going to be different than that of others submitting proposals. My team has reviewed the RFP and researched Osceola County at great length and we are committed to finding efficiencies in cost and identifying the necessary resources and method to deliver emergency services with increased operational/response capacity. We are going to focus our efforts on understanding the issues upfront then identify what needs to be evaluated and analyzed based upon stakeholder input, current budgets, personnel, organizational cultures, SOP's, emergency response procedures, etc. The delivery of public safety services is ripe for change, not just in your county but throughout the country and we have embraced and prepared for this change.

Strategic Community Partners has the necessary skills and experience to accomplish this project. I am extremely pleased that Chief William "BJ" Jetter will be assisting me. Chief Jetter has had a long and very successful career in the Fire/EMS profession and is recognized as a national subject-matter expertise in his field.

To be successful and results-oriented, we must engage county and municipal leaders, public safety leaders and other civic-minded individuals that have a vested interest in this endeavor. Although the elected leaders are ultimately responsible for final decisions, input from effected internal and external stakeholders will make the decision-making and any transition process go much smoother.

Please review our response to your RFP. I believe you will find that we are the team that can work the best with you and other key stakeholders.

Sincerely,

David D. Duckworth  
Strategic Community Partners
REQUEST FOR PROPOSALS (RFP)
FOR THE COMPREHENSIVE REVIEW OF OSCEOLA COUNTY EMERGENCY MEDICAL SERVICES.

Proponents must complete this Form and include with the Proposal Submission.

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<th>Company Name</th>
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<tr>
<td>2</td>
<td>Bidder's Contact</td>
<td>David D. Duckworth</td>
</tr>
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<td>3</td>
<td>Address (including Postal Code)</td>
<td>0-Jo W, 0C+4d LAvC</td>
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<td>4</td>
<td>Office Phone #</td>
<td>513 739 0235</td>
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<td>5</td>
<td>Office Fax#</td>
<td><a href="mailto:clduckworth@stratcommunitypartners.com">clduckworth@stratcommunitypartners.com</a></td>
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<tr>
<td>6</td>
<td>Email address</td>
<td><a href="http://www.stratcommunitypartners.com">www.stratcommunitypartners.com</a></td>
</tr>
</tbody>
</table>

ACKNOWLEDGEMENT OF ADDENDA

The following Addenda are acknowledged for a total of ___.

(eg. 1, 2, 3, or 4 or 1-4 for a total of 4 Addenda)

_L_ Check here if NO addendum received.

Proposal submitted by:

Bidder Signature

Name and Position

Date

Proposal Total

NOTE: Failure to sign and return Appendix A: Form of Proposal will result in non-acceptance of this Proposal.
Strategic Community

PROPOSAL FOR OSCEOLA COUNTY, MICHIGAN

Partners

REVIEW OF EMERGENCY MEDICAL SERVICES OPERATIONS

COUNTY OF OSCEOLA, MICHIGAN

DUE DATE: AUGUST 10, 2018
PURPOSE/UNDERSTANDING OF STUDY

Osceola County, Michigan (known as "County") seeks the services of a qualified local government management consulting firm to conduct an analysis of its Emergency Medical Services ("EMS") operations. The purpose of this analysis is to determine if the current level of operations is the most cost-efficient and operationally effective method of service for the residents of the county. The County is also interested in determining if there is an alternative(s) to the existing EMS model and whether a different model will provide services with increased operational capacity while realizing a fiscally efficient and cost contained system. It is imperative to the County to determine the most efficient and effective use of public funds while achieving the goal of providing consistent, cost-effective and high-quality emergency medical services for the residents of Osceola County.

PROJECT TASKS/WORK PLAN

A. Project Initiation (TASK #1)

Our project team will first confer with County leadership, public safety staff and other key personnel identified by the County to gain a comprehensive and thorough understanding of the background, quantitative data, goals and expectations for the project. This process will assist us in potentially refining our work plan to help guide the project. It is important to note that both County, public safety and other officials will be heavily involved in providing input, data and information throughout the project.

The following matters will be addressed during our Project Initiation meeting(s):

- Discussions detailing all tasks to be performed;
- Setting a time table for each task to be completed;
- Method of evaluating the results;
- Resources to be utilized including data and records provided by County;
- Possible obstacles or problem areas associated with the accomplishment of each task.

Ongoing communications will also help to establish working relationships, make logistical arrangements as may be needed, determine appropriate lines of communications, and finalize contractual arrangements.
B. Stakeholder Input (TASK #2)

Upon completion of Task #1, we will facilitate a SWOT (Strengths;Weaknesses/Opportunities/Threats) analysis to identify the critical internal and external issues that impact the current delivery of EMS in Osceola County. The project team will also interview key stakeholders of the county who are unable to attend the SWOT analysis session. At a minimum, participation in the SWOT analysis shall include county and other community officials, public safety officials, community/civic leaders, and others that County leadership deems necessary. In order to assess sentiment toward potential future system changes, the SWOT analysis will be "issues-based" and discussions will generally center around the following issues (but not inclusive):

- Perception of current level of emergency medical services;
- Desired level of emergency medical services and funding;
- Need to keep current model vs. other models;
- Political support for a change in emergency medical services system;

C. Fiscal and Data Analysis (TASK #3)

For Task #3, the consulting team will assess the cost of providing emergency medical services by examining the following background information, including:

- Review department data identifying factors that influence operations, e.g. community population and demographics (current and future), run volume and patterns, response times, service demand, staffing patterns, etc.,

- Analysis of budgetary information including expenses, revenue and debt schedules;

- Review county and/ or municipal regulations related to EMS delivery;

- Review mutual aid or automatic response agreements and resources;

- Analysis of wage, benefits, and retirement programs and policies (total compensation including all employer costs);

- Identify any potential cost savings or efficiencies that could be realized by current system improvements and/ or alternative service delivery;
• Identify potential fiscal constraints and opportunities in order to achieve a successful outcome;

• Review capital assets (facilities, apparatus, and equipment) to determine their operational effectiveness and review replacement schedules for said capital assets;

• Identify future potential major budgetary impacts such as compensation increases, health insurance increases, union contracts, and capital replacement purchases that would impact the sustainability of services.

D. Operations/Management/Staffing Review (TASK #4)

The consulting team will also examine key operational, managerial and staffing components to identify areas where increased efficiency and operational effectiveness can be achieved, including:

• Review current services provided by County and other providers, e.g. local/regional fire departments, Sheriffs Office, to determine duplication, overlap or redundancy of services;

• Evaluate staffing needs (full & part time) and recommend adequate levels to meet current and future demands;

• Review of internal operations, management staffing and resources including concentration, distribution, and utilization of personnel;

• Review existing EMS protocols, training records and current methods of in-service training;

• Analysis of existing station locations and apparatus deployment including deployment methods and staffing performance for incidents;

• Evaluate workload and ideal unit utilization based on best practices and/or accepted standards of service;

• Review administrative capabilities and functions, e.g. information technology, billing procedures, and evaluate best practices for each operating division;

• Assessment of options and alternatives of emergency medical service delivery systems for the County.
**E. Recommendations and Final Study Report (TASK #5)**

DELMERABLES - FINAL REPORT: We will provide a written document *(report and recommendations)* on what we believe is the best outcome in our comprehensive assessment of the Osceola County EMS operations. Our report will include all of the necessary data and facts, makes clear conclusions and provides concrete implementable recommendations and present them to the Board of County Commissioners and County leadership. The Final Report will be presented first in DRAFT form then submitted in FINAL form upon review/approval by County leadership. Consulting team will make a formal on-site presentation upon completion and acceptance of FINAL report.

Our independent, third party review of current service administration, operations, rules, regulations, personnel procedures, operating procedures, funding and political realities will lead to recommendations on future EMS needs and opportunities, both short and long term. In addition to any improvement opportunities identified by the project team, our report will also provide a summary of the key strengths that the project team identifies in the course of our work. Likewise, the project team will identify potential options for a different service delivery system with the goal of maintaining the high service levels for the County of Osceola.

**BUDGET & TIMELINE**

If Strategic Community Partners is selected to conduct the study, our fee for all work and production costs is $7,200. Travel reimbursement will be billed at actual costs not to exceed $800. Since Osceola County is within an 8-hour drive from Cincinnati, our team will drive as opposed to fly to keep travel costs lower. A review of hours by task is as follows:

- **Project Initiation (TASK #1)** 12 hours
- **Stakeholder Input (TASK #2)** 20 hours
- **Fiscal & Data Analysis (TASK #3)** 24 hours
- **Operations/Staffing/Management Review (TASK #4)** 24 hours
- **Recommendations and Final Study Presentation (TASK #5)** 40 hours

**TOTAL** 120 hours

We anticipate that the project will take no more than 75 days (2 ½ months) to complete once an agreement is in place. We will revisit this projection at the 30-day interval. We will also provide written project updates on a bi-weekly basis. The consultant's completion date may be revised if there are any unforeseen delays. Any time extension shall be agreed upon in writing by both parties. See Exhibit B for tentative timeline based on a start date of October 1st. Our timeline is certainly subject to modification and will be updated once a mutually-accepted actual start date is established.
FIRM PROFILE

Strategic Community Partners (SCP) is a fast-growing consulting firm located in Cincinnati, Ohio. It was founded in 2015 by David D. Duckworth, a former local government manager who retired from public service in 2012 who then began his consulting career the following year. The firm has a cadre of former local government managers and subject matter experts in the field of public safety, planning and financial management.

To date, our consultants have conducted numerous projects aimed at improving the efficiency, productivity and operational effectiveness of local government organizations. The core areas of service we provide generally fall under the following areas: (1) Strategic Planning; (2) Organizational Assessment/Process Improvement; (3) Fiscal Analysis. Our team of consultants have conducted organizational reviews and operational/fiscal assessments of the communities they have served and/or consulted including Covington, Kentucky; Miami Township, Ohio; Sycamore Township, Ohio; Monroe Township, Ohio; Florence, Kentucky; Sanford, Florida; Wyoming, Ohio; Pleasant Township, Ohio; Glendale, Ohio; Deer Park, Ohio.

Our approach to every assignment is geared towards adding superior value to our client's operations. To achieve this goal, we have recognized that the caliber of our most valuable resource, the SCP team of consultants and subject-matter experts, is of critical importance. The SCP team of consultants has extensive experience in conducting a variety of assignments and has developed a unique service delivery approach that puts emphasis on meeting the highest professional standards in local government management. By providing superior value to our client's and ensuring the client's full participation and ownership of the consultancy outputs, our approach facilitates the successful implementation of the project.

We are a group of educated, credentialed and experienced public safety and public management experts committed to our profession and dedicated to ensuring that client satisfaction is our number one priority. Leveraging our experience and practical work approach will substantially increase the operational effectiveness of Osceola County EMS while at the same time, improving the efficiency in operating costs and in instilling a culture of professionalism. Our record of success is well established and growing rapidly because we customize every project to our client's needs while accomplishing our work much faster and at a lower cost than our competition, as we believe the true cost of doing business is in providing quality and timely consultative services, not in overhead, travel and other administrative costs.
PROJECT TEAM

The two team members who will be involved in the entire process are David Duckworth and Chief William "BJ" Jetter. Mr. Duckworth will serve as Project Manager and will be involved in each phase of the project. Chief Jetter will be involved in most of the phases serving as a subject-matter expert in the field of Emergency Services. Detailed resumes of both are found in Exhibit A. A brief summary of their experience and qualifications are as follows:

David D. Duckworth is a 25-year seasoned local government manager having served as chief administrative officer for the Southwest Ohio communities of Miami Township, Union Township, and Deerfield Township; and city manager for Loveland, Ohio. As a manager, he was responsible for the day-to-day management of the communities he served, which included preparing and administering budgets, managing resources, and ensuring that public services were delivered efficiently and effectively. In addition to traditional management duties, he was also involved in the long-range planning and fiscal impact analysis of the communities he served. He holds Bachelor and Master of Public Administration degrees from Northern Kentucky University and is a graduate of the Senior Executive Institute at the University of Virginia. He has been a longtime member of the International City/County Management Association as well as serving on numerous state and local boards, commissions and professional organizations. In his capacity as a consultant, he has worked on a variety of projects involving organizational and workflow analysis, strategic planning, process improvement, strategic facility analysis, executive recruitment and interim management. Mr. Duckworth began his public service career in the fire service and has been certified as both a Fire Fighter and Emergency Medical Technician.

William "B.J." Jetter, Ph.D. FIFireE, CHSIII, OFE, CFO is a highly motivated emergency services professional with more than 39 years of public safety experience. He has served as Fire and EMS chief for the Ohio communities of Sycamore Township and Monroe Township, and Assistant Fire Chief for the communities of Deer Park and Glendale, Ohio. He currently serves as Safety-Service Director for the city of Deer Park. Chief Jetter is a graduate of LaSalle University having earned a BS in Fire Safety; Master's Degree Fire Safety Management, Graduated Cum Laude 1997; and a PhD Fire Safety, Graduated Summa Cum Laude May, 1997. He is also a graduate of the Ohio Fire Executive Officer Program, April 2006. Chief Jetter has a vast understanding of how to manage and plan a variety of projects as well as personnel simultaneously while also maintaining my presence as an educator, leader and executive. He has provided consulting services to clients throughout the Midwest and is often found teaching or speaking at area colleges and fire academies.
EXHIBITS A & B
PROFESSIONAL EXPERIENCE

City of Deer Park
Safety Service Director June 2017 - current
Duties are that of a City manager overseeing all departments and economic development for the city. Professional Development, Human Resources, budgeting, grant writing, and addressing public policy with elected officials are also assigned to the Safety Service Director. The duties of Safety Service Director are outlined in the Ohio Revised Code under statutory municipal government.

Monroe Township
Clermont County, Ohio
Fire Chief/ Assistant Administrator January 2, 2014-June 2017
Village of Glendale-Glendale Ohio May 6, 2013 - current
Assistant Fire Chief of administration
WAJ Consulting December 2012-current
Strategic Community Partners March 2015- current
Fluor Daniels Paducah Gas Diffusion Plant August 2014 - May 2015
Sycamore Township-Cincinnati, Ohio 12/18/1994-12/31/2012

As the Chief Command Officer, I was responsible for all EMS and Fire activities for the Township. I oversaw the areas of personnel, budget, operations, fire prevention services, enforcement, investigation, and emergency medical services. I served as a member of the Township Management Team reporting to the Township Administrator and Township Trustees, with specific responsibility for directing the activities and personnel of the EMS
and Fire Department. I was the Chief Command Officer at incidents and supervised numerous individuals on the emergency incident scene. On an administrative basis, I oversaw the performance of all personnel and personnel evaluations for performance effectiveness. Duties also include: supervising and evaluating all EMS and Fire operations; planning EMS and Fire Department operations with respect to equipment, apparatus and personnel and supervising the effectiveness of such plans; attending regular staff meetings with the Township Trustees, Administrator and other management team members in an effort to maximize interaction and communication in the process of carrying out overall organizational objectives; fire prevention/suppression and emergency medical service operations; analyzing information as to personnel, property and operations of the division in order to improve operations and prepare budget estimates of anticipated expenditures and needs; responding to alarms and personally directing firefighting operations; investigating the source and circumstances of fires to detect their cause; direct the inspection of buildings and other properties for fire hazards; work with the State Fire Marshall and others on fire prevention and inspections; ensure department compliance with all applicable laws and standards governing the EMS and fire program and maintain sections of the Emergency Operations Manual keeping it in compliance with current standards. There were approximately 100 people under my command.

Loveland-Symmes Fire Department - Cincinnati, Ohio 1992-1994

Lieutenant - Director of Fire Training 1992-1994

I was responsible for coordination of all Fire Training activities. I developed daily programs for the enhancement of all Firefighters working on shift and worked with operations in establishing safety standards, as well as organizational standards, for the day-to-day Fire Group Operation and provided assurance that firefighters met the NFPA 100 standard in Fire Service. I also served as Safety Officer. There were forty-five (45) fire department personnel in my training group.

Lieutenant - Shift Supervisor Training Officer 1992-1994

I managed C shift of the Fire Department with a Jr. Lieutenant serving under my command. I was responsible for twelve (12) persons. I led and directed them in their work assignments. While still coordinating all fire training for forty-five (45) fire department personnel, I supervised them and was responsible for any projects that may have been delegated to them from operations.
City of Deer Park - Deer Park, Ohio 1978-1994

Assistant Chief 1992-1994

Coordinated and supervised all nighttime activities and training programs including Hazardous Materials Training. I shared additional personnel responsibility with another Assistant Chief. I was the Arson Investigator and Public Safety Inspector for the City and served on the Appeals Board for the City of Deer Park and on the City Emergency Operations Plan Committee. Part of my duties included directing suppression activities within the city. Thirty-five (35) people served under my command.

Captain 1989-1992

Responsible for all personnel. Training Officer of the department. Served as company officer. Hazardous Material Training was under my command. I served as an Inspector and Fire Ground Commander in the absence of the Chief. Additionally, I worked on several financial and equipment projects for the department.

Lieutenant 1984-1988

I served as Training Officer of the department and worked on several projects for the Chief. I helped to organize the fire levy for paid fire personnel and helped the City of Deer Park acquire its first aerial apparatus from the City of New York.

Firefighter/Emergency Medical Technician 1978-1983

Firefighter and EMT responsibilities. I served as an Engineer in addition to serving on various operations committees.

Ameriana Bank of Ohio - (formerly Deer Park Savings & Loan) Deer Park, Oh

Member - Board of Directors 1980-2000

I served as a member of the Board of Directors and was named Secretary in 1990. My duties included approving budgets and developing policy for senior management. In this position I was constantly aware of all lending practices and deposits. In 1980 the institution was a mutual savings and loan but in 1988 the directors took the company public. In 1993 the company was merged with Ameriana Savings & Loan in Indiana. Our shareholders' investments were more than doubled when Ameriana acquired Deer Park Saving & Loan.
Bader Inc, Hardware  1966-1990  Vice President of Sales  (family owned business)
7923 Blue Ash Rd. Deer Park, Ohio  (Business closed in 1994 due to father's death)
Part-time employee & Fulltime

FACULTY MEMBER
Global Interscope Solutions, (Open Public Safety Institute) Director of Planning
Safety, Emergency management, Fire Science Curriculum,  2010- Present
University of Cincinnati College of Engineering
Adjunct Professor       Emergency Management, Fire Science programs.  2010- Present

Union Institute & University Adjunct Professor
Emergency Management/Fire Science Programs  2008-Present
Cincinnati State College   Adjunct Professor  1999 - Present
Fire Science Program, Hazardous Materials Specialist , NFPA Technical Rescue
Technician Program, Safety and OSHA Programs.

Great Oaks Career Center    Faculty Member  1985 - Present
Fire Science Program, Hazardous Material Program
Ohio Fire Academy  Adjunct Faculty Member  1989 - Present
Hazardous Material Program, Management Science
National Fire Academy    Adjunct Faculty Member  1989 - Present
Chemistry, Hazardous Material Program, Management Science

EDUCATION
Ohio Fire Executive Officer Program   Graduated  April 2006
LaSalle University
B.S. in Fire Safety 1988
Master's Degree Fire Safety Management, Graduated Cum Laude 1997
PhD Fire Safety, Graduated Summa Cum Laude May, 1997
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Total: 151,874.00 151,874.00
United Way

MECOSTA-OSECOLA UNITED WAY

2019 FUNDING APPLICATION

Agency: ________________________________

Program: ______________________________

2019 Request: $ _________________

2018 Allocation: $ _________________

Contact Name: ________________________

Phone Number: __________________________

Email Address: __________________________

Area of Crisis Need: *Food____ *Shelter____ *Basic Needs____

*At-Risk Youth____ *Justice____ *Mental or Physical Health____

Thank you in advance for your time in applying to United Way. We must insure that we are good stewards of hard-earned United Way community funds. Our community donor volunteers will make their best attempt at careful determinations for allocations after

1) Reviewing the applications 2) Interviewing applicant agencies and 3) Weighing overall community needs. 4) The availability of funding may be a determining factor.

Board Chair Review & Signature ______________________ Date: ___
UNITED WAY-AGENCY MUTUAL AGREEMENT

Your agency will be required to participate in certain United Way activities and abide by certain agreements in order to receive funding.

Please list some volunteers that are willing to participate in our Speaker’s Bureau during campaign time if needed.

__________________________ (Agency Name) agrees to provide and participate in the following:

1. Speaker Bureau Volunteers
2. Contact Information
3. ATTEND all agency meetings called by United Way

ATTEND annual United Way Campaign Kick Off (September 27, 2019)

SUBMIT all forms and information requested by United Way

ABIDE by the United Way Fund Raising Policy, which is to supersede other agency fund raising policy statements (separate document)

ABIDE by Mutual Agreement

USE United Way helping hand symbol on agency communications such as letterhead and brochures. Make reference to being a United Way member agency in public and media presentations and messages

CONDUCT an agency United Way employee campaign if applicable

DISPLAY a United Way logo sign

Agency Chairperson: ___________________________

Agency Director/CEO: __________________________ Date: __________
2019 MECOSTA-OSCEOLA UNITED WAY FUNDRAISING POLICY

INTRODUCTION
Maximizing corporate and individual donor support is a shared objective of the Mecosta-Osceola United Way (MOUW) and our allocated agencies. The annual MOUW campaign is an incredibly effective and efficient means of developing fund support and optimizing those results for needed health and human service programming in our communities.

The MOUW recognizes the need for allocated agencies to raise funds beyond those provided by our Fund Distribution Process. However, in order to best capitalize on our efforts and meet the expectations of our community, agencies must recognize and respect our fundraising policy. This policy is intended to preserve the integrity of our annual campaign and establish fundraising practices that are mutually beneficial.

THE POLICY
The MOUW will conduct our annual campaign each fall. During the time period of SEPTEMBER 15 to NOVEMBER 15, the United Way campaign takes absolute precedence over all other agency fundraising events, activities and opportunities considered and/or conducted by or for the allocated agencies.

Agency funding sources NOT SUBJECT to the Policy include:
- Bequests, Legacies & Trusts  - Memorials  - Endowments  - Government/Foundation Grants
- Anonymous Contributions/Gratuities  - Profits from the sale/agency manufactured products/services
- Service Clubs (except during campaign)

NON-COMPLIANCE WITH MOUW FUNDRAISING POLICY
1) Any allocated agency found in possible violation of this policy will be notified in writing and asked to respond to MOUW concerning the circumstances surrounding the possible violation in writing.
2) The MOUW Board of Directors Executive Committee will review all details of the possible violation, including the agency’s written response. Should an agency be found in violation, the Executive Committee will provide a recommendation for action to the MOUW Board of Directors.
3) Penalties available to the MOUW Board of Directors, which includes but are not limited to any or all of the following:
   * Agency is placed on a period of probation
   * Agency’s funding allocation receives a pro-rated reduction
   * Agency’s funding is terminated

We, the undersigned, have read, dated, understand and hereby agree, on behalf of the agency we represent, to uphold and operate in accordance with the MOUW Fundraising Policy.

Agency Representative: ___________________________ Date: __________

Agency Board Chair: ___________________________ Date: __________
Counterterrorism Compliance

In compliance with the spirit and intent of the USA Patriot Act and other counterterrorism laws, the Mecosta-Osceola United Way requests that each of its participating funded agencies complete the following:

Your organization's legal name:

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<th>Check the appropriate box to indicate your compliance with each of the following:</th>
<th>COMPLY</th>
<th>DO NOT COMPLY</th>
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<td>This organization is not on any federal terrorism &quot;watch lists,&quot; including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.</td>
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<td>This organization does not, will not and has not knowingly provided financial, technical, in-kind or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.</td>
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<td>This organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.</td>
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<td>This organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.</td>
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<td>This organization does not regrant to organizations, individuals, programs and/or projects outside of the United States of America without compliance with IRS regulations.</td>
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<td>This organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.</td>
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<td>This organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists and terrorist organizations.</td>
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*In this form, "material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

I certify on behalf of the Organization listed above that the foregoing is true.

Print Name ___________________________ Title ___________________________

Signature ___________________________ Date ___________________________
Mecosta-Osceola United Way
2019 Application

Organizational Summary (200 words)

Why our agency is requesting this grant and how are funds allocated:

All funding received from United Way is allocated to the raw food account. This funding is for the home delivered food program to help provide nutrition to homebound, frail, elderly, and nutritionally at risk senior citizens of Osceola County age 60 and older. United Way funding will be allocated for emergency meals and holiday meals. With this allocation of monies will provide at least a minimal of 4 shelf stable emergency meals and 11 holiday frozen meals for our 110 home bound clients and not take away from other allocations. At the beginning of November each client’s receives four different entrée shelf stable meals. These shelf stable meals and holiday meals meet our guidelines and are approved by our Area Agency on Aging Dietician. Each meal is packaged and label and include 2 to 3 oz. of protein, 1 cup of vegetables (this could include ½ cup of two different vegetables or v-8 juice) crackers, fruit cup, shelf stable milk.

Since November 2018 to February 13 2019 each client has received and used 12 emergency meals so far this winter season. This is an increase of 6 since that past year. Each meal approximately cost $3.52 excluding administration cost.

What outcomes do we hope to achieve?

We would hope to be able to continue to cook, prepare and to provide a hot nutritious meal to all Osceola County home delivered seniors in need. We would like to maintain our current service level and be able to increase services as the need arises. We will strive to avoid a waiting list and meet the nutritional needs of our “Older Adults”. While we continue to maintain service levels, this will help our seniors to be able to stay in their own homes and age with independence and dignity.
Organization History:
Home Delivered:
The meals program serves the frail, elderly, home bound and nutritionally at risk seniors of Osceola County over the age of 60 and their spouses. Each client must meet some eligibility criteria in order to be considered home bound. A person is considered to be home bound if he is unable to leave his home on a regular basis or must have assistance. Assistance is using a walker, wheelchair or caregiver.

When a referral is made (self, hospital, nursing home, family, or friends) the Services Case Coordinator will call the client and start the process of reviewing and asking questions to make certain the client is receptive to our services and to explain what services we offer. A caseworker is assigned to this client. The caseworker will go out and do an assessment and will determine if this client is eligible for home delivery. If the client is eligible for home delivery, the meals will be started within 10 days. If the client is determined not to be eligible, the caseworker will enlighten the client of the meal site close to them. Each client is reassessed every six months and this is to make sure of any health changes or if our services are meeting the client’s needs. A hospital release will automatically start home delivery meals the next day after the referral is made or within 3 days after referral.

After the initial intake assessment the case worker notifies the Nutrition Coordinator. At this point the Nutrition Coordinator assigns the proper route. The client is put in a computer program that has all the clients’ information including emergency contacts.

Every day route sheets are generated for each delivery driver; this will include client’s name, address, phone number and how many meals a client should receive. It gives the driver some special details like if a client has any animals or special door to use.

Our kitchen staff receives a copy of this route sheet each day so they know how many meals each driver should be delivering. This helps reduce waste since an appropriate amount of food will be prepared.

The meals program delivers one hot meal five days a week (Monday, Tuesday, Wednesday, Thursday and Friday) and 2 frozen meals for the weekend. Each hot meal includes 2 or 3 oz. of protein, 1 cup of vegetables (this could include ½ cup of two different vegetables) two breads, fruit, and 2% milk.

Two frozen meals will be delivered on Thursday for the weekend. If the client is nutritionally at risk, the client may be eligible to receive a second meal per day. This is in the form of a frozen meal. If a client is in a rural area where we are unable to deliver a hot meal in our allowed time, this client will receive five or seven frozen meals once per week. Currently we are able to reach all clients. One frozen meal will be delivered to each client for all legal holidays.

During the winter months each client will receive four emergency meals. These meals will be shelf stable meals and are approved by our Area Agency on Aging Dietician. These meals consist of a main entrée, bread, fruit and vegetable. Clients are to use one of these meals in the event we are unable to deliver meals due to bad road conditions. When a school in Osceola County closes due to bad weather/roads then
this will close the senior meals program. Once all the emergency meals are used we will deliver two more if needed.

See attachment A emergency meal menu

Currently we have six meal routes throughout Osceola County; this is an increase from five routes due to client increase. We pay an hourly wage and mileage reimbursement at the current IRS rate of $.58 per mile. The Reed City route is approximately 70 miles per day, Marion is approximately 60 mile, Evart in route is approximately 40 miles per day, Tustin route is 40 miles, and Ashton route is approximately 40 miles per day and our new route Evart out is approximately 72 miles per day. Each route is approximately 3 to 3.5 hours per day. This is within our four hour food holding time that is allowed by the State of Michigan health code.

While delivering the meal, the drivers do a well check on the client. If the driver observes a change or an issue with the client, then the driver will call and report to the appropriate personnel. A follow up call is made to the client or to the client’s family or emergency contact.

If the client is not home for delivery, the driver will call the office to report the client undeliverable. Office personnel will ask the driver if he tried to call the client, if the door is unlocked and if he can see the client through the windows. After these questions are asked a call will be made to the client’s emergency contact. If contact cannot be made, two staff members will go to the client’s home and check the client’s wellbeing.

If a client is found to be in a medical need then the drive will call 911 then call the office so the office personal can call the clients emergency contact. The driver will stay with this client to keep them calm or alert is all possible. If needed another personal will go to pick up the food items from this driver and resume delivering.

At the beginning of each month, each client will receive a donation statement with the number of meals they received for the prior month and a suggested $2.00 per meal donation amount. This is just a donation statement that gives a client the free wil to donate. These meals are generated from the driver’s route sheets. No client will be refused or disqualified if they are not able to donate. Average monthly client donation varies between $1,500 and $2,000 per month.

We do a weekly food order from our food vendor Gordon’s food. This order is week by week and we order off from our approved monthly menu. Our menu is approved by our Area Agency on Aging Dietician. We are also able to prepare our own frozen meals as this is a big cost savings to the program.

Exhibit B Gordon’s food purchase order
Exhibit C Monthly Menu
Mission statement and how it relates to your funding request:

Osceola County Commission on Aging and Senior Meals Program relate due to having the same mission and goals for our senior citizens of Osceola County. We are one agency with multiple services. Commission on Aging and the Meals Program operates on a separate budget due to funding differences through Area Agency on Aging of Western Michigan. Our mission as agency programs work together to keep our “Older Adults” in their own home, allowing them to age with independence and dignity.

The mission for the meals program is to serve our clients of Osceola County a hot nutritional meal five days a week, a daily well-being check and to avoid a waiting list if all possible. We meet our goal every day when we are able to feed a senior and to help those in medical need.

Organizations chart or Advisory council roster including board, staff and volunteer involvement (with names).

- Organization chart See attachment exhibit D
- Advisory council roster see attachment exhibit E
- Osceola County Board of Commissioners see attachment exhibit F

Current programming activities and accomplishments:

Our programs accomplishment is avoiding a waiting by adding a sixth meal route. By adding this sixth meal route we are also able to reach more clients in our allowed four hour delivery time. We also were able to save two clients lives by having a daily check with these clients.

Fiscal year October 2016 to September 2017 the meals program served 24,089 meals
Fiscal year October 2017 to September 2018 the meals program served 27,221 meals. This is an increase of 3,132 meals.

How is your program unique?
The Osceola County Commission on Aging is the only home delivered meal program within the county.
Grant Purpose (400 words)

Targeted crisis population to be served and how will they benefit:

Our targeted population are seniors who qualify and benefit from home delivered meals are frail, elderly, home bound, hospital releases, nursing home releases and nutritionally at risk seniors of Osceola County over the age of 60 and their spouse or caregiver. A person who is considered to be home bound is a person who cannot leave his/her house on a regular basis or without assistance. It helps our senior clients to stay in their own home and age with dignity as long as possible.

Our seniors will benefit one hot meal five days a week (Monday, Tuesday, Wednesday, Thursday and Friday) and 2 frozen meals for the weekend. Each hot meal includes 2 or 3 oz. of protein, 1 cup of vegetables (this could include ½ cup of two different vegetables) two breads, fruit, and 2% milk.

Two frozen meals will be delivered on Thursday for the weekend. If the client is nutritionally at risk, the client may be eligible to receive a second meal per day. This is in the form of a frozen meal. If a client is in a rural area where we are unable to deliver a hot meal in our allowed time, this client will receive five or seven frozen meals once per week. Currently we are able to reach all clients. One frozen meal will be delivered to each client for all legal holidays.

During the winter months each client will receive four emergency meals. These meals will be shelf stable meals and are approved by our Area Agency on Aging Dietician. These meals include 2 oz. of protein, 1 cup of vegetables (this could include ½ cup of two different vegetables) crackers, fruit cups, shelf stable milk. Clients are to use one of these meals in the event we are unable to deliver meals due to bad road conditions. When a school in Osceola County closes due to bad weather/roads then this will close the senior meals program. Once all the emergency meals are used we will deliver two more if needed.

See attachment A emergency meal menu

As our home delivered meals program helps our senior clients it also helps the client’s family members as they have peace of mind knowing their loved one has received a nutritional lunch and a daily well check.

Program goals, objectives and action plans:

The Commission on Aging strives to maintain the highest standards of quality care necessary to provide the assistance that our “Older Adults” require to remain in their own home and age with independence and dignity. Our agency accomplishes this through programs that we offer: Four Congregate Meal Sites (Tustin, Marion, Evart, and Reed City), Home Delivered Meals, Homemaking, Home Health Aide, Respite Care and Transportation.

Our goals are to comply with the dietary guidelines for Americans. To provide one hot nutritious lunch five days a week to homebound, frail, and nutritionally at risk senior citizens who are unable to obtain
food, prepare or cook a daily meal. We provide frozen meals for the weekend. We also send out emergency meals to each client in case we are unable to deliver due to bad weather. We provide frozen meals once a week to clients who are too rural to reach on a daily basis. We provide peace of mind to the client’s family by knowing their loved one is being checked on while delivering their meal.

Our goal is to establish a program that will be an ongoing program and will bring in revenue, while keeping the expenses minimal. Our options revolve around using our approved certified kitchen. This could include the possibility of any function that may include cooking. This could include numerous fundraising events; including spaghetti dinners, pancake breakfasts and meeting/trainings.

**Barriers or threats to the success of the program:**

The major barrier or threats for the meals program is budget cuts. Every year we face more cuts and cost of living increases that affect this program, which in turn affects the service level that we can provide to our clients. When we face these cuts, we must make up the difference through fundraisers; unfortunately our fundraisers have felt the impact also.

Our fundraising has been a challenge. We are finding that the local businesses are tightening their budgets and are unable to donate or participate.

**Long-term strategies for funding this project:**

With our certified and approved cooking kitchen, we are now able to hold more fundraisers that would include the community. We are now able to offer catering to small groups for meetings/trainings. Our program is able to cook our own frozen meals which have proven to be a success in savings.

**Explanation of how funding will make this a better community:**

Funding the home delivered meal program will help our aging seniors of Osceola County. Funding will help assure eligible seniors would be able to stay in their home longer, be more independent and age with dignity. Our seniors would be able to receive a hot healthy nutritional meal once per day. Good nutrition is one key to staying healthy.
Evaluation

Define “your unit of service”:

Each meal served to an eligible participant is considered a unit.

How success will be defined and measured, active involvement:

How we measure our success and evaluate the program is a part of our agreement with Area Agency on Aging of Western Michigan Older American Act policies. Our program must send out written outcomes on a yearly basis to home delivered and congregate participants that reference improvement in the quality of a client’s life. Outcomes are benefits for participants during and after program activities. Outcomes may relate to behavior, skills, knowledge, attitudes, value, conditions, status or other attributes. Our program must have outcome statements and measurable indicators that represent achievements of the outcome.

The program sends out a survey with a return envelope every year to each home delivered meal client. This is distributed by the delivery driver along with the client’s meal. The client then has the choice to return the survey with the driver or return by mail.

The congregate participants fill out their survey as an activity at the meal site. The site manager helps by reading the questions to the participants. Then they are collected.

Once all surveys are returned, read and tallied, we use the survey as a tool to determine strengths and weaknesses. Also, the clients’ caseworker stays involved and they complete a reassessment every six months to determine if the clients’ needs had been met or have changed. Over all, the surveys show that we are meeting 96% of the home delivered basic food needs.

Fiscal year October 2016 to September 2017 the meals program served 24,089 meals
Fiscal year October 2017 to September 2018 the meals program served 27,221 meals. This is an increase of 3,132 meals.

Attached you will find a copy of the survey questions and the percentage outcome. Exhibit G
Volunteer involvement:

What are your current volunteer’s roles?

Our agency has an advisory board which currently has 8 volunteer board members. This board meets at the Commission on Aging office every first Wednesday of the month. The Advisory board helps advocate and promote our programs and help with fundraisers and activities. These members are volunteers that reside throughout Osceola County.

Attached you will find the by-laws and functions of the Osceola County Commission on Aging Advisory Council.

Exhibit H

Client Success Story

On January 12, 2018 at 12:15 pm Home delivered driver Nick Wetherington called to report he found his 95 year old client, Ruby Keehn on the floor in a lot of pain. Ruby told Nick that she fell at 7 am and had crawled up two steps to get close to the door where she could be seen. Ruby was not wearing her life alert that morning and she was in so much pain that she could not go any further to reach her phone in the next room. Ruby remembered that Nick was going to be there that day to deliver her meal so she waited from 7 am until 12:15 p.m.

When Nick arrived, he saw Ruby on the floor and started acting right away. He followed protocol and called the Commission on Aging office and we were able to walk him through. Emergency services were called and family emergency contacts were notified. While waiting for the emergency team Nick covered up Ruby to keep her warm and sat next to her and kept her talking. Nick had said Ruby was coughing up blood and he knew that something was majorly wrong. We kept Nick on the phone to help comfort him and our client. Ruby was taken to the hospital and was found with three broken ribs and a punctured lung. Ruby is still in rehab but is in great hopes that she can return home and resume the meals. Ruby and her family are very grateful for the meals program and that Nick found her and got help. Ruby’s son Jack said he wouldn’t have found Ruby for 3 or 4 hours.
Please join us Tuesday, April 17, 2018 at the Osceola County Fairgrounds Community Building as we raise awareness and funds for the Osceola County Commission on Aging Senior Meals program while we promote your business at the same time!

WHAT WE BRING TO THE TABLE
- Exposure to 250/300 diners
- Your logo in the 2018 Taste of Osceola marketing materials
- Taste of Osceola posters
  (If contract is received by 23 March)
- Inclusion in our Taste of Osceola 2018 Facebook event page
- Your business will be listed as a participant in Talk of the Town magazine food & dining issue, April 2018
  (Magazines distributed regionally along with digital presence)
- Your business will be included in radio promotions
- Taste of Osceola Dining Guide given to each guest featuring your business contact info
- Up to three ten foot serving tables
- Access to electricity and water in the venue

WHAT YOU BRING TO THE TABLE
- Complete, sign and return contract by 23 March
- Provide 2-4 menu “sample-size” items for 300 guests to taste which you choose to highlight
- Staff to maintain and serve your food sample items
- Bring plenty of menus, takeout menus, brochures, and business cards
- Table décor, draping, table linen and skirting, eating utensils (if required), napkins, and tools required for serving and food preparation

TASTE OF OSCEOLA
FOOD & DINING SHOWCASE

Take Hunger Off the Table
for our Osceola County elderly and shut-ins.
Help the Commission on Aging continue to serve over 2500 meals per month to Osceola County seniors.

Taste of Osceola Planning Committee
7974 110th Avenue
Evart, MI 49631
231.679.4998

A Benefit For
The Osceola County
Commission On
Aging
Senior Meals
Program.

This event is sponsored by
the Osceola Leadership Summit.
Taste of Osceola

EVENT DESCRIPTION:
This is a one night event highlights the superb selection of restaurants and caterers in that serve Osceola County. Proceeds from the Taste of Osceola will be split between the Osceola Commission on Aging, Senior Meals Program and the Osceola Leadership Summit Scholarship Fund. This event is produced by Osceola Leadership in conjunction with the Osceola County Commission On Aging.

GOALS:
- To showcase the restaurants and caterers in that serve Osceola County
- To provide a family friendly event
- To raise friends and funds for the Commission on Aging and the Osceola Leadership Summit

DATE: April 17, 2018
TIME: 5:30pm – 7:30pm
LOCATION: Osceola County Fair Grounds
PRICE: $10 for adults and $5 for children 4-10 years old. Children under 3 are free. At The Door

EQUIPMENT NEEDED:
- Vendor tables
- Ticket tables
- Eating tables
- Stage
- Sound system
- Money Bags

SCHEDULE:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Details</th>
<th>Who</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00</td>
<td>Set up room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00</td>
<td>Venders arrive</td>
<td></td>
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<tr>
<td>4:45</td>
<td>Meeting with Volunteers</td>
<td></td>
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<tr>
<td>5:00</td>
<td>Vendors &amp; Volunteers eat</td>
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<tr>
<td>5:20</td>
<td>Doors open</td>
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<tr>
<td>7:00</td>
<td>Door prizes</td>
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<tr>
<td>7:30</td>
<td>Clean Up</td>
<td></td>
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<tr>
<td>WHAT</td>
<td>WHO</td>
<td>Due</td>
<td>Completed</td>
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<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Book Room at the fairgrounds</td>
<td>ALW</td>
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<tr>
<td><a href="mailto:osceolacountyfair@sbcglobal.net">osceolacountyfair@sbcglobal.net</a></td>
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<tr>
<td>Cheryl Sherman 231-250-2688</td>
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<tr>
<td>Contact Evart Chamber for support and advertisement in Newsletter &amp; other publication</td>
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<tr>
<td>Contact Marion Chamber for support and advertisement in Newsletter &amp; other publication</td>
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<td></td>
<td></td>
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<tr>
<td>Contact Reed City Chamber for support and advertisement in Newsletter &amp; other publication</td>
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<tr>
<td>Recruit Reed City Restaurants</td>
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<tr>
<td>Recruit Evart Restaurants</td>
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<tr>
<td>Recruit Le Roy Restaurants</td>
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<tr>
<td>Recruit Tustin Restaurants</td>
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<tr>
<td>Recruit Marion Restaurants</td>
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<tr>
<td>Recruit area Caterers</td>
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<tr>
<td>Cadillac Winery ???</td>
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<tr>
<td>Design Promo material</td>
<td></td>
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<tr>
<td>Contact media to promote and cover the event</td>
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<tr>
<td>Facebook Event</td>
<td>ALW</td>
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<tr>
<td>Post promo material in Reed City</td>
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<tr>
<td>Post promo material in Tustin /Dighton</td>
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<tr>
<td>Post promo material in Leroy</td>
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<tr>
<td>Post promo material in Hersey</td>
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<tr>
<td>Post promo material in Marion</td>
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<tr>
<td>Post promo material in Evart</td>
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<tr>
<td>Post promo material in Big Rapids</td>
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<tr>
<td>Post promo material in Cadillac</td>
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<tr>
<td>Hilhof Dairy</td>
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<tr>
<td>Contact Ice Mountain for water</td>
<td>ALW</td>
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<tr>
<td>Contact Yoplait</td>
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</tbody>
</table>

**Prizes Items**
- Tickets
- $1/ ticket 6 for $5  Arm for $10
### EVENT TASKS

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greet Vendors</td>
<td></td>
<td></td>
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<tr>
<td>Vendor names on tables</td>
<td></td>
<td></td>
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<tr>
<td>Ticket Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Box bring</td>
<td>COA</td>
<td></td>
</tr>
<tr>
<td>Filling Cash box</td>
<td>Lori</td>
<td></td>
</tr>
<tr>
<td>Balancing</td>
<td>Lori &amp;</td>
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</tr>
<tr>
<td></td>
<td>Tonia</td>
<td></td>
</tr>
<tr>
<td>Garbage Cans</td>
<td></td>
<td></td>
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<tr>
<td>Recycle can</td>
<td></td>
<td></td>
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<tr>
<td>50/50 table</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### POST EVENT TASKS

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tear Down</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Thank You Card to vendor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**2018 Vendors w/ signed Contracts**

1. Sugar Rae's
2. Dutch Pantry
3. Spectrum Health
4. China King
5. 7th Street Coffee Co.
6. Lamplighter
7. BC Pizza
8. Bucky's
9. Travlers Bar
10. Dairy Station
11. River Junction

**Verbal Commitment**

1. ...

**Maybe**

1. Hilhof Dairy
2. River Junction
3. Gathering Place

**2017 NO**

1. Pere Marquette
2. What Nots
Evart
7th Street Coffee Co
116 E 7th St.
Evart, Michigan.
(231) 515-1120.

Calibers Café
806 W 7th St,
Evart, MI 49631
(231) 734-5693

The Gathering Place
2959 US Highway 10,
Sears, MI 49679
(231) 734-9880

Twin Oaks Bowling
11377 US highway 10
Evart Michigan, 49631
(231) 734-2423

Mishlers Drive In
728 West 7th Street
Evart Michigan, 49631
(231) 734-2742

Lamplighter Cafe
313 West Seventh
Evart Michigan, 49631
(231) 734-3094

BC Pizza Of Evart
601 West 7th Street
Evart Michigan, 49631
(231) 734-3922

Pompeis
660 West 7th Street
Evart Michigan, 49631
(231) 734-6664

Reed City
Brothers Sports Bar
122 W Upton Ave,
Reed City, MI 49677
(231) 832-3004

Buckboard Bar
108 W Upton Ave
Reed City, MI 49677
(231) 832-0434

Dairy Depot
534 South Chestnut Street
Reed City Michigan, 49677
(231) 832-5854

China King
21867, Howard St,
Reed City, MI 49677
(231) 832-3888

Pere Marquette
102 E Upton Ave,
Reed City, MI 49677
(231) 832-9833

Stone House Bakery
119 W Upton Ave,
Reed City, MI 49677
(231) 832-9891

Seven Slot Grill
113 N Chestnut St,
Reed City, MI 49677
(231) 832-9211

Chartwells Catering
225 W Church Ave,
Reed City, MI 49677
(231) 832-2224

Tustin
Dairy Station
100 W Church St,
Tustin, MI 49688
(231) 884-5698

Main Street Restaurant
112 East Church Street
Tustin Michigan, 49688
(231) 829-3000

Yoder's Country Market
20030 200th Ave,
Tustin, MI 49688
(231) 829-3023

Hersey
River Junction
107 Main St,
Hersey, MI 49639
(231) 832-4544

LeRoy
Cadillac Winery
17480 18 Mile Rd,
Le Roy, MI 49655
(989) 392-2044

Village Market
3770 North Mackinaw Trail
Leroy Michigan, 49655
(231) 768-4902

Travelers Bar & Grill
4699 Mackinaw Trail
Leroy Michigan, 49655
(231) 768-4471

Mr Pibs
3780 North Mackinaw Trail
Leroy Michigan, 49655
(231) 768-5288

Sunrise Lake Bar
15230 K S Spencer Road
Leroy Michigan, 49655
(231) 768-5480

Marion
Flashback Café
100 East Main Street
Marion Michigan, 49665
(231) 743-2271

Mary Roses Country House
12668 M 115
Marion Michigan, 49665
(231) 743-2732

Shananjacs Pizza
221 West Main Street
Marion Michigan, 49665
(231) 743-6275

Four Corners
15086 M 115
Marion Michigan, 49665
(231) 743-9658

Ideal Tavern
103 West Main Street
Marion Michigan, 49665
(231) 743-9810

Horseshoe Bar
142 West Main Street
Marion Michigan, 49665
(231) 743-9814

Roni's Lunch Box
20982 70th Ave,
Marion, MI 49665
(231) 743-9499

Other
Dawn's Fresh Catering
420 East Prosper Rd.
P.O. Box 69
Falmouth, MI 49632
231-826-3333

Nawal's Mediterranean Eatery
111 S Michigan Ave,
Big Rapids, MI 49307
(231) 598-9303
Taste of Osceola, Local Restaurant Showcase
Vendor Contract

Contract Terms and Conditions

1. We hereby apply for, and agree to the rental of exhibit space as assigned on the floor plan of the exhibit area, and to abide by rules and conditions as shown on face of the contract rules and conditions of exhibit space. We recognize and accept the decisions of the show organizer(s) as to final assignment of specific spaces. **Setup begins at 3:00pm and all exhibits must be in position no later than 5:00pm, Tuesday April 17, 2018.**

2. Vendor(s) agree that motion pictures, slide projections, mechanical music, loud speakers and public address systems are not permitted to be operated when and if, in the discretion of show organizer’s opinion, such operation interferes with or are annoying to other exhibitors and show patrons.

3. Exhibits or displays on fairground premises shall be permitted only upon signing of the contract and acceptance by the Osceola Leadership Summit.

4. Your booth will consist of the following:
   - Two 8’x2.5’ tables (table covering will not be provided)
   - Two chairs
   - One double wall outlet 110V (220V is not available)

5. No additional tables are to be added to your display

Liability:
The vendor shall indemnify and hold harmless to the fullest extent allowable by law the Osceola Leadership Class and it’s leaders and the Commission on Aging and its representatives against any and all claims, damages, costs (including reasonable attorney fees) and liabilities of any kinds which arise from or in connection with Vendor’s participation in the Taste of Osceola, whether caused by or resulting from the negligence, willful action or inaction, or breach of the terms of this Agreement by Vendor, its volunteers, representatives, staff and employees or others on the premise of the fairgrounds at the request or invitation of the Vendor or one of its volunteers, representatives, staff and employees. This indemnification shall include but not be limited to, injuries to Vendor, or one of Vendor’s volunteers, representatives, staff or employees or any guests or invitees of the foregoing (whatever the cause) and injuries to other individuals, to include Taste of Osceola patrons, whether caused by or resulting from the action or inaction of the Vendor, its volunteers, representatives, staff or employees.

Cancellation Policy:
Cancellations are allowed up to three calendar days prior to the day of the event. Cancellations not requested within the three calendars day period will result in non-participation in the future Taste of Osceola events.
Food Sampling:
If your set-up requires on-site preparation of ANY food product, you MUST contact the Michigan Health Department to see what license you will be required to obtain for this event.

Please send a digital copy of your logo to al@frontlinespecialists.com and this contract by April 1st to participate in the Passport Program.

Signature: _______________________________ Date: ______________
Print Name: __________________________________________
Company Name: _________________________________________
Email: _______________________________________________
Phone: _______________________________________________

Return completed contract to:
Taste of Osceola Planning Committee
c/o Frontline Specialists
7974 110th Ave
Evart, MI 49631
al@frontlinespecialists.com
DATE: February 14, 2019
TO: Board of Commissioners
FROM: Susan M. Vander Pol
RE: Clerical Support at Building Department

The Building Department Office Manager will be going on a leave of absence beginning February 20th. There isn’t currently another clerical position that covers the department as the previous building official was able to cover additional hours and some clerical functions.

With the timeframe provided for the leave of absence to begin, the County is unable to process an employee replacement and we don’t have an available current employee to cross train before the leave will begin.

As a temporary measure to keep the office open for the public, as we do not want to be closed the majority of each day and need someone who knows the BS&A permitting computer software, a former Building Inspections employee of Mecosta County, and a current Planning Commission member, Peggy Graham, has agreed to temporarily fill in for the department on a part-time basis (4 or 5 hours per day) until the employee’s return. She has agreed to work for a contracted rate of $15.30 per hour. We were originally told the employee would be off one to two weeks, but today learned it could be a timeframe of up to 4 to 12 weeks.

I would ask the Board to approve contracting with Peggy Graham for Building Inspections clerical work at a rate of $15.30 per hour to cover during the full-time employee’s leave of absence.

Thank you for your consideration.