

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore, West Olive, MI 49460
Tuesday, December 3, 2024
10:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

1. Approval of Minutes from the [November 8, 2024](#) Finance and Administration Committee Meeting.

Agenda and Action Requests:

1. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review.
2. [Accounts Payable for October 21, 2024 through November 15, 2024](#)
Suggested Motion:
To approve the general claims in the amount of \$47,390,498.09 as presented by the summary report for October 21, 2024 through November 15, 2024.
3. [Contract To Provide Medications for Opioid Use Disorder](#)
Suggested Motion:
To approve and forward to the Board of Commissioners to review and approve the 1 year contract with Genoa Healthcare, LLC in the amount not to exceed \$75,000.00.
4. [Cisco Subscription Services](#)
Suggested Motion:
To approve the contract for Cisco Subscription Services with Sentinel Technologies, Inc. including Cisco Enterprise Agreement, Cisco Solution Technology Integrator (STI) ACTS, Cisco Flex, and Flex Contact Center, as well as Cisco Hourly Services.
5. [County Procurement Software](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the Amendment adding a 5-year software agreement of the OpenGov Procurement Software.

6. [Contract for the Provision of Childcare at Recovery Center](#)

Suggested Motion:

To approve and forward to the Board of Commissioners to review and approve the 1 year contract with Building Men for Life in the amount not to exceed \$61,388.00.

7. [Contract With 70x7 Life Recovery to Enhance Women's Recovery](#)

Suggested Motion:

To approve and forward to the Board of Commissioners to review and approve the 1 year contract with 70x7 Life Recovery in the amount not to exceed \$43,679.00.

8. [Recovery Court Board Initiatives Application](#)

Suggested Motion:

To approve a request from the Recovery Court for a Board Initiatives grant in the amount of \$750,000.

9. [2024 Ottawa County Parks and Recreation Commission Strategic Plan Presentation](#)

Suggested Motion:

To receive for information the 2024 Ottawa County Parks and Recreation Commission Strategic Plan Presentation.

10. [Parks Strategic Staffing and Realignment](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Parks & Recreation to realign and add new positions as part of the Parks 2024 Strategic Plan as approved by the Ottawa County Parks and Recreation Commission at a cost of \$388,329.

11. [Crockery Lake Contract](#)

Suggested Motion:

To approve and ratify the attached contract with Chester Township and appropriate \$563,404.00 from Board Initiatives for purposes of community revitalization and improvement.

12. [Second Amendment to Agreement for Legal Services](#)

Suggested Motion:

To approve and forward to the Board of Commissioners Kallman Legal Group, PLLC's Second Amendment to Agreement for Legal Services.

13. [Attainable and Affordable Housing - Lakeshore Habitat](#)

Suggested Motion:

To appropriate funds and authorize the Board Chair and Clerk/Register to sign the partnership agreement between Ottawa County and Lakeshore Habitat for Humanity to support site development and construction costs for housing development.

14. [Attainable and Affordable Housing – Jubilee Ministries](#)

To appropriate funds and authorize the Board Chair and Clerk/Register to sign the partnership agreement between Ottawa County and Jubilee Ministries Inc to support site development and construction costs for housing development.

15. [FY2024 and FY2025 Budget Adjustments](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the FY2024 and FY2025 budget adjustments per the attached schedule.

Committee Reports:

1. [Presentation From Dr. Brashears](#)

2. [Treasurer's Financial Month End Update](#); Cheryl Clark

Public Comment

Adjournment at Call of the Chairperson

Note: Public Comments on the day's business are to be limited to three (3) minutes.

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: November 8, 2024

TIME: 11:58 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Belknap, Joe Moss, Rebekah Curran, and Kendra Wenzel. (4)

ABSENT: Gretchen Cosby. (1)

SUBJECT: PUBLIC COMMENT

1. Ken Willison-Spring Lake Township
2. Renee Gavin-City of Coopersville
3. Ken Bush-City of Coopersville
4. Betsy Berkin-City of Coopersville
5. Joel Spoelman-City of Coopersville
6. Timothy Degues-City of Coopersville
7. Travis Datema-City of Coopersville
8. Dennis Luce-City of Coopersville

SUBJECT: APPROVAL OF AGENDA

FC 24-123 Motion: To approve the agenda of today.
Moved by: Curran UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-124 Motion: To approve the minutes from the October 1, 2024, Finance and Administration
Committee Meeting.
Moved by: Wenzel UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-125 Motion: To approve the Statement of Review.
Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Joe Moss, Kendra Wenzel, Roger Belknap. (4)

SUBJECT: ACCOUNTS PAYABLE FOR SEPTEMBER 23, 2024 THROUGH OCTOBER 18, 2024

FC 24-126 Motion: To approve the general claims in the amount of \$56,847,240.46 as presented by the summary report for September 23, 2024 through October 18, 2024.
Moved by: Curran

The motion passed by the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap. (4)

SUBJECT: APPLICANT TRACKING SOFTWARE

FC 24-127 Motion: To approve and forward to the Board of Commissioners the request from Human Resources to approve an agreement with Neogov for applicant tracking system software for a total cost of \$236,445.52 over the 5 year period.
Moved by: Moss

The motion passed by the following votes: Yeas: Kendra Wenzel, Joe Moss, Rebekah Curran, Roger Belknap. (4)

SUBJECT: CHILDREN'S SPECIAL HEALTH SERVICES GRANT

FC 24-128 Motion: To approve and forward to the Board of Commissioners a contract with the Southeastern Michigan Health Association (SEMHA).
Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Joe Moss, Roger Belknap. (4)

SUBJECT: SUBSTANCE USE DISORDER GRANT

FC 24-129 Motion: To approve and forward to the Board of Commissioners a contract with Lakeshore Regional Entity. Approval of this motion also recognizes and appropriates additional grant revenue in the amount of \$10,778.
Moved by: Curran

The motion passed by the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap. (4)

SUBJECT: CONTRACT WITH VITALITY FOR HEALTH MANAGEMENT PLAN

FC 24-130 Motion: To approve and forward to the Board of Commissioners the request to contract with Vitality for the employee health management plan for a period of three years.
Moved by: Wenzel

The motion passed by the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap. (4)

SUBJECT: MOA BETWEEN OTTAWA COUNTY AND MSU EXTENSION

FC 24-131 Motion: To approve the amended MOA between Ottawa County and MSU Extension for Fiscal Year 2025.

Moved by: Moss

The motion passed by the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap. (4)

FC 24-132 Motion: To amend the MOA to remove paragraph 6, starting with "Further".

Moved by: Moss

UNANIMOUS

SUBJECT: ASSESSING SERVICES FOR POLKTON CHARTER TOWNSHIP

FC 24-133 Motion: To approve and forward to the Board of Commissioners a contract to provide assessing services for Polkton Charter Township; and approve the request from Equalization to add one .49FTE Appraiser 2 position, and increase one existing Abstract/Indexing Clerk from .5 FTE to .525 FTE to be funded by the assessing agreement with Polkton Charter Township; and recognize and appropriate contract revenue of \$33,500 for Fiscal Year 2025.

Moved by: Wenzel

The motion passed by the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Joe Moss, Roger Belknap. (4)

SUBJECT: LANDSCAPE AND SNOWPLOW SERVICES

FC 24-134 Motion: To approve and forward to the Board of Commissioners a contract for landscape and snow removal services at multiple locations.

Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Joe Moss, Kendra Wenzel, Roger Belknap. (4)

SUBJECT: CONTRACT FOR INFORMACAST LICENSE RENEWAL

FC 24-135 Motion: To approve and forward to the Board of Commissioners a four-year contract with SHI to purchase licensing for InformaCast.

Moved by: Moss

The motion passed by the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap. (4)

SUBJECT: BROWNFIELD PLAN FOR COOPERSVILLE MFD LLC

FC 24-136 Motion: To recommend and forward to the Board of Commissioners a resolution approving the Brownfield Plan Amendment for Coopersville MFD LLC located in the City of Coopersville.
Moved by: Moss

The motion failed by the following votes: Nays: Kendra Wenzel, Joe Moss, Rebekah Curran. (3)

Yeas: Roger Belknap. (1)

SUBJECT: CONTRACT FOR MEDICAL SERVICES IN CORRECTIONAL FACILITY

FC 24-137 Motion: To review and approve the 4 year contract with VitalCore for jail medical services in the amount of \$8,269,794.89.
Moved by: Moss

The motion passed by the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Joe Moss, Roger Belknap. (4)

SUBJECT: FY2025 BUDGET ADJUSTMENTS

FC 24-138 Motion: To approve and forward to the Board of Commissioners the FY2025 budget adjustments per the attached schedule.
Moved by: Wenzel

The motion passed by the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap. (4)

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Report – Jason Kondrat, Chief Deputy Treasurer, gave the monthly update.

SUBJECT: PUBLIC COMMENT

1. Paula Humphrey-Chester Township
2. Betsy Ludwick-Chester Township
3. Dan Zimmer-Port Sheldon Township
4. Chris Crothers-Holland Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 1:59 p.m.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/03/2024

Requesting Department: Administration

Submitted By: Stephanie Roelofs

Agenda Item: Statement of Review

Suggested Motion:

To approve the Statement of Review.

Summary of Request:

Mileage payments to Commissioners per the Commissioners' Mileage Policy.

Financial Information:

Total Cost:	\$1,183.22	General Fund Cost:	\$1,183.22	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Commissioner Mileage Voucher

To: Roger Belknap (October 2024)

Date:

December 2 2024

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
October 1 2024	Planning & Policy / Finance & Administration Committee Mtgs - Fillmore Complex	22.00	\$0.670	\$14.74
October 8 2024	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.670	\$14.74
October 10 2024	Real Estate Work Session #3 - MDHHS 12185 James St, Holland	40.00	\$0.670	\$26.80
October 15 2024	Executive Transition Meeting - Fillmore Complex	22.00	\$0.670	\$14.74
October 16 2024	Board of Commissioners Special Meeting - Fillmore Complex	22.00	\$0.670	\$14.74
October 17 2024	Ground Water Board/Brownfield Redevelopment Authority - Fillmore Complex	22.00	\$0.670	\$14.74
October 23 2024	Parks and Recreation Commission 20817510 860000 - Fillmore Complex	22.00	\$0.670	\$14.74
October 24 2024	Ottawa County Central Dispatch Authority Policy Board - OCCDA Building	22.00	\$0.670	\$14.74
October 29 2024	Real Estate Work Session #4 - Fillmore Complex	22.00	\$0.670	\$14.74
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
Total Mileage:		216.00	\$0.670	\$144.72

Commissioner Mileage Voucher

To: Roger Belknap (November 2024)

Date: December 2 2024

Address: _____

Dept: 10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
November 4 2024	Parks & Rec Planning Committee 20817510 860000 - Fillmore Complex	22.00	\$0.670	\$14.74
November 8 2024	Quarterly Meeting with Legislators/Planning & Policy Comm/Finance & Admin Comm - Fillmore Complex	22.00	\$0.670	\$14.74
November 11 2024	Real Estate Work Session #5 - Fillmore Complex	22.00	\$0.670	\$14.74
November 12 2024	Board of Commissioners Meeting/Parks Finance & Policy - Fillmore Complex	22.00	\$0.670	\$14.74
November 15 2024	Executive Transition Comm - Fillmore Complex	22.00	\$0.670	\$14.74
November 19 2024	Executive Transition Comm - Fillmore Complex	22.00	\$0.670	\$14.74
November 20 2024	West Michigan Shoreline Regional Development Commission WESTPLAN Policy Board - 316 Morris Ave, Suite 340, Muskegon	36.00	\$0.670	\$24.12
November 20 2024	Parks and Recreation Commission 20817510 860000 - Fillmore Complex	22.00	\$0.670	\$14.74
November 21 2024	Executive Transition Comm - Fillmore Complex	22.00	\$0.670	\$14.74
November 25 2024	Executive Transition Comm - Fillmore Complex	22.00	\$0.670	\$14.74
November 26 2024	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.670	\$14.74
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
Total Mileage:		256.00	\$0.670	\$171.52

Commissioner Mileage Voucher

To: Gretchen Cosby

Date:

July 1 2024

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
July 1 2024	CMH Executive Committee 50%-64955020 860000 - 50%-64955029 860000	28.00	\$0.670	\$18.76
July 2 2024	Finance and Administration Committee Meeting	28.00	\$0.670	\$18.76
July 8 2024	Talent and Recruitment Interview Committee Meeting	28.00	\$0.670	\$18.76
July 9 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
July 10 2024	Meeting with constituent	5.00	\$0.670	\$3.35
July 15 2024	Talent and Recruitment Interview Committee Meeting	28.00	\$0.670	\$18.76
July 15 2024	Meeting with legislator	28.00	\$0.670	\$18.76
July 17 2024	Local Emergency Planning Commission (LEPC)	28.00	\$0.670	\$18.76
July 22 2024	Macatawa Area Coordinating Council Policy Board (MACC)	20.00	\$0.670	\$13.40
July 26 2024	CMH Board 50%-64955020 860000 - 50%-64955029 860000	28.00	\$0.670	\$18.76
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		249.00	\$0.670	\$166.83

Commissioner Mileage Voucher

To: Gretchen Cosby

Date:

August 1 2024

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
August 8 2024	Finance and Administration Committee Meeting	28.00	\$0.670	\$18.76
August 13 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
August 20 2024	Health and Human Services Committee Meeting	28.00	\$0.670	\$18.76
August 23 2024	CMH Board 50%-64955020 860000 - 50%-64955029 860000	28.00	\$0.670	\$18.76
August 26 2024	Macatawa Area Coordinating Council Policy Board (MACC)	50.00	\$0.670	\$33.50
			\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
<i>Total Mileage:</i>		<i>162.00</i>	<i>\$0.670</i>	<i>\$108.54</i>

Commissioner Mileage Voucher

To: Gretchen Cosby

Date:

September 1 2024

Address:

Dept:

10111501 860000

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
September 3 2024	Finance and Administration Committee Meeting	28.00	\$0.670	\$18.76
September 10 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
September 17 2024	Health and Human Services Committee Meeting	28.00	\$0.670	\$18.76
September 27 2024	CMH Board 50%-64955020 860000 - 50%-64955029 860000	28.00	\$0.670	\$18.76
September 30 2024	Executive Transition Committee	28.00	\$0.670	\$18.76
			\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		140.00	\$0.670	\$93.80

Commissioner Mileage Voucher

To: Gretchen Cosby

Date:

October 1 2024

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
October 1 2024	Finance and Administration Committee Meeting	28.00	\$0.670	\$18.76
October 8 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
October 15 2024	Talent and Recruitment Interview Committee Meeting	28.00	\$0.670	\$18.76
October 25 2024	CMH Board 50%-64955020 860000 - 50%-64955029 860000	28.00	\$0.670	\$18.76
			\$0.670	\$0.00
			\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		112.00	\$0.670	\$75.04

Commissioner Mileage Voucher

To: Gretchen Cosby

Date:

November 1 2024

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
November 7 2024	Talent and Recruitment Interview Committee Meeting	28.00	\$0.670	\$18.76
November 19 2024	Health and Human Services Committee Meeting	28.00	\$0.670	\$18.76
November 22 2024	CMH Board 50%-64955020 860000 - 50%-64955029 860000	28.00	\$0.670	\$18.76
			\$0.670	\$0.00
			\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		84.00	\$0.670	\$56.28

Commissioner Mileage Voucher

To: Joe Moss

Date: November 27 2024

Address: _____

Dept: 10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
November 4, 2024	County Meeting - Holland	39.00	\$0.670	\$26.13
November 8 2024	Land Bank Authority (LBA)	32.00	\$0.670	\$21.44
November 12 2024	Board of Commissioners Meeting	32.00	\$0.670	\$21.44
November 15 2025	County Meeting	32.00	\$0.670	\$21.44
November 19 2024	Health and Human Services Committee Meeting, Executive Transition Mtg	32.00	\$0.670	\$21.44
November 21 2024	Executive Transition Committee Mtg	32.00	\$0.670	\$21.44
November 25 2024	Executive Transition Committee Mtg	32.00	\$0.670	\$21.44
November 26 2024	Board of Commissioners Meeting	32.00	\$0.670	\$21.44
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
<i>Total Mileage:</i>		263.00	\$0.670	\$176.21

Commissioner Mileage Voucher

To: Kendra Wenzel

Date:

September 30 2024

Address:

Dept:

10111501 860000

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
September 3 2024	Finance and Administration Committee Meeting	32.00	\$0.670	\$21.44
September 10 2024	Board of Commissioners Meeting	32.00	\$0.670	\$21.44
September 12 2024	Dr Brashears Reception	32.00	\$0.670	\$21.44
September 17 2024	Finance and Administration Committee Meeting	32.00	\$0.670	\$21.44
September 23 2024	Veteran's Affairs Committee	32.00	\$0.670	\$21.44
September 24 2024	Board of Commissioners Meeting	32.00	\$0.670	\$21.44
September 30 2024	Community Mental Health	32.00	\$0.670	\$21.44
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		224.00	\$0.670	\$150.08

Commissioner Mileage Voucher

To: Douglas R. Zylstra **Date:** November 2024
Address: _____ **Dept:** 10111501 860000
City: _____
State: _____
Zip: _____

Date	Description	Miles	Current Rate	Amount
			\$0.670	\$0.00
November 12 2024	BOC Meeting	30.00	\$0.670	\$20.10
November 19 2024	Committee Meeting	30.00	\$0.670	\$20.10
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
Total Mileage:		60.00	\$0.670	\$40.20

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/03/2024

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Accounts Payable for October 21, 2024 through November 15, 2024.

Suggested Motion:

To approve the general claims in the amount of \$47,390,498.09 as presented by the summary report for October 21, 2024 through November 15, 2024.

Summary of Request:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy. See attached list of vendors paid.

Financial Information:

Total Cost: \$47,390,498.09	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:


Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Administration: Recommended Not Recommended Without Recommendation
County Administrator:

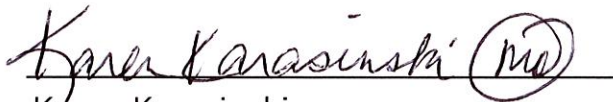
Committee/Governing/Advisory Board Approval Date: Board of Commissioners

Summary of Request Continued:

Total CHECKS EFTs WIRES	
	Dates: October 21, 2024
	to November 15, 2024
	Total of all funds: \$47,390,498.09

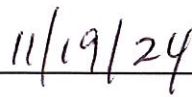
I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The amount of claims to be approved totals:

\$47,390,498.09



Karen Karasinski

Fiscal Services Director


Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, December 3, 2024

Joe Moss, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES



Dates: October 21, 2024
 to November 15, 2024

Total of all funds: **\$47,390,498.09**

703	TAX COLLECTION CUSTODIAL FUND	\$32,176,396.44
301	DEBT SERVICE FUND	\$3,806,300.00
222	MENTAL HEALTH FUND	\$3,140,253.04
681	RETIREMENT BENEFITS FUND	\$1,706,137.59
101	GENERAL FUND	\$1,531,957.33
675	EMPLOYEE BENEFITS FUND	\$1,133,847.74
369	OC BUILDING AUTH DEBT FUND	\$595,175.00
408	PARKS CAPITAL PROJECTS FUND	\$549,693.71
106	BOARD INITIATIVES FUND	\$517,334.83
100	GF IMPREST PAYROLL FUND	\$236,751.97
801	DRAINS SPECIAL REV FUND	\$203,131.56
636	INNOVATION AND TECHNOLOGY FUND	\$178,300.34
701	GEN CUSTODIAL FUND	\$155,837.81
710	DISTRICT COURT CUSTODIAL FUND	\$154,723.25
223	MENTAL HEALTH MILLAGE FUND	\$146,219.07
664	EQUIPMENT POOL FUND	\$140,896.81
208	PARKS AND RECREATION FUND	\$138,336.19
221	HEALTH FUND	\$135,056.45
292	CHILD CARE FUND	\$132,042.31
401	CAPITAL PROJECTS FUND	\$96,107.48
260	PUBLIC DEFENDERS OFFICE FUND	\$96,007.90
218	OTHER GOVERNMENTAL GRANTS FUND	\$94,531.21
266	SHERIFF CONTRACTS FUND	\$41,840.16
736	OPEB TRUST FUND	\$41,629.29
243	BROWNFIELD REDVLPMENT AUTH FUND	\$41,455.30

Total CHECKS | EFTs | WIRES



Dates: October 21, 2024

to November 15, 2024

Total of all funds: **\$47,390,498.09**

712	CIRCUIT COURT CUSTODIAL FUND	\$38,312.90
655	TELECOMMUNICATIONS FUND	\$26,126.79
469	BLDG AUTHORITY CONST PROJ FUND	\$22,178.06
711	PROBATE COURT CUSTODIAL FUND	\$17,866.99
256	REG OF DEEDS AUTOMATION FUND	\$16,958.53
215	FRIEND OF THE COURT FUND	\$15,296.09
228	LANDFILL TIPPING FEES FUND	\$13,711.58
000	POOLED CASH FUND	\$13,692.96
516	DELINQUENT TAXES FUND	\$10,582.10
676	UNEMPLOYMENT FUND	\$9,007.22
677	GENERAL LIABILITY & WC FUND	\$6,359.25
257	EARLY VOTING FUND	\$5,002.33
290	DEPT HLTH HUMAN SERVICES FUND	\$4,278.79
872	INLAND LAKE IMPROVEMENT FUND	\$588.00
709	JUV CRT CUSTODIAL FUND	\$315.00
108	CRIME VICTIM ASSISTANCE FUND	\$217.95
234	FARMLAND PRESERVATION FUND	\$40.77
679	LONGTERM DISABILITY FUND	\$0.00
263	CONCEALED PISTOL LICENSE FUND	\$0.00
286	AMERICAN RESCUE PLAN ACT FUND	\$0.00
721	LIBRARY PENAL FINE FUND	\$0.00
536	LAND BANK AUTHORITY FUND	\$0.00
645	COPIER RPLCMNT FUND	\$0.00
103	CELL TOWERS FUND	\$0.00
518	DELINQUENT TAX #2 FUND	\$0.00

Total CHECKS | EFTs | WIRES



Dates: October 21, 2024

to November 15, 2024

Total of all funds: **\$47,390,498.09**

714	INMATE CUSTODIAL FUND	\$0.00
265	WEMET (SEPARATE COMPONENT)	\$0.00
255	HOMESTEAD PROPERTY TAX FUND	\$0.00
262	FEDERAL FORFEITURE FUND	\$0.00
104	SOLID WASTE CLEAN UP FUND	\$0.00
105	DB/DC CONVERSION	\$0.00
107	INFRASTRUCTURE FUND	\$0.00
151	CEMETERY TRUST FUND	\$0.00
201	ROAD COMMISSION FUND	\$0.00
244	ECONOMIC DEVELOPMENT CORP FUND	\$0.00
284	OPIOID SETTLEMENT FUND	\$0.00
365	PUBLIC UTILITY BOND & INT FUND	\$0.00
465	PUBLIC UTILITY CONSTRUCT FUND	\$0.00
680	COMPENSATED ABSENCES FUND	\$0.00
802	DRAIN REVOLVING FUND	\$0.00
804	DRAIN REVOLVING MAINT FUND	\$0.00
805	DRAINS CAPITAL PRJT FUND	\$0.00
851	DRAINS DEBT SERVICE FUND	\$0.00
871	PUBLIC UTLTY MNTCE & OPER FUND	\$0.00
102	STABILIZATION FUND	\$0.00

**Accounts Payable Vendor Disbursements
October 21 - November 15, 2024**

Vendor	Total Amount
MICHIGAN, STATE OF	\$ 32,744,235.39
BANK OF NEW YORK	\$ 3,800,533.75
MUNICIPAL EMPLOYEES	\$ 1,703,616.29
PRIORITY HEALTH	\$ 1,073,868.46
US BANK TRUST COMPAN	\$ 595,175.00
SAMARITAS	\$ 397,051.79
APEX CONTRACTORS	\$ 306,301.00
OTTAWA COUNTY MICHIG	\$ 255,398.00
HARBOR HOUSE MINISTR	\$ 247,209.76
JP MORGAN CHASE **SEE APPENDIX A	\$ 205,309.81
HOPE DISCOVERY ABA S	\$ 202,465.93
HOPE NETWORK BEHAVIO	\$ 201,532.17
GOOD SAMARITAN	\$ 200,000.00
PINE REST CHRISTIAN	\$ 133,106.32
VAV OPERATIONS MI	\$ 129,189.30
FLATROCK MANORS INC	\$ 127,179.88
BEACON SPECIALIZED	\$ 122,696.85
COMMUNITY LIVING NET	\$ 116,787.87
HOLLAND COMMUNITY	\$ 92,804.00
FELIPE D REYES JR	\$ 77,882.88
VITALCORE HEALTH STR	\$ 77,540.70
OTTAWA COUNTY ROAD	\$ 76,912.37
CANTEEN SERVICES	\$ 76,900.95
DELTA DENTAL PLAN OF	\$ 76,088.49
AMANI LLC	\$ 74,316.29
OPENGOV INC	\$ 73,932.00
REACH FOR RECOVERY I	\$ 73,710.29
POSITIVE BEHAVIOR SU	\$ 72,836.39
RESTITUTION	\$ 69,191.40
MAVRON INC	\$ 68,003.20
KIESLER POLICE SUPPL	\$ 66,812.70
DENNY'S EXCAVATING	\$ 66,600.00
CROWE LLP	\$ 61,925.00
KALLMAN LEGAL GROUP	\$ 56,640.00
HP	\$ 55,961.50
ENVIRONMENTAL SYSTEM	\$ 55,470.00
CONSUMERS ENERGY	\$ 54,157.25
BERGMARK CONSULTING	\$ 53,957.96
CHERRY STREET SERVIC	\$ 53,158.36
WEX BANK	\$ 53,006.15
DEVELOPMENTAL ENHANC	\$ 50,871.98

Vendor	Total Amount
LOCUMTENENS HOLDINGS	\$ 50,102.58
TEK84 INC	\$ 49,995.00
GUARDIANTRAC LLC	\$ 45,773.79
PENDOGANI GL LLC	\$ 45,413.14
ADIA LLC	\$ 45,282.32
EMPLOYEE REIMBURSEMENT **SEE APPENDIX B	\$ 44,886.68
EXTENDED GRACE	\$ 41,666.66
INTERPHASE OFFICE IN	\$ 40,619.88
MERCY HEALTH PARTNER	\$ 39,760.00
KNIGHT WATCH INC	\$ 38,570.73
ALLEGAN COUNTY DRAIN	\$ 38,160.09
ENTERPRISE FM TRUST	\$ 37,455.84
GEI CONSULTANTS OF M	\$ 37,201.30
ZAWADI USA LLC	\$ 37,111.34
PRO CARE UNLIMITED	\$ 37,072.10
SAVIDGE MANAGEMENT	\$ 35,555.03
FAVOR HOUSE LLC	\$ 35,089.36
WALLOON LAKE RECOVER	\$ 35,010.08
MCCORMICK SAND INC	\$ 34,480.93
YOUTH OPPORTUNITY	\$ 33,550.00
AUTISM OF AMERICA	\$ 33,363.76
HARBOR HUMANE SOCIET	\$ 32,697.44
ENVIRO CLEAN SERVICE	\$ 32,359.83
GRANICUS LLC	\$ 32,321.30
DEWPOINT INC	\$ 32,302.00
MCCABE ALAN	\$ 32,068.70
BRIGHTLY SOFTWARE	\$ 31,518.46
FOREST VIEW HOSPITAL	\$ 30,647.34
WILSON STUART T	\$ 29,812.71
I3-IMAGESOFT LLC	\$ 28,632.00
LIVING HOPE HOME CAR	\$ 28,515.35
WEBTECS INC	\$ 28,466.00
ARBOR CIRCLE CORP	\$ 28,126.12
LRE	\$ 27,950.45
POWERDMS INC	\$ 26,671.00
FIDELITY SECURITY LI	\$ 25,260.08
FULL CIRCLE CARE LLC	\$ 24,876.42
DELIGHT CARE LLC	\$ 24,800.00
NAYA GROUP LLC	\$ 24,088.00
BETHANY CHRISTIAN SE	\$ 22,335.86
SECOND STORY COUNSEL	\$ 22,305.43
VERTIGIS NORTH AMERI	\$ 22,220.00
BUSSCHER DEVELOPMENT	\$ 22,106.20
PROTOCOL SERVICES	\$ 20,856.00
FIDLAR AQUISITION	\$ 20,527.14

Vendor	Total Amount
HOLLAND BOARD OF PUB	\$ 20,122.11
DLZ MICHIGAN INC	\$ 20,024.66
RIVERSIDE INTEGRATED	\$ 19,437.00
GRAND HAVEN BOARD	\$ 19,037.24
STEKETEE JULIE	\$ 18,230.77
CORNERSTONE AFC LLC	\$ 18,087.94
SALE'S HEATING	\$ 18,001.00
SPICER GROUP INC	\$ 17,901.75
WESTERN MICHIGAN PAT	\$ 17,600.00
FLEIS & VANDENBRINK	\$ 16,500.00
FAHEY SCHULTZ BURZYC	\$ 16,261.82
DICKINSON WRIGHT PLL	\$ 16,163.50
SAFEWAY TRANSPORT	\$ 16,154.00
PT SOLUTIONS INC	\$ 15,725.55
LEXISNEXIS COPLOGIC	\$ 15,513.35
VONK ROBERT	\$ 15,375.56
MRK II, LLC	\$ 15,000.00
MEGLEY KEVIN B	\$ 14,999.09
GRAND HAVEN AREA PUB	\$ 14,975.06
BUILDING MEN FOR LIF	\$ 14,941.31
AKOYA BEHAVIORAL HEA	\$ 14,902.40
ACORN HEALTH LLC	\$ 14,292.28
SPECTRUM HEALTH HOSP	\$ 14,201.14
CHILDREN'S ASSESSMEN	\$ 14,166.63
GRAND VALLEY METRO	\$ 13,929.00
BRAINTREE MANAGEMENT	\$ 13,860.00
ST JOHN'S HEALTH CAR	\$ 13,844.42
AT&T CORP	\$ 13,727.28
CRC RECOVERY INC	\$ 13,726.62
DAVID'S HOUSE MINIST	\$ 13,640.00
CARRIER JESSICA	\$ 13,533.38
OTTAWA COUNTY FSA	\$ 12,942.96
HODGES LYDIA I	\$ 12,842.33
RIVER CITY FLOORING	\$ 12,740.00
RELIABLE ROAD SERVIC	\$ 12,724.00
ORGANIC CARE LLC	\$ 12,700.00
AMAZON CAPITAL SERV	\$ 12,602.24
MICROGENICS CORPORAT	\$ 12,142.23
GRAYSON KERRY	\$ 12,102.86
MICHALAK DAVID L	\$ 12,000.00
MACATAWA AREA	\$ 11,819.06
VERIZON WIRELESS	\$ 11,750.60
HOLLAND CORNERSTONE	\$ 11,736.29
PRINTING SYSTEMS INC	\$ 11,734.44
EMOCHA MOBILE HEALTH	\$ 11,520.00

Vendor	Total Amount
TYLER TECHNOLOGIES	\$ 10,666.12
TELE-RAD INC	\$ 10,582.96
WEST MICHIGAN CRIMIN	\$ 10,554.11
IMPERIAL DADE	\$ 10,400.70
KORTERING DAVID B	\$ 10,300.00
STRONG STACIE	\$ 10,279.28
STATE BAR OF MICHIGA	\$ 10,230.00
IBH ANALYTICS LLC	\$ 10,147.00
ENG INC	\$ 10,100.75
KENT COUNTY CMH AUTH	\$ 9,881.76
AMERICAN CORRECTION	\$ 9,800.00
HAVENWYCK HOSPITAL	\$ 9,675.00
KAIZEN HEALTH INC.	\$ 9,577.57
DAILY LIFE SKILLS IN	\$ 9,564.06
TOWN & COUNTRY ELECT	\$ 9,544.00
PREFERRED EMPLOYMENT	\$ 9,532.53
APPLEWOOD LAW WINS	\$ 9,530.71
WEST PUBLISHING CORP	\$ 9,456.56
FISHBECK THOMPSON	\$ 9,267.00
HARTGERS FRITS	\$ 9,194.29
David and Darcie Bee	\$ 8,934.15
BIZSTREAM	\$ 8,933.50
COMMUNITY LIVING SER	\$ 8,932.00
ON DUTY GEAR LLC	\$ 8,785.99
VOLKER CRANE SERVICE	\$ 8,609.40
WYNSMA CHERI LYNN	\$ 8,454.20
HERNANDEZ HOME LLC	\$ 8,159.82
IKAZE HOME	\$ 8,131.80
PROFESSIONAL REHABIL	\$ 8,046.48
LUBINSKI NANCI LYNNE	\$ 7,958.23
DALE A. & PAMELA M.	\$ 7,924.84
NEWCOMER SERVICE	\$ 7,845.00
BCA OF DETROIT LLC	\$ 7,836.50
RAWLINGS ROCHELLE	\$ 7,772.17
EBRIMA DRAMMEH	\$ 7,737.91
D & D BUILDING INC	\$ 7,700.00
STILLSON POLLY KAY	\$ 7,627.86
THE PINNACLE CENTER	\$ 7,539.32
SEMCO ENERGY INC	\$ 7,535.53
TITLE-CHECK LLC	\$ 7,500.00
WINDSCAPE LDHA LP	\$ 7,440.00
GOODWILL INDUSTRIES	\$ 7,431.59
PHC OF MICHIGAN	\$ 7,200.00
WILSON & WYNN INTERV	\$ 7,084.96
BRECKON AMY JO	\$ 7,020.00

Vendor	Total Amount
CELLEBRITE USA INC	\$ 6,984.00
HELMER ANGELA KAY	\$ 6,852.86
WATKINS PHARMACY	\$ 6,749.17
SEAWAY APPLICANCE ON	\$ 6,720.00
EQUITABLE LEARNING	\$ 6,661.39
DRAMMEH EBRIMA	\$ 6,629.04
KRAMER LINDA S	\$ 6,542.86
CHOICE ONE BANK	\$ 6,516.25
HOPE NETWORK REHABIL	\$ 6,506.28
AGNUS DEI AFC HOME I	\$ 6,499.15
ADVANCE MAGAZINE PUB	\$ 6,457.04
LA BENEDICTION CO LL	\$ 6,408.94
BERGHUIS PSYCHOLOGIC	\$ 6,400.00
BOND	\$ 6,370.00
SEDGWICK CLAIMS MANA	\$ 6,359.25
EXCEL SYSTEMS GROUP	\$ 6,288.00
CONTINENTAL AMERICAN	\$ 6,272.74
HUDSONVILLE TOWING	\$ 6,249.00
HOLLAND CITY OF	\$ 6,145.81
LIFE CHOICE LLC	\$ 6,100.00
ALLENDALE TOWING	\$ 6,054.00
MCKESSON MEDICAL	\$ 6,002.21
BARBIER BELINDA	\$ 5,860.00
MERCK SHARP & DOHME	\$ 5,834.94
TRAC AUTISM CENTER	\$ 5,804.70
RJ THOMAS MANUFACTUR	\$ 5,793.00
BASMAYOR CHRISTINA R	\$ 5,767.86
OTTAWA COUNTY DEPUTI	\$ 5,640.48
FARHAT PSYCHOLOGICAL	\$ 5,637.50
4IMPRINT INC	\$ 5,625.85
HOLLAND CHARTER	\$ 5,619.24
REPUBLIC SERVICES IN	\$ 5,598.43
CENTRIA HEALTHCARE L	\$ 5,583.40
GRAND HAVEN CITY OF	\$ 5,518.86
DELL COMPUTER CORP	\$ 5,509.98
WEST MICHIGAN SHOREL	\$ 5,500.00
JOHNSON BRADLEY R	\$ 5,485.07
MOKA CORPORATION	\$ 5,457.18
The Lucy Land Trust	\$ 5,392.80
Jason Welch	\$ 5,345.27
EMPIRE FRANCHISE GRO	\$ 5,313.75
WEST OTTAWA PUBLIC	\$ 5,137.93
TRAINING DIRECT LLC	\$ 5,100.00
ANCHOR EXCAVATING	\$ 5,100.00
HIRE FOR HOPE LLC	\$ 5,000.00

Vendor	Total Amount
SANOFI-AVENTIS US IN	\$ 4,842.92
MACATAWA PLUMBING	\$ 4,814.00
PREST & ASSOCIATES	\$ 4,770.00
DAGHER-MARGOSIAN JE	\$ 4,726.80
MAGNET FORENSICS USA	\$ 4,720.00
PREIN & NEWHOF	\$ 4,720.00
COPY-TECH	\$ 4,712.17
SCHEUERLE & ZITTA	\$ 4,691.06
PASSPORT LABS	\$ 4,681.12
SOUTHWEST AFC LLC	\$ 4,607.33
SCHOLMA RANDALL	\$ 4,543.00
PLUNKETT COONEY, PC	\$ 4,515.00
FALCON WOODS	\$ 4,331.00
HAPKE BARBARA E	\$ 4,305.21
LAKESHORE ENVIRONMEN	\$ 4,237.50
MISDU	\$ 4,233.06
CONSILIUM STAFFING	\$ 4,230.00
BJ TRANSPORT	\$ 4,225.00
BRG MANAGEMENT LLC	\$ 4,043.00
GOVERNMENTAL CONSULT	\$ 4,000.00
RTH SERVICES LLC	\$ 3,963.00
CATALINO RICHARD	\$ 3,921.47
Vanessa Cage and Tri	\$ 3,903.25
SORIN LAW PC	\$ 3,875.98
HVG MILL PINE ASSOCI	\$ 3,849.00
THE LIGHT BULB CO	\$ 3,792.31
Anna Kozloski	\$ 3,768.72
CHARTER COMMUNICATIO	\$ 3,654.81
STANTEC CONSULTING	\$ 3,614.00
CONTRACT LOGIX LLC	\$ 3,576.00
ORTEGA KENDRA	\$ 3,500.00
VANTUBERGEN, TREUTLE	\$ 3,500.00
PLUMMER'S ENVIRONMEN	\$ 3,429.25
BELLEFEUIL SZUR & A	\$ 3,354.00
QONVERGE LLC	\$ 3,333.34
ACCELA INC	\$ 3,309.12
DEPREE DORIS MARGARE	\$ 3,268.00
MORITZ, JOHN, LAW OF	\$ 3,224.57
MICHIGAN GAS	\$ 3,207.33
OTTAWA, COUNTY OF	\$ 3,195.70
OTTAWA COUNTY DEPUTY	\$ 3,184.00
SMITH THOMAS	\$ 3,178.65
INDIAN TRAILS CAMP	\$ 3,040.00
KAJOVID PROPERTIES	\$ 3,000.00
THORNELL BONNIE L	\$ 2,965.00

Vendor	Total Amount
SUN HOME SERVICES	\$ 2,958.72
JW EXCAVATING	\$ 2,900.00
TRACIE ROBIN SCOTT	\$ 2,842.02
MEDIATION SERVICES	\$ 2,800.00
ODP BUSINESS SOLUTIO	\$ 2,796.67
COOPERSVILLE CITY OF	\$ 2,778.92
ENGINEERING SUPPLY	\$ 2,744.71
GRAND VALLEY TOWING	\$ 2,741.00
HILLARD ELECTRIC, IN	\$ 2,678.40
DICKS TOWING & RECOV	\$ 2,609.00
UNIVERSITY TRANSLATO	\$ 2,520.19
COLEMAN KENYATTA KAT	\$ 2,483.32
Paul and Ann Motter	\$ 2,479.75
ZEELAND CITY OF	\$ 2,465.92
KERKSTRA PORTABLE	\$ 2,440.00
YOUNG MENS CHRISTIAN	\$ 2,406.00
BLARNEY CASTLE OIL C	\$ 2,383.03
CRIMINAL DEFENSE ATT	\$ 2,359.56
PINE RIDGE ADULT CAR	\$ 2,341.43
CLEANERS CHOICE	\$ 2,328.58
MICHIGAN ASSOCIATION	\$ 2,315.00
PLUMMER'S DISPOSAL	\$ 2,310.00
WMIPM	\$ 2,279.00
SWART EDWARD C	\$ 2,256.25
SLAIS TIMOTHY A	\$ 2,238.14
ANCHORAGE WEST LLC	\$ 2,224.00
CASE MANAGEMENT	\$ 2,214.80
STAPLES INC	\$ 2,192.88
PLATINUM LIVING LLC	\$ 2,190.37
FARE FAMILY INVESTME	\$ 2,190.00
Samira George Saqqa	\$ 2,185.63
ACHTERHOF SHIRLEE B	\$ 2,170.00
LIFE THERAPEUTIC SOL	\$ 2,167.50
DOORDASH	\$ 2,164.50
RAMOS DAVID	\$ 2,153.00
Dat TanNguyen, Hahn	\$ 2,118.60
GRAND HAVEN TRIBUNE	\$ 2,117.11
APPLIED BEHAVIORAL S	\$ 2,107.38
CUMULUS MEDIA NEW	\$ 2,100.00
FOLEY BARBARA	\$ 2,097.74
US DEPARTMENT OF TRE	\$ 2,090.56
REGENTS OF THE UNIVE	\$ 2,049.20
VISTA PRIVATE EQUITY	\$ 2,030.00
VICKI VARGO	\$ 1,984.00
Kevin Condon	\$ 1,975.31

Vendor	Total Amount
CASHSTAR INC	\$ 1,975.25
AT&T	\$ 1,949.43
GEORGETOWN TOWNSHIP	\$ 1,934.96
UNITED WAY OF AMERIC	\$ 1,919.78
PARAGON MICRO INC	\$ 1,894.84
GULL LAKE MARINE	\$ 1,865.29
FRUITPORT PUBLIC SCH	\$ 1,810.21
MAGNETIC NORTH CONSU	\$ 1,800.00
SHORELINE SERVICES	\$ 1,800.00
PETERSEN RESEARCH CO	\$ 1,800.00
LAKESIDE TOWING & RE	\$ 1,776.00
SUPERIOR SAW	\$ 1,765.40
D.A. BLODGETT ST JOH	\$ 1,764.34
CISCO INC	\$ 1,756.87
SMARTSHEET INC.	\$ 1,743.00
WALSH SUSAN K	\$ 1,742.00
SUMMIT FIRE PROTECT	\$ 1,710.75
VOICES FOR HEALTH	\$ 1,700.18
HENRY SCHEIN	\$ 1,684.86
LEXIPOL LLC	\$ 1,667.76
KHAMMANIVONG ANOUSON	\$ 1,665.00
OTTAWA COUNTY BAR	\$ 1,650.00
HEBERT, P.C.	\$ 1,528.28
NORTH OTTAWA COUNTY	\$ 1,500.00
DAVE BULTSMA & ASSOC	\$ 1,500.00
CORNERSTONE REAL EST	\$ 1,494.00
HUDSONVILLE FLORAL &	\$ 1,467.90
WAVELAND PROPERTY MA	\$ 1,464.00
OTTAWA COUNTY SHERIF	\$ 1,445.00
SUNSHINE PROPERTIES	\$ 1,421.00
SCHREUR PRINTING	\$ 1,418.01
BRINKS INC	\$ 1,406.16
EVERCOMMERCE SOLUTIO	\$ 1,405.35
BETHESDA FARM	\$ 1,398.32
LANSING SANITARY SUP	\$ 1,389.85
SHORELINE SPRINKLING	\$ 1,370.00
JACOB C DEBOER	\$ 1,347.00
JEWETT HEATING	\$ 1,315.00
MELODY VANDERWEIDE	\$ 1,300.00
INFINITY BLLING ENT	\$ 1,282.62
COVENANT ENABLING	\$ 1,273.17
WEST SHORE SERVICES	\$ 1,261.00
MEYER RANDALL G	\$ 1,259.50
MCRAE ENTERPRISE LLC	\$ 1,257.00
COVELLO CHARLES B	\$ 1,255.86

Vendor	Total Amount
MUSKEGON AREA INTER	\$ 1,227.09
GLAXOSMITHKLINE	\$ 1,220.33
TELETASK INC	\$ 1,200.00
W AND M PROPERTY VEN	\$ 1,200.00
SAFEGUARD PEST SOLUT	\$ 1,200.00
FIDELITY LANGUAGE	\$ 1,186.76
MACHASIC RYAN H	\$ 1,183.16
HOPE NETWORK WEST MI	\$ 1,175.99
GRAND HAVEN CHARTER	\$ 1,164.23
FARRIS NATHAN LOWELL	\$ 1,150.00
AMP ELECTRIC	\$ 1,129.00
UNIVERSAL UTILITIES	\$ 1,121.47
KHOENLE ROBERT	\$ 1,080.14
PATTERSON DENTAL SUP	\$ 1,079.05
MI REAL ESTATE MANAG	\$ 1,075.00
WOLTERS ELECTRIC INC	\$ 1,065.00
OTTAWA CONSERVATION	\$ 1,050.00
RECTRAC	\$ 1,050.00
DEJONG ELDON	\$ 1,044.00
CROCKERY TOWNSHIP	\$ 1,037.81
DEMANN GREGORY S	\$ 1,026.00
ALTOGAS INC	\$ 1,009.35
BOB BARKER COMPANY	\$ 1,009.22
RADIAN SETTLEMENT SE	\$ 1,000.40
EARLE PRESS	\$ 1,000.00
DISCOUNTCELL INC	\$ 993.49
PEAK PERFORMERS	\$ 979.30
HD RECOVERY LLC	\$ 975.00
SPEEDWAY PREPAID CAR	\$ 964.25
WILLIAMSBURG PROPERT	\$ 950.00
GH NORTH SHORE APTS	\$ 925.00
HAMMAN AMY	\$ 920.00
GRAND VALLEY STATE	\$ 900.00
WEDGWOOD CHRISTIAN	\$ 899.84
KELLY WILLIAM G	\$ 887.10
ICE RENTALS	\$ 873.00
BLENDON TOWNSHIP	\$ 849.39
HIDDEN DUNES APARTM	\$ 848.00
KOTOWSKI, KIMBERLY	\$ 840.00
YELLOW LIME CREATIVE	\$ 831.97
COSTAR REALTY INFORM	\$ 825.56
BATTAGLIA GARY	\$ 825.00
CRAN HILL MINISTRIES	\$ 825.00
JENISON CRAIG	\$ 822.74
BOUMAN VICTORIA A	\$ 822.00

Vendor	Total Amount
ALLEN JENSEN	\$ 817.00
RONALD UPRIGHT	\$ 804.00
ROBERTS LESLIE	\$ 791.78
HOSPITAL NETWORK	\$ 790.00
BRUMMELS SALES	\$ 789.00
THE DEPOT	\$ 771.00
PDDS BUYER LLC	\$ 768.84
BOEREMA STEPHEN	\$ 767.00
CATALIS COURTS & 12191 FELCH ST LDHA	\$ 756.00
MIKA MEYERS BECKETT	\$ 754.00
LEGAL ADVANTAGE WEB	\$ 738.00
A & R INVESTMENTS	\$ 735.69
GREATER OTTAWA CO	\$ 732.00
POLKTON CHARTER TOWN	\$ 723.25
TRAPPERS COVE APARTM	\$ 712.18
WESTMINSTER PRESBYTE	\$ 706.00
JUSTICE WORKS LLC	\$ 700.00
CARDENAS STEPHANIE M	\$ 700.00
HIWAY INN	\$ 696.15
ANSWER UNITED	\$ 695.65
CURCIO CHARLES	\$ 695.00
DTE ENERGY COMPANY	\$ 690.59
PRO-LOW MOVING	\$ 684.00
MARTINDALE DANIEL	\$ 683.68
BEHAVIOR ALLIANCE LL	\$ 676.50
ONE DAY NICHE	\$ 675.00
MED-TECH SUPPORT	\$ 675.00
JACO CIVIL PROCESS I	\$ 674.69
KUSTOM SIGNALS INC	\$ 674.00
MONTCALM CARE CENTER	\$ 651.52
CLAPP CHARLES	\$ 650.00
LAKESHORE PROPERTY	\$ 635.00
MARTINEZ FILADELFO	\$ 632.00
LINDE GAS & EQUIPMEN	\$ 629.40
TRANSUNION RISK AND	\$ 627.10
JAMIE PANCY	\$ 623.00
SHARON ALONA	\$ 618.89
BRIGGS JUANITA C	\$ 616.00
70X7 LIFE RECOVERY	\$ 611.82
GATEHOUSE MEDIA MICH	\$ 605.96
PITNEY BOWES INC	\$ 603.67
SOURIPHANH CHAVEZ	\$ 600.00
HAZTECH SYSTEMS INC	\$ 597.00
LIFELOC TECHNOLOGIES	\$ 592.00

Vendor	Total Amount
GERBER COLLISION	\$ 587.10
ADECCO USA INC	\$ 576.72
MJCT HOLDINGS INC	\$ 568.00
BLACK RIVER RENTALS	\$ 567.00
CALDER CITY TAXICAB	\$ 550.00
LABRECK ANN M	\$ 532.23
WILCOX NEWSPAPERS	\$ 520.00
K & R TRUCK SALES IN	\$ 507.00
JEFFREY J VANHUIS -	\$ 506.00
FERRYSBURG CITY OF	\$ 503.10
ANYPROMO.COM	\$ 500.52
GROOTERS RONALD L	\$ 500.00
JULIE CRONE	\$ 500.00
JUEL GREVENSTUK	\$ 500.00
THE RAPID GROUP LLC	\$ 496.00
LANDSCAPE DESIGN	\$ 490.59
MRG-TRANSLATIONS	\$ 487.50
LANGUAGE LINE SERVIC	\$ 486.56
ABC ACCURATE LANGUAG	\$ 470.00
PARKER KAREN	\$ 450.00
VILLAGE SELF STORAGE	\$ 450.00
GFL ENVIRONMENTAL SE	\$ 449.81
TRI-CITY TOWING SERV	\$ 427.00
OTTAWA LIMITED DIVID	\$ 423.00
PARK TOWNSHIP	\$ 421.93
HOME SAFE HOME MICH	\$ 412.50
DAHL COOPER	\$ 408.00
ZEELAND CHARTER	\$ 406.59
COMCAST HOLDINGS COR	\$ 405.70
HERITAGE HOME INC	\$ 405.65
PETERSON DAVID M	\$ 405.13
KEPS TECHNOLOGIES	\$ 404.95
CHARM-TEX INC	\$ 403.60
MATTHEW JOHN RIENSTR	\$ 400.00
KOZAKIEWICZ JOSEPH	\$ 400.00
NEWHOUSE KRISTAN A	\$ 400.00
GRUPPEN SERVICES, IN	\$ 400.00
ELECTION CENTER	\$ 398.00
BEN'S RUBBER STAMPS	\$ 385.55
CENTER FOR WOMEN	\$ 360.00
TRIPLOG INC	\$ 354.00
BENJAMIN'S HOPE	\$ 352.73
SOVA & KELLY P.C.	\$ 352.09
ENTERPRISE ENVELOPE	\$ 350.54
KEITH HENRY	\$ 350.00

Vendor	Total Amount
CURTIS CATHERINE L	\$ 339.00
POCKETALK INC	\$ 329.00
TRAFFIC & SAFETY CON	\$ 320.00
ASSOCIATED LANGUAGE	\$ 315.00
GREAT LAKES SPECIAL	\$ 308.50
LOUIS PADNOS IRON	\$ 304.48
DEAF INC	\$ 301.14
OFIELD FUNERAL HOME	\$ 300.00
LAWRENCE TOWING LLC	\$ 300.00
ROBIN SIMMONS	\$ 300.00
CONTROL SOLUTIONS IN	\$ 300.00
ERHORN CONSTRUCTION	\$ 300.00
JUVENILE COURT ASSOC	\$ 295.00
MORGAN CRYSTAL LAW	\$ 288.00
LAWSON PRODUCTS INC	\$ 277.36
MICRGRAPHICS	\$ 267.00
MATTHEW BENDER	\$ 262.10
MURPHY KATHY H	\$ 260.00
INFINISOURCE INC	\$ 260.00
JACOB ZOMBERG	\$ 259.00
LKM TOWING LLC	\$ 255.00
TRINITY HEALTH	\$ 255.00
LOGAN KORNOELJE	\$ 250.00
EDWARD JOHN THOMPSON	\$ 250.00
JAMES SCOZZARI	\$ 250.00
KALEIGH WISNIEWSKI	\$ 250.00
ASHLEY GREENWAY	\$ 250.00
ACENTEK	\$ 249.80
COMPAAN DOOR	\$ 249.00
PURCHASE POWER	\$ 247.34
INTEGRITY BUSINESS	\$ 245.37
ELIZABETH ANNE HAGER	\$ 237.75
MICHAEL EDWARD MELIN	\$ 233.63
MIKALAN ROOFING INC	\$ 229.28
RIVERBEND BODY SHOP	\$ 226.00
ELIZABETH RILEY CAIR	\$ 225.38
MICHELLE RENEE JONKE	\$ 222.75
GORDON WATER SYSTEMS	\$ 216.81
BARBARA ILENE DZIRNI	\$ 213.38
SHERRI LYNN WABEKE	\$ 209.25
JAMES JOSEPH FARBER	\$ 205.88
GUARDIAN ALLIANCE TE	\$ 204.00
LEAH ELIZABETH BULTM	\$ 202.13
CUNNINGHAM DALMAN	\$ 201.00
WN LAW PLLC	\$ 200.00

Vendor	Total Amount
BILL CLEMONS	\$ 200.00
GREEN BRENT HUNGERFO	\$ 200.00
ADAM EARLE	\$ 200.00
TALLMADGE CHARTER	\$ 198.29
CENTER FOR INTERNET	\$ 198.00
DAVID CHAD WALTERS	\$ 191.63
JOHN R BUTH	\$ 185.00
CROESE GABRIELA	\$ 170.82
HUDSONVILLE CITY OF	\$ 164.54
CORELOGIC TAX SERVIC	\$ 161.97
JAMESTOWN CHARTER	\$ 161.64
LAURA LYNN ROHRS	\$ 161.25
GRAPHIX SIGNS & EMBR	\$ 160.08
NURSE ADMINISTRATORS	\$ 155.00
AINSLEY WARREN	\$ 152.63
J&S SOLUTIONS	\$ 145.60
OTTAWA COUNTY EMPLOY	\$ 145.00
STEVEN MARION DUFON	\$ 141.38
MICHAEL PATRICK LONE	\$ 141.38
LIAISON LINGUISTICS	\$ 140.00
GALLS AN ARAMARK COM	\$ 135.99
ALLENDALE SCHOOLS	\$ 135.00
LEAH MARIE TRITT	\$ 130.00
SUMMER JEAN OSBORN	\$ 130.00
NOAH DAY	\$ 130.00
KIMBERLY WELLS	\$ 130.00
EMILIO ESTABAN MENDE	\$ 130.00
Ritchie Trust	\$ 127.41
STEENWYK BETH A	\$ 127.27
HBI SERVICES INC	\$ 126.77
TYLER MICHAEL SPRING	\$ 122.50
INTERCARE COMMUNITY	\$ 120.30
OTTAWA CO FOC EMPLOY	\$ 120.00
MED-1 HOLLAND	\$ 110.00
OFFICE MACHINES	\$ 108.06
MARY WILEY	\$ 100.00
SHIRLEY MEYER	\$ 100.00
LATITUDE SUBROGATION	\$ 100.00
BEVERLY NYHUIS	\$ 100.00
GRAND RAPIDS BAR ASS	\$ 100.00
MIKE GOHN	\$ 90.00
FIRE PROTECTION PROS	\$ 85.50
MILLER CONSULTATIONS	\$ 84.00
RANEE LYNN RINGWOLD	\$ 80.40
GRAPHIX GURUS	\$ 75.00

Vendor	Total Amount
WOLFE RACHEL K	\$ 71.99
GABRIEL MATTHEW TAYL	\$ 71.75
KATIE LYNN VANDOESEL	\$ 68.75
WESTON CHARLES JEWET	\$ 68.38
SIMON JAMES CRITES	\$ 68.25
ASHLEY BROOKE SCHWAR	\$ 67.00
METCALF SANDRA	\$ 66.80
ASHLEY MARIE NAGELKI	\$ 66.38
MARCY MAE MEINZER	\$ 66.25
RODNEY JEROME VANDYK	\$ 66.25
ALLIANCE ANALYTICAL	\$ 66.00
CINDY ANN MALLEKOOTE	\$ 65.88
DIANE MARIE KINDIG	\$ 65.63
MED-1 LEONARD LLC	\$ 65.00
JAMIE LYNN RODRIGUEZ	\$ 64.75
KATIE ANN HASSEVOORT	\$ 64.38
DONNA BUNCE	\$ 64.12
COPE RANDAL J	\$ 64.12
WEST MICHIGAN UNIFOR	\$ 63.56
LINDA LOUISE SCHALTZ	\$ 63.38
BARNES STEVEN LEO	\$ 62.78
EAGLE COUNTY SHERIFF	\$ 62.64
DIANE SUE SYBESMA	\$ 62.13
ALEXIS KATHERINE LAM	\$ 61.75
JOHNSON, ERIC	\$ 61.44
ANTHONY JESSE GARCIA	\$ 61.20
MICHAEL RYAN VANDAM	\$ 60.38
AMERICAN GAS & OIL	\$ 60.00
KATHRYN ANN JACOBS	\$ 59.63
ROFFEY KYLE	\$ 59.22
LANDON JAMES WIEBENG	\$ 59.13
STEVEN SAVAGE	\$ 58.76
VANHOVEN BETH	\$ 58.76
BARBARA ANN BAILEY	\$ 58.75
MASON JAMES BROOKS	\$ 58.38
KNEBL NICHOLAS E	\$ 57.42
BIRD THOMAS	\$ 57.42
KRISTOPHER RYAN-MICH	\$ 56.63
TYLER SCOTT HULST	\$ 56.50
RONALD MARTIN OSKAM	\$ 56.50
KEVIN WILLIAM HOULE	\$ 56.13
DEREK JON SMEENGE	\$ 56.13
JOSEPH GARY BANNISTE	\$ 56.13
ALLENDAL CHARTER	\$ 55.39
BRITTNAY MARIE WIX	\$ 55.38

Vendor	Total Amount
WESTERN SURETY COMP	\$ 55.00
WICK ROBIN	\$ 54.74
TAM MINH NGUYEN	\$ 54.38
SUSANNE THERESA VEEN	\$ 52.50
ROCKMAN STEPHEN	\$ 52.06
DAVID CHARLES BEGIN	\$ 52.00
PARNIN DAVID	\$ 50.72
AIRGAS USA LLC	\$ 49.63
LORRIE KIM LANTING	\$ 49.20
EDK M SLOAN	\$ 48.88
OTTAWA COUNTY CENTRA	\$ 45.71
ABSOPURE WATER COMPA	\$ 45.45
VANDERZWAAG ROBERT	\$ 45.36
CHELSEA RIANNE VANEY	\$ 43.50
OLIVE TOWNSHIP	\$ 43.32
SHI INTERNATIONAL	\$ 43.31
AMYJO MARIE EDWARDS	\$ 43.25
VILAYVONE SPHABMIXA	\$ 42.75
JEAN DOORNEWERD	\$ 41.40
GARY JOSEPH KESSLER	\$ 41.38
CONNER KREIDER - SAM	\$ 40.08
ARTHUR WOOD	\$ 40.00
KLAVER GERARD	\$ 39.60
WILLIAM FRANKLIN BRA	\$ 39.00
BRANDON SCOTT WOOTEN	\$ 38.13
BRETT CORNELL VANTOL	\$ 37.38
ANNIKA ROSE BREIMAYE	\$ 34.00
PORT SHELDON TOWNSHI	\$ 33.33
COURTNEY LYN BEDROSI	\$ 32.88
AMANDA BEAUDOIN	\$ 25.26
SPRING LAKE TOWNSHIP	\$ 21.66
JUSTIN T HATZEL	\$ 20.00
KEN PIERSON - EARLY	\$ 16.14
KELLY JOHNSON	\$ 15.00
ALAINA KALIE WHITE	\$ 14.19
ROBERT GUY FIDLER	\$ 13.02
KAAT'S WATER COND	\$ 12.50
NICHOLAS BEAUDOIN	\$ 12.00
MUSKEGON, COUNTY OF	\$ 10.00
VICTOR JOHN KRUEGER	\$ 9.51
BIANCA MAGGIE VARNAD	\$ 9.51
UNIVERSAL CREDIT SER	\$ 7.50
JAMESTOWN TOWNSHIP	\$ 7.41
MASON CREGG	\$ 4.00
Grand Total	\$ 47,390,498.09

***Appendix A: JP Morgan Chase
Purchasing Card Transactions: September**

Vendor	Total Amount
AMAZON MKTPLACE PMTS	\$ 33,838.41
AMAZON.COM	\$ 16,042.15
THE WEBSTAUANT STOR	\$ 5,920.16
4IMPRINT INC	\$ 5,755.38
PAYPAL	\$ 4,153.00
BLACKHAWK SUPPLY	\$ 4,071.64
KOLBE CORP	\$ 3,958.00
STAPLES INC	\$ 3,590.58
INTUIT INC	\$ 3,039.77
LOWE'S HOME CENTERS	\$ 2,871.15
WEST MICHIGAN UNIFOR	\$ 2,792.61
STATE BAR OF MICHIGA	\$ 2,712.28
ODP BUSINESS SOLUTIO	\$ 2,550.22
KENDALL ELECTRIC	\$ 2,531.54
GRAND TRAVERSE RESOR	\$ 2,476.40
GRAND ARBOR GROUP	\$ 2,427.60
FACEBK *LJEDBE582	\$ 2,261.62
GRAPHIX SIGNS & EMBR	\$ 2,222.40
MENARD INC	\$ 2,211.43
GFS MKTPLC	\$ 2,139.37
MARRIOTT	\$ 2,036.53
SP MHS: MULTI HEALTH	\$ 2,000.00
GRAINGER INC	\$ 1,963.23
SP BMOC INC.	\$ 1,962.50
ALL HANDS FIRE EQUIP	\$ 1,895.57
BATTLE BOARD	\$ 1,805.60
THE HOME DEPOT	\$ 1,795.46
B & H FOTO & ELECTRO	\$ 1,640.76
LABELS STICKERS & MO	\$ 1,600.00
DIVE RIGHT IN SCUBA	\$ 1,580.00
ULINE INC	\$ 1,562.46
WALMART STORES INC	\$ 1,514.81
DRI*ADD-IN EXPRESS L	\$ 1,481.88
ZOOM VIDEO COMMUNICA	\$ 1,473.10
SAFER SOCIETY FOUNDA	\$ 1,447.50
TOMMY'S EXPRESS LLC	\$ 1,439.99
NEW PIG CORPORATION	\$ 1,417.37
SQ	\$ 1,343.88
LAKE MICHIGAN ANIMAL	\$ 1,340.82
HAM RADIO OUTLET	\$ 1,304.75
POCKETALK INC	\$ 1,271.00

Vendor	Total Amount
MEDIATION SERVICES	\$ 1,260.00
MOUNTAIN GRD LODGE	\$ 1,244.83
BUILDASIGN.COM	\$ 1,165.12
FASTENAL COMPANY	\$ 1,162.00
TEQUIPMENT	\$ 1,143.05
CRISIS PREVENTION IN	\$ 1,084.65
GLOBAL PROTECTION	\$ 1,053.88
CDW GOVERNMENT INC	\$ 1,013.76
SJS PARTNERSHIP	\$ 992.00
MICHIGAN, STATE OF	\$ 984.15
CANVA* 02514-0542599	\$ 956.00
JRBADGES	\$ 915.00
BUCKSTAFF PUBLIC SAF	\$ 900.58
SALESFORCE.COM SERVI	\$ 890.40
COCHRANE SUPPLY AND	\$ 875.85
COLUMBIA SPORTSWEAR	\$ 864.60
TRACTOR SUPPLY	\$ 862.84
GEMMENS INC	\$ 826.67
MOTOROLA SOLUTIONS	\$ 825.00
D AND S NORTH LLC	\$ 813.03
MEIJER # 217	\$ 809.70
STICKER MULE	\$ 806.50
MICHIGAN STATE	\$ 803.20
TRINIDAD RESORT & CL	\$ 790.05
GET YOUR PINK BACK	\$ 773.33
MICHIGAN CERTIFICATI	\$ 770.00
CAMERACANAD	\$ 761.69
REPUBLIC SERVICES IN	\$ 715.00
GUARDIANANGELDEVICE	\$ 692.91
D BAKER & SON LUMBER	\$ 679.00
LITTLE AM SALT LAKE	\$ 643.96
WOLTERS ELECTRIC INC	\$ 640.56
VISTAPR*VISTAPRINT.C	\$ 638.89
EB *TEDXMACATAWA 201	\$ 628.52
ANN ARBOR HOTEL	\$ 625.80
WOODLAND COMMERCIAL	\$ 614.97
MEIJER INC	\$ 595.22
SOCIETY FOR HUMAN RE	\$ 595.00
DNH*GODADDY#31788902	\$ 591.26
INTERNATIONAL LAW EN	\$ 580.00
RADWELL INTERNATIONA	\$ 576.68
INTEGRITY BUSINESS	\$ 544.51
FENIX LIGHTING	\$ 544.00
VITALITY MEDICAL INC	\$ 539.55
TRIGO BREAD COMPANY	\$ 527.88

Vendor	Total Amount
1000BULBS.COM	\$ 527.80
AMERICAN TRAILS	\$ 525.00
PSYCHOLOGICAL ASSESS	\$ 511.98
STAPLES CONTRACT AND	\$ 509.97
QUALITY LOGO PRODUCT	\$ 496.10
CBI*NITRO PDF	\$ 492.15
ANDAX INDUSTRIES LLC	\$ 491.67
MPC INVESTMENT LLC	\$ 485.36
BOYNE USA INC	\$ 472.73
ELECTION CENTER	\$ 459.00
BOB BARKER COMPANY	\$ 447.45
NRPA HOUSING	\$ 444.07
CRADLEPOINT	\$ 426.00
LANDSCAPE COMM EVENT	\$ 420.00
SP KIWI BREACHING	\$ 407.95
HAMPTON INN HOTELS	\$ 400.68
QUALI TEES	\$ 396.00
CONSUMERS ENERGY	\$ 383.24
SUPPLYHOUSE.COM	\$ 372.40
MOBILEX USA	\$ 365.00
IFMA EVENT 2	\$ 364.00
CANAL PLASTICS	\$ 358.57
STANLEY STEEMERBYCTR	\$ 358.00
SP MY MEDICAL OUTLET	\$ 349.99
PROJECT MANAGEMENT I	\$ 349.00
ABILITY REFRIGERANTS	\$ 345.00
AMERICAN NATIONAL RE	\$ 342.00
CHIPOTLE	\$ 333.95
HAZELDEN PUBLISHING	\$ 312.15
PRINTING SYSTEMS INC	\$ 310.48
HOLLAND BOARD OF PUB	\$ 300.72
HILTON GARDEN INN	\$ 296.14
HYATT HOTELS	\$ 287.74
BOCA LEADERSHIP LLC	\$ 287.00
INTEGRITY PROPERTY H	\$ 276.00
FTP TODAY	\$ 275.00
PESI INC	\$ 274.98
HARBOR FREIGHT TOOLS	\$ 271.68
AMERICAN ASSOCIATION	\$ 255.00
DE BRUYN SEED CO INC	\$ 252.42
TARGET	\$ 251.99
WEST MICHIGAN POSTAL	\$ 250.78
GIVE EM A BRAKE SAFE	\$ 250.00
SPL*LAKESHORE ETHNIC	\$ 250.00
HOPS AT 84TH EAST	\$ 249.69

Vendor	Total Amount
LDV INC	\$ 248.87
PRO-COMM INC	\$ 235.00
VOSS LIGHTING	\$ 232.00
SPRINGHILL SUITES	\$ 223.76
ADEMA ALTERNATOR & S	\$ 223.50
MICROSOFT CORP	\$ 223.36
GRAND HAVEN BOARD	\$ 217.95
ENGINEERING SUPPLY	\$ 216.30
DOMINO'S 1253	\$ 201.36
MACATAWA AREA EXPRES	\$ 200.00
THE LINKS AT ROLLING	\$ 192.00
REPCOLITE PAINTS	\$ 187.92
DELL COMPUTER CORP	\$ 187.06
THE WOODEN SHOE	\$ 186.88
UNITED PARCEL SERVIC	\$ 182.12
FORESTRY SUPPLIERS	\$ 180.92
LANSING COMMUNITY CO	\$ 180.00
HOLIDAY INNS	\$ 178.50
GOTPRINT.COM	\$ 175.18
LAZ PARKING M39201FL	\$ 174.00
NPDB NPDB-HIPDB.HRSA	\$ 172.50
UBER TECHNOLOGIES IN	\$ 169.40
BLUE 360 MEDIA	\$ 169.07
ALLISONHOUSE LLC	\$ 164.89
ETNA DISTRIBUTORS LL	\$ 159.61
MANCINO'S OF HOLLAND	\$ 158.31
JIMMY JOHNS - 373 -	\$ 154.00
TURTLEBACK	\$ 153.88
CHILDREN'S ASSESMEN	\$ 150.00
LUNDSTROM JON	\$ 150.00
THINKIFIC.COM	\$ 149.00
THE MANDT SYSTEM INC	\$ 148.00
CURTIS WEB	\$ 144.31
FORENSIC FLUIDS LABO	\$ 144.00
KULLY SUPPLY	\$ 134.46
FAMILY FARE	\$ 132.66
MICHIGAN WATER ENVIR	\$ 125.00
OTTAWA CONSERVATION	\$ 125.00
THE TABLE GROUP	\$ 125.00
DROPBOX*DR7LGB3321WK	\$ 119.88
JETS PIZZA - ZEELAND	\$ 114.33
SPILL 911 INC	\$ 114.25
PYRAMID HOTEL GROUP	\$ 111.93
HUDSONVILLE LANES	\$ 110.00
GERALD R FORD INTNL	\$ 108.00

Vendor	Total Amount
TOUCH OF CLASS AUTO	\$ 103.75
MIDWAYHOTSPOT.COM	\$ 100.97
GANNETT NEWSRPR CN	\$ 100.28
BHN*MEIJERC	\$ 100.00
SHEPLERS MACKINAN IS	\$ 100.00
CLASH GRAPHICS	\$ 99.98
WYNDHAM	\$ 98.75
SUPERIOR SPORT STORE	\$ 95.00
ADVANCE STORES COMPA	\$ 93.73
PITNEY BOWES INC	\$ 91.29
CARELINC HOME MEDICA	\$ 90.00
CRAFTMASTER HARDWARE	\$ 89.81
HOBBY LOBBY STORES I	\$ 89.07
BATTERIES+BULBS #044	\$ 87.92
BP INVESTORS LLC	\$ 85.37
MARK'S PHOTO & VIDEO	\$ 83.98
GOVT SOCIAL MEDIA	\$ 79.00
VITALSOURCE	\$ 79.00
COMFORT CONTROL SUPP	\$ 76.96
FLOYDS TIRE & AUTO R	\$ 76.89
GPS*MUSKEGON COUNTY	\$ 75.00
CHECKR INC CHECKR.CO	\$ 74.49
CERTIFIED MAIL ENVEL	\$ 74.08
MARCOS PIZZA #1142	\$ 73.94
SHERWIN-WILLIAMS CO	\$ 70.60
BOUNDTREE MEDICAL	\$ 69.26
IPRINT TECHNOLOGIES	\$ 68.00
WINGSTOP 2607	\$ 65.00
INTERSTATE BOOKS4SCH	\$ 65.00
MARATHON PETRO	\$ 64.26
OLD NAVY 5351	\$ 61.98
GRAND VALLEY STATE	\$ 60.00
CHAMBER OF COMMERCE	\$ 60.00
PIONEER WORKS INC	\$ 59.95
LYFT *RIDE SUN 1PM	\$ 59.28
HEALTH HUTT #3	\$ 58.97
TELE-RAD INC	\$ 57.00
PAY*BOWERMAN S ON 8T	\$ 56.00
GRAND RAPIDS CITY OF	\$ 54.00
NATIA	\$ 50.00
ADOBE SYSTEMS INC.	\$ 49.98
ACADEMY - CDR	\$ 46.24
GRAND HAVEN CITY OF	\$ 45.23
FACEBK R6PZSVJLL2	\$ 42.87
RUSS RESTAURANT-NORT	\$ 40.00

Vendor	Total Amount
NOUNPROJECT.COM	\$ 39.99
BEN'S RUBBER STAMPS	\$ 32.75
REMARKABLE	\$ 31.99
2COCOM*VIDEOSOFTDEV.	\$ 29.99
TECHSMITH CORPORATIO	\$ 28.83
APPLE CART INVESTMEN	\$ 26.34
PORT SHELDON PARTY S	\$ 24.37
REV.COM INC	\$ 24.25
LITTLE CAESARS 3704-	\$ 23.66
SCULLY PLANNER	\$ 23.45
CROSS COUNTRY CYCLE	\$ 21.00
ALLENDALE TRUE VALU	\$ 20.97
MAILCHIMP	\$ 20.00
ZAZZLE INC	\$ 19.45
ELLIS PARKING	\$ 18.00
CANVAS KING	\$ 15.60
INTERNATIONAL TRANS	\$ 13.53
APL* IPSTACK	\$ 12.99
CBI ONLINE	\$ 12.00
58TH DISTRICT COURT	\$ 11.79
LIBIB.COM	\$ 11.00
GORDON WATER SYSTEMS	\$ 10.79
WALGREENS #3349	\$ 10.49
MICHIGAN WEST COAST	\$ 10.00
REGISTER@FAA 344CYY9	\$ 10.00
PORT SHELDON BP	\$ 9.51
3R&J CONSULTING	\$ 2.00
AMAZON WEB SERVICES	\$ 1.00
COMFORT INNS	\$ (10.20)
RADISSON	\$ (11.88)
4 ALL PROMOS	\$ (12.09)
WWW.REVEALCELLCAM.CO	\$ (12.24)
RECONYX INC	\$ (30.00)
TREETOPS ACQUISITION	\$ (257.90)
Grand Total	\$ 205,309.81

**Appendix B : Employee Reimbursement
Approved Claims October 21 - November 15, 2024**

Vendor	Total Amount
MAGLEY ERIN	\$ 1,070.87
MIEDEMA KAREN	\$ 919.46
CRITCHLOW CURTIS	\$ 899.27
VAZQUEZ CYNTHIA	\$ 863.73
SCHAFFER KATELYN	\$ 797.40
ZELICHOWSKI ERIC	\$ 780.63
QUIST AMIE	\$ 708.79
CATALINO LORI	\$ 694.27
PYLE JONATHAN	\$ 663.42
QUIGLEY KELSEY	\$ 637.66
GONZALES JOSHUA	\$ 619.75
RITTER ABBY	\$ 568.87
SEBESKY ALYSSA	\$ 563.14
BEDNAREK ANNA	\$ 536.66
SIELSKI PHILIP	\$ 516.57
GUIKEMA-BODE SAMUEL	\$ 478.60
BUSSCHER BRIAN	\$ 468.49
DERIGE JESUS	\$ 467.96
BARTHELEMY BRANDON	\$ 460.54
BORDEWYK BRADLEY	\$ 460.22
YONKERS BROOKE	\$ 451.85
CHLYSTEK TYLER	\$ 440.39
MOLHOEK NEALY	\$ 437.51
SCHULZ TIMOTHY	\$ 419.42
LANGHOLZ CHRISTOPHER	\$ 415.15
HELDER VERNON	\$ 414.32
NIEBOER THOMAS	\$ 408.97
DELANO LEAH	\$ 400.70
LISOWICZ EMILY	\$ 395.97
BOYD TRISTA	\$ 394.99
TOBER CHRISTINE	\$ 386.63
BOCANEGRA JUANITA	\$ 383.91
CLAUSING KATIE	\$ 383.79
WALLACE JOHANNA	\$ 378.09
BODBYL-MAST AMY	\$ 375.08
REENDERS ANDREA	\$ 374.25
LAKE SANDRA	\$ 363.23
WINEGAR DEANNA	\$ 353.07
SANCHEZ RACHEL	\$ 352.58
WILLIAMS CHRISTINE	\$ 351.19
KETTRING JUDY	\$ 341.16

Vendor	Total Amount
VER DUIN LESLIE	\$ 340.85
VILLANUEVA ANDREW	\$ 338.38
SMITH ERIN	\$ 338.35
SCHANER ABIGAIL	\$ 336.35
GARCIA CECILIA	\$ 324.94
ROEBUCK JUSTIN	\$ 322.14
GUSTAFSON JENNIFER	\$ 303.68
OESCH STEPHANIE	\$ 301.00
BOS MARK	\$ 300.16
ZANTELO ADAM	\$ 298.35
GREGORY MICHAEL	\$ 296.61
KUIPER JULIE	\$ 295.68
PRICE DEBORAH	\$ 288.64
REICHARDT JAMES	\$ 284.75
SCHUERCH CHRISTOPH	\$ 284.16
BOSCH GLENN	\$ 280.33
MCDONALD MORGAN	\$ 277.24
LOPEZ, RAMON SOTO	\$ 276.71
VANDENHEUVEL PAM	\$ 275.08
TILES SHEILA	\$ 272.02
BAUM SHAWNA	\$ 268.27
ZAMORA ANA	\$ 267.33
SOUTH VICKI	\$ 267.20
KONING BARBARA	\$ 256.43
KRIEG PATRICIA	\$ 254.73
VILLANUEVA EDWIN	\$ 252.34
SHAW DREW	\$ 249.57
NIEBOER REBECCA	\$ 249.24
ESCOT CLARISSA	\$ 248.94
SANDS TERRANCE	\$ 246.56
DYKSTRA BRANDON	\$ 246.56
TEACHOUT CHRISTIAN	\$ 245.89
ARNOLD NICHOLAS	\$ 243.75
ZORN CHERYL	\$ 242.54
GREINER SHAUN	\$ 238.00
HALL MATTHEW	\$ 237.53
WHITE ANNA	\$ 237.12
BOERMA ASHLIE	\$ 235.84
FRANKLIN SUSAN	\$ 235.84
PHELPS JESSICA	\$ 233.44
WEEMHOFF MEGHAN	\$ 230.48
SCHMID MATTHEW	\$ 230.48
CHAVEZ FIDEL	\$ 228.55
VANDEN BOSCH ALAN	\$ 214.40
CLARK CHERYL	\$ 209.00

Vendor	Total Amount
KOLEHOUSE WAYNE	\$ 206.74
POWELL KEARRA	\$ 206.44
HOWELL JACKSON	\$ 205.68
CARRIER NICKOLAS	\$ 204.75
SAGE KRISTIN	\$ 197.99
SACHS PAUL	\$ 196.51
DANDRON MARY	\$ 194.48
RAMSEY WILLIAM	\$ 192.29
DYKHUIZEN EMILY	\$ 191.46
HUNT LOUIS	\$ 185.71
PARRISH MATTHEW	\$ 172.86
SCHROEDER DEREK	\$ 170.00
SADDLER CHRISTINE	\$ 170.00
GAMBY BRADLEY	\$ 166.84
HAAS JOELLEN	\$ 166.16
MACPHAIL SYDNEE	\$ 164.15
KEMPEMA TYLER	\$ 156.41
HULSING JON	\$ 154.77
ANTAYA REBECCA	\$ 151.42
ASH STEPHANIE	\$ 146.40
WALTERS JONATHAN	\$ 146.21
SCHIPPER BETH	\$ 136.68
KUNTZ NATALIE	\$ 135.81
LEFFMAN SAMANTHA	\$ 135.34
KOSTER ANN	\$ 134.25
SANCHEZ PEDRAZA PENE	\$ 134.00
TUBERGEN JAY	\$ 131.32
THACKTHAY KEANA	\$ 125.38
BALLARD WILLIAM	\$ 124.54
HEADLEY KELLI	\$ 120.60
MEDEMA BENJAMIN	\$ 119.93
MEYER EMILY	\$ 119.26
ARIZOLA ESTHER	\$ 118.86
OOMEN TRACY	\$ 116.58
WHEATON TRAVIS	\$ 116.00
SAMPSON MICHELE	\$ 116.00
DEWITT DAVID	\$ 116.00
WAITE LOREEN	\$ 115.36
COVINGTON CASSANDRA	\$ 113.23
UGANSKI LISA	\$ 112.56
FISHER LEE	\$ 112.56
RUSHLOW TRACI	\$ 111.98
PEPPER THAD	\$ 111.90
HOEGEN CANDICE	\$ 111.66
VUKUSIC BETHANY	\$ 108.74

Vendor	Total Amount
DEBOER ERIC	\$ 105.00
CASEY TACI	\$ 103.85
DYKSTRA CURTIS	\$ 103.50
NAGY CHRISTOPHER	\$ 103.00
BROWN BRITTNEY	\$ 102.54
TURNER LAURA	\$ 100.50
HILL CARLA	\$ 100.50
GARCIA JORGE	\$ 93.22
KNOLL SHAWN	\$ 90.79
KARNES JOZLYN	\$ 89.91
DAUB MATTHEW	\$ 88.03
KUIPER RENEE	\$ 85.25
MORALES VALENTE	\$ 83.14
DIEM JESSICA	\$ 81.50
DEVOS SABRINA	\$ 80.40
WILLIAMS AUBREY	\$ 79.59
TENGLER JUSTIN	\$ 77.99
SCHURMAN ROBIN	\$ 77.72
CHULSKI KAITLYN	\$ 75.71
JEWELL MALLORY	\$ 75.71
GOODELL AARON	\$ 75.00
BEEMER VALERIE	\$ 74.34
SCELSI DAWN	\$ 73.70
TERPSTRA BENJAMIN	\$ 71.00
GIDDINGS ELIZABETH	\$ 69.68
TOVEY ROBERT	\$ 69.01
EVERS EMILY	\$ 68.70
LAMER JULIE	\$ 67.67
IWEMA PAULA	\$ 67.00
RUSSELL RACHEL	\$ 63.77
BOEVE KELLY	\$ 57.62
PEARSON PENNY	\$ 57.62
ANDERSON KAYLA	\$ 56.95
BOTBYL CYNTHIA	\$ 56.28
GALLIGAN CONNOR	\$ 54.60
AMPEY BRENDA	\$ 53.60
SYREK TIMOTHY	\$ 53.60
PETERMAN EMMA	\$ 53.47
DOTSON DAWN	\$ 52.53
MERRYMAN SHERRI	\$ 52.27
BEIDLER MEREDITH	\$ 50.92
POHL RACHEL	\$ 50.00
RODRIGUEZ RAQUELIN	\$ 50.00
GORIS STEPHANIE	\$ 50.00
CUNNINGHAM CLARK	\$ 50.00

Vendor	Total Amount
JONES BREANA	\$ 47.57
GIRMSCHIED BRITTA	\$ 46.90
WIERSMA DALE	\$ 45.56
KOWALKOWSKI JESSICA	\$ 45.00
BARANOWSKI NINA	\$ 44.50
MESMAN TYLER	\$ 44.22
POSTMA MICHELLE	\$ 41.25
DE HAAN KATHARINE M	\$ 40.87
GRASCH EMILY	\$ 40.20
ACHTERHOF EMILY	\$ 39.75
HOLT BARBARA	\$ 38.59
HILL ADAM	\$ 38.00
FEYEN MARK	\$ 37.52
PICKLER TINA	\$ 37.52
DEKKER AIMEE	\$ 37.19
TWA MARY	\$ 36.85
ARMBRUSTER MARY	\$ 35.11
HOGGARD BEATRICE	\$ 34.99
KERMEEN LEANNA	\$ 33.50
STANTON MINDY	\$ 33.03
CHAU NEUNG	\$ 30.95
CHAU BRIAN	\$ 30.15
MAMMOSEK KERRI	\$ 29.41
VANDERPLOEG SARAH	\$ 28.14
ROBERTS CHAD	\$ 28.14
CIOBANU ANDREI	\$ 27.47
BIELIK JENNIFER	\$ 26.13
FERRIS PAMELA	\$ 26.13
BOERSEN JENNA	\$ 25.19
PERNESKY CARRIE	\$ 25.00
MEDINA NAHUEL	\$ 24.33
CHAPEL KAREN	\$ 24.12
KUBIAK LUCIANA	\$ 22.11
SZCZYTKO JENNIFER	\$ 22.11
FOLKERT LAURA	\$ 21.81
HERZHAFT KIMBERLY	\$ 20.10
BELL MADELYN	\$ 18.22
RENKEMA TAVIA	\$ 18.09
BUITENHUIS CHAD	\$ 17.82
BRENBERGER MELISSA	\$ 17.42
POTTER LAUREN	\$ 14.61
MATASH KAYLA	\$ 12.74
BRYANT EMMA	\$ 12.46
PRIEST ANDREW	\$ 12.26
BOERSEMA COURTNEY	\$ 12.06

Vendor	Total Amount	
VOSBURG-ACHTERHOF LE	\$	12.00
BOBELDYK BRUCE	\$	11.55
HOWELL JAMES	\$	10.72
GLOCKZIN KAREN	\$	10.05
TERPSTRA MADISON	\$	9.85
MIDDLETON AMY	\$	9.85
PIESKE STEPHANIE	\$	9.85
WICHMAN COURTNEY	\$	9.85
MCCONNELL CHRISTINA	\$	9.38
PARISE RHIANNON	\$	1.50
Grand Total	\$	44,886.68

Action Request

Electronic Submission – Contract # 2489



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/3/2024

Vendor/3rd Party: GENOA HEALTHCARE, LLC

Requesting Department: COMMUNITY MENTAL HEALTH

Submitted By: DR. MICHAEL BRASHEARS

Agenda Item: CONTRACT TO PROVIDE MEDICATIONS FOR OPIOID USE DISORDER

Suggested Motion:

To approve and forward to the Board of Commissioners to review and approve the 1 year contract with Genoa Healthcare, LLC in the amount not to exceed \$75,000.00.

Summary of Request:

Genoa Healthcare, LLC will invoice CMHOC for medications used to treat Opioid Use Disorder for those approved by CMHOC staff.

Financial Information:

Total Cost: \$75,000.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: New Activity

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Administration:

Recommended by County Administrator:

11/18/2024 12:41:26 PM

Committee/Governing/Advisory Board Approval Date: 12/3/2024



SERVICE AGREEMENT

Between Community Mental Health of Ottawa County

AND

Genoa Healthcare, LLC

This Service Agreement (hereinafter "Agreement") is made on October 1, 2024, by and between Community Mental Health of Ottawa County (hereinafter "CMH") of 12265 James Street, Holland, Michigan 49424, and Genoa Healthcare, LLC (hereinafter "Vendor") of 707 S. Grady Way, Suite 400, Renton, WA 98057.

This Agreement is regarding the implementation of the Opioid Settlement Funding awarded to the County of Ottawa for the purpose of Opioid Treatment and Prevention in Ottawa County. The Opioid Settlement Funding period runs from October 1, 2024, through September 30, 2025. This is a one-time Opioid Settlement Funding which does not guarantee continued funding following the end of the funding period. CMH may or may not continue to fund such programming through additional grant applications or local funding following the end of the project period.

1. **Term and Termination.** The term of this Agreement shall commence on October 1, 2024, and continue in full force until September 30, 2025, unless amended or terminated by either party, upon thirty (30) days advance notice to the other. Further agreements will be negotiated as needed after the project period is completed.
2. **Vendor Duties.** In exchange for the compensation, Vendor agrees:
 - a. Vendor will utilize funding to provide Medications to treat opioid use disorder.
 - b. Vendor will use funding as outlined below:
 - i. Invoice CMHOC for the cost of medications to treat Opioid Use Disorder (OUD) for individuals who are authorized by CMHOC staff.
 - c. Vendor will submit monthly invoices to CMHOC for authorized costs.
 - d. Vendor is aware and understands Opioid Settlement Funding is contingent upon fund availability.
3. **Compensation.** CMH agrees to provide Vendor the following compensation:
 - a. Vendor shall be paid monthly based on actual cost of medications. Funding may only be utilized to purchase goods and services as outlined in 2b, with a total Agreement not-to-exceed of \$75,000.00.
 - b. Vendor shall submit the invoice to SUD program Supervisor at 12265 James St., Holland, MI 49423.
 - c. Invoice submission method is included in Attachment A – Invoice Submission Process.
4. **Relationship of Parties.**
 - a. Vendor is hereby engaged as an independent contractor under this Agreement. This Agreement shall not be construed as a partnership or joint venture. Nothing

in this Agreement shall be construed in any way to create the relationship of employer and employee between CMH and Vendor; and neither Vendor nor its caregivers are eligible to receive any type of benefit from CMH.

- b. Vendor acknowledges and agrees that CMH will not pay or withhold from the compensation paid to Vendor pursuant to this Agreement any sums customarily paid or withheld on behalf of employees for income tax, unemployment insurance, social security, workers' compensation or any other withholding tax, insurance, or payment pursuant to any law or governmental requirement.
5. **Authority.** Neither the Vendor nor CMH has any right or authority, either expressed or implied, to assume or create on behalf of the other party any contract or commitment of any kind or nature without the written consent of the other party, other than what is set forth in this Agreement.
6. **Indemnification.** Vendor agrees to indemnify, defend, and hold harmless CMH and its officials, officers, employees, volunteers, and agents from and against any and all liability arising out of or in any way related to Vendor's performance of services under this Agreement, including, but not limited to, any and all liability resulting from or arising out of intentional, reckless, or negligent acts or omissions of the Vendor, its employees, agents or subcontractors.
7. **Insurance.** Vendor shall provide proof of the following coverages: workers' compensation; employers' liability; commercial general liability and, if applicable, automobile, and professional malpractice. Coverage limits are to be statutory and, if no statute applies, at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These coverages shall protect the Vendor and CMH and their respective representatives against any and all claims arising out of or related in any way to the work performed or the products provided.
8. **Confidentiality and Non-Disclosure.**
 - a. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" means all information and data from CMH or Vendor, in any form, including but not limited to documentation, inventions, products, personnel, provider lists, contractors, customers, prospective customers, proprietary information and other information that is not readily available to the public.

Vendor further acknowledges and agrees that Confidential Information includes protected health information ("PHI"), as defined in the Health Insurance Portability and Accountability Act of 1996, as amended, and its accompanying regulations at 45 CFR Parts 160 and 164 ("HIPAA"), and "Non-Public Personal Information" about a consumer in regards to health coverage as that term is defined in Title V

of the Gramm Leach Bliley Act of 1999 and set forth in 16 CFR Part 13, including: (i) name (ii) address (iii) social security number(s) (iv) names of spouse and dependents (v) eligibility data and (iv) claims information.

Notwithstanding the foregoing, "Confidential Information" is not information which: (1) has entered the public domain through no action or failure to act of either Party to this agreement (2) prior to disclosure hereunder was already lawfully in either Party's possession without any obligation of confidentiality; or (3) subsequent to disclosure hereunder is obtained by either Party on a non-confidential basis from a third party who has the right to disclose such information to either Party.

b. **Non-Disclosure**

Neither Party to this agreement shall use Confidential Information for its own benefit, nor make Confidential Information available for review or use by, or use it for the benefit of, any third party. The Parties to this Agreement shall only disclose Confidential Information to those employees and affiliates of the Parties who are bound by this same written confidentiality agreement and have a legitimate need to review the Confidential Information. Upon request, the Parties shall return the Confidential Information to the Party disclosing such information. The confidentiality of the terms discussed between parties shall remain confidential during the term of this Agreement and for a period of not less than two years following the termination of this current Agreement or any subsequent agreements between parties, whichever is longer.

9. **Record Retention and Audit.** Vendor shall maintain for a period of ten (10) years from the expiration of this Agreement all records, documents, and accounts in connection with the performance of this Agreement. CMH, or its representatives, shall have the right to examine, audit and copy, at reasonable times, and with advance notification and at its own expense, such records, documents, and accounts. To the extent required by law, Vendor shall permit government agencies to audit the Vendor's records as they relate to performance of services pursuant to the terms of this Agreement. In no event shall Vendor be required to provide or permit access to any records, documents or accounts that are not directly related to the Services performed or the costs incurred pursuant to the terms of this Agreement, or that contain Vendor's or CMH's confidential or proprietary information.

10. **Miscellaneous.**

a. **Entire Agreement and Amendment.** This Agreement constitutes the entire agreement between the Parties. The current Agreement replaces any prior agreement. It may be amended only by a written document signed by a duly qualified officer of each party.

- b. **Non-Assignment and Benefit.** This Agreement shall not be assignable by either party without the written consent of the other, and shall bind and inure to the benefit of the parties hereto and their respective legal successors and permitted assigns.
- c. **Partial Invalidity.** Should any provision of this Agreement be held unenforceable, the remainder of the Agreement shall continue in full force and effect notwithstanding the partial invalidity ruling.
- d. **Waiver.** Failure of either party hereto to insist upon strict compliance with any of the terms, covenants and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time.

*****SIGNATURE PAGE FOLLOWS*****



In witness whereof, each party to this Contract has caused it to be executed on the date(s) indicated below.

COUNTY OF OTTAWA

By: _____
Joe Moss, Chairperson
Board of Commissioners
Date _____

By: _____
Justin F. Roebuck,
County Clerk/Register
Date _____

By: Michael Brashears
Michael Brashears (Nov 4, 2024 13:54 EST)
Dr. Michael Brashears,
Contract Administrator
11/04/24
Date _____

The undersigned certifies, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Genoa Healthcare, LLC

By: Suzanne Tamer
Suzanne Tamer (Oct 30, 2024 15:07 EDT)
Signature
Date 10/30/2024
Suzanne Tamer
Printed Name
VP/GM East & Midwest Operations
Title

Attachment A
Invoice Submission Process

1) Vendor Responsibilities:

- a) The Vendor shall submit clean and timely invoices for reimbursement for services rendered under this Agreement. By submitting invoices for reimbursement, the Vendor attests that the billed services and corresponding documentation have been completed in compliance with the requirements of CMH, MDHHS, and/or Medicaid.
- b) **Clean Invoices:** According to MDHHS requirements, in order to be considered clean invoices, the Vendor shall submit invoices that are timely, complete, accurate, and ready for processing without obtaining additional information from the Vendor or third party.
- c) **Timely Billing:** The Vendor shall submit invoices to the CMH in a timely manner.
 - i) The Vendor shall bill CMH either monthly or on an alternate billing schedule approved, in advance, by CMH.
 - ii) Invoices submitted more than 60 days after the date of service will be denied, except as detailed in section c.iii. of this document.
 - iii) The CMH's fiscal year is October 1 through September 30. At the end of the CMH's fiscal year, all invoices for the fiscal year are due to CMH by October 20. Any disputed invoices must be reported to CMHOCFINANCE@miottawa.org by November 15. Invoices not submitted by these deadlines may be denied.
 - iv) Previously denied invoice should be corrected and re-billed to the CMH within 60 days from the date of denial for re-processing and reimbursement. Re-billed invoices submitted more than 60 days from the date of denial will be ineligible for payment.
- d) **Invoice Submission Method:** Invoices may be submitted to CMH by email, fax, or US mail. The invoices, at a minimum, should include the Vendor's name, the Vendor's address, the date of service, service description, rate per service, and total invoice amount. Additional information may be required by CMH based on the service being provided.
- e) CMH is not independently responsible for payment under this contract except through the PIHP or its federally compliant risk reserve funded by the State of Michigan.

2) CMH Responsibilities:

- a) The CMH shall process invoices in a timely manner. Except in unusual circumstances, payment shall be issued for approved claims within thirty (30) days following receipt of a clean invoice from the Vendor.






Genoa Healthcare LLC_Service Agreement)_10.01.24

Final Audit Report

2024-10-30

Created:	2024-10-30
By:	Bethany Mitricska (bmitricska@genoahealthcare.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE2LFKRC8ebeGGuM3VE2XXzN1Wkn6FD-

"Genoa Healthcare LLC_Service Agreement)_10.01.24" History

-  Document created by Bethany Mitricska (bmitricska@genoahealthcare.com)
2024-10-30 - 5:55:13 PM GMT
-  Document emailed to Suzanne Tamer (stamer@genoahealthcare.com) for signature
2024-10-30 - 5:55:19 PM GMT
-  Email viewed by Suzanne Tamer (stamer@genoahealthcare.com)
2024-10-30 - 7:06:59 PM GMT
-  Document e-signed by Suzanne Tamer (stamer@genoahealthcare.com)
Signature Date: 2024-10-30 - 7:07:36 PM GMT - Time Source: server
-  Agreement completed.
2024-10-30 - 7:07:36 PM GMT







Genoa Healthcare LLC_Service Agreement)_10.01.24

Final Audit Report

2024-11-04

Created:	2024-11-04
By:	Amanda Westrate (awestrate@miottawa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtiwef2Uau1v_eL7akcxCvjbqcCMXXzL9

"Genoa Healthcare LLC_Service Agreement)_10.01.24" History

-  Document created by Amanda Westrate (awestrate@miottawa.org)
2024-11-04 - 6:23:50 PM GMT
-  Document emailed to Michael Brashea (mbrashears@miottawa.org) for signature
2024-11-04 - 6:24:05 PM GMT
-  Email viewed by Michael Brashea (mbrashears@miottawa.org)
2024-11-04 - 6:54:30 PM GMT
-  Signer Michael Brashea (mbrashears@miottawa.org) entered name at signing as Michael Brashears
2024-11-04 - 6:54:46 PM GMT
-  Document e-signed by Michael Brashears (mbrashears@miottawa.org)
Signature Date: 2024-11-04 - 6:54:48 PM GMT - Time Source: server
-  Agreement completed.
2024-11-04 - 6:54:48 PM GMT

Action Request

Electronic Submission – Contract # 2502



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/3/2024

Vendor/3rd Party: SENTINEL TECHNOLOGIES, INC.

Requesting Department: INNOVATION & TECHNOLOGY

Submitted By: MIKE MORROW

Agenda Item: CISCO SUBSCRIPTION SERVICES

Suggested Motion:

To approve the contract for Cisco Subscription Services with Sentinel Technologies, Inc. including Cisco Enterprise Agreement, Cisco Solution Technology Integrator (STI) ACTS, Cisco Flex, and Flex Contact Center, as well as Cisco Hourly Services.

Summary of Request:

This agreement will cover critical services related to Cisco technologies, ensuring access to necessary technical support, updates, and resources. Approval of this contract will help maintain system performance, optimize infrastructure, and support organizational needs.

Financial Information:

Total Cost: \$404,218.41

General Fund Cost: \$404,218.41

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated

Action is Related to Strategic Plan:

Goal 1: To Maintain and Improve the Strong Financial Position of the County. Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County. Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders. Goal 4: To Continually Improve the County's Organization and Services.

Administration:

Recommended by County Administrator:

11/26/2024 5:06:24 PM

Committee/Governing/Advisory Board Approval Date: 12/3/2024



CONTRACT FOR CISCO RELATED SERVICES

This CONTRACT is made and by between the County of Ottawa, a municipality in the State of Michigan, (hereinafter, the "County") acting by and through its duly elected Board of Commissioners, (hereinafter the "Board"), and Sentinel Technologies, Inc. (hereinafter, "Contractor"), with a principal place of business at 2550 Warrenville Road, Downers Grove, IL 60515.

IT IS HEREBY AGREED AS FOLLOWS:

It is agreed that County retains Contractor to provide the services set forth in this Contract, including the Scope of Work and Amended Scope of Work, if applicable (Exhibits A and A-1). It is further agreed that the Contractor accepts such engagement on the General Terms and Conditions specified in this Contract, and the following Exhibits and References, as well as all Addenda properly executed pursuant to paragraph 11, all of which constitute the entire Contract between the County and Contractor and are incorporated into this Contract by this reference:

Exhibits:

Exhibit A	Scope of Work
Exhibit B	Compensation
Exhibit C	Insurance Requirements

The parties further agree that this Contract includes all provisions required by law to be inserted in this Contract whether actually inserted or not.

General Terms and Conditions

- 1. Scope of Work:** Contractor agrees to provide the "Services" which are detailed in Exhibit A. Any changes made to the Cisco Subscription Services (Cisco EA, Cisco ACTS, and Cisco Flex) may require an Amendment to this Contract. Contractor will provide a Statement of Work for each project that requires Cisco Hourly Services requested by the County. Each Statement of Work may require an Amendment to this Contract. It will be the responsibility of the Contractor to employ and assign to the project adequate personnel and equipment required to undertake and complete the work in a diligent, timely and orderly manner.
- 2. Compensation:** In consideration for the services to be performed by the Contractor, the County agrees to pay Contractor the compensation set forth on Exhibit B. Payment to the Contractor for services will be under the County's term of Net 30.
- 3. Term of Contract:** Unless otherwise expressly provided herein, the Contract shall commence and become effective when signed by both parties. If the parties sign on different dates, the Contract commences and becomes effective on the latest date

signed. However, the Contractor understands and agrees that if the Board refuses to ratify this Contract after it is signed by both parties, this Contract shall be null and void, and all obligations to provide services and otherwise perform under this Contract shall cease except the County agrees to compensate the Contractor for the services and/or work actually performed and provided to the County, which conform to the terms of this Contract, before the Board's refusal to ratify this Contract. The Contract will cover a period of October 1, 2024 thru September 30, 2029.

4. **Termination:** This Contract may be terminated prior to completion of the Services at the option of either party, provided that such party gives at least thirty (30) days written notice to the other party. If termination of this Contract is necessitated by the unavailability of government funds as described in the Availability of Funds clause (Paragraph 31), the party seeking termination shall provide written notice to the other party as soon as practicable upon becoming aware of such unavailability. Notwithstanding the thirty (30) days written notice requirement stated elsewhere in this Contract, termination due to unavailability of funds may occur with a written notice period of less than thirty (30) days. Upon termination of this Contract, the Contractor shall deliver to the County all work, whether complete or incomplete, that the Contractor has performed under the terms of this Contract and that conforms with the terms of this Contract. County shall compensate Contractor for all work, conforming to the terms of this Contract, performed by Contractor up to the date of termination of this Contract.
5. **Performance and Breach of Contract:**
 - a) Contractor shall perform the work as required by and in accordance with the schedule of time requirements set forth in Exhibit A.
 - b) The Contractor's failure to complete services as required shall constitute breach of this Contract.
 - c) Contractor shall have five (5) calendar days to cure a breach of this Contract (the "Cure Period"). Failure to cure a breach of this Contract within said Cure Period shall allow the County to, without further notice to the Contractor, declare this Contract terminated and proceed with the replacement of the Contractor and the County shall be entitled to all remedies available to it at law or in equity.
6. **Expenses and Materials:** Contractor shall be responsible for all the Contractor's expenses incurred while performing services under this Contract. This includes license fees, fuel and fleet maintenance, insurance premiums, telephone and all salary/payroll expenses, and other compensation paid to employees or contract personnel that the Contractor hires to complete the work under this Contract.

Contractor will furnish all materials, equipment and supplies used to provide the services required by this Contract.

7. **Employees:** The Contractor and all Contractor' employees, while on County premises, shall carry proper identification. Examples of proper identification are State issued Driver's License or State issued Identification Card.

The Contractor shall employ only United States citizens, legal residents, or legal resident aliens. Upon request of the County, the Contractor shall provide copies of, or access to, work/payroll records and necessary documents to verify the status of employees.

The Contractor will be supplied with a phone number to contact in case of an emergency. Access to designated restricted areas is forbidden to Contractor's employees. Restricted areas will be designated by the authorized County representative.

8. **Background Checks:** Contractor employees are subject to background checks to ensure, at a minimum, that no employee has a felony or domestic violence or other bar-able conviction(s). The background checks for Contractor employees will be conducted by the County prior to the commencement of any on-site work.
9. **Compliance with Laws, Ordinances, and Regulations and Procurement of Permits:**
 - a) This Contract is governed by and shall be construed in accordance with the laws of the State of Michigan.
 - b) The Contractor shall at all times comply with all local, state, and federal laws, rules, and regulations applicable to this Contract and the work to be done herewith.
 - c) The Contractor shall obtain, and pay thereof, all permits required by any agency or authority having jurisdiction over the work. The Contractor shall provide a copy of any permit to the County within 3 business days of the County's request.
10. **Exclusive Contract and Merger:** This Contract, including Exhibits, Addenda, References, provisions required by law, whether or not actually inserted or not, and, a County Purchase Order issued after this Contract becomes effective, if applicable, is the entire Contract between Contractor and the County for the services set forth in Exhibit A. This Contract supersedes all prior and/or contemporaneous agreements and understandings, oral, written and/or implied between the parties with respect to the subject matter and/or Scope of Work covered in this Contract. All such prior and/or contemporaneous agreements and understandings are hereby terminated and deemed of no further force or effect. To the extent that the terms and conditions of any of the Exhibits, Addenda, References and/or Purchase Orders issued in connection with this Contract are different, contradict and/or are inconsistent with the General Terms and Conditions of this Contract, this Contract and its General Terms and Conditions control and prevail.
11. **Modifying the Contract:** This Contract may be modified only by a writing signed by both parties.
12. **Record Keeping and Ownership of Documents:** The Contractor shall keep all records related to this Contract for the term of the Contract and 3 years thereafter. The Contractor further agrees that all documents, reports, data, and any other materials prepared, created, or used by the Contractor in the performance of services under this Contract shall be and remain the property of the County of Ottawa. The Contractor agrees that upon termination of this Contract, for any

reason, it shall retain custody of all materials and documents related to the services provided and shall not reproduce, distribute, or disclose such materials to any third party without prior written consent from the County. The Contractor agrees to store these materials in a secure manner and shall make them available to the County upon request.

13. **Confidentiality:** The Contractor agrees that any information, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this Contract will be kept confidential and not be disclosed to any other person without the express written consent of the County. The Contractor will notify the County promptly if compelled to disclose any such information. These confidentiality provisions shall remain effective for five (5) years after termination of services under this Contract.
14. **Conflict(s) of Interest:** Contractor agrees that he/she/it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the Contractor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.
15. **Disputes:** In the event of any conflicts or discrepancies in the wording of any terms, provisions and conditions contained in this Contract, describing Contractor's obligations and responsibilities hereunder, said conflicts and discrepancies shall be resolved by first applying the interpretation of this Contract and its Exhibits, Addenda, References and Amendments, if any, then the mutually agreed Contractor's planning documents that affirm the details of the Services to be provided.

Should any disputes arise with respect to this Contract, Contractor and County agree to act as soon as reasonably practicable to resolve any such disputes. Pending resolution of such dispute or difference and without prejudice to their rights, both the Contractor and the County shall continue to respect all their obligations and to perform all their duties under this Contract.

16. **Jurisdiction and Venue:** The Parties consent to the exercise of general personal jurisdiction over it by the Ottawa County Circuit Court. Any action on a controversy that arises under or in association with this Contract shall be brought in the State of Michigan, which both parties agree is a reasonably convenient place for trial of the action. The parties both agree that their consent in accordance with this Section is not obtained by misrepresentation, duress, the abuse of economic power, or other unconscionable means.
17. **Debarment and Suspension:** Contractor certifies to the best of his/her/its knowledge and belief, that neither it nor any of its principals, owners, officers, shareholders, key employees, directors and member partners: (1) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily

excluded from covered transactions by any Federal department or agency; (2) have, within a three-year period preceding this proposal, 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; (3) are presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have, within a three-year period preceding this proposal, had one or more public transactions (Federal, State or local) terminated for cause or default.

- 18. Indemnification:** Contractor agrees to indemnify, defend, and hold harmless the County and its officials, officers, employees, volunteers, and agents from and against any and all liability, claims, judgments, losses, damages, payments, costs and expenses, including attorney's fees, arising out of or in any way related to Contractor's performance of services under this Contract, including, but not limited to, any and all liability resulting from or arising out of intentional, reckless, or negligent acts or omissions of the Contractor, its employees, agents or subcontractors.
- 19. Insurance:** Contractor agrees to provide proof of the following insurance coverages, where applicable, including certificate(s) of insurance, endorsements and provisions, as more fully set forth in Exhibit C, entitled Contractor Insurance Requirements: Commercial General Liability; Workers' Compensation; Employers' Liability; Automobile, Umbrella/Excess Liability, Professional Liability, and Privacy and Security Liability (Cyber Security). Coverage limits are to be statutory and, if no statute applies, are to be at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate except Umbrella/Excess Liability coverage limits shall be at least \$5,000,000 for each occurrence of accident, products-completed operations aggregate, and general aggregate. The Contractor further agrees to comply with all other requirements set forth in Exhibit C.
- 20. Relationship of Parties:** The Contractor is an independent contractor and is not an agent or employee of the County for any purpose including, but not limited to, the ability to bind the County and all labor or employee related matters such as tax withholding/reporting, employee wages or benefits, or workers compensation. This Contract is not intended to create any joint venture or partnership of any kind. The provisions of this Contract are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.
- 21. Subcontracts:** Contractor may not assign or subcontract any rights or obligations under this contract without the County's prior written approval.
- 22. Governmental Immunity:** The County does not waive its governmental immunity by entering into this Contract, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Contract.
- 23. Safety:** The Contractor shall at all times observe and comply with all federal, state, local and County facility laws, ordinances, rules, and regulations that may in any

manner affect the safety and the conduct of the work. The Contractor shall indemnify and hold the County harmless against any claim or liability arising from the violation of any such provisions.

24. Absence of Waiver: The failure of either party to insist on the performance of and/or enforce any of the terms and conditions of this Contract, shall not constitute a waiver of the right of either party to insist on the performance of and/or enforce any of the terms and conditions of this Contract in the future.

25. Notices:

a) All notices and other communications for the parties may be served, mailed, or delivered at the following addresses:

If to the Contractor:

Name: Patrick Elkins
Address: 4595 Broadmoor Ave. Suite 276, Grand Rapids,
MI, 49512
Email: pelkins@sentinel.com
Phone #: 616-365-5521

If to Ottawa County:

Attn: Michael Morrow
Ottawa County
12220 Fillmore St.
West Olive, MI 49460
Email: mmorrow@miottawa.org

26. Survival: The obligations of this Contract, which by their nature would continue beyond the termination or expiration of the Contract, including without limitation, the obligations regarding Record Keeping and Ownership of Documents (Paragraph 12), Confidentiality (Paragraph 13), Indemnification (Paragraph 18), shall survive termination or expiration.

27. Severability: If any term or provision of this Contract, or the application thereof to any person or circumstances, are held to be invalid, the parties agree that the remaining terms and provisions, and the application of those terms and provisions, shall be deemed valid, and enforceable to the fullest extent permitted by law.

28. Attorney Review: The parties represent that they have carefully read this Contract and have had the opportunity to review it with an attorney. The parties affirmatively state that they understand the contents of this Contract and sign it as their free act and deed.

29. No Third-Party Benefit: The provisions of this Contract are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.

30. Michigan Economic Sanctions Act, 2012 ("Iran-Linked Business"): Contractor certifies, under civil penalty for false certification, that it is fully eligible to do so under

law and that it is not an "Iran-Linked Business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517, MCL 129.311, et. seq.

31. **Availability of Funds:** Each payment obligation of the County is conditioned upon the availability of government funds appropriated or allocated for the payment of this obligation. If funds are not allocated and available for continuance of the services performed herein, either party may terminate this Contract at the end of the period for which funds are available. The County shall notify the Contractor at the earliest possible time of the services that will or may be affected by the shortage of funds.
32. **Freedom of Information Act:** The Contractor acknowledges that the County may be required from time to time to release records in its possession by law. The Contractor hereby gives permission to the County to release any records or materials received by the County as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 *et seq.*
33. **Force Majeure:** Either party shall be excused from performance under this Contract for any period of time during which the party is prevented from performing its obligations hereunder as a result of any Act of God, war, civil disobedience, court order, labor dispute, or other cause beyond the party's reasonable control. Such non-performance shall not constitute grounds for default.
34. **Title and Headings:** Titles and headings to articles, sections or paragraphs in this Contract are inserted for convenience of reference only and are not intended to affect the interpretation or construction of the Contract.
35. **Anticipatory Breach:** If the Contractor, at any time before delivery of services, declares its intent not to perform in accordance with this Contract, the County shall have an immediate cause of action for breach of this Contract, and shall be entitled to all remedies available to it at law or in equity.
36. **Warranty:** Contractor warrants that the goods and/or services supplied will be good workmanship and material, free from defects, and if the intended use thereof is known to the Contract, that they are suitable for the intended use. Awarded Contractor will transfer all applicable manufacturer warranties to the County and agrees to coordinate all claims on the County's behalf. Product warranties and return policies are provided by the respective manufacturers or publishers and Contractor makes no warranties whatsoever with regard to said products.

37. Equal Employment and Opportunity:

The Parties shall adhere to all applicable federal, state, and local laws, ordinances, rules, and regulations prohibiting discrimination, and all other federal, state and local fair employment practices and equal opportunity laws and covenants, including, but not limited to, the following:

- a) The Elliott-Larson Civil Rights Act, 1976 PA 453, as amended.
- b) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.

- c) The Americans with Disabilities Act of 1990, 42 USCA Section 12101 et seq., as amended, and the regulation promulgated thereunder.
- d) Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 355, 29 USCA Section 794, and regulations promulgated thereunder.
- e) The Age Discrimination in Employment Act of 1967, 29 USCA Section 621, et. seq., as amended, and regulations promulgated thereunder.

[Signatures on next page]

In witness whereof, each party to this Contract has caused it to be executed on the date(s) indicated below.

COUNTY OF OTTAWA

By: _____
Joe Moss, Chairperson
Board of Commissioners

Date

By: _____
Justin F. Roebuck,
County Clerk/Register

Date

By: 
Michael Morrow,
Contract Administrator

11/21/2024
Date

The undersigned certifies, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

SENTINEL TECHNOLOGIES, INC.

By: 
Dana Jones (Nov 21, 2024 10:25 EST)

Nov 21, 2024

Signature

Date

Dana Jones

Printed Name

VP of Sales Operations - U.S. East

Title

Exhibit A

Cisco Services Scope of Work

Cisco Subscription Services

- Cisco Enterprise Agreement (EA)
 - Cisco EA 3.0 Bundle
 - Security EA 3.0 Cisco Secure Firewall
 - Security EA 3.0 FPR2130 Threat Defense Threat, Malware, URL
 - Security EA 3.0 FPR1010 Threat Defense Threat, Malware, URL
 - Basic Software Support for Cisco Secure Firewall
 - Security EA 3.0 Security Add-On Products
 - Security EA 3.0 AnyConnect Apex License
 - Basic Software Support for Security Add-On
 - Cisco EA 3.0 - Duo Advantage edition (formerly Access)
 - Security EA3.0-Duo Advantage edition (formerly Access)
 - BASIC SOFTWARE SUPPORT FOR DUO
 - Cisco Secure Email Advantage
 - SECURITY EA 3.0 CISCO SECURE EMAIL CLOUD ADVANTAGE
 - Basic Software Support for Secure Email
 - SECURITY EA 3.0 IDENTITY SERVICE ENGINE
 - SECURITY EA 3.0 ISE ADVANTAGE SUBSCRIPTION
 - BASIC SOFTWARE SUPPORT FOR ISE
 - SECURITY EA 3.0 UMBRELLA CLOUD SECURITY
 - SECURITY EA 3.0 UMBRELLA DNS ESSENTIALS
 - CISCO SERVICES PORTFOLIO: UMBRELLA DNS E
 - SVCS PORTFOLIO EA MANAGEMENT SERVICE CIS
 - SVCS PORTFOLIO T2 UMBRELLA DNS ESS SWSS E SW SUPPORT – CLOUD

- Cisco Solution Technology Integrator (STI) ACTS
 - Cisco STI ACTS Gold Parts and Remote Support 8X5 Next Business Day
 - Cisco STI ACTS Gold Parts and Remote Support 24X7 4-hour
 - Cisco STI ACTS Gold Software Support 24X7
 - Cisco STI ACTS Platinum Subscription/License 24X7

- Cisco Flex
 - Collaboration Flex Plan 3.0
 - Collaboration Flex Plan 3.0
 - Basic Support for Flex Plan
 - EntW On-Premises Calling
 - SRST Endpoints (1)
 - Expressway Product Authorization Key (1)
 - Cloud Device Registration Entitlement
 - Messaging Entitlement

- File Storage Entitlement
- Pro Pack for Cisco Control Hub Entitlement
- Expressway Rich Media Session (1)
- Cloud Connected UC EA Standard ENT
- Session Manager (1)
- On-Premises Smart License - EA (1)
- Access Smart License (1)
- Common Area Smart License (1)
- Unity Connection Smart License (1)
- Emergency Responder Smart License (1)
- On-Premises SW Bundle v14 (1)
- On-Premises Common Area Add-on
- On-Premises Unity Connection Addon
- CUBE Standard Trunk Session License
- Flex Contact Center
 - Flex Contact Center
 - Basic Support for Flex Plan
 - Flex CC On-Premises UCCX Premium Concurrent Agent
 - On-Premises PCCE & UCCE, Hosted CCE & CCX Agent RTU
 - On-Premises UCCX Std & Prem Media Kit v12.5
 - On-Premises UCCX Standard & Premium Server v12.5 (incl 12.6)
 - On-Premises UCCX Premium Agent License v12.5
 - On-Premises UCCX Standard Agent License v12.5 (12.6)
 - Flex CC On-Premises UCCX Standard Concurrent Agent

Cisco Hourly Services (Project Based/As-Needed)

- Hourly Project Management Services
- Hourly CCIE Services
- Hourly Technical Engineering Services and Support
- Additional Services as needed and agreed upon by both parties.



Exhibit B

Cisco EA Pricing

This Exhibit B is governed by the Contract by and between Sentinel Technologies, Inc., (Contractor) with principal offices at 2550 Warrenville Road, Downers Grove, Illinois 60515, and Ottawa County with principal offices at 12220 Fillmore St West Olive, MI 49460-8986.

Cisco EA

Product Description	Qty	Price	Ext. Price
Initial Term: 36 Months Requested Start Date: 11/02/2024 Billing Model: Annual Renewal Term: Requote			
Annual Payment Schedule:			
Year 1: \$134,739.47			
Year 2: \$134,739.47			
Year 3: \$134,739.47			
<i>Solution Subscriptions - Unless explicitly indicated otherwise within this contract, the below term for these subscription services will automatically renew, absent at least ninety (90) days' notice of cancelation by Customer before the start of the renewal term. For subscription services that do not automatically renew, Customer must provide Sentinel with at least ninety (90) days' notice of its intention to renew the services and shall hold Sentinel harmless from any service interruption to result from the cessation of services due to Customer's failure to provide timely notice as stated herein.</i>			
Cisco EA 3.0 BUNDLE	1	\$0.00	\$0.00
Security EA 3.0 Cisco Secure Firewall	1	\$0.00	\$0.00
SECURITY EA 3.0 FPR2130 THREAT DEFENSE THREAT, MALWARE,URL	4	\$19,217.33	\$76,869.32
SECURITY EA 3.0 FPR1010 THREAT DEFENSE THREAT, MALWARE,URL	4	\$527.54	\$2,110.16
Basic Software Support for Cisco Secure Firewall	1	\$0.00	\$0.00
SECURITY EA 3.0 SECURITY ADD-ON PRODUCTS	1	\$0.00	\$0.00
SECURITY EA 3.0 ANYCONNECT APEX LICENSE	280	\$3.88	\$1,086.40
BASIC SOFTWARE SUPPORT FOR SECURITY ADD-	1	\$0.00	\$0.00
Cisco EA 3.0 - Duo Advantage edition (formerly Access)	1	\$0.00	\$0.00
Security EA3.0-Duo Advantage edition (formerly Access)	959	\$168.11	\$161,217.49
BASIC SOFTWARE SUPPORT FOR DUO	1	\$0.00	\$0.00
Cisco Secure Email Advantage	1	\$0.00	\$0.00
SECURITY EA 3.0 CISCO SECURE EMAIL CLOUD ADVANTAGE	1300	\$50.36	\$65,468.00
Basic Software Support for Secure Email	1	\$0.00	\$0.00
SECURITY EA 3.0 IDENTITY SERVICE ENGINE	1	\$0.00	\$0.00
SECURITY EA 3.0 ISE ADVANTAGE SUBSCRIPTION	3000	\$13.41	\$40,230.00
BASIC SOFTWARE SUPPORT FOR ISE	1	\$0.00	\$0.00



SENTINEL®

Cisco EA

Product Description	Qty	Price	Ext. Price
SECURITY EA 3.0 UMBRELLA CLOUD SECURITY	1	\$0.00	\$0.00
SECURITY EA 3.0 UMBRELLA DNS ESSENTIALS	1200	\$37.62	\$45,144.00
CISCO SERVICES PORTFOLIO: UMBRELLA DNS E	1	\$0.00	\$0.00
SVCS PORTFOLIO EA MANAGEMENT SERVICE CIS	1	\$0.00	\$0.00
SVCS PORTFOLIO T2 UMBRELLA DNS ESS SWSS E SW SUPPORT - CLOUD	1	\$12,093.04	\$12,093.04

Total: **\$404,218.41**



Support Proposal

Customer Name: Ottawa County

Street Address: 12220 Fillmore St

City, State, Zip: West Olive, MI, 49460-8986

Quote #: RNWL24-07328-R1

We are pleased to provide the following quote on your support needs:

Ottawa County									
Mfr.	Device	Description	Serial Number	Start Date	End Date	Qty.	Unit Price	Ext. Price	Special Notes
414 WASHINGTON AVE GRAND HAVEN, MI 49417-1473									
ACTS Gold Parts and Remote Support 8 X 5 Next Business Day									
Cisco	BE7H-M5-K9	Cisco Business Edition 7000H (M5) Appliance, Export Restr SW	WZP22280Z6K	02/01/2025	01/31/2026	1	\$2,644.94	\$2,644.94	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FLM2239V0J8	02/01/2025	01/31/2026	1	\$541.63	\$541.63	
12220 FILLMORE ST WEST OLIVE, MI 49460-8986									
ACTS Gold Parts and Remote Support 24 X 7 4 Hour									
Cisco	C9500-48Y4C-A	Catalyst 9500 48-port x 1/10/25G + 4-port 40/100G, Advantage	FDO24390NCZ	02/01/2025	01/31/2026	1	\$3,283.00	\$3,283.00	
Cisco	C9500-48Y4C-A	Catalyst 9500 48-port x 1/10/25G + 4-port 40/100G, Advantage	FDO24390ND1	02/01/2025	01/31/2026	1	\$3,283.00	\$3,283.00	
Cisco	C9500-48Y4C-A	Catalyst 9500 48-port x 1/10/25G + 4-port 40/100G, Advantage	FDO24390NDP	02/01/2025	01/31/2026	1	\$3,283.00	\$3,283.00	
Cisco	C9500-48Y4C-A	Catalyst 9500 48-port x 1/10/25G + 4-port 40/100G, Advantage	FDO24400K8L	02/01/2025	01/31/2026	1	\$3,283.00	\$3,283.00	
Cisco	C9500-48Y4C-A	Catalyst 9500 48-port x 1/10/25G + 4-port 40/100G, Advantage	FDO24411765	02/01/2025	01/31/2026	1	\$3,283.00	\$3,283.00	
Cisco	C9500-48Y4C-A	Catalyst 9500 48-port x 1/10/25G + 4-port 40/100G, Advantage	FDO24420HHA	02/01/2025	01/31/2026	1	\$3,283.00	\$3,283.00	
ACTS Gold Parts and Remote Support 8 X 5 Next Business Day									
Cisco	ASR1001-X	Cisco ASR1001-X Chassis, 6 built-in GE, Dual P/S, 8GB DRAM	FXS2221Q3KD	02/01/2025	01/31/2026	1	\$1,876.00	\$1,876.00	
Cisco	ASR1001-X	Cisco ASR1001-X Chassis, 6 built-in GE, Dual P/S, 8GB DRAM	FXS2235Q18H	02/01/2025	01/31/2026	1	\$1,876.00	\$1,876.00	
Cisco	BE7H-M5-K9	Cisco Business Edition 7000H (M5) Appliance, Export Restr SW	WZP22280Z6L	02/01/2025	01/31/2026	1	\$2,644.94	\$2,644.94	
Cisco	C9800-L-F-K9	Cisco Catalyst 9800-L Wireless Controller, Fiber Uplink	FCL2431004K	02/01/2025	01/31/2026	1	\$1,607.00	\$1,607.00	
Cisco	C9800-L-F-K9	Cisco Catalyst 9800-L Wireless Controller, Fiber Uplink	FCL2434001C	02/01/2025	01/31/2026	1	\$1,607.00	\$1,607.00	
Cisco	FLSASR1-IPSEC	IPSEC License for ASR1000 Series	5314496889	02/01/2025	01/31/2026	1	\$816.00	\$816.00	
Cisco	FLSASR1-IPSEC	IPSEC License for ASR1000 Series	5314496919	02/01/2025	01/31/2026	1	\$816.00	\$816.00	
Cisco	FPR1010-NGFW-K9	Cisco Firepower 1010 NGFW Appliance, Desktop	JMX2719X103	02/01/2025	01/31/2026	1	\$113.00	\$113.00	
Cisco	FPR1010-NGFW-K9	Cisco Firepower 1010 NGFW Appliance, Desktop	JMX2719X105	02/01/2025	01/31/2026	1	\$113.00	\$113.00	
Cisco	FPR1010-NGFW-K9	Cisco Firepower 1010 NGFW Appliance, Desktop	JMX2719X12C	02/01/2025	01/31/2026	1	\$113.00	\$113.00	
Cisco	FPR1010-NGFW-K9	Cisco Firepower 1010 NGFW Appliance, Desktop	JMX2719X12E	02/01/2025	01/31/2026	1	\$113.00	\$113.00	
Cisco	FPR2130-NGFW-K9	Cisco Firepower 2130 NGFW Appliance, 1U, 1 x NetMod Bay	JMX2418Z02F	02/01/2025	01/31/2026	1	\$3,127.00	\$3,127.00	
Cisco	FPR2130-NGFW-K9	Cisco Firepower 2130 NGFW Appliance, 1U, 1 x NetMod Bay	JMX2418Z02G	02/01/2025	01/31/2026	1	\$3,127.00	\$3,127.00	
Cisco	FPR2130-NGFW-K9	Cisco Firepower 2130 NGFW Appliance, 1U, 1 x NetMod Bay	JMX2418Z02H	02/01/2025	01/31/2026	1	\$3,127.00	\$3,127.00	
Cisco	FPR2130-NGFW-K9	Cisco Firepower 2130 NGFW Appliance, 1U, 1 x NetMod Bay	JMX2418Z02J	02/01/2025	01/31/2026	1	\$3,127.00	\$3,127.00	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FDO2234A2S5	02/01/2025	01/31/2026	1	\$541.63	\$541.63	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FDO2234A2SP	02/01/2025	01/31/2026	1	\$541.63	\$541.63	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FDO2234A2SQ	02/01/2025	01/31/2026	1	\$541.63	\$541.63	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FDO2235A0GJ	02/01/2025	01/31/2026	1	\$541.63	\$541.63	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FLM2239V0J7	02/01/2025	01/31/2026	1	\$541.63	\$541.63	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FLM2239V0J9	02/01/2025	01/31/2026	1	\$541.63	\$541.63	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FLM2239V0JA	02/01/2025	01/31/2026	1	\$541.63	\$541.63	
Cisco	ISR4321-V/K9	Cisco ISR 4321 Bundle, w/UC License	FLM2239V0JB	02/01/2025	01/31/2026	1	\$541.63	\$541.63	



Cisco	SLASR1-AIS	Cisco ASR 1000 Advanced IP Services License	5314496264	02/01/2025	01/31/2026	1	\$1,223.00	\$1,223.00	
Cisco	SLASR1-AIS	Cisco ASR 1000 Advanced IP Services License	5314496278	02/01/2025	01/31/2026	1	\$1,223.00	\$1,223.00	
Cisco	UCSS-S3260	Cisco UCS S3260 Storage Server Base Chassis	FOX2435PHWU	02/01/2025	01/31/2026	1	\$2,184.66	\$2,184.66	
Cisco	UCSS-SP-S3260-BP	UCS SmartPlay Select C3260 Performance - rack-mountable - Xeon E5-265	FOX2033G2MY	02/01/2025	01/31/2026	1	\$2,457.00	\$2,457.00	
Cisco	UCSS-SP-S3260-BP	UCS SmartPlay Select C3260 Performance - rack-mountable - Xeon E5-265	FOX2152P8PZ	02/01/2025	01/31/2026	1	\$2,457.00	\$2,457.00	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2232R03T	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2232T036	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2233R049	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2233R04G	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2233R04R	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2233R04S	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2233T02K	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2233T02Q	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG204XM	Cisco VG204XM Analog Voice Gateway	FCH2233T02T	02/01/2025	01/31/2026	1	\$178.98	\$178.98	
Cisco	VG310	Modular 24 FXS Port VoIP Gateway with PVD3-64	FJC2241A197	02/01/2025	01/31/2026	1	\$609.73	\$609.73	
Cisco	VG310	Modular 24 FXS Port VoIP Gateway with PVD3-64	FJC2241A198	02/01/2025	01/31/2026	1	\$609.73	\$609.73	
Cisco	VG310	Modular 24 FXS Port VoIP Gateway with PVD3-64	FJC2325A0VT	02/01/2025	01/31/2026	1	\$609.73	\$609.73	
ACTS Gold Software Support 24x7									
Cisco	FS-VMW-10-SW-K9	Cisco Firepower Management Center (VMWare) for 10 devices	5451259435	02/01/2025	04/30/2025	1	\$114.85	\$114.85	End of Support 04/30/2025
Cisco	RISE-VMC-K9=	Cisco Identity Services Engine Virtual Machine Common - License - 1 License	New	02/01/2025	01/31/2026	2	\$1,284.00	\$2,568.00	Replacement for R-ISE-VMC-K9=
ACTS Platinum Subscription/License 24x7									
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984105	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984133	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984163	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984253	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984266	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984296	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984302	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984450	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984576	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984605	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984627	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882984947	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986214	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986223	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986236	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986332	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986340	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986422	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986721	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986855	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986864	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986872	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986883	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5882986888	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5883088882	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5883089865	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5883090684	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5883090906	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5883092887	02/01/2025	01/31/2026	1	\$271.49	\$271.49	
Cisco	AIR-DNA-A	Wireless Cisco DNA On-Prem Advantage, Term Lic	5883092891	02/01/2025	01/31/2026	1	\$271.49	\$271.49	



Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549548	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549556	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549564	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549571	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549578	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549581	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549588	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549593	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549603	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549610	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549617	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549627	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549633	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Cisco	AIR-DNA-E	Wireless Cisco DNA On-Prem Essential, Term Lic	5754549637	01/09/2026	02/28/2026	1	\$30.81	\$30.81	Minimum One Month Renewal
Total								\$181,980.51	
Plus Applicable Sales Tax									



Do Not Renew Summary

Ottawa County							
Mfr.	Device	Description	Serial Number	Start Date	End Date	Qty.	Do Not Renew Reason
12220 FILLMORE ST WEST OLIVE, MI 49460-8986							
ACTS Gold Software Support 24x7							
Cisco	BE6/7K-VIRTBASP-7X	Cisco BE Embedded Virt. Basic Plus 7x, BE6K/7K only	5768728403	2/1/2023	3/31/2025	1	End of support life
Cisco	BE6/7K-VIRTBASP-7X	Cisco BE Embedded Virt. Basic Plus 7x, BE6K/7K only	5768728412	2/1/2023	3/31/2025	1	End of support life
Manufacturer Support SaaS 24x7							
Cisco	A-FLEX-PJXPC	Flex CC On-Premises UCCX Premium Concurrent Agent		1/15/2023	1/14/2026	10	SaaS, Autorenewal
Cisco	A-FLEX-PJXSC	Flex CC On-Premises UCCX Standard Concurrent Agent		1/15/2023	1/14/2026	77	SaaS, Autorenewal

Sentinel Always Connected Technical Support (ACTS) formerly High Availability Network Support (HANS) is governed by the terms and conditions outlined in the final contract. You may request a copy of those terms prior to receiving the support contract.

With regard to any software licenses installed by Contractor as necessary to effectuate the provision of services under this Agreement, thus not within the scope of the deliverables, Customer is hereby prohibited from duplicating said software in any form or fashion and is further restricted from using the software beyond the intended scope set forth herein. Moreover, Customer is restricted from licensing, sublicensing or transferring said software to any third party (except to a related party) without the express permission of Contractor, under which circumstance the software shall stay under the control and auspices of the Contractor. In the event Customer loses or damages the software, a copy may be provided at a nominal charge. Contractor may, at its discretion, remove said software upon the completion of its provision of services. Alternatively, at the end of this engagement or the license period, whichever occurs first, Customer is required to either destroy or return all copies of said software to Contractor, as expressly directed by Contractor.

Terms: Net 30 days.

The manufacturer/support provider has the right to inspect any products that have either never had support coverage or have not had support coverage for an extended period to determine their eligibility for maintenance/support. Devices subject to inspection will be flagged as such and are subject to a non-refundable inspection fee, which shall be the responsibility of Customer. Sentinel will work with the manufacturer/support provider on Customer's behalf until device eligibility is determined. Devices that do not pass the inspection will be ineligible for support.

This quote is valid 12/06/2024

Cisco Flex Pricing

FLEX 768KW - 3yr – Annual

FLEX 768KW - 3yr - Annual								
Description	Qty	Unit Price	Ext Price	Initial Term	Estimated Start Date	Billing Model	Renewal Term	
Collaboration Flex Plan 3.0								
Collaboration Flex Plan 3.0	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Basic Support for Flex Plan	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
EntW On-Premises Calling	768	\$ 162.22	\$ 124,584.96	36 Months	10/1/2022	Annual	12 Months	
SRST Endpoints (1)	163	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
	6	\$ -	\$ -					
Expressway Product Authorization Key (1)	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Cloud Device Registration Entitlement	922	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Messaging Entitlement	922	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
File Storage Entitlement	184	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
	32	\$ -	\$ -					
Pro Pack for Cisco Control Hub Entitlement	922	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Expressway Rich Media Session (1)	154	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Cloud Connected UC EA Standard ENT	922	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Session Manager (1)	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
On-Premises Smart License - EA (1)	922	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Access Smart License (1)	154	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Common Area Smart License (1)	484	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Unity Connection Smart License (1)	102	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
	2	\$ -	\$ -					
Emergency Responder Smart License (1)	230	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
	4	\$ -	\$ -					
On-Premises SW Bundle v14 (1)	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
On-Premises Common Area Add-on	100	\$ 80.90	\$ 8,090.00	36 Months	10/1/2022	Annual	12 Months	
On-Premises Unity Connection Add-on	100	\$ 48.71	\$ 4,871.00	36 Months	10/1/2022	Annual	12 Months	
CUBE Standard Trunk Session License	100	\$ 60.57	\$ 6,057.00	36 Months	10/1/2022	Annual	12 Months	
Estimated Annual Price:						\$47,867.65		
Initial Term Subscriptions Sub-Total:						\$143,602.96		

FLEX CC 87Agents - 3yr - Annual

FLEX CC 87Agents - 3yr - Annual								
Description	Qty	Unit Price	Ext Price	Initial Term	Estimated Start Date	Billing Model	Renewal Term	
Flex Contact Center								
Flex Contact Center	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Basic Support for Flex Plan	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Flex CC On-Premises UCCX Premium Concurrent Agent	10	\$ 1,582.33	\$ 15,823.30	36 Months	10/1/2022	Annual	12 Months	
On-Premises PCCE & UCCE, Hosted CCE & CCX Agent RTU	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
On-Premises UCCX Std & Prem Media Kit v12.5	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
On-Premises UCCX Standard & Premium Server v12.5 (incl 12.6)	1	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
On-Premises UCCX Premium Agent License v12.5	10	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
On-Premises UCCX Standard Agent License v12.5 (12.6)	77	\$ -	\$ -	36 Months	10/1/2022	Annual	12 Months	
Flex CC On-Premises UCCX Standard Concurrent Agent	77	\$ 1,186.75	\$ 91,379.75	36 Months	10/1/2022	Annual	12 Months	
Estimated Annual Price:						\$35,734.35		
Initial Term Subscriptions Sub-Total:						\$107,203.05		

The current Cisco Flex subscription expires 10/1/2025
pricing beyond 10/1/2025 will be negotiated closer to the expiration of the subscription

Cisco Hourly Services (Project Based/As-Needed) Pricing

- Hourly Project Management Services: \$250/hour
- Hourly CCIE Services: \$250/hour
- Hourly Technical Engineering Services and Support: \$250/hour
- After Hour T&M: \$375/hour
- T&M on Saturdays, Sundays, and/or Holidays: \$500/hour



12220 Fillmore Street | Room 331 | West Olive, MI, 49460

Phone (616) 738-4844

Fax (616) 738-4897

CONTRACTOR INSURANCE REQUIREMENTS

Contractor shall provide (as applicable) proof of the following insurances and endorsements/policy provision copies before the work described in the contract begins or a purchase order can be issued.

COMMERCIAL GENERAL LIABILITY:

Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate:	\$2,000,000
Products-Complete Operations Aggregate:	\$2,000,000

AUTOMOBILE:

Liability:	\$1,000,000 Each Accident
Personal Injury Protection:	Michigan Statutorily Required Limit
Property Protection:	Michigan Statutorily Required Limit

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY:

Workers' Compensation:	Michigan Statutory
Employers' Liability:	\$1,000,000 Each Accident \$1,000,000 Aggregate Injury by Disease or limits adequate to satisfy Umbrella or Excess Liability insurance underlying requirements.

UMBRELLA or EXCESS LIABILITY, AS APPLICABLE:

General Aggregate (not applicable to Automobile Liability):	\$5,000,000*
Products-Completed Operations Aggregate:	\$5,000,000*
Each Occurrence or Accident:	\$5,000,000*

There are to be no gaps between scheduled underlying insurance and Umbrella/Excess Liability underlying required limits.

*Limits shown are minimums but is to be adjusted to higher amounts depending upon how much injury or damage the contractor can cause.

PROFESSIONAL LIABILITY, AS APPLICABLE:

Limit of Liability:	\$2,000,000 Policy-Year Aggregate (if contract is for professional services).
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PRIVACY AND SECURITY LIABILITY (CYBER SECURITY), AS APPLICABLE:

Limit of Liability:	\$2,000,000 Aggregate Limit
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The County of Ottawa is to be an Additional Insured on **Commercial General Liability, Umbrella/Excess Liability, and Privacy and Security Liability (Cyber Security)** insurance, on a primary and non-contributory basis.

Commercial General Liability insurance is to be endorsed to provide that the General Aggregate Limit applies separately per location or per project. All required policy aggregate limits shall be unimpaired at inception of the work described in this contract.

Commercial General Liability and, if applicable, Umbrella/Excess Liability, **Professional Liability** and/or **Privacy and Security Liability (Cyber Security)** insurance shall remain in effect for two years after completion of the work described in the contract.

Contractor shall furnish (a) certificate(s) of insurance showing the above-specified coverages and shall provide copies of **Commercial General Liability, Umbrella/Excess Liability** and Additional Insured and Primary and Non-Contributory endorsements, or copies of policy blanket Additional Insured and Primary and Non-Contributory provisions with the certificate(s).

All policies shall be endorsed to provide a minimum 30-day notice requirement to the named insured in the event of policy termination.

The contractor is responsible for providing to the County renewal or replacement certificates in the event that one or more policies are terminated before the completion of the work and the two-year additional period for Commercial General Liability, Professional Liability and/or Cyber Security Liability policies.

Modification of the Insurance Requirements: Depending on the subject matter of the contract and/or Purchase Order, the County reserves the right to require higher limits of insurance coverage and/or other insurance coverage in addition to the coverages herein.

If a prospective Contractor is a sole proprietor or an entity that believes that it cannot meet the above insurance requirements, please contact Ottawa County Purchasing Division at purchasing@miottawa.org to check whether any waivers or modifications will be permitted.

Please forward your evidence of insurance to: Ottawa County Purchasing, 12220 Fillmore St Rm 331, West Olive, MI 49460, purchasing@miottawa.org, Fax Number 616-738-4897

Action Request

Electronic Submission – Contract # 2493



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/3/2024

Vendor/3rd Party: OPENGOV

Requesting Department: FISCAL SERVICES

Submitted By: KAREN KARASINSKI

Agenda Item: COUNTY PROCUREMENT SOFTWARE

Suggested Motion:

To approve and forward to the Board of Commissioners the Amendment adding a 5-year software agreement of the OpenGov Procurement Software.

Summary of Request:

The OpenGov contract for Budget and Financial Transparency Software includes a discounted option for additional modules. After evaluating their procurement software, we found its cost and comprehensive features are advantageous for our current needs.

Once fully operational, the Procurement Module is expected to deliver substantial benefits to the County, including:

1. A more efficient, transparent, and consistent sourcing process (RFP's, ITB's, etc.) for the Purchasing Division, Departments, and Vendors alike.
2. Enhanced collaboration on projects, as all internal stakeholders who are part of our process will have access to this portal.
3. Centralized storage and management of County Purchasing Contracts, with contract milestone alerts for proactive oversight.
4. Reporting functionality for both sourcing and contracts that can be used for process improvements, and to provide insights into our current operations and performance.
5. A reduction in emails, manual word or PDF documents, both internally (departments, evaluation teams, and counsel) and externally as a majority of collaboration and tasks would be handled within the system.
6. A free platform for vendors to sign into and manage their formal projects with the County, along with updates, check lists, and reminders to provide a more transparent, consistent, and efficient process for the vendor.

The County will still use the County's ERP system for vendor set-up, requisitions, and Purchase Orders. However, this system will supplement many processes that are currently completed manually or not existent at this time.

Financial Information:

Total Cost: \$121,107.51

General Fund Cost: \$121,107.51

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: New Activity

Action is Related to Strategic Plan:

Goal 4: To Continually Improve the County's Organization and Services.

Administration:

Recommended by County Administrator:

11/21/2024 11:06:40 AM

Amendment 3 to the OTTAWA COUNTY CONTRACT FOR OPENGOV FINANCIAL SOFTWARE
with the County of Ottawa, MI

This Amendment 3 ("Amendment") is effective as of the date of the last signature below and is made to amend the OTTAWA COUNTY CONTRACT FOR OPENGOV FINANCIAL SOFTWARE by and between OpenGov, Inc. ("Contractor") and the County of Ottawa, MI ("County") dated January 16, 2024, as amended ("Agreement").

1. **Definitions.** Capitalized words and terms used but not defined in this Amendment, shall have the meanings ascribed to them in the Agreement.
2. **Amendments.** The Agreement is hereby amended as follows:
 - 2.1. **Order Form:** The attached Order Form ("Exhibit A") shall add scope to the Agreement from the date this Amendment is effective forward.
 - 2.2. **Section 30. Availability of Funds is deleted in its entirety and replaced with:** "Each payment obligation of the County is conditioned upon the availability of government funds appropriated or allocated for the payment of this obligation. If after the first full year of this Contract term, funds are not allocated and available for continuance of the services performed herein, either Party may terminate this Contract at the end of the period for which funds are available. The County shall notify Contractor at the earliest possible time of the services that will or may be affected by the shortage of funds, but in no instance less than thirty (30) days notice prior to expiration of the Term."
3. **Legal Effect.** Except as expressly amended or modified by this Amendment, all other terms of the Agreement shall remain unchanged and in full force in effect.
4. **Conflict.** In the event of any conflict between the main body of the Agreement and this Amendment, this Amendment will control.
5. **Counterparts.** This Amendment may be signed in any number of counterparts, each of which when executed and delivered shall be deemed to be an original but all of which taken together shall constitute one and the same agreement.

County of Ottawa, MI

Signature _____
Name Joe Moss, Chairperson
Title Board of Commissioners
Date _____

OpenGov, Inc.

Signature _____
Name _____
Title _____
Date _____

Signature _____
Name Justin F. Roebuck
Title County Clerk/Register
Date _____



Exhibit A

OpenGov Inc.
660 3rd Street, Suite 100
San Francisco, CA 94107
United States

Order Form Number: Q017762
Created On: October 29, 2024
Quote Expiration Date: October 31, 2025
Subscription Start Date: December 01, 2024
Subscription End Date: September 30, 2029

Prepared By: Will Berg
Email: wberg@opengov.com
Contract Term: Prorated + 48 Months

Customer Information

Customer: County of Ottawa, MI
Bill To/Ship To: 12220 Fillmore Street, Room 310
West Olive, MI US

Contact Name: Erik Charters
Email: echarters@miottawa.org
Phone: 231-709-0328

Order Details

Billing Frequency: Annual

Payment Terms: Net 30

SOFTWARE SERVICES:

Product / Service	Interval Start Date	Interval End Date	Interval Fee
OpenGov Procurement	December 01, 2024	September 30, 2025	\$16,500.00
OpenGov Procurement	October 01, 2025	September 30, 2026	\$20,790.00
OpenGov Procurement	October 01, 2026	September 30, 2027	\$21,829.50
OpenGov Procurement	October 01, 2027	September 30, 2028	\$22,920.99
OpenGov Procurement	October 01, 2028	September 30, 2029	\$24,067.02
Total Amount			\$106,107.51

PROFESSIONAL SERVICES:

Product / Service	Start Date	Total Amount
Professional Services Deployment - Prepaid	December 01, 2024	\$15,000.00
Services Total Amount		\$15,000.00

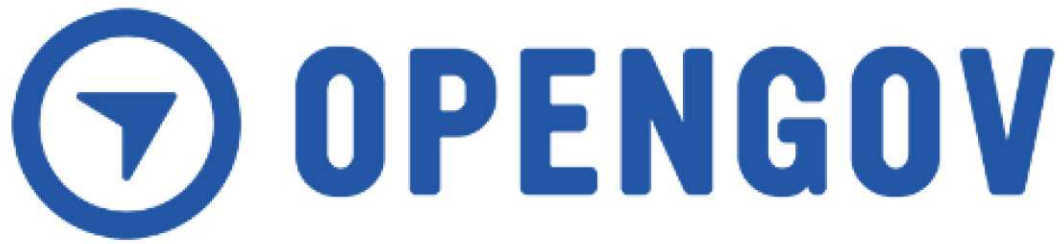
Order Form Legal Terms

"This Order Form incorporates the OTTAWA COUNTY CONTRACT FOR OPENGOV FINANCIAL SOFTWARE between Customer and OpenGov dated January 16, 2024.

The ""Agreement"" consists of the Order Form(s), OTTAWA COUNTY CONTRACT FOR OPENGOV FINANCIAL SOFTWARE, and, if Professional Services are purchased, the Statement of Work.

Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Order Form, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms."



Statement of Work

County of Ottawa, MI

Creation Date: 10/25/2024
SoW Expiration Date: 01/25/2025
Document Number: PS-07267.2
Created by: David Anilus

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OpenGov Statement of Work

This Statement of Work ("SOW") identifies services that OpenGov will perform for County of Ottawa, MI ("Customer") pursuant to the order for OpenGov Professional Services. This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party. The OpenGov Responsibilities section of this document can be found in [Exhibit 1: Implementation Activities](#). Any additional services or support not detailed in Exhibit 1 will be considered out of scope.

1. Project Scope

Under this project, OpenGov will deliver cloud based solutions (detailed list in "[Exhibit 1](#)"). OpenGov's estimated charges and schedule are based on performance of the activities listed in the "[OpenGov Responsibilities](#)" section below. Deviations that arise during the project will be managed through the procedure described in [Section 14](#).

2. Adjustments to the Project Scope, Estimated Schedule, Charges and other Terms

Adjustments to the deliverables in [Exhibit 1](#) may include charges on a time-and-materials or fixed-fee basis using OpenGov's standard rates.

3. Project Delivery

3.1. OpenGov will perform the work under this SOW remotely unless explicitly identified below.

3.2. OpenGov will use personnel and resources located across the United States, and may also include OpenGov-trained implementation partners to support the delivery of services.

4. Project Understanding

4.1. Deviations that arise during the proposed project will be managed through the Change Order Process (as defined in [Section 14](#)), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and/or other terms.

4.2. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software. Implementation of any custom modification or integration developed by OpenGov; Customer internal staff; or any third-party is not included in the scope of this project unless specifically listed in Exhibit 1.

4.3. Customer is responsible for providing appropriate time and resources to the project to meet deliverables as outlined in the project plan.

4.4. Data conversion services from other software system(s) or sources are not included in the scope of this project unless specifically listed in Exhibit 1.

5. OpenGov Responsibilities

5.1. OpenGov will provide project management for the OpenGov responsibilities in this SOW. This provides direction to OpenGov project personnel and a shared framework for project planning, communications, reporting, procedural and contractual activity.

5.2. OpenGov will review the Project Plan with Customer's Project Manager and key stakeholders to ensure alignment on agreed upon timelines.

5.3. OpenGov will maintain project communications through Customer's Project Manager.

5.4. OpenGov will establish documentation and procedural standards for deliverable materials.

5.5. OpenGov will assist Customer's Project Manager to prepare and maintain the Project Plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones identified in Exhibit 1.

6. Project Tracking and Reporting

6.1. OpenGov will review project tasks, schedules, and resources and make changes or additions, as appropriate. OpenGov will measure and evaluate progress against the Project Plan with Customer's Project Manager.

6.2. OpenGov will work with Customer's Project Manager to address and resolve deviations from the Project Plan.

6.3. OpenGov will conduct regularly scheduled project status meetings.

6.4. OpenGov will administer the Change Order Process with the Customer's Project Manager.

6.5. Deliverable Materials:

6.5.1. Weekly status reports

6.5.2. Project Plan

6.5.3. Project Charter, defining project plan and Go-live date

6.5.4. Risk, Action, Issues and Decisions Register (RAID)

6.6. Deliverable Sign-Off: OpenGov requests Sign-Offs at various deliverables during the implementation of the project. Once the Customer has signed-off on a deliverable, any additional changes requested by Customer on that deliverable will require a paid change order for additional hours for OpenGov to complete the requested changes.

7. Communication and Escalation Procedure

7.1. Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment, both parties agree to the following:

7.1.1. Regular communication aligned to the agreed upon Project Plan and timing.

7.1.2. OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.

7.2. Executive involvement

7.2.1. Executives may be called upon to clarify expectations and/or resolve confusion.

7.2.2. Executives may be needed to steer strategic items to maximize the value through the deployment.

7.3. Escalation Process

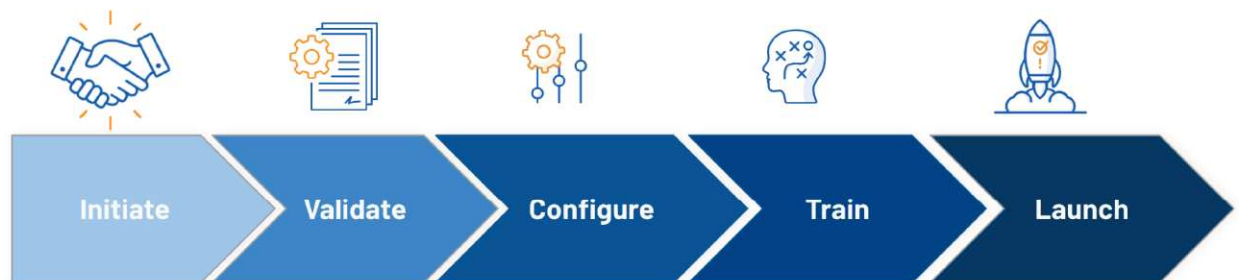
7.3.1. Identification of an issue impeding deployment progress or, outcome, that is not acceptable.

7.3.2. Customer or OpenGov Project Manager summarizes the problem statement and impasse.

7.3.3. Customer and OpenGov Project Managers jointly outline solution acceptance and OpenGov Project Manager will schedule an Executive Review Meeting, if necessary.

7.3.4. Resolution will be documented and signed off.

8. OpenGov Implementation Methodology



Every OpenGov implementation will contain a structured methodology to properly plan and collaborate. The methodology consists of the following phases:

- Initiate
- Validate
- Configure
- Train
- Launch

8.1. Initiate

8.1.1. OpenGov will provide customer entity configuration.

8.1.2. OpenGov will provide system administrators creation.

8.1.3. This activity is complete when Customer has access to their site.

8.1.4. Customer will sign-off on product access to complete the Initiate Phase of the project.

8.2. Validate

8.2.1. OpenGov will create a Solution Blueprint.

8.2.2. OpenGov will confirm the Data Validation strategy.

8.2.3. This activity is complete when the Solution Blueprint is presented to Customer.

8.2.4. Customer will Sign-off on Initial Draft Solution Blueprint to complete the Validate Phase of the project.

8.3. Configure

8.3.1. OpenGov will configure the deliverables outlined in Exhibit 1.

8.3.2. This activity is complete when all deliverables in Exhibit 1 are configured.

8.3.3. Customer will provide Sign-off that all configuration deliverables have been completed and accepted. OpenGov will provide status and intermediate completion milestones as the project progresses to fully configured.

8.4. Train

8.4.1. Training will be provided in instructor-led virtual sessions unless otherwise specified in Exhibit 1.

8.4.2. OpenGov will provide Administrator training.

8.4.3. OpenGov will provide End User training (if listed in Exhibit 1).

8.4.4. Customer will Sign-off that training has been completed.

8.5. Launch

8.5.1. OpenGov will provide HyperAdopt support post Go-Live to ensure successful adoption.

8.5.2. Customer will Sign-off on the HyperAdopt phase of the project which will transition the project from active deployment to Customer Success.

9 . Customer Responsibilities

9.1. The completion of the proposed scope of work depends on the full commitment and participation of Customer's management and personnel. The Customer's Project Manager should have access to the appropriate Customer Subject Matter Expert personnel needed for the successful implementation of the project. The responsibilities listed in this section are in addition to the responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by Customer. Delays in performance of these responsibilities may result in a change order and/or delay of the completion of the project.

9.2. Provide the required data to OpenGov within five (5) days of the requests being made from the OpenGov Project Manager. The Customer will be responsible for any potential charges from third parties to access and provide the data.

9.3. Maintain the same format and access to data on an ongoing basis. Any changes to the underlying data or data source may require a change order or charge in the future.

10. Customer's Project Manager

10.1. Create, with OpenGov's assistance, the Project Charter for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

10.2. Manage Customer personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing).

10.3. Identify and assign Subject Matter Experts (SME).

10.4. Serve as the communication liaison between OpenGov and Customer representatives participating in the project.

10.5. Participate in project status meetings.

10.6. Obtain and provide information, data, and decisions within ten (10) business days of OpenGov's request unless Customer and OpenGov agree in writing to a different response time.

10.7. Resolve deviations from the estimated schedule.

10.8. Help resolve project issues and escalate issues within Customer's organization, as necessary.

10.9. Administer the Change Order Process with the Project Manager, if applicable.

11. Acceptance Procedure

11.1. The completed items in Exhibit 1 will be submitted to the Customer's Project Manager.

11.2. Customer's Project Manager will have decision authority to approve/reject all Project Criteria, Phase Acceptance and Engagement Acceptance.

11.3. Within five (5) business days of receipt, the Customer's Project Manager will either accept the Deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from the Customer's Project Manager within five (5) business days, then the Deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.

11.4. All acceptance milestones and associated review periods will be tracked on the Project Plan.

11.5 Both OpenGov and Customer recognize that failure to complete tasks and

respond to open issues may have a negative impact on the Project.

11.6. For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the Project.

11.7. Excluding delays caused by a force majeure event, if OpenGov in good faith reasonably determines that Customer’s personnel or contractors are not completing Customer’s responsibilities described in the applicable SOW timely or accurately, OpenGov may place the Professional Services on hold after providing a minimum of seven days written notice to Customer. If OpenGov places a Customer on hold, OpenGov will ensure that Customer is made aware of its obligations necessary for OpenGov to continue performing the Professional Services in the on hold notice. Upon placing a customer on hold, OpenGov may, without penalty, suspend Professional Services to the Customer and reallocate resources until the Customer has fulfilled its obligations. OpenGov shall bear no liability or otherwise be responsible for delays in the provision of the Professional Services occasioned by Customer’s failure to complete Customer’s responsibilities.

12. Estimated Schedule

12.1. OpenGov will schedule resources after the signature of the order form is received. Unless specifically noted, the OpenGov assigned Project Manager will work with Customer Project Manager to develop the Project Charter for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

12.2. The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures on Order Forms.

13. Illustrative Project Timelines

13.1. The typical project timelines are for illustrative purposes only and may not reflect Customer’s use cases. The order of delivery of the suite(s) will be determined during the project planning activities in the Initiate Phase.

Phase	Deliverable	Month 1	Month 2	Month 3	Month 4	Month 5
Initiate	Project Kick off and Planning					
Validate	Requirements Matrix, Validation workshop					
	Solicitation Development					
	Solicitation Templates					
	Contract Management					
Configure	Contract templates					
Train	Admin Training					
Launch	Go Live, HyperAdpotion, Project Closure					

14. Change Order Process

14.1. This SOW and related efforts are based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing, by both Customer and OpenGov, and documented as such via a Change Order. No verbal agreement will be binding on OpenGov or Customer.

14.2. A Change Order is defined as work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date. Changes might include but are not limited to:

14.2.1. Timeline for completion

14.2.2. Sign off process

14.2.3. Cost of change and/or invoice timing

14.2.4. Amending the SOW to correct an error

14.2.5 Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov

14.2.6. Change in type of OpenGov resources to support the SOW

14.3. The approval process for a Change Order is as follows:

14.3.1. Identification and documentation of a need for modification to the scope of the project as defined in the Statement of Work and any subsequent change orders.

14.3.2. A Change Order is created and Customer and OpenGov review. The Customer will then provide Sign-off..

14.3.3. Change Order is incorporated into the Statement of Work and implemented.

Exhibit 1: Implementation Activities

Procurement:

Use Cases Build for Procurement:

- Solicitation Development
- Supplier Engagement
- Evaluation and Awards
- Contract Management

Initiate

Welcome Call

OpenGov will:

- Conduct a Welcome Call and introduce the Project Team.

Customer will:

- Attend Welcome Call with members of the Project Team.

Provisioning Procurement Website Instance

OpenGov will:

- Configure customer portal and upload Customer's logo.

Customer will:

- Provide logo.
- Confirm access to the Portal.

Completion Criteria

- Customer verifies access to the site.

Validate

Technical Project Review

OpenGov will:

- Provide up to one (1) two-hour working session at the beginning of the project to:
 - Confirm list of templates
 - Review technical requirements
 - Provide documentation on requirements and processes

OpenGov Assumptions:

- Boilerplate language will be provided within two (2) weeks immediately following the kick-off meeting.

Customer will:

- Identify relevant participants for attendance.
- Confirm deliverables.
- Gather and provide relevant data for the project.

Completion Criteria

- Customer sign-off on the project plan.

Configure

Supplier Engagement, Evaluation and Award Configuration

Vendor Portal

OpenGov will:

- Provide the Customer with iframe code and documentation to create the Vendor Portal.
- Import the list of vendors provided by Customer.

OpenGov Assumptions:

- Customer will provide a complete and accurate vendor list for import to OpenGov. OpenGov clean up/correction of imported files are not included in the scope of this project.

Customer will:

- Allocate resources to create the Vendor Portal.
- Provide vendor email list and send vendor email/letter.
- Ensure that Vendor Portal will be active before OpenGov begins configuration of templates or the Solicitation Development phase.

Completion Criteria

- Customer sign-off that Vendor Portal has been configured.

Generic Template

OpenGov will:

- Deploy generic templates.
- Provide OpenGov's "Paper to Paperless Language Transition Guide" to assist transition from paper to electronic.

Customer will:

- Provide a copy of the next solicitation document.
- Provide information to complete the generic solicitation upload template including forms and an example recent solicitation.
- Provide the category code set used by the agency (NIGP, NAICS, or UNSPSC).

Completion Criteria

- Customer sign-off that the Generic Template has been configured.

Solicitation Template Development Solution

OpenGov will:

- Review and confirm the Solicitation Templates and documents provided by the Customer.
- Configure up to one (1) total Solicitation Template(s) from customer provided standard boilerplate templates:
 - one (1) Non-Construction Solicitation Template will be built based on examples collected from the customer up to one hundred (100) pages in length.
- Work with Customer to design and get sign off on the template(s).

OpenGov Assumption:

- Customer provided the following templates prior to the creation of the SOW that reflect the assumptions above including: RFP

Customer will:

- Provide templates with standard boilerplate language.
- Provide forms associated with solicitation templates.
- Select the first solicitation type (usually ITB or RFP), to work with OpenGov for the design
- Test the configuration of each template by creating test projects and provide feedback.
- Validate and provide signoff on Solicitation Templates.

Completion Criteria

- Customer sign-off that the Solicitation template(s) have been configured.

Contract Management Configuration

Create and Manage Contracts

OpenGov will:

- Provide one (1) - one hour Overview of the Contract Management Solution to Customer's System Administrator(s).
- Provide guidance and instruction to System Administrator on creating and managing contracts.

Customer will:

- Attend scheduled System Overview
- Create and manage contract records in the system with guidance from OpenGov.

Completion Criteria

- Contracts training has been conducted.

Contract Template Deployment

OpenGov will:

- Review & configure agreed upon contract templates.
- Configure up to one (1) total Contract Template(s) from customer provided standard boilerplate templates :
 - one (1) Non-Construction Contract Template will be built based on examples collected from the customer up to fifty (50) pages in length.

OpenGov Assumption:

- Customer provided the following templates prior to the creation of the SOW that reflect the assumptions above including: Services Contract

Customer will:

- Provide templates with standard boilerplate language.
- Test the configuration of each template by creating test projects and provide feedback.
- Validate and provide signoff on Contract templates.

Completion Criteria

- Customer sign-off that the Contract Template(s) have been configured.

Historical and/or Active Contract Metadata Upload

OpenGov will:

- Provide a compatible mapping document in Excel format for the metadata of contracts (contracts log) to be uploaded into the system.
- Import the contract records listed in the contract log.

OpenGov Assumptions:

- OpenGov clean up/correction of attachments are not included in the scope of this project.

Customer will

- Customer will transfer their contract metadata into the mapping document provided by OpenGov for import into OpenGov. OpenGov clean up/correction of imported logs are not included in the scope of this project.

Completion Criteria

- Historical/Active Contract log has been loaded.

Historical and/or Active Contract Attachments Upload

OpenGov will:

- Provide instructions for the Customer to create an SFTP folder for the attachments to be uploaded with the contract log.
- Import attachments from the SFTP.

OpenGov Assumptions:

- OpenGov clean up/correction of attachments are not included in the scope of this project.

Customer will:

- Customer will create the SFTP folder, and add all related attachments (regular file folders/zip folders cannot be added into the SFTP)

Completion Criteria

- Attachments have been imported.

Admin Documents and Checklist Configuration

OpenGov will:

- Review & configure up to four (4) standard Admin Documents :
 - Proposal Viewer Agreement
 - Interview Invitation
 - Non-Award Letter
 - Notice of Intent to Award

Customer will:

- Provide Admin Documents.

Completion Criteria

- Admin Documents and Checklist have been configured.

Single Sign On (SSO) Implementation

OpenGov will:

- OpenGov implement identity provider initiated SSO for Microsoft ADFS, Microsoft Azure AD, or Okta.

Customer will:

- Complete the SSO enablement form.
- Provide the information from the identity provided required to establish SAML or HTTPS certification.
- Add OpenGov as a new application in Customer identity provider.

Completion Criteria

- Single Sign On has been configured.

Train

Procurement Training

OpenGov will:

- Provide training on system functionality. Topics include:
 - Creating Bids with Generic Templates
 - Live Bid Management & Vendor Experience
 - Evaluation and Awarding
 - Writing Solicitations using templates
 - Contract Document Developer Tools

Customer will:

- Attend training sessions as scheduled by the Project Manager and agreed to in the Project Plan.

Completion Criteria

- Training has been conducted.

Working Sessions

OpenGov will:

- Assign practice exercises to Customer to gain familiarization.
- Assist Customer during first real-life solicitation posting, and opening (if during deployment).
- Respond to questions regarding configured system functionality.

Customer will:

- Complete practice exercises to gain familiarization.
- Identify internal Admin Users & security permissions for all other users.

Completion Criteria

- Working sessions have been conducted.

Launch

HyperAdopt

OpenGov will:

- Provide up to eight (8) hours of remote working session(s) to answer any questions following solution acceptance.
- Send Solution Acceptance Document
- Transition for project team to Customer Success.

Customer will:

- Identify issues and attend sessions.
- Sign Solution Acceptance Document

Completion Criteria

- Customer sign-off that the project has been completed.

Exhibit 2: Technical Requirements

Procurement Technical Requirements

Logo

- .png or .jpg file
- At least 300KB but not larger than 500KB

Vendor List

- Single Flat file
- .csv or .xlsx format

Historical/Active Contracts

- Single Flat file based on mapping document provided by OpenGov
- .csv or .xlsx format

Sample Documents or Boilerplate Templates

- PDF or Word format, including all related attachments and documents.

Boilerplate Templates

- A boilerplate template document that can be reused more than once without any substantive change.
- Up to 50 pages in length each unless otherwise specified in Appendix B.
- All templates are assumed to be non-construction unless otherwise specified in Appendix B. A "Construction" template refers to templates inclusive of requirements, specifications, and conditions for construction projects: including any of the following examples but not limited to: regulations, codes, and standards, risk management, insurance management, dispute resolution mechanisms, phases, tasks, dependencies, materials, equipment, construction methods, liability and warranty periods.

Admin Documents

- PDF or Word format

Action Request

Electronic Submission – Contract # 2488



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/3/2024

Vendor/3rd Party: BUILDING MEN FOR LIFE

Requesting Department: COMMUNITY MENTAL HEALTH

Submitted By: DR. MICHAEL BRASHEARS

Agenda Item: CONTRACT FOR THE PROVISION OF CHILDCARE AT RECOVERY CENTER

Suggested Motion:

To approve and forward to the Board of Commissioners to review and approve the 1 year contract with Building Men for Life in the amount not to exceed \$61,388.00.

Summary of Request:

Building Men for Life who manages SoBar Recovery Community Center was selected through the public solicitation process as a recipient of Opioid Settlement Funds to increase access to mutual aid groups (AA, NA, SMART Recovery, etc) families with children through the provision of childcare.

Financial Information:

Total Cost: \$61,388.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: New Activity

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Administration:

Recommended by County Administrator:

11/21/2024 11:06:28 AM

Committee/Governing/Advisory Board Approval Date: 12/3/2024



SERVICE AGREEMENT

Between Community Mental Health of Ottawa County

AND

Building Men for Life

This Service Agreement (hereinafter "Agreement") is made on October 1, 2024 by and between Community Mental Health of Ottawa County (hereinafter "CMH") of 12265 James Street, Holland, Michigan 49424, and Building Men for Life (hereinafter "Vendor") of 370 Country Club Road, Suite 50, Holland, MI 49423.

This Agreement is regarding the implementation of the Opioid Settlement Funding awarded to the County of Ottawa for the purpose of Opioid Treatment and Prevention in Ottawa County. The Opioid Settlement Funding period runs from October 1, 2024, through September 30, 2025. This is a one-time Opioid Settlement Funding which does not guarantee continued funding following the end of the Opioid Settlement Funding period. CMH may or may not continue to fund such programming through additional grant applications or local funding following the end of the project period.

1. **Term and Termination.** The term of this Agreement shall commence on October 1, 2024 and continue in full force until September 30, 2025, unless amended or terminated by either party, upon thirty (30) days advance notice to the other. Further agreements will be negotiated as needed after the project period is completed.

2. **Vendor Duties.** In exchange for the compensation, Vendor agrees:
 - a. Vendor will utilize funding to create a child-care program for individuals who attend Vendor treatment groups.
 - i. Provide drop-in services to individuals who are participating in recovery support group meetings on the Vendor premises.
 - ii. Provide childcare to individuals who meet with a recovery service provider on the Vendor premises. Recovery services may be provided by any local agency (i.e. Reach for Recovery, Samaritas, Arbor Circle, CMH, etc.).
 - b. Vendor will implement safety procedures for childcare:
 - i. An employment/volunteer application will be required for individuals seeking to work with the childcare program. Individuals must attest they are drug-free and will be required to submit to a drug test.
 - ii. A background check must be completed for any staff or volunteer who works directly with children. The check must include:
 1. ICHAT: <https://apps.michigan.gov/>
 2. Michigan Public Sex Offender Registry: <https://mspsor.com/>
 3. National Sex Offender Registry: <https://www.nsopw.gov/>

4. Central Registry: https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_48330-180331--,00.html
 - iii. Check-in/out will be completed by the employee staffing the childcare room. Picture Identification will be required to check a child in or out. Daily logs with signatures will be maintained by Vendor.
 - iv. All employees and volunteers will complete the following trainings:
 1. First-aid and CPR
 2. Communicable disease prevention
 3. Additional trainings at the discretion of the Program Supervisor.
 - v. Mental Health First Aid (Adult and Youth) will be offered routinely throughout the year. Vendor will work with local agencies to provide this service.
 - c. Vendor will report on a quarterly basis to CMH:
 - i. The number of children served (both duplicate and unduplicated counts)
 - ii. The number of parents and/or guardians who utilized childcare (both duplicated and unduplicated counts)
 - iii. The number of new families
 - iv. The number of returning families
 - d. Vendor agrees to use funding to purchase:
 - i. Background checks and Training for childcare staff (not-to-exceed \$5,000.00 annually)
 1. Should be invoiced monthly as the costs are incurred.
 - ii. Computers and Printing (not-to-exceed \$1,500.00 annually)
 - iii. Should be invoiced monthly as the costs are incurred. Supplies (not-to-exceed \$11,888.00 annually)
 - iv. Should be invoiced monthly as the costs are incurred. Childcare reimbursed at \$40.00 per hour per staff available (Total childcare expense not-to-exceed \$43,000.00 annually)
 1. The hours reported should reflect the number hours that staff spend providing childcare or are available to provide childcare. The hours reported should not reflect time spent on set-up or other administrative duties.
 2. Should be invoiced monthly as the costs are incurred.
3. **Compensation.** CMH agrees to provide Vendor the following compensation:
- a. Vendor shall be reimbursed monthly in accordance with the vendor duties outlined in Section 2 of this Agreement, with a total Agreement not-to-exceed of \$61,388.00. Funding may only be utilized to purchase goods and services as outlined in 2.b.
 - b. Vendor shall submit the invoice to Fiscal Services at 12265 James St., Holland, MI 49423.
 - c. Invoice submission method is included in Attachment A – Invoice Submission Process.
4. **Relationship of Parties.**
- a. Vendor is hereby engaged as an independent contractor under this Agreement. This Agreement shall not be construed as a partnership or joint venture. Nothing in this Agreement shall be construed in any way to create the relationship of

employer and employee between CMH and Vendor; and neither Vendor nor its caregivers are eligible to receive any type of benefit from CMH.

- b. Vendor acknowledges and agrees that CMH will not pay or withhold from the compensation paid to Vendor pursuant to this Agreement any sums customarily paid or withheld on behalf of employees for income tax, unemployment insurance, social security, workers' compensation or any other withholding tax, insurance, or payment pursuant to any law or governmental requirement.
5. **Authority.** Neither the Vendor nor CMH has any right or authority, either expressed or implied, to assume or create on behalf of the other party any contract or commitment of any kind or nature without the written consent of the other party, other than what is set forth in this Agreement.
6. **Indemnification.** Vendor agrees to indemnify, defend, and hold harmless CMH and its officials, officers, employees, volunteers, and agents from and against any and all liability arising out of or in any way related to Vendor's performance of services under this Agreement, including, but not limited to, any and all liability resulting from or arising out of intentional, reckless, or negligent acts or omissions of the Vendor, its employees, agents or subcontractors.
7. **Insurance.** Vendor shall provide proof of the following coverages: workers' compensation; employers' liability; commercial general liability and, if applicable, automobile, and professional malpractice. Coverage limits are to be statutory and, if no statute applies, at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These coverages shall protect the Vendor and CMH and their respective representatives against any and all claims arising out of or related in any way to the work performed or the products provided.
8. **Confidentiality and Non-Disclosure.**
 - a. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" means all information and data from CMH or Vendor, in any form, including but not limited to documentation, inventions, products, personnel, provider lists, contractors, customers, prospective customers, proprietary information and other information that is not readily available to the public.

Vendor further acknowledges and agrees that Confidential Information includes protected health information ("PHI"), as defined in the Health Insurance Portability and Accountability Act of 1996, as amended, and its accompanying regulations at 45 CFR Parts 160 and 164 ("HIPAA"), and "Non-Public Personal Information" about a consumer in regards to health coverage as that term is defined in Title V of the Gramm Leach Bliley Act of 1999 and set forth in 16 CFR Part 13, including:

(i) name (ii) address (iii) social security number(s) (iv) names of spouse and dependents (v) eligibility data and (iv) claims information.

Notwithstanding the foregoing, "Confidential Information" is not information which: (1) has entered the public domain through no action or failure to act of either Party to this agreement (2) prior to disclosure hereunder was already lawfully in either Party's possession without any obligation of confidentiality; or (3) subsequent to disclosure hereunder is obtained by either Party on a non-confidential basis from a third party who has the right to disclose such information to either Party.

b. Non-Disclosure

Neither Party to this agreement shall use Confidential Information for its own benefit, nor make Confidential Information available for review or use by, or use it for the benefit of, any third party. The Parties to this Agreement shall only disclose Confidential Information to those employees and affiliates of the Parties who are bound by this same written confidentiality agreement and have a legitimate need to review the Confidential Information. Upon request, the Parties shall return the Confidential Information to the Party disclosing such information. The confidentiality of the terms discussed between parties shall remain confidential during the term of this Agreement and for a period of not less than two years following the termination of this current Agreement or any subsequent agreements between parties, whichever is longer.

9. **Record Retention and Audit.** Vendor shall maintain for a period of ten (10) years from the expiration of this Agreement all records, documents, and accounts in connection with the performance of this Agreement. CMH, or its representatives, shall have the right to examine, audit and copy, at reasonable times, and with advance notification and at its own expense, such records, documents, and accounts. To the extent required by law, Vendor shall permit government agencies to audit the Vendor's records as they relate to performance of services pursuant to the terms of this Agreement. In no event shall Vendor be required to provide or permit access to any records, documents or accounts that are not directly related to the Services performed or the costs incurred pursuant to the terms of this Agreement, or that contain Vendor's or CMH's confidential or proprietary information.

10. **Miscellaneous.**

- a. **Entire Agreement and Amendment.** This Agreement constitutes the entire agreement between the Parties. The current Agreement replaces any prior agreement. It may be amended only by a written document signed by a duly qualified officer of each party.
- b. **Non-Assignment and Benefit.** This Agreement shall not be assignable by either party without the written consent of the other, and shall bind and inure to the benefit of the parties hereto and their respective legal successors and permitted assigns.

- c. **Partial Invalidity.** Should any provision of this Agreement be held unenforceable, the remainder of the Agreement shall continue in full force and effect notwithstanding the partial invalidity ruling.
- d. **Waiver.** Failure of either party hereto to insist upon strict compliance with any of the terms, covenants and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time.

*****SIGNATURE PAGE FOLLOWS*****



COMMUNITY
MENTAL HEALTH
OTTAWA COUNTY

In witness whereof, each party to this Contract has caused it to be executed on the date(s) indicated below.

COUNTY OF OTTAWA

By: _____
Joe Moss, Chairperson
Board of Commissioners

Date

By: _____
Justin F. Roebuck,
County Clerk/Register

Date

By: Michael Brashears
Michael Brashears (Nov 4, 2024 13:54 EST)
Dr. Michael Brashears,
Contract Administrator

11/04/24

Date

The undersigned certifies, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

BUILDING MEN FOR LIFE

By: *Keith Walters*
Signature

9-4-2024

Date

Keith Walters
Printed Name

Vice President
Title

Attachment A
Invoice Submission Process

1) Vendor Responsibilities:

- a) The Vendor shall submit clean and timely invoices for reimbursement for services rendered under this Agreement. By submitting invoices for reimbursement, the Vendor attests that the billed services and corresponding documentation have been completed in compliance with the requirements of CMH, MDHHS, and/or Medicaid.
- b) **Clean Invoices:** According to MDHHS requirements, in order to be considered clean invoices, the Vendor shall submit invoices that are timely, complete, accurate, and ready for processing without obtaining additional information from the Vendor or third party.
- c) **Timely Billing:** The Vendor shall submit invoices to the CMH in a timely manner.
 - i) The Vendor shall bill CMH either monthly or on an alternate billing schedule approved, in advance, by CMH.
 - ii) Invoices submitted more than 60 days after the date of service will be denied, except as detailed in section c.iii. of this document.
 - iii) The CMH's fiscal year is October 1 through September 30. At the end of the CMH's fiscal year, all invoices for the fiscal year are due to CMH by October 20. Any disputed invoices must be reported to CMHOCFINANCE@miottawa.org by November 15. Invoices not submitted by these deadlines may be denied.
 - iv) Previously denied invoice should be corrected and re-billed to the CMH within 60 days from the date of denial for re-processing and reimbursement. Re-billed invoices submitted more than 60 days from the date of denial will be ineligible for payment.
- d) **Invoice Submission Method:** Invoices may be submitted to CMH by email, fax, or US mail. The invoices, at a minimum, should include the Vendor's name, the Vendor's address, the date of service, service description, rate per service, and total invoice amount. Additional information may be required by CMH based on the service being provided.
- e) CMH is not independently responsible for payment under this contract except through the PIHP or its federally compliant risk reserve funded by the State of Michigan.

2) CMH Responsibilities:

- a) The CMH shall process invoices in a timely manner. Except in unusual circumstances, payment shall be issued for approved claims within thirty (30) days following receipt of a clean invoice from the Vendor.







BMFL_Child Care service agreement

Final Audit Report

2024-11-04

Created:	2024-11-04
By:	Amanda Westrate (awestrate@miottawa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAj-4BMa-3_HcE-2oCBtiSX8jSWV4vReX

"BMFL_Child Care service agreement" History

-  Document created by Amanda Westrate (awestrate@miottawa.org)
2024-11-04 - 6:25:07 PM GMT
-  Document emailed to Michael Brashea (mbrashears@miottawa.org) for signature
2024-11-04 - 6:25:13 PM GMT
-  Email viewed by Michael Brashea (mbrashears@miottawa.org)
2024-11-04 - 6:53:42 PM GMT
-  Signer Michael Brashea (mbrashears@miottawa.org) entered name at signing as Michael Brashears
2024-11-04 - 6:54:17 PM GMT
-  Document e-signed by Michael Brashears (mbrashears@miottawa.org)
Signature Date: 2024-11-04 - 6:54:19 PM GMT - Time Source: server
-  Agreement completed.
2024-11-04 - 6:54:19 PM GMT

Action Request

Electronic Submission – Contract # 2486



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/3/2024

Vendor/3rd Party: 70X7 LIFE RECOVERY

Requesting Department: COMMUNITY MENTAL HEALTH

Submitted By: DR. MICHAEL BRASHEARS

Agenda Item: CONTRACT WITH 70X7 LIFE RECOVERY TO ENHANCE WOMEN'S RECOV

Suggested Motion:

To approve and forward to the Board of Commissioners to review and approve the 1 year contract with 70x7 Life Recovery in the amount not to exceed \$43,679.00.

Summary of Request:

70x7 Life Recovery was selected through the public solicitation process as a recipient of Opioid Settlement Funds to enhance women's recovery housing within Ottawa County.

Financial Information:

Total Cost: \$43,679.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: New Activity

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Administration:

Recommended by County Administrator:

11/21/2024 11:06:33 AM

Committee/Governing/Advisory Board Approval Date: 12/3/2024

SERVICE AGREEMENT

Between Community Mental Health of Ottawa County

AND

70x7 Life Recovery

This Service Agreement (hereinafter "Agreement") is made on October 1, 2024 by and between Community Mental Health of Ottawa County (hereinafter "CMH") of 12265 James Street, Holland, Michigan 49424, and 70x7 Life Recovery (hereinafter "Vendor") of 97 W. 22nd Street, Holland, MI 49423.

This Agreement is regarding the implementation of the Opioid Settlement Funding awarded to the County of Ottawa for the purpose of Opioid Treatment and Prevention in Ottawa County. The Opioid Settlement Funding period runs from October 1, 2024, through September 30, 2025. This is a one-time Opioid Settlement Funding which does not guarantee continued funding following the end of the Opioid Settlement Funding period. CMH may or may not continue to fund such programming through additional grant applications or local funding following the end of the project period.

1. **Term and Termination.** The term of this Agreement shall commence on October 1, 2024 and continue in full force until September 30, 2025 unless amended or terminated by either party, upon thirty (30) days advance notice to the other. Further agreements will be negotiated as needed after the project period is completed.
2. **Vendor Duties.** In exchange for the compensation, Vendor agrees:
 - a. Vendor will utilize funding to enhance recovery housing services by focusing on service refinement at the sober living house.
 - b. Vendor agrees to use funding to purchase:
 - i. Client Transportation Support (not-to-exceed \$3,000.00 annually)
 1. Invoiced monthly as the costs are incurred.
 - ii. Client Resources (not-to-exceed \$6,067.00 annually).
 1. Invoice monthly as the costs are incurred (see list of eligible resources below).
 - a. Upgrade Technology (computers and/or tablets for resident use).
 - b. Welcome Kits (Quantity of 150 at \$20.00 per kit).
 - c. Recovery Books
 - d. Continuing Education Resources
 - iii. Client Incentives/outings (not-to-exceed \$2,500.00)
 1. Invoiced monthly as the costs are incurred.
 - iv. Additional funding will be provided at \$382.00 per occupied bed (maximum of 7 beds) per month (not-to-exceed \$32,112.00 annually).

1. Occupancy is achieved when the bed is filled 17 days of the month.
 2. Invoiced monthly as the beds achieve occupancy.
 - c. Vendor agrees to submit quarterly reports to CMHOC with:
 - i. Number of individuals housed during the reporting quarter
 - ii. Number of individuals admitted during the reporting quarter
 - iii. Number of individuals discharged during the reporting quarter
 - iv. Number of individuals receiving transportation support during the reporting quarter.
3. **Compensation.** CMH agrees to provide Vendor the following compensation:
- a. Vendor shall be reimbursed monthly in accordance with vendor duties outlined in Section 2 of this Agreement, with a total Agreement not-to-exceed of \$43,679. Funding may only be utilized to purchase goods and services as outlined in 2.b.
 - b. Vendor shall submit the invoice to Fiscal Services at 12265 James St., Holland, MI 49423.
 - c. Invoice submission method is included in Attachment A – Invoice Submission Process.
4. **Relationship of Parties.**
- a. Vendor is hereby engaged as an independent contractor under this Agreement. This Agreement shall not be construed as a partnership or joint venture. Nothing in this Agreement shall be construed in any way to create the relationship of employer and employee between CMH and Vendor; and neither Vendor nor its caregivers are eligible to receive any type of benefit from CMH.
 - b. Vendor acknowledges and agrees that CMH will not pay or withhold from the compensation paid to Vendor pursuant to this Agreement any sums customarily paid or withheld on behalf of employees for income tax, unemployment insurance, social security, workers' compensation or any other withholding tax, insurance, or payment pursuant to any law or governmental requirement.
5. **Authority.** Neither the Vendor nor CMH has any right or authority, either expressed or implied, to assume or create on behalf of the other party any contract or commitment of any kind or nature without the written consent of the other party, other than what is set forth in this Agreement.
6. **Indemnification.** Vendor agrees to indemnify, defend, and hold harmless CMH and its officials, officers, employees, volunteers, and agents from and against any and all liability arising out of or in any way related to Vendor's performance of services under this Agreement, including, but not limited to, any and all liability resulting from or arising out of intentional, reckless, or negligent acts or omissions of the Vendor, its employees, agents or subcontractors.
7. **Insurance.** Vendor shall provide proof of the following coverages: workers' compensation; employers' liability; commercial general liability and, if applicable, automobile, and

professional malpractice. Coverage limits are to be statutory and, if no statute applies, at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These coverages shall protect the Vendor and CMH and their respective representatives against any and all claims arising out of or related in any way to the work performed or the products provided.

8. Confidentiality and Non-Disclosure.

a. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" means all information and data from CMH or Vendor, in any form, including but not limited to documentation, inventions, products, personnel, provider lists, contractors, customers, prospective customers, proprietary information and other information that is not readily available to the public.

Vendor further acknowledges and agrees that Confidential Information includes protected health information ("PHI"), as defined in the Health Insurance Portability and Accountability Act of 1996, as amended, and its accompanying regulations at 45 CFR Parts 160 and 164 ("HIPAA"), and "Non-Public Personal Information" about a consumer in regards to health coverage as that term is defined in Title V of the Gramm Leach Bliley Act of 1999 and set forth in 16 CFR Part 13, including: (i) name (ii) address (iii) social security number(s) (iv) names of spouse and dependents (v) eligibility data and (iv) claims information.

Notwithstanding the foregoing, "Confidential Information" is not information which: (1) has entered the public domain through no action or failure to act of either Party to this agreement (2) prior to disclosure hereunder was already lawfully in either Party's possession without any obligation of confidentiality; or (3) subsequent to disclosure hereunder is obtained by either Party on a non-confidential basis from a third party who has the right to disclose such information to either Party.

b. Non-Disclosure

Neither Party to this agreement shall use Confidential Information for its own benefit, nor make Confidential Information available for review or use by, or use it for the benefit of, any third party. The Parties to this Agreement shall only disclose Confidential Information to those employees and affiliates of the Parties who are bound by this same written confidentiality agreement and have a legitimate need to review the Confidential Information. Upon request, the Parties shall return the Confidential Information to the Party disclosing such information. The confidentiality of the terms discussed between parties shall remain confidential during the term of this Agreement and for a period of not less than two years

following the termination of this current Agreement or any subsequent agreements between parties, whichever is longer.

9. **Record Retention and Audit.** Vendor shall maintain for a period of ten (10) years from the expiration of this Agreement all records, documents, and accounts in connection with the performance of this Agreement. CMH, or its representatives, shall have the right to examine, audit and copy, at reasonable times, and with advance notification and at its own expense, such records, documents, and accounts. To the extent required by law, Vendor shall permit government agencies to audit the Vendor's records as they relate to performance of services pursuant to the terms of this Agreement. In no event shall Vendor be required to provide or permit access to any records, documents or accounts that are not directly related to the Services performed or the costs incurred pursuant to the terms of this Agreement, or that contain Vendor's or CMH's confidential or proprietary information.
10. **Miscellaneous.**
- a. **Entire Agreement and Amendment.** This Agreement constitutes the entire agreement between the Parties. The current Agreement replaces any prior agreement. It may be amended only by a written document signed by a duly qualified officer of each party.
 - b. **Non-Assignment and Benefit.** This Agreement shall not be assignable by either party without the written consent of the other, and shall bind and inure to the benefit of the parties hereto and their respective legal successors and permitted assigns.
 - c. **Partial Invalidity.** Should any provision of this Agreement be held unenforceable, the remainder of the Agreement shall continue in full force and effect notwithstanding the partial invalidity ruling.
 - d. **Waiver.** Failure of either party hereto to insist upon strict compliance with any of the terms, covenants and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time.

*****SIGNATURE PAGE FOLLOWS*****



In witness whereof, each party to this Contract has caused it to be executed on the date(s) indicated below.

COUNTY OF OTTAWA

By: _____
Joe Moss, Chairperson
Board of Commissioners

Date

By: _____
Justin F. Roebuck,
County Clerk/Register

Date

By: Michael Brashears
Michael Brashears (Oct 25, 2024 07:00 EDT)
Dr. Michael Brashears,
Contract Administrator

10/25/24

Date

The undersigned certifies, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

70x7 LIFE RECOVERY

By: 
Signature

10/2/2024

Date

Lisa Mathews
Printed Name

CEO
Title

Attachment A
Invoice Submission Process

1) Vendor Responsibilities:

- a) The Vendor shall submit clean and timely invoices for reimbursement for services rendered under this Agreement. By submitting invoices for reimbursement, the Vendor attests that the billed services and corresponding documentation have been completed in compliance with the requirements of CMH, MDHHS, and/or Medicaid.
- b) **Clean Invoices:** According to MDHHS requirements, in order to be considered clean invoices, the Vendor shall submit invoices that are timely, complete, accurate, and ready for processing without obtaining additional information from the Vendor or third party.
- c) **Timely Billing:** The Vendor shall submit invoices to the CMH in a timely manner.
 - i) The Vendor shall bill CMH either monthly or on an alternate billing schedule approved, in advance, by CMH.
 - ii) Invoices submitted more than 60 days after the date of service will be denied, except as detailed in section c.iii. of this document.
 - iii) The CMH's fiscal year is October 1 through September 30. At the end of the CMH's fiscal year, all invoices for the fiscal year are due to CMH by October 20. Any disputed invoices must be reported to CMHOCFINANCE@miottawa.org by November 15. Invoices not submitted by these deadlines may be denied.
 - iv) Previously denied invoice should be corrected and re-billed to the CMH within 60 days from the date of denial for re-processing and reimbursement. Re-billed invoices submitted more than 60 days from the date of denial will be ineligible for payment.
- d) **Invoice Submission Method:** Invoices may be submitted to CMH by email, fax, or US mail. The invoices, at a minimum, should include the Vendor's name, the Vendor's address, the date of service, service description, rate per service, and total invoice amount. Additional information may be required by CMH based on the service being provided.
- e) CMH is not independently responsible for payment under this contract except through the PIHP or its federally compliant risk reserve funded by the State of Michigan.

2) CMH Responsibilities:

- a) The CMH shall process invoices in a timely manner. Except in unusual circumstances, payment shall be issued for approved claims within thirty (30) days following receipt of a clean invoice from the Vendor.







CMH_70x7_Contract

Final Audit Report

2024-10-25

Created:	2024-10-23
By:	Amanda Westrate (awestrate@miottawa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcgZTCigdZDDcoxLrxKnqdVDwiWOJgaFP

"CMH_70x7_Contract" History

-  Document created by Amanda Westrate (awestrate@miottawa.org)
2024-10-23 - 7:17:09 PM GMT
-  Document emailed to Michael Brashea (mbrashears@miottawa.org) for signature
2024-10-23 - 7:17:17 PM GMT
-  Email viewed by Michael Brashea (mbrashears@miottawa.org)
2024-10-25 - 10:59:47 AM GMT
-  Signer Michael Brashea (mbrashears@miottawa.org) entered name at signing as Michael Brashears
2024-10-25 - 11:00:12 AM GMT
-  Document e-signed by Michael Brashears (mbrashears@miottawa.org)
Signature Date: 2024-10-25 - 11:00:14 AM GMT - Time Source: server
-  Agreement completed.
2024-10-25 - 11:00:14 AM GMT

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/03/2024

Requesting Department: Administration

Submitted By: Justin Roebuck

Agenda Item: Recovery Court Board Initiatives Grant

Suggested Motion:

To approve a request from the Recovery Court for a Board Initiatives grant in the amount of \$750,000.

Summary of Request:

Individuals involved with Recovery Court meet every two weeks in the courtroom with Judge Feyen (soon to be Judge Dalman), for a review of their progress/status. The Recovery Court is integrated with the work of the Prosecutor, Public Defender, Probation Officers, and is supportive of and coordinates with HHS/foster care workers when applicable.

The Recovery Court typically sees 45-55 participants at each review hearing. This range may be a bit higher or lower depending on what phase participants are in, how many new participants are starting, and number of recent graduates.

The cost of the Recovery Court offsets the cost of incarceration in the county jail, more than paying for itself, while providing hope and a path of supported long term recovery to individuals and families in the community. Restored lives lead to productive lives and healthier families.

The current total annual budget is roughly \$325,000, with a potential future need to add an additional staff member at a cost of \$80,000. Recovery Court currently serves 60-70 participants, helping approximately 100 residents-- and their families, per year. Additional staffing would increase the Recovery Court's ability to serve the community, increasing our capacity 85-95 participants at a given time, and allowing us to serve up to 130 people per year. Additional staffing may improve the ability to secure grant funding.

Financial Information:

Total Cost: \$750,000.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Board Initiatives

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal:

Objective:

Administration: Recommended Not Recommended Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date:

Board Initiative Project: Application for Project Proposals



Project name: Ottawa County Recovery Court Estimated funding request: \$ 750,000

Type of Ottawa County Funding Priority:

- County/Courts-Led Initiative Expanding Broadband Access
 Affordable Housing Social/Human Services Need Business Stabilization Need

Please provide a brief description of the project:

Please select one of the following options to describe the project:

- The project is a... New initiative Continuation of an existing initiative
 Upgrade to an existing initiative Other: _____

Please select one of the following options to describe the funding request:

- Funds will be used for... Funding a program Making a one-time purchase
 A large capital construction/installation project Individual distribution (e.g., resident or business)
Other: _____

Are you leveraging other funds for this effort? Yes No

If yes, provide the source and amount of other funds.

Source: _____ Amount: \$ _____

Briefly describe the timeline of the project.

Start date of expending funds: _____ End date of expending funds: _____

**Board Initiative Project:
Application for Project Proposals**



Please describe how this project will be sustained long-term. If the project is not intended to be sustained long-term, please describe that rationale as well:

If not awarded funding, please describe how this project will still materialize, if at all:

Briefly describe the target population to be served by the project:

What is the estimated number of individuals and/or small businesses to be served by the project?

Number of individuals: _____

Number of small businesses: _____

Will the project address a needed change in societal opportunity and/or eliminate disparities and gaps in opportunities for underserved and underrepresented populations?

Yes

No

If yes, please explain.

Please describe the anticipated outcomes of the project (e.g. closing gaps in access, achieving universal levels of service, addressing critical needs):

Board Initiative Project: Application for Project Proposals



Please provide us with your contact information.

Name: Susan Franklin/Andrew Brown

Organization: 20th Circuit Court Ottawa County Recovery Court

Type of organization: County Local unit Non-profit Private sector

Phone: 616-786-4123

Email: sfranklin@miottawa.org & apbrown@miottawa.org

If you'd like to share additional information, please include that in the space below.

For Reference: The County has previously considered or selected projects to receive funds that satisfy the following:

- The project is designed to address a known and demonstrated need
- The project addresses a needed change in societal opportunity and/ or eliminates disparities and gaps in opportunities for underserved and underrepresented populations
- The project would not otherwise materialize without a significant infusion of County dollars.
- The opportunity for the project to sustain itself long-term after the initial infusion of dollars is legitimate.
- The long-term, transformational impact of the project, including its return on investment based on verified outcome-based results, can be quantified

Ottawa County Recovery Court

A few of our accomplishments over the past 20 years....

\$0 Cost / \$9 Million revenue through grant funding

Since inception, the Recovery Court has been solely grant funded. Grant funding has covered all salary, fringe benefit, and operational costs. The program has been awarded over \$9 million in grant funding. No other program in Ottawa County history has been exclusively grant funded, without county general fund assistance, for as long as the recovery court.

73% Less likely to recidivate

A 2013 study by Grand Valley State University found participants (graduated and unsuccessful) are 73% less likely to be re-arrested, three years after admission, than equivalent persons assigned to probation as usual.

25% Reduction in recidivism

The State Court Administrative Office's 2023 annual recidivism rates study show recovery court participants (graduated and unsuccessful) recidivated 25% less, three years after admission, than equivalent persons assigned to probation as usual.

64% Reduction in pre/post convictions

64% reduction in new convictions 5-years post-discharge from recovery court when compared to convictions that occurred 5-years pre-admission to recovery court. This includes both graduated and unsuccessful participants. This outcome uses data from the Recovery Court's internal records.

70% Graduation rate

70% of participants have successfully completed the recovery court.

The bottom line matters.

Recovery Court is a life changing opportunity for participants.

Recovery Court is a great deal for Ottawa County taxpayers.

Local program with a nationwide impact....

6 Years (2017-2022) – National Mentor Court

Selected for two consecutive terms (2017-2022) as 1 of 8 national mentor courts (out of 3,200 drug courts across the United States) by the U.S. Department of Justice and the National Association of Drug Court Professionals. *In this role, we provided technical assistance and mentoring to more than 50 drug courts from around the country.*

23 Conference presentations

Delivered presentations as subject matter experts on topics including: Medication Assisted Treatment, Program Evaluation, Grant Writing & Management, and Peer Recovery Coaching at national and state professional conferences to include: (1) National Association of Drug Court Professionals; (2) American Society of Addiction Medicine; (3) American Probation and Parole Association; (4) SAMHSA Grantee Conference; (5) Michigan Association of Treatment Court Professionals; (6) Michigan Substance Use Disorder Conference; and (7) Michigan Primary Care Physician's Conference.

13 Technical Assistance Projects

Served as faculty for the National Drug Court Institute participating in 9 technical assistance projects helping courts across the United States establish new drug courts and/or reorganize to align with best practice standards.

Have worked with the Substance Abuse and Mental Health Services Administration (SAMHSA) on 4 nationally broadcast training events covering Medication Assisted Treatment, Trauma Informed Care, and Peer Recovery Coaches.

Committed to professional and community development...

13 Recovery Coach Academies

Funded, organized, and hosted 13 recovery coach academies in partnership with the Connecticut Communities for Addiction Recovery (CCAR) the premier recovery coach training program in the country. *Over 220 people* in recovery (or community advocates who support addiction recovery) *have participated in this 40-hour program that results in a state recognized peer recovery coach certification.* Graduates of our academies are employed as peer recovery coaches with our Recovery Court and in every community mental health agency, hospital system, and corporate substance use disorder treatment agency's in a four county area in West Michigan.

9 Specialized training events

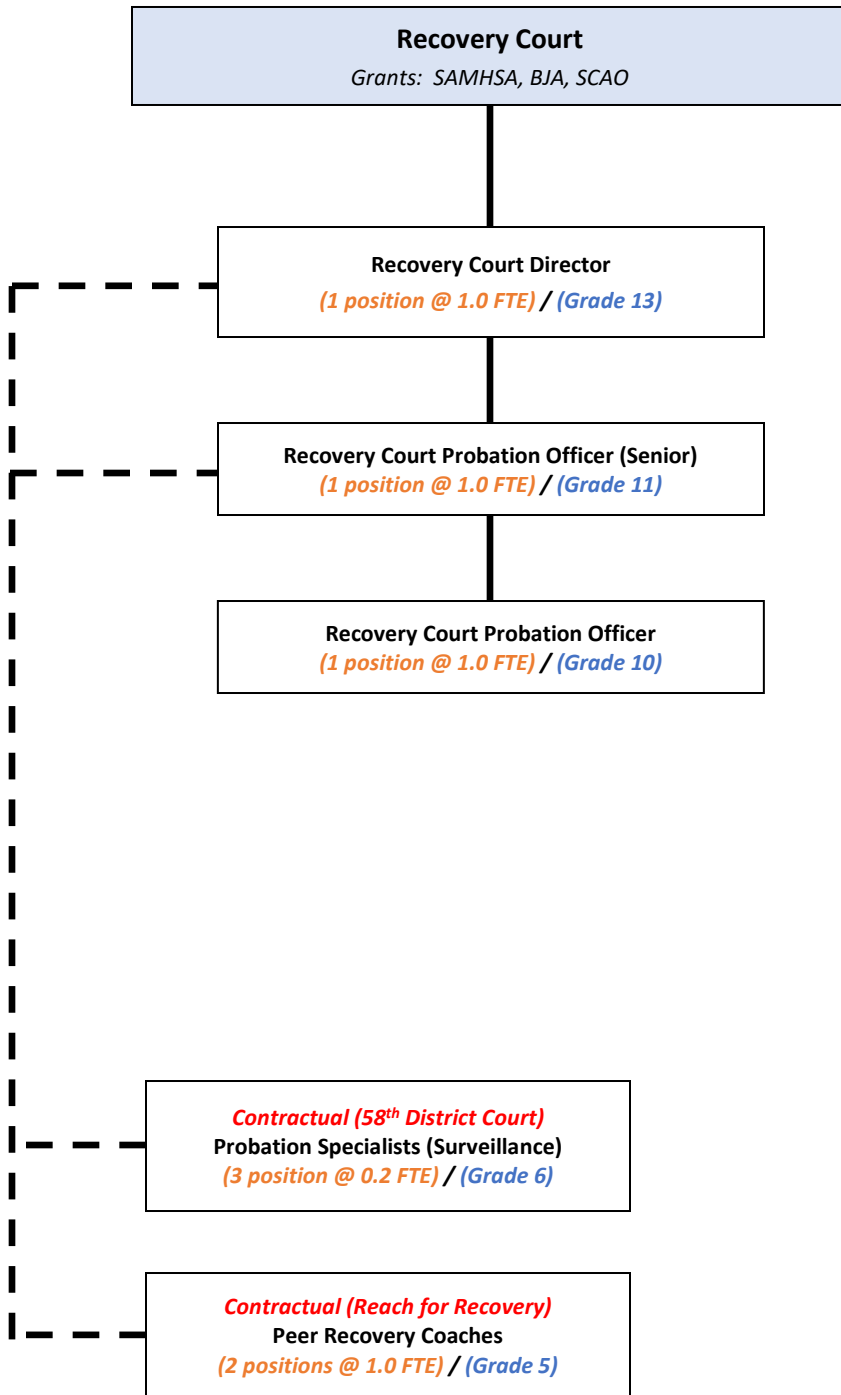
Funded, organized, and hosted 9 substance use specific trainings, *attended by more than 350 drug court professionals and substance use disorder practitioners* in the West Michigan area. Topics covered included: Motivational Interviewing, Trauma Informed Care, Risk Assessment, Case Management, Community Supervision, Clinical Assessment and Level of Care, and Dialectical Behavior Therapy.

2 Statewide Forums

Funded, organized, and hosted two statewide multi-disciplinary forums, both attended by over 150 court professionals, substance use treatment providers, and medical providers from across the state.

ORGANIZATIONAL CHART

Recovery Court



REORGANIZATION JUSTIFICATION

We are the 6th largest circuit court program in Michigan (out of 36 Circuits with recovery courts).

Rank (in size)	Court Name	County	Program Type	FY23
1	6th Circuit	Oakland	Hybrid	203
2	9th Circuit	Kalamazoo	Hybrid	192
3	7th Circuit	Genesee	Sobriety	131
4	4th Circuit	Jackson	Hybrid	124
5	36th Circuit	Van Buren	Sobriety	117
6	20th Circuit	Ottawa	Hybrid	98
7	44th Circuit	Livingston	Hybrid	88
8	34th Circuit	Crawford	Hybrid	82
9	14th Circuit	Muskegon	Hybrid	66
10	16th Circuit	Macomb	Hybrid	65

Reorganization is needed to review:

- Succession planning – competitive posture for staff recruitment and retention.
- Grant dependent program, need to attract person with skillset for coordinator duties.
- Wage compression between Coordinator and Case Manager.
- Differing job titles (program name) between Coordinator and Case Manager position.
- Coordinator job description (Andy's position) has not been updated since 2010 (numerous requests to be reviewed have been made).
- Ability to accurately and transparently report job responsibilities to funders.
- Ensure staffing structure and ratio of staff to participants aligns with best practice standards.
- Equal and fair compensation relative to other county positions.
- Equal and fair compensation relative to other recovery courts in the state (Kalamazoo, VanBuren, Livingston – compensation is at U13 level for Director positions).

INTERNAL COMPARABLES

Organization structure follows the same hierarchy as positions within Juvenile Services, Friend of the Court, and Community Mental Health.

1. Recovery Court Director (U13)

Internal Comparables:

This new position description is directly comparable to that of other U13 positions: Legal Self-Help Director, FOC Field Services/Ops Manager, In Home Care Manager (community probation), In Home Care Manager (Program Analyst), Treatment Manager, and CMH Program Coordinators.

External Comparables:

Kalamazoo County, VanBuren County, Livingston County (duties and responsibilities are the same and compensation is equivalent to U13 and U14 Ottawa County positions).

2. Senior Recovery Court Probation Officer (U11)

Position and responsibilities are structured same as the Senior Juvenile Court Officer position. Emily's current work and responsibilities are the same as this position.

3. Recovery Court Probation Officer (U10)

Position and responsibilities are structured same as the 20CC's Juvenile Court Officer and the 58DC's Probation Officer/Substance Use Assessor.

FY25 GRANT SUMMARY

Donation	SCAO Funding	Federal Funding	
1 st Presbyterian \$3,000	MDCGP (FY25) \$152,000 <i>Fiscal Year: 10/1 to 9/30</i>	SAMHSA (FY22-26) \$500,000 <i>Fiscal Year: 10/1 to 9/30</i>	BJA (FY21-23; NCE FY24; NCE FY25) \$300,000 <i>Fiscal Year: 10/1 to 9/30</i>
Bus Passes Food/Beverage Dental Misc.	Andy (.50 FTE) Emily (.75 FTE) Drug Tests Incentive Gift Cards	Andy (.50 FTE) Recovery Coaches Treatment Services Transitional Housing Training MATCP Conference NADCP Conference	3 SO's (Holland & Grand Haven) Drug Tests MRT Risk Assessments SCRAM MATCP Conference NADCP Conference

- SCAO funding has ranged from \$120,000 to \$175,000 over the years. This covers about 30-50% of program costs.
- Federal grant proposals are competitively awarded. Award rate is typically 15-20% of applicants, however, may be higher based on available funding. *There is no guarantee of an award based on the score of the application.* Decisions to make awards include number of prior awards, geographic distribution of awards, and number of new applicants applying for funding.
- Grant strategy has been to overlap federal grant awards for contingency management.
- **There are no other state or federal grants that support drug courts. We are unable to “diversify” our revenue stream. We have had BJA grants consecutively since 2011 and SAMHSA since 2015.**

FY25 GRANT SUMMARY

County General Fund

- Fiscal year October 1 – September 30

SCAO Funding

- Fiscal year October 1 – September 30
- SCAO funding has ranged from \$120,000 to \$175,000 over the years. This covers about 30-45% of program costs.
- Funding amount is not guaranteed year-to-year and has trended downward over the past 3-years.

BJA Drug Court Enhancement Grant (FY21-23; NCE 1 FY24; NCE 2 FY25)

- Fiscal year October 1 – September 30.
- Have had this grant continuously since 2011.
- We are on 2nd No-Cost Extension. Ends September 30, 2025.
- Will request a 3rd no-cost extension, but highly unlikely will be awarded.
- Applied for a new BJA grant for FY24 and FY25, both proposals were not awarded....despite having high scores. Decision to not award is being influenced by number of prior awards.
- Will reapply for FY26. If not awarded, we cannot fund surveillance officers and need to end this service.
 - **If not awarded, we cannot fund surveillance officers and need to end this service beginning FY26 (October 1, 2025).**
 - If awarded, we cannot begin spending until January 2026 at the very earliest. Will need financial support from October 2025 thru at least January 2026 until approved to begin spending funds.

SAMHSA Treatment Drug Court Grant (FY22-26)

- Fiscal year July 30 – July 29.
- Have had this grant continuously since 2015.
- We are in Year 4 of 5. Year 4 ends July 29, 2025.
 - Year 4 of 5 ends July 29, 2025.
 - Year 5 of 5 ends July 29, 2026.
- **Grant ends 2 months before the end of the county's fiscal year. This gap will need to be covered with general fund.**
- Unable to shift personnel to this grant in FY26 (year 5 of 5).
 - Cannot change program goals and objectives (scope of project) or level of effort for key personnel so late in the implementation cycle.
- **Will reapply for FY27.**
 - **If awarded, depending on the fiscal year for the award, will need 2-6 months of general fund support until the approved to start the grant by SAMHSA.**

If SAMHSA not awarded, and we do not have BJA funding, we can no longer fund the recovery court. State funding is insufficient. Emily and I would both be working less than 20 hours per week.

SCENARIO 1 - RECOVERY COURT FULLY STAFFED (100% SUPPORTED BY GENERAL FUND)

***Scenario estimates *high-end* personnel costs at final pay step and assuming healthcare is taken (case manager and surveillance officers do not take healthcare). Actual cost will be about \$75,000 less.

Item	Detail	Grade	Salary (FY25)	Fringe (50%)	Total	Funding Source
Salary & Fringe (Director) (Andy)	1.0 FTE	Grade 13	\$101,620	\$50,810		General Fund (100%)
Salary & Fringe (Case Manager - Senior) (Emily)	1.0 FTE	Grade 11	\$88,759	\$44,379		General Fund (100%)
Salary & Fringe (Case Manager) (new TBD)	1.0 FTE	Grade 10	\$82,952	\$41,476		General Fund (100%)
Salary & Fringe (Surveillance Officer's)	(3 persons @ 8 hrs. each)	Grade 6	\$37,902	\$18,950		General Fund (100%)
Cell Phone Stipend					\$1,500	General Fund (100%)
Mileage					\$4,000	General Fund (100%)
Drug Tests					\$9,000	General Fund (100%)
Incentives					\$5,000	General Fund (100%)
Office Supplies					\$2,000	General Fund (100%)
MATCP Conference & Registration					\$4,500	General Fund (100%)
NADCP Conference & Registration					\$9,000	General Fund (100%)
			\$311,233	\$155,615	\$35,000	\$501,848

SCAO and/or federal grant funding will support the following:

Item	Detail	Grade	Salary (FY25)	Fringe (50%)	Total	Funding Source
Treatment assistance						State/Federal grants
Salary & Fringe (Recovery Coaches)						State/Federal grants

Cost Savings: Jail vs. Recovery Court (Recovery Court saves thousands of dollars per person)

	# Days	Jail Cost per day 2017 \$70.60	Jail Cost per day 2024 \$92.90	Recovery Court # Participants per year	Recovery Court (participant cost per year)
Cost per day for an inmate to stay in the Ottawa County Jail:	60	\$4,236	\$5,574	100	\$5,018.48
	90	\$6,354	\$8,361	105	\$4,779.50
\$70.60 - <u>actual cost in 2017</u> (Maximus Study).	120	\$8,472	\$11,148	110	\$4,562.25
\$92.90 - <u>estimated cost in 2024</u> adjusting for year-to-year inflation at 4%.	150	\$10,590	\$13,935	115	\$4,363.90
A typical jail sentence for a defendant not entering recovery court is:	180	\$12,708	\$16,722	120	\$4,182.07
	210	\$14,826	\$19,509	125	\$4,014.78
60 days - minimum (at the very least).	240	\$16,944	\$22,296	130	\$3,860.37
	270	\$19,062	\$25,083		
180-330 days - most common range of time served.	300	\$21,180	\$27,870		
	330	\$23,298	\$30,657		
	365	\$25,769	\$33,909		

Under this staffing structure (scenario 1), we can scale program to accommodate up to 130 participants per year.

SCENARIO 2 - ANDY, EMILY, SURVEILLANCE OFFICERS, MATERIALS (100% SUPPORTED BY GENERAL FUND)

***Scenario estimates *high-end* personnel costs at final pay step and assuming healthcare is taken (case manager and surveillance officers do not take healthcare). Actual cost will be about \$60,000 less.

Item	Detail	Grade	Salary (FY25)	Fringe (50%)	Total	Funding Source
Salary & Fringe (Director) (Andy)	1.0 FTE	Grade 13	\$101,620	\$50,810		General Fund (100%)
Salary & Fringe (Case Manager - Senior) (Emily)	1.0 FTE	Grade 11	\$88,759	\$44,379		General Fund (100%)
Salary & Fringe (Surveillance Officer's)	(3 persons @ 8 hrs. each)	Grade 6	\$37,902	\$18,950		General Fund (100%)
Cell Phone Stipend					\$1,500	General Fund (100%)
Mileage					\$4,000	General Fund (100%)
Drug Tests					\$9,000	General Fund (100%)
Incentives					\$5,000	General Fund (100%)
Office Supplies					\$2,000	General Fund (100%)
MATCP Conference & Registration					\$4,500	General Fund (100%)
NADCP Conference & Registration					\$9,000	General Fund (100%)
			\$228,281	\$114,139	\$35,000	\$377,420

SCAO and/or federal grant funding will support the following:

Item	Detail	Grade	Salary (FY25)	Fringe (50%)	Total	Funding Source
Salary & Fringe (Case Manager) (new TBD)	1.0 FTE	Grade 10	\$82,952	\$41,476	\$124,428	State/Federal grants
Salary & Fringe (Recovery Coaches)						State/Federal grants
Treatment assistance						State/Federal grants

Cost Savings: Jail vs. Recovery Court (Recovery Court saves thousands of dollars per person)

	# Days	Jail Cost <i>per day 2017</i> \$70.60	Jail Cost <i>per day 2024</i> \$92.90	Recovery Court # Participants per year	Recovery Court (participant cost <i>per year</i>)
Cost per day for an inmate to stay in the Ottawa County Jail:	60	\$4,236	\$5,574	100	\$3,774.20
	90	\$6,354	\$8,361	105	\$3,594.48
	120	\$8,472	\$11,148	110	\$3,431.09
\$70.60 - <u>actual cost in 2017</u> (Maximus Study).	150	\$10,590	\$13,935	115	\$3,281.91
\$92.90 - <u>estimated cost in 2024</u> adjusting for year-to-year inflation at 4%.	180	\$12,708	\$16,722	120	\$3,145.17
A typical jail sentence for a defendant not entering recovery court is:	210	\$14,826	\$19,509	125	\$3,019.36
60 days - <i>minimum</i> (at the very least).	240	\$16,944	\$22,296	130	\$2,903.23
	270	\$19,062	\$25,083		
180-330 days - <u>most common range of time served.</u>	300	\$21,180	\$27,870		
	330	\$23,298	\$30,657		
	365	\$25,769	\$33,909		

Under this staffing structure (scenario 2), we can scale program to accommodate up to 110 participants per year.

SCENARIO 3 - ANDY, EMILY, MATERIALS (100% SUPPORTED BY GENERAL FUND)

***Scenario estimates *high-end* personnel costs at final pay step and assuming healthcare is taken (case manager does not take healthcare). Actual cost will be about \$30,000 less.

Item	Detail	Grade	Salary (FY25)	Fringe (50%)	Total	Funding Source
Salary & Fringe (Director) (Andy)	1.0 FTE	Grade 13	\$101,620	\$50,810		General Fund (100%)
Salary & Fringe (Case Manager - Senior) (Emily)	1.0 FTE	Grade 11	\$88,759	\$44,379		General Fund (100%)
Cell Phone Stipend					\$1,500	General Fund (100%)
Mileage					\$4,000	General Fund (100%)
Drug Tests					\$9,000	General Fund (100%)
Incentives					\$5,000	General Fund (100%)
Office Supplies					\$2,000	General Fund (100%)
MATCP Conference & Registration					\$4,500	General Fund (100%)
NADCP Conference & Registration					\$9,000	General Fund (100%)
			\$190,379	\$95,189	\$35,000	\$320,568

SCAO and/or federal grant funding will support the following:

Item	Detail	Grade	Salary (FY25)	Fringe (50%)	Total	Funding Source
Salary & Fringe (Surveillance Officer's)	(3 persons @ 8 hrs. each)	Grade 6	\$37,902	\$18,950	\$56,852	State/Federal grants
Salary & Fringe (Case Manager) (new TBD)	1.0 FTE	Grade 10	\$82,952	\$41,476	\$124,428	State/Federal grants
Treatment assistance						State/Federal grants
Salary & Fringe (Recovery Coaches)						State/Federal grants

Cost Savings: Jail vs. Recovery Court (Recovery Court saves thousands of dollars per person)

	# Days	Jail Cost per day 2017 \$70.60	Jail Cost per day 2024 \$92.90	Recovery Court # Participants per year	Recovery Court (participant cost per year)
Cost per day for an inmate to stay in the Ottawa County Jail:	60	\$4,236	\$5,574	100	\$3,205.68
	90	\$6,354	\$8,361	105	\$3,053.03
\$70.60 - <u>actual cost in 2017</u> (Maximus Study).	120	\$8,472	\$11,148	110	\$2,914.25
\$92.90 - <u>estimated cost in 2024</u> adjusting for year-to-year inflation at 4%.	150	\$10,590	\$13,935	115	\$2,787.55
A typical jail sentence for a defendant not entering recovery court is:	180	\$12,708	\$16,722	120	\$2,671.40
	210	\$14,826	\$19,509	125	\$2,564.54
60 days - <i>minimum</i> (at the very least).	240	\$16,944	\$22,296	130	\$2,465.91
	270	\$19,062	\$25,083		
180-330 days - <u>most common range of time served</u> .	300	\$21,180	\$27,870		
	330	\$23,298	\$30,657		
	365	\$25,769	\$33,909		

Under this staffing structure (scenario 3), we can scale program to accommodate up to 105 participants per year.

13-Year Funding Plan (2025-2037)

Ottawa County Recovery Court

- Funding timeline below is a “perfect world” scenario where all future grant applications are awarded in the years they are applied for and award periods remain the same (highly unlikely to happen):

SCAO = 12 months BJA = 4 years SAMHSA = 5 years

- “Risk windows” are the years that we will most likely need to use BIP funding.
- Start date for federal grant awards DO NOT always align with the county fiscal year, nor can funding be spent immediately upon award (new grants require administrative review, which may take 3-6 months before approved to spend funds).

	Risk Window #1					Risk Window #2								
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	
SCAO Grants (annual)														
BIP Funding (supplemental)														
BJA FY21-23; (FY24/25 NCE)	NCE #2													
SAMHSA FY22-26		<i>Final Year</i>	NCE											
BJA FY26-29	<i>Apply</i>	<i>Start</i>				NCE								
SAMHSA FY27-31		<i>Apply</i>	<i>Start</i>				<i>Final Year</i>	NCE						
BJA FY30-33					<i>Apply</i>	<i>Start</i>			<i>Final Year</i>	NCE				
SAMHSA FY32-36							<i>Apply</i>	<i>Start</i>					NCE	
BJA FY34-37									<i>Apply</i>				<i>Final Year</i>	
Judge Dalman (starts Jan. 2025)	<i>Start of New Term</i>						<i>Election Year</i>	<i>Start of New Term</i>					<i>Election Year</i>	<i>Start of New Term</i>

NCE = “No Cost Extension.” Federal grant agencies may allow for a one year no-cost extension to conclude an existing project. They are not approved for the sole purpose of spending down unused funds. They must be justified as necessary to conclude project work. NCE’s are not guaranteed.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/03/2024

Requesting Department: Ottawa County Parks Commission

Submitted By: Jason D. Shamblin

Agenda Item: 2024 Ottawa County Parks and Recreation Commission Strategic Plan Presentation

Suggested Motion:

To receive for information the **2024 Ottawa County Parks and Recreation Commission Strategic Plan Presentation**

Summary of Request:

Ottawa County Parks and Recreation Commission Director, Jason Shamblin will present to the Board of Commissioners on the 2024 Ottawa County Parks and Recreation Strategic Plan.

The Strategic Plan and its input can be found on the Parks and Recreation website at: 2024 Ottawa County Parks and Recreation Strategic Plan

See attached memo for background.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Ottawa County Insurance Authority

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 4, Objective 2: Continue to perform program evaluations and implement outcome-based performance measurement systems.

Administration: Recommended Not Recommended Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/21/2024

Parks and Recreation Commission



Ottawa County Parks &
Recreation Commission
12220 Fillmore Street, West Olive, MI 49460
(616) 738-4810 www.miottawa.org/parks

MEMORANDUM

Date: November 27, 2024
To: Ottawa County Board Commissioners
From: Jason Shamblin, Parks Director
RE: 2024 Ottawa County Parks and Recreation Commission Strategic Plan

Recognizing the need to protect high quality natural land and provide expanded recreational opportunities, the Ottawa County Board of Commissioners initiated the process of forming a Parks and Recreation Commission in 1986 as provided for under Michigan Public Act 261 of 1965. The Ottawa County Parks & Recreation Commission (OCPRC) was officially formed in 1987 and inherited 9 park properties totaling 416 acres from the Ottawa County Road Commission.

The first official record of a mission statement and goals and objectives for the OCPRC is in the 1989 Parks, Recreation, and Open Space Plan. The mission statement included five parts that focused on developing a resource-based park system with high quality recreational experiences. Many of the goals and objectives of that plan have been achieved as the OCPRC now oversees the management of 40 park properties with over 7,350 acres, a nature center with community engagements offerings, a marina, 25 rental facilities, a future campground, portions of four regional non-motorized pathways, and a regional water trail.


The land acquisition strategy that the OCPRC developed over time focused on four “greenway” corridors within the County (the Grand River, Lake Michigan Coastal, Macatawa River, and Pigeon River Greenways) and successfully helped to drive approval of a 0.33 Parks Millage in 1996 and two subsequent renewals in 2006 and 2016.

Since 1989, the OCPRC’s mission statement has been updated twice, with the last update being in 2010. Over time, the OCPRC’s goals within the various iterations of the Parks, Recreation, and Open Space Plan (which focuses on land acquisition and facility development and has typically been updated every five years) have evolved and broadened as the Parks Department has expanded and varied its offerings.

As the OCPRC prepares for the 2026 millage renewal a comprehensive strategic planning process was initiated in 2023. The Strategic Planning process included robust public and stakeholder engagement input as well as several associated inputs (such as a Community Benefits Survey, a scientific polling survey of residents, and visitation data).

The 2024 Strategic Plan was approved by the Parks and Recreation Commission in August of 2024 and will guide the 2026 Parks, Recreation, and Open Space Plan, strategic initiatives and assist in prioritizing the allocation staff and resources. The Strategic Plan and its input can be found on the Parks and Recreation website at: [2024 Ottawa County Parks and Recreation Strategic Plan](#)

Action Request

 Ottawa County	Committee: Finance and Administration Committee
	Meeting Date: 12/03/2024
	Requesting Department: Parks & Recreation
	Submitted By: Zac VanOsdol
	Agenda Item: Parks strategic staffing realignment and position requests

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Parks & Recreation to realign and add new positions as part of the Parks 2024 Strategic Plan as approved by the Ottawa County Parks and Recreation Commission at a cost of \$388,329.

Summary of Request:

Please view the attached memo regarding the realignment and request of positions.

Summary:

Add 1.0 FTE Coordinator of Visitor and Business Services (grade 14)

Add 1.0 FTE Natural Resources Management Specialist (grade 4)

Add 1.0 FTE Operations Secretary (grade 3)

Add 1.0 FTE Assistant Supervisor (grade 7)

Add part-time, non-benefited Parks GIS Intern

Reclassify the Parks Planner to a Parks Data and Grants Manager

Reclassify the Parks Operations Manager to a Construction & Special Projects Supervisor

Approval of this motion also approves any related budget amendments needed to fund the request.

Financial Information:

Total Cost: \$388,328.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Parks revenue and Parks Millage unappropriated fund balance

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date:



MEMORANDUM

Date: November 14, 2024
To: Ottawa County Board of Commissioners
From: Jason Shamblin, Parks Director
RE: Strategic Plan staffing realignment and new positions

Staff Recommended Motion: To approve proposed position re-classifications and the addition of new positions. Additionally, to authorize a budget adjustment of existing revenues and appropriate \$100,000 of the Parks Millage unappropriated fund balance for associated expenses.

With the Ottawa County Parks and Recreation Commission's (OCPRC) adoption of the 2024 Strategic Plan in August, the OCPRC seeks approval from the Board of Commissioners to move forward with staffing recommendations that emerged from the planning process. It should be noted that the proposed Coordinator of Visitor & Business Services position will be funded by budgeted revenue from the Idema Explorers Camp and the Assistant Operations Supervisor will be funded by budgeted revenues from Park Motor Vehicle Permit.

Background: As the system overseen by the Ottawa County Parks and Recreation Commission (OCPRC) has grown in acreage, amenities, programming, and services over the past several decades, there have been ongoing efforts to evolve the organizational structure and staffing to best meet the needs of park visitors. In preparing for the OCPRC Strategic Plan process, there had been parallel efforts to move forward with an overall organizational analysis, including an effort to retain a staffing consultant in 2022. Due to budget concerns at that time, it was determined to forego comprehensive organizational analysis and instead incorporate an organizational analysis as part of the Strategic Plan process. In the interim, senior leadership staff worked with Human Resources to facilitate a staff survey to better understand staff needs and challenges.

In 2023, the Strategic Plan Request for Proposal was released, and the proposed work plan included an organizational analysis that would help identify the most suitable organizational structure to implement the Strategic Plan, address current needs, and continue to meet the needs of the growing population into the future. National consulting firm Crowe LLC, with experience in organizational assessments and staffing, was retained.

The Parks Director and the department's senior staff incorporated the analysis by Crowe, staffing feedback, and direct input from the Parks Commissioners and stakeholders to develop a proposed realignment of OCPRC staffing resources. This realignment proposal includes new positions and reclassifications that will help ensure success in implementing the OCPRC Strategic Plan, assist with operation of the new Idema Explorers Camp at Ottawa Sands, and help continue to meet the needs of the growing population into the future.

The Parks Director has worked with the department's senior leadership staff and Human Resources team to finalize the recommendations and prepare to implement the realignment if approved by the Board of Commissioners. This includes the following:

New Positions:

- **Coordinator of Visitor and Business Services** (Grade – 14 - Unclassified)

This full-time, exempt position will oversee the administration of Park enterprise operations including the Ottawa Beach Marina, Idema Explorers Camp, sale of Motor Vehicle Permits and indoor rental facilities throughout the county.

- **Natural Resources Management Specialist** (Grade 4 – Group T)

This full-time, nonexempt position will serve the residents of the county by assisting with the management of our natural resources and protecting them from the threat of invasive species.

- **Operations Secretary** (Grade 3 – Group T)

This full-time, exempt position will be assigned to support the operations division by assisting with administrative duties such as park visitor questions, record management, requisitions, procurement, and budget support.

- **Assistant Supervisor** (Grade – 7 – Group T)

This full-time, nonexempt position will serve the residents of the county by assisting with the management of our Lakeshore parks the spring through fall of the year. During the winter months the position will be reassigned as needed to assist with winter operations including preventative maintenance tasks.

- **Parks GIS Intern** (Non-Benefitted)

This new, temporary position will support the management and creation of GIS Data as well as the digital file management, development, and in-house manufacturing of park signage.

Re-classifications:

- **Parks Data and Grants Manager** from Parks Planner (12 from 9)

This position will assist with project management, support planning projects, strategic plan implementation, community outreach, project management, data gathering, grants management, and planning efforts for other divisions.

- **Construction & Special Projects Supervisor** from Parks Operations Manager (9 from 12)

With the addition of both the Coordinator of Visitor and Business Services and the Operations Secretary positions, this reclassification will remove some of the supervisory and administrative responsibilities allowing this position to focus on park construction.

Reclassification and Cost Analysis

		FTE	Wages	Benefits	Total Cost
Coordinator of Visitor and Business Services	Grade 14- Unclassified	1.0	\$83,632.02	\$54,223.18	\$137,855.20
				Total Cost	\$137,855.20
Natural Resources Management Specialist	Grade 4-Group T	1.0	\$42,437.66	\$39,034.24	\$81,471.90
				Total Cost	\$81,471.90
Operations Secretary	Grade 3-Group T	1.0	\$39,663.62	\$38,055.17	\$77,718.79
				Total Cost	\$77,718.79
Assistant Supervisor	Grade 7-Group T	1.0	\$52,000.62	\$42,409.43	\$94,410.05
				Total Cost	\$94,410.05
GIS Intern- intern rate	Non-Benefited	500 hours	\$7,027.28	\$537.59	\$7,564.87
				Total Cost	\$7,564.87
Current Parks Operations Manager- Grade 12	Unclassified	1.0	\$91,320.06	\$56,294.25	\$147,614.31
Construction & Special Projects Supervisor- Grade 9	Unclassified	1.0	\$74,544.34	\$50,502.22	\$125,046.56
				Total Cost	-\$22,567.75
Current Parks Planner - Grade 9	Group T	1.0	\$74,544.34	\$29,943.90	\$104,488.24
Parks Data and Grants Manager- Grade 12	Unclassified	1.0	\$82,710.49	\$33,652.71	\$116,363.20
				Difference	\$11,874.96
				Final cost	\$388,328.02

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/03/2024

Requesting Department: Administration

Submitted By: Ben Wetmore

Agenda Item: Crockery Lake Contract

Suggested Motion:

To approve and ratify the attached contract with Chester Township and appropriate \$563,404.00 from Board Initiatives for purposes of community revitalization and improvement.

Summary of Request:

This grant provides funding for Chester Township to engage in community revitalization efforts consistent with the attached contract. This effort will include work to rehabilitate Crockery Lake, and also provide funding for the oversight and management of these operations by the local jurisdiction. This effort will revitalize an economically vulnerable part of the County and serve to boost the economic performance of the area, which will have the net effect of increasing tax revenues.

Financial Information:

Total Cost: \$563,404.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Board Initiatives

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal:

Objective:

Administration: Recommended Not Recommended Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date:

**AGREEMENT FOR THE ADMINISTRATION OF FUNDS FOR THE RESTORATION
OF CROCKERY LAKE**

The Agreement for the Administration of Funds for the Restoration of Crockery Lake (the “Agreement”) is made and entered into by and between the **COUNTY OF OTTAWA**, a municipal corporation, (hereinafter referred to as the “County”), and the **TOWNSHIP OF CHESTER**, a Michigan general law township. Collectively, the signatories are referred to as the Parties, and individually, as a Party.

RECITALS:

WHEREAS, the County has received grants that were accepted by the County on the condition that they be used for the purpose of restoring surface waters in the County (the “Grants”);

WHEREAS, the County Board of Commissioners has decided to use the Grants, in combination with a portion of the County’s own funds (collectively, the “Lake Restoration Funds”), for the purpose of restoring the quality of waters of Crockery Lake, which is located within the County, in the Township of Chester, and upon which the County owns riparian property (Parcel #: 70-01-15-100-031) that is used for public park purposes, including a boat launch;

WHEREAS, the County Board of Commissioners has authorized the Crockery Lake restoration project to be designed and implemented by the company known as Restorative Lake Sciences, under the direction of Dr. Jennifer L. Jermalowicz-Jones, CLP, CLM, Professional Limnologist (the “Project”);

WHEREAS, the County and the Township desire to establish a cooperative and collaborative working relationship for the administration and use of the Lake Restoration Funds for the Project, and to enter into an Intergovernmental Agreement, as authorized under the provisions of Act 35 of the Public Acts of Michigan of 1951, as amended, and Act 7 of the Public Acts of 1967 (Ex. Sess.), as amended, whereby the Township, on behalf of the County, will hold and administer the Lake Restoration Funds, as a fiduciary, to ensure that they are expended in accordance with the Project; and,

WHEREAS, the Township is able and willing to serve in capacity, with the County’s consent, as authorized by Act 156 of the Public Acts of Michigan of 1917, upon terms that include, *inter alia*, the County’s payment of an administration fee to the Township, to reimburse the Township for the costs it incurs to serve in this capacity.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **County Performance.** The County agrees to, and shall, provide all Lake Restoration Funds to the Township promptly after the Effective Date, as defined in Section 10.a. Upon the County’s transfer of the Lake Restoration Funds to the Township, said funds shall not be used, expended or transferred for any purpose, other than to implement the Project in accordance with this Agreement.

2. **Township Performance.** Upon receipt from the County, the Township shall hold the Lake Restoration Funds in a restricted fund, the purpose of which is dedicated solely for restoring the quality of the waters of Crockery Lake in accordance with the Project, and on deposit in a secure financial institution that has been approved by the Township Board under its investment policies, until expended for the Project.

3. **Expenditure of Funds.** Subject to Section 4, the Township shall expend the Lake Restoration Funds only in accordance with, and for the purposes of implementing, the Project.

4. **Administrative Fee.** The Township shall be entitled to retain an administrative fee, to reimburse the Township for the costs it incurs to perform its obligations under the Agreement, in the amount of two percent (2%) of all Lake Restoration Funds the County provides to the Township. If the parties subsequently determine that the amount of the administrative fee is either too high or too low for the purpose of completely reimbursing the Township for the costs it incurs to perform its obligations under the Agreement, the Parties agree to renegotiate the amount of the administrative fee, in good faith, and to thereafter amend this Agreement to reflect the renegotiated administrative fee.

5. **Drafting Costs.** The County agrees to and shall reimburse the Township for all of the Township's actual legal fees, costs and expenses the Township has incurred in connection with the preparation of this Agreement, including, but not limited to, attendance at any meetings held with County representative to discuss or negotiate the terms of this Agreement ("Drafting Fees"). After the Effective Date of this Agreement, the Township shall submit to the County invoices documenting the Drafting Fees, to the address listed herein at Paragraph 22, and the County shall pay the amount of the Drafting Fees to the Township within sixty (60) days after receipt of such invoices by the County.

6. **Funding Amount.** The County is not, as a result of entry into or performance by either Party under this Agreement, obligated to provide any certain amount of Lake Restoration Funds to the Township. The Township acknowledges that the County has not made any representations, promises, or assurances to the Township about the amount of Lake Restoration Funds it will provide to the Township.

7. **Reports; Accounting.** The Township, upon reasonable advance request, shall provide the County timely and reasonable access to all data and information in the Township's possession or control related to the receipt and expenditure of Lake Restoration Funds for the Project. The Township shall adhere to the Generally Accepted Accounting Principles and its overall financial management system will ensure effective control over and accountability for all Lake Restoration Funds received. Accounting records shall be supported by balance sheets, general ledgers, and invoices. The expenditure of Lake Restoration Funds shall be reported by line item.

8. **Right of Audit.** The Township acknowledges and agrees that the County or its designee may audit the Township to verify compliance with this Agreement. The Township must retain and provide to the County or its designee upon request, all financial and accounting records related to this Agreement through the Term of this Agreement and for at least three (3) years thereafter (the "Financial Audit Period"). If an audit, litigation, or other action involving the

records is initiated before the end of the Financial Audit Period, the Township must retain the records until all issues are resolved. This right of audit is limited to matters within the scope of this Agreement. The County shall be solely responsible for the costs of any and all such audits, including any costs incurred by the Township.

9. **Right of Inspection.** Within ten (10) calendar days of providing notice, the County and its authorized representatives or designees have the right to enter and inspect any location where Township records are kept related to the Project and/or Lake Restoration Funds, and examine, copy, and audit all records related to this Agreement. The Township must cooperate and provide reasonable assistance. If financial errors are revealed and verified, the Township shall correct the errors within forty-five (45) calendar days of receipt of written notice of the errors from the County, unless forty-five (45) days is not reasonable under the particular circumstances, in which case the Parties shall cooperatively agree to an alternate and appropriate corrective deadline. The County shall be solely responsible for the costs of any and all such inspections, including any costs incurred by the Township.

10. **Effective Date; Term and Termination.** This Agreement shall commence on its Effective Date and continue until it expires or is terminated as provided for herein.

a. Effective Date. This Agreement shall become effective on the date (the “Effective Date”) that each of the following has occurred: (i) the approval of this Agreement by the County Board of Commissioners; and, (ii) the approval of this Agreement by the Chester Township Board; provided, however, that the Township shall not be required to perform its duties under this Agreement until it has received all or a portion of the Lake Restoration Funds from the County.

b. Term and Expiration. This Agreement shall expire with no further action on behalf of the Parties when the Project has been completed or when all Lake Restoration Funds have been expended, whichever comes sooner.

c. Termination for Cause. Either Party may immediately, upon written notice to the other Party, terminate this Agreement for cause if the other Party is in material breach of this Agreement.

d. Return of Funds. If expiration or termination of this Agreement occurs at a time when the Township still has possession of unobligated Lake Restoration Funds, the Township shall return the unobligated funds to the County within sixty (60) days, subject to the Township’s retention of any administrative fee or Drafting Fees still owing.

11. **Governing Law.** It is mutually acknowledged and agreed that this Agreement is made under and shall be governed by and construed in accordance with, the laws of the State of Michigan without giving effect to choice of law principles of such State. It is further acknowledged and agreed that any legal or equitable action or proceeding with respect to this agreement shall be brought only in the courts of Ottawa County, Michigan. The Parties submit to and accept generally and unconditionally the jurisdiction of those courts with respect to themselves and their property and irrevocably consent to the service of process in connection with any such action or proceeding by personal delivery or by the mailing thereof by registered or certified mail,

postage prepaid to the address listed herein at Paragraph 22. EACH PARTY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREIN.

12. **Indemnification and Hold Harmless.** The Conty shall, at its own expense, protect, defend, indemnify and hold harmless the Township, and its elected and appointed officers, employees and agents from all claims, damages, costs, law suits and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that they may incur as a result of any acts, omissions or negligence of the County or any of its officers, employees, agents or subcontractors which may arise out of this Agreement. This includes any repayment of Lake Restoration Funds which may be required in the event that any portion of the Lake Restoration Funds, after having been spent on the Project, are required to be returned to the County or a third-party.

13. **Waivers; Remedies.** No delay on the part of any of either Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any waiver on the part of the either Party of any right, power or privilege hereunder operate as a waiver of any other right, power or privilege hereunder, nor shall any single or partial exercise of any right, power or privilege hereunder preclude any other or further exercise of any other right, power or privilege hereunder. The rights and remedies herein provided are cumulative and are not exclusive of any rights or remedies which the parties hereto may otherwise have at law or in equity.

14. **Modifications, Amendments or Waiver of Provisions of the Agreement.** All modifications, amendments or waivers of any provision of this Agreement shall be made only by the written mutual consent of the Parties hereto, and upon approval of such modification, amendment or waiver by the County's Board of Commissioners and the Township Board of Trustees.

15. **Assignment or Subcontracting.** The Township shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement.

16. **Purpose of Section Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

17. **Complete Agreement.** This Agreement and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the Parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the Parties hereto.

18. **Survival Clause.** All rights, duties and responsibilities of any Party that either expressly or by their nature extend into the future, including warranties and indemnification, shall extend beyond and survive the end of the Agreement's term or the termination of this Agreement.

19. **Invalid/Unenforceable Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling

by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

20. **Force Majeure.** Any delay or failure in the performance by either Party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, epidemics, explosions, riots, wars, hurricane, sabotage terrorism, vandalism, accident, restraint of government, governmental acts, injunctions, labor strikes, that prevent the claiming Party from furnishing the materials or equipment, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this Agreement.

21. **Non-Beneficiary Contract.** Nothing expressed or referred to in this Agreement is intended or shall be construed to give any person other than the Parties to this Agreement or their respective successors or permitted assignees any legal or equitable right, remedy or claim under or in respect of this Agreement, it being the intention of the Parties that this Agreement and the transactions contemplated hereby shall be for the sole and exclusive benefit of such Parties or such successors and permitted assignees. The Provider's suppliers or providers are not considered the Provider's assignees and are not third-party beneficiaries.

22. **Notice.** Any and all correspondence or notices required, permitted, or provided for under this Agreement to be delivered to any Party shall be sent to that Party by either electronic mail with confirmation of receipt or by first class mail. All such written notices shall be addressed as provided below. All correspondence shall be considered delivered to a Party as of the date that the electronic confirmation of receipt is received (if notice is provided by electronic mail) or when notice is deposited with sufficient postage with the United State Postal Service. A notice of termination shall be sent via electronic mail with confirmation of receipt or via certified mail to the address specified below. Notices shall be mailed to the following addresses:

If to County: County Administrator, Ottawa County
12220 Fillmore Street
West Olive, Michigan 49460

If to Township: Township Supervisor, Chester Township
P.O. Box 115
Conkilm, MI 49403

23. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the

same instrument. The exchange of copies of this Agreement and of signature pages by facsimile or PDF transmission shall constitute effective execution and delivery of this Agreement as to the parties hereto and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties hereto transmitted by facsimile or PDF shall be deemed to be their original signatures for all purposes.

24. **Entire Agreement.** This Agreement sets forth the entire agreement between the Parties and supersedes any and all prior agreements or understandings between them in any related to the subject matter of this Agreement. It is further understood and agreed that the terms and conditions of this Agreement are contractual and are not a mere recital and that there are no other agreements, understandings, contracts, or representations between the Parties in any way related to the subject matter of this Agreement, except as expressly stated in this Agreement.

25. **Certification of Authority to Sign Agreement.** The people signing on behalf of the Parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Party they represent and that this Agreement has been authorized by the Party they represent.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS AGREEMENT ON THE DATES INDICATED BELOW

COUNTY OF OTTAWA

TOWNSHIP OF CHESTER

By: _____
Joe Moss, Chairman
Ottawa County Board
of Commissioners

By: _____
Troy Goodno, Supervisor

Date: _____

Date: _____

Action Request

Electronic Submission – Contract # 2508



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/3/2024

Vendor/3rd Party: KALLMAN LEGAL GROUP, PLLC

Requesting Department: CORPORATE COUNSEL

Submitted By: JACK JORDAN

Agenda Item: SECOND AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

Suggested Motion:

To approve and forward to the Board of Commissioners Kallman Legal Group, PLLC's Second Amendment to Agreement for Legal Services.

Summary of Request:

To amend Kallman Legal Group's Agreement for Legal Services with Ottawa County to reduce the term by three (3) months, thereby aligning the Agreement's end date with the dates of the County's budgetary fiscal year and reduce the amount of the contract by at least \$107,550.

Financial Information:

Total Cost: -\$107,550.00

General Fund Cost: -\$107,550.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Administration:

Recommended by County Administrator:

12/2/2024 5:54:20 PM

Committee/Governing/Advisory Board Approval Date: 12/3/2024

SECOND AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

Ottawa County (“County”) and the law firm of Kallman Legal Group, PLLC (“the Firm”) previously entered into a contract for the provision of legal services effective January 1, 2023 (including a First Amendment entered into in February of 2023, collectively referred to as the “Original Agreement”). The County and the Firm shall collectively be known herein as “the Parties.” The Effective Date of this Agreement shall be the date of the signature of the Parties. If the Parties sign on different dates, then this Agreement commences and becomes effective on the latest date signed.

I. BACKGROUND

WHEREAS, the Parties hereby agree that this Second Amendment shall be a full restatement of the Original Agreement and the terms of this Second Amendment shall be considered and interpreted as the full and complete agreement between the Parties (this Second Amendment shall hereinafter be referred to as the “Agreement”);

WHEREAS, Ottawa County desires to continue to contract with Kallman Legal Group, PLLC to provide corporate counsel and litigation legal services;

II. PURPOSE

Ottawa County is a body corporate and county organized under the Constitution and laws of the State of Michigan. The Firm is a Michigan Professional Limited Liability Company employing lawyers who are fully licensed to practice law in the State of Michigan and who are in good standing with the Michigan Bar Association.

In order to fulfill its responsibilities, the County must secure what are commonly known as “corporation counsel legal services” (“Corporate Legal Services”) and “litigation legal services” (“Litigation”). The Parties recognize that one of the purposes of this Agreement is to facilitate the long-term delivery of legal services to the County for both day-to-day corporate counsel services and litigation legal services.

III. SCOPE OF SERVICES

The Firm agrees to provide Corporate Legal Services as requested and required by the County. In particular, the Firm will provide:

Corporation Counsel Legal Services:

These services include, but are not limited to, providing legal opinions to the County Board of Commissioners (“Board”) and other County departments as directed by the County Administration and the Board; regularly attending Board meetings and such other meetings of committees, boards and commissions of the County as directed by the Board and County Administrator; assisting the County in compliance with statutes, including but not limited to the Freedom of Information Act, Open Meetings Act and HIPAA and, generally, all those services commonly understood among Michigan counties to be Corporate Legal Services.

Litigation Legal Services:

These services include, but are not limited to, providing legal counsel and representation as directed by the Board Chairperson regarding litigation where the County is a Party to a lawsuit, negotiation and the

proposed resolution of claims by or against the County, and providing counsel to the County in any way related to current or future litigation. These services include, but are not limited to: Advice regarding availability of alternative means to settle disputes; review of correspondence and court documents; preparation of documents to be given to the opposing Party; administrative proceedings; legal research and analysis; negotiation of a settlement agreement settling substantive issues; preparation of preliminary or other motion documents; mediation; postmediation, presigning, agreement review; representation at hearings and Court proceedings, all services related to the trial of a case, and all post-judgment issues and appeals.

To help the Firm represent the County effectively and to reduce the costs of representation, the County agrees to: make any County official or employee available to provide sworn testimony, e.g., in a deposition, affidavit, trial, or other proceedings, at Counsel's request; inform Counsel of any new developments or information material to the matter, e.g., court notices, letters from the opposing Party or counsel, new factual developments, etc.; respond promptly to Counsel's communications, including voice message, email message, letter, etc.; acknowledge that Counsel will not engage in offensive tactics and will treat all persons involved in the legal process with courtesy and consideration; not pursue a course of action through Counsel that Counsel reasonably believes to be illegal, fraudulent, frivolous, or imprudent; and keep Counsel advised of any change of addresses or phone numbers or other important changes and answer attorney requests for information promptly.

IV. DELIVERY OF SERVICES

The Firm agrees to be bound by the codes of professional responsibility of the State Bar of Michigan with respect to the delivery of all legal services pursuant to this Agreement. To facilitate this service, Kallman Legal Group, PLLC will be appointed by the Board as "Corporation Counsel" for Ottawa County, although all its attorneys' compensation, benefits and expenses, including their professional dues will be exclusively provided by the Firm.

The County will continue to provide the Firm with two offices in the County's Fillmore Administration building, and the Firm will attempt to have an attorney present for ongoing and arising legal needs at least three days per week out of those offices. The County will also continue to provide basic secretarial and other services to the attorneys working out of those offices as has been provided for the first two years of the Original Agreement, including, but not limited to, answering phones, making copies of documents, and providing printing services and other office services and other typical access to the County's facilities.

The County shall further provide a full-time paralegal to work in conjunction with, and under the direction of, the Firm. The hiring of the paralegal shall be approved by the Firm upon common employment terms and conditions as set by the County.

V. FEES

Subject to the provisions of Section VI entitled "Costs and Expenses," the County agrees to pay the Firm and the Firm agrees to accept compensation as follows:

Corporation Counsel Legal Services:

Kallman Legal Group, PLLC's standard hourly attorney rate is currently \$400.00. However, the Firm agrees to reduce its rate to \$240.00 per hour for all Corporation Counsel Legal Services. The Parties agree that the Firm shall provide a minimum of 1,248 hours of legal services per year (approximately 24 hours each week, or three 8-hour days each week). These minimum hours shall primarily be provided by

supplying an attorney or attorneys to be present and available at the County office for the County's Corporate Legal Services as outlined above.

Litigation Legal Services:

Kallman Legal Group, PLLC's standard hourly attorney rate is currently \$400.00. However, the Firm agrees to reduce its rate to \$290.00 per hour for all Litigation Legal Services. The Chairperson of the Board shall have the authority to instruct the Firm to represent the County as necessary related to all litigation as outlined above. Neither Party will settle any case without the other's knowledge and approval. The Firm has made and will make no promises or guarantees regarding the outcome of any litigation matter.

Terms Applicable to both Corporation Counsel and Litigation Legal Services:

The Firm shall bill the County on a monthly basis for all legal services provided. The County agrees to pay the bills in the regular course of its payment of expenses, but not later than sixty (60) days after a bill is submitted. If a bill is not paid within sixty (60) days, then a monthly late fee of 1.5% of the remaining balance shall be charged and added to the amount owed. If the County fails to pay the full legal fees, costs, expenses, and late fees when they become due under the terms of this Agreement, and legal action and/or collection agency activities are necessary to collect due and owing legal fees, costs, expenses, and late fees, then the County agrees to pay the Firm all costs and attorney fees incurred in collecting the due and owing legal fees, costs, expenses, and late fees.

The Firm's monthly bills shall be submitted to the County Administrator and the Fiscal Services Department for processing and payment.

VI. COSTS AND EXPENSES

The County agrees to pay out-of-pocket costs and expenses incurred by the Firm in rendering services under this Agreement. Notwithstanding the above, the Firm will not charge for mileage to and from any of the Firm's attorneys' homes to the Fillmore Administrative complex. Other expenses shall be charged at the rate customarily charged to other clients by the Firm and documentation for all expenses shall be provided upon request.

VII. NOTIFICATION

As a general matter, communications from the County to the Firm shall be made to Kallman Legal Group, PLLC at the following address:

KALLMAN LEGAL GROUP, PLLC
5600 W. Mount Hope Hwy.
Lansing, MI 48917
517-322-3207
517-322-3208 Fax

dave@kallmanlegal.com, steve@kallmanlegal.com, jack@kallmanlegal.com, lanae@kallmanlegal.com

The County contemplates that the Administrator or his or her designee shall be responsible for coordinating the County's responsibilities under this Agreement. Communications to the Administrator can be made as follows:

OTTAWA COUNTY, MICHIGAN
CO: Ottawa County Administrator
12220 Fillmore Street
West Olive, MI 49460

VIII. TERM/WAIVER

This Agreement for Legal Services shall be effective on the date of execution and conclude on September 30, 2025, which is a reduction of three (3) months from the original term of the Original Agreement ending on January 1, 2026. The bills from the Firm for October and November of 2024 shall be submitted and paid in their usual manner. As consideration for the three-month reduction of the term, the County hereby agrees to pay a lump-sum minimum fee of \$249,408.00¹ immediately upon the execution of this Agreement. The County shall receive a credit (\$24,940.80) in its monthly bills for the minimum 24 hours per week that have been paid with the minimum fee. If the County incurs a monthly bill for legal services under this Agreement greater than the monthly credit of \$24,940.80, then the County shall pay the remaining balance of the bill pursuant to the terms of this Agreement. Under all circumstances, any payments made under this Agreement, including, but not limited to, the lump-sum minimum fee, are non-refundable.

The Parties may agree to renew this Agreement for an additional term. Notwithstanding the foregoing, either Party may terminate this Agreement only for just cause during the term of the Agreement. For purposes of this Agreement and for analyzing the conduct of the Firm, “just cause” shall only mean the gross negligence or criminal misconduct of the Firm in the performance of its duties to the County that occurs after the effective date of this Second Amendment. For purposes of this Agreement and for analyzing the conduct of the County, “just cause” shall only mean a breach of the terms of this Agreement that occurs after the effective date of this Second Amendment. Additionally, the Parties may jointly agree to terminate this Agreement at any time during its term.

The Parties and their agents, attorneys, representatives, employees, officials, and assigns, hereby release and waive any and all claims of any kind against the other Party related to, or arising from, the services provided and terms of the Original Agreement between the Parties, including, but not limited to, actions, causes of actions, suits, debts, losses, damages, claims, malpractice, demands or other liability or relief, whether in law or in equity, or before administrative agencies or departments, that occurred or existed prior to the Effective Date, and hereby agree that the terms of this Agreement shall control.

IX. PROFESSIONAL LIABILITY INSURANCE

The Firm shall continue to maintain adequate professional liability coverage and shall provide proof of said coverage upon reasonable request by the County. Notwithstanding the above, the Firm shall maintain professional liability insurance of not less than \$1 million per occurrence.

X. ACKNOWLEDGEMENT AND COUNTERPARTS

By executing this Agreement, the County representative acknowledges that it has been duly approved by the Board of Commissioners. By executing this Agreement, the Firm representative acknowledges that the Firm has fully approved the Agreement.

This Agreement may be executed in counterparts, each of which shall be deemed an original, and these counterparts shall constitute one and the same instrument and may be sufficiently evidenced by one or the other.

¹ December 1, 2024 to September 30, 2025 is 43.3 weeks. The minimum 24 hours per week for 43.3 weeks is 1,039.2 hours. 1,039.2 hours times \$240 per hour is \$249,408.00.

XI. MERGER

This Agreement shall be interpreted under, and in a manner consistent with Michigan law, including amendments and changes from time to time. This Agreement constitutes the complete understanding between the Parties and all prior or contemporaneous understandings, oral or in writing, are merged herein. This Agreement may only be modified by the mutual consent of the Parties expressed in writing and signed in like form.

XII. PARTIAL INVALIDITY

The partial invalidity of any portion of this Agreement shall not be deemed to affect the validity of any other part of this Agreement. In the event that any provision of this Agreement is determined to be invalid, the Parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by the Parties subsequent to the expunction of the invalid provision.

XIII. MISCELLANEOUS

Paragraph headings are for convenience only. In no event shall any such title or caption be deemed to be part of this Agreement or interpretive of any of its language or intent. Reference to the singular shall include the plural, and vice versa, when the context so suggests. No provision of this Agreement is to be interpreted for or against any party because that party or that party's legal representative drafted the Agreement or any of its provisions.

The Parties agree that the proper venue regarding any dispute between the Parties relating in any way to this Agreement shall be filed and heard in the Eaton County, Michigan, Circuit Court.

The Parties further acknowledge that the obligations imposed on each of them contained in this Agreement constitute adequate and sufficient consideration to support all of the provisions of this Agreement.

KALLMAN LEGAL GROUP, PLLC

OTTAWA COUNTY

By: 
David A. Kallman

By: _____
Chairperson
Ottawa County Board of Commissioners

December 2, 2024

December ____, 2024

ATTEST

Ottawa County Clerk/Register

FIRST AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

Ottawa County ("County") and the law firm of Kallman Legal Group, PLLC ("the Firm") previously entered into a contract for the provision of legal services effective January 1, 2023. The County and the Firm shall collectively be known herein as "the Parties."

AMENDMENT

Pursuant to Article X of the Agreement, and for mutual consideration contained herein, the Parties hereby amend the Agreement as follows:


1. Article VII - TERM is hereby stricken and replaced with the following:

Article VII - TERM

"This contract shall be effective January 1, 2023, and have a three-year term ending on January 1, 2026. It may be renewed for another term of years by either party by giving the other party thirty (30) days notice before the end of the term. Notwithstanding the foregoing, either party may terminate the contract only for just cause during the term of the contract. For purposes of this Agreement, "just cause" shall mean the gross negligence or misconduct of the Firm in the performance of its duties to the County."


2. All other terms and conditions of the Agreement are unchanged and remain in full force and effect.

KALLMAN LEGAL GROUP, PLLC


By: 
David A. Kallman

February 14, 2023

OTTAWA COUNTY

By: 
Chairperson
Ottawa County Board of Commissioners

ATTEST



Ottawa County Clerk/Register

AGREEMENT FOR LEGAL SERVICES

Ottawa County ("County") and the law firm of Kallman Legal Group, PLLC ("the Firm") hereby enter into this contract for the provision of legal services. The County and the Firm shall collectively be known herein as "the Parties."

I. BACKGROUND

WHEREAS, Ottawa County desires to contract with Kallman Legal Group, PLLC to provide corporate counsel and litigation legal services;

II. PURPOSE

Ottawa County is a body corporate and county organized under the Constitution and laws of the State of Michigan. The Firm is a Michigan Professional Limited Liability Company employing lawyers who are fully licensed to practice law in the State of Michigan and who are in good standing with the Michigan Bar Association.

In order to fulfill its responsibilities, the County must secure what are commonly known as "corporation counsel legal services" ("Corporate Legal Services") and "litigation legal services" ("Litigation"). The parties recognize that one of the purposes of this Agreement is to facilitate the long-term delivery of legal services to the County for both day-to-day corporate counsel services and litigation legal services.

III. SCOPE OF SERVICES

The Firm agrees to provide Corporate Legal Services as requested and required by the County. In particular, the Firm will provide:

Corporation Counsel Legal Services:

These services include, but are not limited to, providing legal opinions to the County Board of Commissioners ("Board") and other County departments as directed by the County Administration and the Board; regularly attending Board meetings and such other meetings of committees, boards and commissions of the County as directed by the Board and County Administrator; assisting the County in compliance with statutes, including but not limited to the Freedom of Information Act, Open Meetings Act and HIPAA and, generally, all those services commonly understood among Michigan counties to be Corporate Legal Services.

Litigation Legal Services:

These services include, but are not limited to, providing legal counsel and representation as directed by the Board Chairperson regarding litigation where the County is a party to a lawsuit, negotiation and the proposed resolution of claims by or against the County, and providing counsel to the County in any way related to current or future litigation. These services include, but are not limited to: Advice regarding availability of alternative means to settle disputes; review of correspondence and court documents; preparation of documents to be given to the opposing party; administrative proceedings; legal research and analysis; negotiation of a settlement agreement settling substantive issues; preparation of preliminary or other motion documents; mediation; postmediation, presigning, agreement review; representation at hearings and Court proceedings, all services related to the trial of a case, and all post-judgment issues and appeals.

To help the Firm represent the County effectively and to reduce the costs of representation, the County agrees to: make any County official or employee available to provide sworn testimony, e.g., in a deposition, affidavit, trial, or other proceedings, at Counsel's request; inform Counsel of any new developments or information material to the matter, e.g., court notices, letters from the opposing party or counsel, new factual developments, etc.; respond promptly to Counsel's communications, including voice message, email message, letter, etc.; acknowledge that Counsel will not engage in offensive tactics and will treat all persons involved in the legal process with courtesy and consideration; not pursue a course of action through Counsel that Counsel reasonably believes to be illegal, fraudulent, frivolous, or imprudent; and keep Counsel advised of any change of addresses or phone numbers or other important changes and answer attorney requests for information promptly.

IV. DELIVERY OF SERVICES

The Firm agrees to be bound by the codes of professional responsibility of the State Bar of Michigan with respect to the delivery of all legal services pursuant to this Agreement. To facilitate this service, Kallman Legal Group, PLLC will be appointed by the Board as "Corporation Counsel" for Ottawa County, although all its attorneys' compensation, benefits and expenses, including their professional dues will be exclusively provided by the Firm.

The County will provide Kallman Legal Group, PLLC with an office in the County's Fillmore Administration building, and the Firm will attempt to have an attorney present for ongoing and arising legal needs at least three days per week out of that office. The County will also provide basic secretarial services to the attorneys working out of that office, including, but not limited to, answering phones, making copies of documents, and providing printing services and other office services.

The County shall further provide a full-time paralegal to work in conjunction with, and under the direction of, the Firm. The hiring of the paralegal shall be approved by the County Administrator and the Firm upon common employment terms and conditions as set by the County.

V. FEES

Subject to the provisions of Section VI entitled "Costs and Expenses," the County agrees to pay the Firm and the Firm agrees to accept compensation as follows:

Corporation Counsel Legal Services:

Kallman Legal Group, PLLC's standard hourly attorney rate is \$350.00. However, the Firm agrees to reduce its rate to \$225.00 per hour for all Corporation Counsel Legal Services for the first year of the agreement and \$240.00 per hour for the second year of this agreement. The parties agree that the Firm shall provide a minimum of 1,248 hours of legal services per year (approximately 24 hours each week, or three 8-hour days each week). These minimum hours shall primarily be provided by supplying an attorney to be present and available at the County office for the County's Corporate Legal Services as outlined above.

Litigation Legal Services:

Kallman Legal Group, PLLC's standard hourly attorney rate is \$350.00. However, the Firm agrees to reduce its rate to \$275.00 per hour for all Litigation Legal Services for the first year of the agreement and \$290.00 per hour for the second year of this agreement. The Chairperson of the Board shall have the authority to instruct the Firm to represent the County as necessary related to all litigation as outlined above. Neither party will settle any case without the other's knowledge and approval. The Firm has made and will make no promises or guarantees regarding the outcome of any litigation matter.

The Firm shall bill the County on a monthly basis for all legal services provided, and the County agrees to pay the bills in the regular course of its payment of expenses.

VI. COSTS AND EXPENSES

The County agrees to pay out-of-pocket expenses incurred by the Firm in rendering services under this Agreement. Notwithstanding the above, the Firm will not charge for mileage to and from any of the Firm's attorney's homes to the Fillmore complex. Other expenses shall be charged at the rate customarily charged to other clients by the Firm and documentation for all expenses shall be provided upon request.

VII. NOTIFICATION

As a general matter, communications from the County to the Firm shall be made to Kallman Legal Group, PLLC at the following address:

KALLMAN LEGAL GROUP, PLLC
5600 W. Mount Hope Hwy.
Lansing, MI 48917
517-322-3207
517-322-3208 Fax

dave@kallmanlegal.com, steve@kallmanlegal.com, jack@kallmanlegal.com

The County contemplates that the Administrator or his or her designee shall be responsible for coordinating the County's responsibilities under this Agreement. Communications to the Administrator can be made as follows:

OTTAWA COUNTY, MICHIGAN
CO: Ottawa County Administrator
12220 Fillmore Street
West Olive, MI 49460

VIII. TERM

This contract shall be effective January 1, 2023, and have a two-year term ending on January 1, 2025. It may be renewed for another term of years by either party by giving the other party thirty (30) days notice before the end of the term. Notwithstanding the foregoing, either party may terminate the contract at any time upon ninety (90) days prior written notice to the other.

IX. PROFESSIONAL LIABILITY INSURANCE

The Firm shall provide proof of adequate professional liability coverage to the County at the outset of this Agreement, and upon reasonable request at any time during its term. Notwithstanding the above, the Firm shall maintain professional liability insurance of not less than \$1 million per occurrence.

X. ACKNOWLEDGEMENT AND COUNTERPARTS

By executing this Agreement, the County representative acknowledges that it has been duly approved by the Board of Commissioners. By executing this Agreement, the Firm representative acknowledges that the Firm has fully approved the Agreement.

This Agreement may be executed in counterparts, each of which shall be deemed an original, and

these counterparts shall constitute one and the same instrument and may be sufficiently evidenced by one or the other.

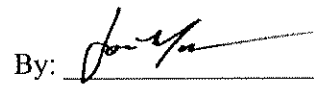
XI. MERGER

This Agreement shall be interpreted under, and in a manner consistent with Michigan law, including amendments and changes from time to time. This Agreement constitutes the complete understanding between the parties and all prior or contemporaneous understandings, oral or in writing, are merged herein. This Agreement may only be modified by the mutual consent of the parties expressed in writing and signed in like form.

KALLMAN LEGAL GROUP, PLLC

OTTAWA COUNTY

By: 
David A. Kallman

By: 
Chairperson
Ottawa County Board of Commissioners

January 23, 2023

ATTEST


Ottawa County Clerk/Register

Action Request

Electronic Submission – Contract # 2510



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/3/2024

Vendor/3rd Party: LAKESHORE HABITAT FOR HUMANITY

Requesting Department: DEPARTMENT OF STRATEGIC IMPACT

Submitted By: PAUL SACHS

Agenda Item: ATTAINABLE AND AFFORDABLE HOUSING - LAKESHORE HABITAT

Suggested Motion:

To authorize the Board Chair and Clerk/Register to sign the partnership agreement between Ottawa County and Lakeshore Habitat for Humanity to support site development and construction costs for housing development

Summary of Request:

These funds are designed as seed funding to provide ongoing working capital for Lakeshore Habitat for Humanity to design, construct, and deploy more affordable homeownership opportunities in Ottawa County. The working capital funding pool will continuously replenish through home sales and/or mortgage payments so as to create a sustainable funding model for this specific purpose.

Financial Information:

Total Cost: \$500,000.00

General Fund Cost: \$0.00

Included in Budget: No

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Administration:

Recommended by County Administrator:

12/2/2024 5:56:34 PM

Committee/Governing/Advisory Board Approval Date: 12/3/2024

GRANT AGREEMENT

THIS GRANT AGREEMENT (hereinafter “Agreement”) is made between Ottawa County, a State of Michigan political subdivision (hereinafter the “County”), and Lakeshore Habitat for Humanity, a Michigan nonprofit corporation whose address is 12727 Riley Street, Holland, MI 49424 (hereinafter the “Recipient”), and the County and Recipient are hereinafter a “Party” and collectively the “Parties”.

WHEREAS, on March 11, 2021, President Joseph R. Biden signed into law the American Rescue Plan Act of 2021 (hereinafter “ARPA”);

WHEREAS, the County received a total of approximately \$57 million in ARPA funds that the County utilized for revenue replacement of which the resulting budgetary savings were appropriated for “Board Initiatives”;

WHEREAS, the County’s “Board Initiatives” funding is specifically intended to support worthy projects that benefit communities throughout the County;

WHEREAS, the Recipient is a Michigan nonprofit entity, and has submitted a proposal to the County for **FIVE HUNDRED THOUSAND DOLLARS and NO CENTS** (\$500,000.00) in grant funds (hereinafter “Grant Funds”) to finance an Attainable and Affordable Housing Project (“Project”); and

WHEREAS, attainable and affordable housing has been highlighted by State Administration as an economic development tool and public benefit thereby allowing the allocation of funds to organizations such as the Recipient conditioned upon the appropriate use of provided funds; and

WHEREAS, the County and the Recipient desire to enter into this Agreement:

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the terms and conditions set forth below, the Parties agree as follows:

1. EFFECTIVE DATE AND TERM

This Agreement shall commence when last executed by all Parties and remain in effect until such time as any conditions and/or limitations described in Exhibit A are fulfilled or expire.

2. GRANT FUNDS TO BE DISSEMINATED TO RECIPIENT

The total award of Grant Funds to be disseminated by the County to the Recipient, as part of this Agreement, shall not exceed **FIVE HUNDRED THOUSAND DOLLARS and NO CENTS** (\$500,000.00).

3. LIMITATIONS REGARDING THE USE OF GRANT FUNDS

The Recipient shall ensure that all expenditures utilizing Grant Funds received in accordance with this Agreement shall be limited to only those eligible services and activities described in Exhibit A, and the Recipient also agrees to achieve the metrics set forth in Exhibit B. In addition to and without limiting the above, the Recipient shall ensure that all expenditures utilizing Grant Funds are expended in accordance with its application for such funds and all supporting materials which are incorporated by reference herein as Exhibit C.

4. REPORTING REQUIREMENTS TO ENSURE COMPLIANCE WITH THIS AGREEMENT

In order to ensure compliance with the standards and metrics set forth in this Agreement, the Recipient shall comply with the annual reporting requirements set forth in Exhibit B.

5. DISSEMINATION OF GRANT FUNDS TO RECIPIENT

The dissemination of Grant Funds shall only occur after the execution of this Agreement and the County reviews the Recipient's request for grant disbursement. Upon receipt of the Recipient's payment request, the County shall disseminate Grant Funds for the described eligible expenditures within twenty (20) days of receipt of said payment request.

6. EVOLUTION OF GRANT FUND GUIDANCE FROM THE COUNTY

The County may request additional information from the Recipient, as needed, to meet any additional guidelines that it makes to Exhibit A, during the term of this Agreement, the right to make such unilateral changes being expressly reserved by the County.

7. TERMINATION

Without the need for prior notification, the County may terminate this Agreement immediately upon written notice to the Recipient that the County considers the Recipient to be in material breach of this Agreement, after giving the Recipient sixty (60) days to cure. The County may or may not require the Recipient to return Grant Funds paid, in its sole discretion. In the event of a termination and/or demand for repayment, the Recipient covenants that it will not sue the County or any of its officers or agents regarding the termination of this Agreement nor for any loss or damages resulting from the termination of this Agreement. Instead, any dispute over the termination and/or repayment decision of the County will be resolved by binding arbitration conducted by the American Arbitration Association under its rules with each side bearing the costs of its own attorneys' fees and costs, the arbitrator being limited in his or her discretion to an affirmation of the County's termination decision and/or repayment decision or to reversal of the County's decisions and a restoration of the remainder of the grant, and either side having the right to confirm the arbitrator's award through a judgment in the 20th Circuit Court.

8. INDEPENDENT CONTRACTOR

Each Party under the Agreement shall be for all purposes an independent Contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the Parties. The Recipient shall not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the County for any purpose.

9. HOLD HARMLESS AND INDEMNIFICATION

The Recipient agrees to defend, indemnify, and hold the County, its officers, officials, employees, agents, and volunteers harmless from and against any and all claims, injuries, damages, losses or expenses, taxes or fees, including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of the Recipient, its officers, directors, employees, and/or agents

relating to the Recipient's performance or failure to perform under this Agreement and/or its receipt of funds hereunder. This section shall survive the expiration or termination of this Agreement.

10. COMPLIANCE WITH LAWS AND GUIDELINES

In spending the Grant Funds and operating the funded project, the Recipient shall comply with all federal, state, and local laws.

11. MAINTENANCE AND AUDIT OF RECORDS

The Recipient shall maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review, and audit by the County or its designees. If it is determined during the course of the audit that the Recipient was reimbursed for unallowable costs under this Agreement or any statute, rule, or regulation regarding the expenditure of such funds, then the Recipient agrees to promptly reimburse the County for such payments upon request.

12. NOTICES

Any notices desired or required to be given hereunder shall be in writing, and shall be deemed received three (3) days after deposit with the US Postal Service (postage fully prepaid, certified mail, return receipt requested), and addressed to the Party to which it is intended at its last known address, or to such person or address as either Party shall designate to the other from time to time in writing forwarded in like manner:

Recipient: Director, Lakeshore Habitat for Humanity at address above

County: Fiscal Services Director, 12220 Fillmore Street, West Olive, MI 49460

13. IMPROPER INFLUENCE

Each Party warrants that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. The Parties agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.

14. CONFLICT OF INTEREST

The elected and appointed officials and employees of the Parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest as defined in MCL §15.321 *et. seq.*

15. TIME

Time is of the essence in this Agreement.

16. SURVIVAL

The provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall survive. Those provisions include without limitation Indemnification and Maintenance and Audit of Records.

17. MERGER AND AMENDMENT

This Agreement constitutes the entire agreement between the County and the Recipient for the use of funds received under this Agreement, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties with respect to this Agreement. No amendment or modification to the Agreement shall be effective without prior written consent of the authorized representatives of the Parties and signature in a like document.

18. GOVERNING LAW

The Agreement shall be governed in all respects by the laws of the State of Michigan, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in conjunction with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Ottawa County, Michigan pursuant to MCL §600.1615.

19. NON-WAIVER

No failure on the part of the County to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by the County of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to the County at law or in equity.

20. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors.

21. ASSIGNMENT

The Recipient shall not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of the County.

22. NO THIRD-PARTY BENEFICIARIES AND NON-WAIVER

Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement. This Agreement cannot be enforced by a third party, nor shall it be construed as a waiver of the County's governmental immunity.

23. CIVIL RIGHTS COMPLIANCE

With respect to the project funded herein and expenditure of Grant Funds, Recipient promises that it shall not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

24. SEVERABILITY

In the event that one or more provisions of this Agreement shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect and the invalid provisions shall be deemed deleted.

25. COUNTERPARTS

This Agreement may be executed in on or more counterparts, any of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

26. TAXES

The Recipient shall be solely responsible for any and all local, state, or federal taxes and/or fees associated within this distribution of funds and the County shall not undertake any withholdings for such purposes.

27. AUTHORIZATION

Each Party signing below warrants to the other Party, that they have the full power and authority to execute this Agreement on behalf of the Party for whom they sign.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below: Dated this _____ day of _____, 2024.

LAKESHORE HABITAT FOR HUMANITY

OTTAWA COUNTY, MICHIGAN

By: 

By: _____

Dave Rozman, Its: Executive Director

Joe Moss, Chairperson
Ottawa County Board of Commissioners

By: _____

Justin F. Roebuck, County Clerk

EXHIBIT A

Proposal:

- **Request:** \$500,000
- **Purpose/Use of Grant Funds:** To support *site development and construction costs*. Funds will be used as working capital and then reinvested back into the next housing development.
- **Critical Population:** Targets buyers making between 30% and 120% of AMI, addressing a critical gap in the housing market
- **Sustainability Model:**
 - Habitat holds the mortgages for the Habitat Homeowners or as needed, the buyer must qualify for a traditional mortgage
 - In the event a traditional mortgage is secured, Habitat holds a *residual equity mortgage* on the home. That residual mortgage covers the difference between the actual (appraised) value and what the buyer is paying.
 - Sale price set at 30% of the buyer's household income. The residual equity mortgage protects the home from being flipped and to protect affordability.
 - Homeowner mortgage durations average 24 years
 - Monthly payments made back to Habitat will be reinvested back into the community to build more affordable housing units (Historically, 80% of development costs are recouped through sales, which are reinvested into future projects)
- **Accountability and Reporting:** Habitat is committed to transparency and accountability in the use of funds. Detailed reporting metrics will be provided to Ottawa County, with reports on the use of funds, project progress, and outcomes delivered according to timeframes defined in Exhibit B.

EXHIBIT B

METRICS

The success of this grant will be measured by, at minimum, the following, of which the Recipient must report on biannually (i.e. two times per year) for the duration of the Agreement:

- (1) Number, and location, of new housing units under construction or completed that materialized as a direct result of the provided Grant Funds;
- (2) Number of residents housed, and range of AMI, as a direct result of provided Grant Funds
- (3) Percent of the total \$500,000 Grant remaining (indicator of long-term sustainability)
- (4) Other metrics as identified/requested by the County
- (5) Other metrics as deemed appropriate to share as identified by Recipient

EXHIBIT C

RECIPIENT'S PROPOSAL

[Lakeshore Habitat for Humanity and Jubilee Ministries' June 20, 2024 Proposal are incorporated herein. Any discrepancies between that Proposal and this Agreement or its Exhibits shall be resolved according to the terms of this Agreement and its Exhibits]

Proposal for Funding Support for Affordable and Attainable Housing Projects

Introduction

Ottawa County is at a critical juncture in addressing the housing needs of its residents. The demand for affordable and attainable housing has never been greater, particularly for individuals in essential roles such as first responders, medical professionals, educators, and local manufacturing employees. In response to this need, Jubilee Ministries and Lakeshore Habitat for Humanity are spearheading significant housing projects aimed at providing affordable homes for those making between 40% and 120% of the area median income (AMI). This proposal requests financial support from Ottawa County to help fund these vital projects.

Background of Jubilee Ministries and Lakeshore Habitat for Humanity

Jubilee Ministries: Celebrating its 25th anniversary this year, Jubilee Ministries has been a cornerstone of community development and support in Holland, Michigan. Jubilee owns, renovated, and operates the historic Midtown Center, formerly Holland High School. This facility houses eight nonprofit tenants, each serving the community in diverse and impactful ways. Over the years, Jubilee has undertaken substantial housing projects, including the renovation of over 20 homes in downtown Holland. They are the developers of the only small home community in West Michigan and have transitioned into new home development, with 10 homes completed and 25 more planned for the next few years.

Lakeshore Habitat for Humanity: Lakeshore Habitat for Humanity has been a pillar of affordable housing in Ottawa County. Their mission is to bring people together to build homes, communities, and hope. They have a long history of constructing affordable homes and working closely with families to ensure long-term stability and community integration. Lakeshore Habitat built 175 home homes in the last 33 years and is in the process of completing an 18 home community in the City of Holland. In the past 12 months, Lakeshore Habitat completed 16 homes, including 2–5-unit townhomes, one in Hudsonville and one in Holland Township.

Project Overview

The initial project proposed is an 11-unit townhome development located on W 20th Street between Ottawa Ave and Cleveland Ave in Holland. This project will provide for-sale townhomes, offering affordable housing options to individuals and families in crucial sectors of our community.

Jubilee Ministries Request

- Amount: \$1,000,000
- Purpose: To support site development and construction costs, ensuring that homes are affordable to buyers.
- Sales Model: Sale prices based on the buyer's salary, ensuring affordability.
- Financial Efficiency: Historically, 80% of development costs are recouped through sales, which are reinvested in future projects.
- Impact: Minimum of 16 new homes built and sold, with potential for more through additional incentives and funding.

Lakeshore Habitat for Humanity Request

- Amount: \$500,000
- Purpose: To supplement the funding needed for construction, enhancing the capacity to build affordable housing.

Impact and Benefits

Community Impact

- Critical Population: Ensures housing for essential workers, stabilizing the workforce and contributing to community resilience.
- Affordability: Targets buyers making between 30% and 120% of AMI, addressing a critical gap in the housing market.
- Sustainable Development: Recouped funds are reinvested into new projects, creating a sustainable funding model for future housing developments.

Timeline

- Site Development Start: Within a 3 months of receiving funding.
- Construction Completion: Within a year of starting the project.

Financial Sustainability

Jubilee Ministries' model of pricing homes based on the buyer's salary and reinvesting 80% of the development costs into new projects ensures that the funding requested will have a long-lasting impact. This model reduces reliance on interest-costing funding methods and maximizes the use of county funds for ongoing housing development.

Lakeshore Habitat's model of offering buyers a 0% interest loan and the payment on the home being no more than 30% of their monthly income ensures that the housing will stay affordable over time and the monthly payments are reinvested back into the community by building more affordable housing.

Accountability and Reporting

Jubilee Ministries and Lakeshore Habitat are committed to transparency and accountability in the use of funds. Detailed reporting metrics can be provided to Ottawa County, with reports on the use of funds, project progress, and outcomes delivered according to any timeframe the county deems acceptable.

Conclusion

Support from Ottawa County for these projects is not just an investment in housing; it's an investment in the future stability and prosperity of our community. By funding these initiatives, Ottawa County can help ensure that essential workers have access to affordable housing, contributing to the overall well-being and economic stability of the region.

We respectfully request Ottawa County to approve the funding requests of \$1,000,000 for Jubilee Ministries and \$500,000 for Lakeshore Habitat for Humanity. This support will enable the immediate start of the 11-unit townhome project on W 20th Street, setting the stage for ongoing affordable housing development and community enrichment.

Thank you for your consideration.



Action Request

Electronic Submission – Contract # 2509



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/3/2024

Vendor/3rd Party: JUBILEE MINISTRIES INC

Requesting Department: DEPARTMENT OF STRATEGIC IMPACT

Submitted By: PAUL SACHS

Agenda Item: ATTAINABLE AND AFFORDABLE HOUSING - JUBILEE MINISTRIES INC

Suggested Motion:

To authorize the Board Chair and Clerk/Register to sign the partnership agreement between Ottawa County and Jubilee Ministries Inc to support site development and construction costs for housing development

Summary of Request:

These funds are designed as seed funding to provide ongoing working capital for Jubilee Ministries Inc to design, construct, and deploy more affordable homeownership opportunities in Ottawa County. The working capital funding pool will continuously replenish through home sales and/or mortgage payments so as to create a sustainable funding model for this specific purpose.

Financial Information:

Total Cost: \$1,000,000.00

General Fund Cost: \$0.00

Included in Budget: No

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Administration:

Recommended by County Administrator:

12/2/2024 5:56:37 PM

Committee/Governing/Advisory Board Approval Date: 12/3/2024

GRANT AGREEMENT

THIS GRANT AGREEMENT (hereinafter “Agreement”) is made between Ottawa County, a State of Michigan political subdivision (hereinafter the “County”), and Jubilee Ministries Inc., a Michigan nonprofit corporation whose address is 96 W 15th St, Holland MI 49423 (hereinafter the “Recipient”), and the County and Recipient are hereinafter a “Party” and collectively the “Parties”.

WHEREAS, on March 11, 2021, President Joseph R. Biden signed into law the American Rescue Plan Act of 2021 (hereinafter “ARPA”);

WHEREAS, the County received a total of approximately \$57 million in ARPA funds that the County utilized for revenue replacement of which the resulting budgetary savings were appropriated for “Board Initiatives”;

WHEREAS, the “Board Initiatives” funding is specifically intended to support worthy projects that benefit communities throughout the County;

WHEREAS, the Recipient is a Michigan nonprofit entity, and has submitted a proposal to the County for **ONE MILLION DOLLARS and NO CENTS** (\$1,000,000) in grant funds (hereinafter “Grant Funds”) to finance an Attainable and Affordable Housing Project (“Project”); and

WHEREAS, attainable and affordable housing has been highlighted by State Administration as an economic development tool and public benefit thereby allowing the allocation of funds to organizations such as the Recipient conditioned upon the appropriate use of provided funds; and

WHEREAS, the County and the Recipient desire to enter into this Agreement:

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the terms and conditions set forth below, the Parties agree as follows:

1. EFFECTIVE DATE AND TERM

This Agreement shall commence when last executed by all Parties and remain in effect until such time as any conditions and/or limitations described in Exhibit A are fulfilled or expire.

2. GRANT FUNDS TO BE DISSEMINATED TO RECIPIENT

The total award of Grant Funds to be disseminated by the County to the Recipient, as part of this Agreement, shall not exceed **ONE MILLION DOLLARS AND NO CENTS** (\$1,000,000).

3. LIMITATIONS REGARDING THE USE OF GRANT FUNDS

The Recipient shall ensure that all expenditures utilizing Grant Funds received in accordance with this Agreement shall be limited to only those eligible services and activities described in Exhibit A, and the Recipient also agrees to achieve the metrics set forth in Exhibit B. In addition to and without limiting the above, the Recipient shall ensure that all expenditures utilizing Grant Funds are expended in accordance with its application for such funds and all supporting materials which are incorporated by reference herein as Exhibit C.

4. REPORTING REQUIREMENTS TO ENSURE COMPLIANCE WITH THIS AGREEMENT

In order to ensure compliance with the standards and metrics set forth in this Agreement, the Recipient shall comply with the annual reporting requirements set forth in Exhibit B.

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The dissemination of Grant Funds shall only occur after the execution of this Agreement and the County reviews the Recipient's request for grant disbursement. Upon receipt of the Recipient's payment request, the County shall disseminate Grant Funds for the described eligible expenditures within twenty (20) days of receipt of said payment request.

6. EVOLUTION OF GRANT FUND GUIDANCE FROM THE COUNTY

The County may request additional information from the Recipient, as needed, to meet any additional guidelines that it makes to Exhibit A, during the term of this Agreement, the right to make such unilateral changes being expressly reserved by the County.

7. TERMINATION

Without the need for prior notification, the County may terminate this Agreement immediately upon written notice to the Recipient that the County considers the Recipient to be in material breach of this Agreement, after giving the Recipient sixty (60) days to cure. The County may or may not require the Recipient to return Grant Funds paid, in its sole discretion. In the event of a termination and/or demand for repayment, the Recipient covenants that it will not sue the County or any of its officers or agents regarding the termination of this Agreement nor for any loss or damages resulting from the termination of this Agreement. Instead, any dispute over the termination and/or repayment decision of the County will be resolved by binding arbitration conducted by the American Arbitration Association under its rules with each side bearing the costs of its own attorneys' fees and costs, the arbitrator being limited in his or her discretion to an affirmation of the County's termination decision and/or repayment decision or to reversal of the County's decisions and a restoration of the remainder of the grant, and either side having the right to confirm the arbitrator's award through a judgment in the 20th Circuit Court.

8. INDEPENDENT CONTRACTOR

Each Party under the Agreement shall be for all purposes an independent Contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the Parties. The Recipient shall not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the County for any purpose.

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The Recipient agrees to defend, indemnify, and hold the County, its officers, officials, employees, agents, and volunteers harmless from and against any and all claims, injuries, damages, losses or expenses, taxes or fees, including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of the Recipient, its officers, directors, employees, and/or agents

relating to the Recipient's performance or failure to perform under this Agreement and/or its receipt of funds hereunder. This section shall survive the expiration or termination of this Agreement.

10. COMPLIANCE WITH LAWS AND GUIDELINES

In spending the Grant Funds and operating the funded project, the Recipient shall comply with all federal, state, and local laws.

11. MAINTENANCE AND AUDIT OF RECORDS

The Recipient shall maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review, and audit by the County or its designees. If it is determined during the course of the audit that the Recipient was reimbursed for unallowable costs under this Agreement or any statute, rule, or regulation regarding the expenditure of such funds, then the Recipient agrees to promptly reimburse the County for such payments upon request.

12. NOTICES

Any notices desired or required to be given hereunder shall be in writing, and shall be deemed received three (3) days after deposit with the US Postal Service (postage fully prepaid, certified mail, return receipt requested), and addressed to the Party to which it is intended at its last known address, or to such person or address as either Party shall designate to the other from time to time in writing forwarded in like manner:

Recipient: Director, Jubilee Ministries Inc. at address above

County: Fiscal Services Director, 12220 Fillmore Street, West Olive, MI 49460

13. IMPROPER INFLUENCE

Each Party warrants that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. The Parties agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.

14. CONFLICT OF INTEREST

The elected and appointed officials and employees of the Parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest as defined in MCL §15.321 *et. seq.*

15. TIME

Time is of the essence in this Agreement.

16. SURVIVAL

The provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall survive. Those provisions include without limitation Indemnification and Maintenance and Audit of Records.

17. MERGER AND AMENDMENT

This Agreement constitutes the entire agreement between the County and the Recipient for the use of funds received under this Agreement, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties with respect to this Agreement. No amendment or modification to the Agreement shall be effective without prior written consent of the authorized representatives of the Parties and signature in a like document.

18. GOVERNING LAW

The Agreement shall be governed in all respects by the laws of the State of Michigan, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in conjunction with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Ottawa County, Michigan pursuant to MCL §600.1615.

19. NON-WAIVER

No failure on the part of the County to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by the County of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to the County at law or in equity.

20. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors.

21. ASSIGNMENT

The Recipient shall not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of the County.

22. NO THIRD-PARTY BENEFICIARIES AND NON-WAIVER

Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement. This Agreement cannot be enforced by a third party, nor shall it be construed as a waiver of the County's governmental immunity.

23. CIVIL RIGHTS COMPLIANCE

With respect to the project funded herein and expenditure of Grant Funds, Recipient promises that it shall not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

24. SEVERABILITY

In the event that one or more provisions of this Agreement shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect and the invalid provisions shall be deemed deleted.

25. COUNTERPARTS

This Agreement may be executed in on or more counterparts, any of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

26. TAXES

The Recipient shall be solely responsible for any and all local, state, or federal taxes and/or fees associated within this distribution of funds and the County shall not undertake any withholdings for such purposes.

27. AUTHORIZATION

Each Party signing below warrants to the other Party, that they have the full power and authority to execute this Agreement on behalf of the Party for whom they sign.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below: Dated this _____ day of _____, 2024.

JUBILEE MINISTRIES, INC

OTTAWA COUNTY, MICHIGAN

By: 

By: _____

STEPHEN GROSE, Its: EXECUTIVE DIRECTOR

Joe Moss, Chairperson
Ottawa County Board of Commissioners

By: _____
Justin F. Roebuck, County Clerk

EXHIBIT A

Proposal:

- **Request:** \$1,000,000
- **Purpose/Use of Grant Funds:** To support *site development and construction costs*. Funds will be used as working capital and then reinvested back into the next housing development.
- **Critical Population:** Targets buyers making between 30% and 120% of AMI, addressing a critical gap in the housing market
- **Sustainability Model:**
 - Buyer must qualify for a traditional mortgage
 - Jubilee holds a *residual equity mortgage* on the home. That residual mortgage covers the difference between the actual (appraised) value and what the buyer is paying.
 - Sale price set at 30% of the buyer's household income. The residual equity mortgage protects the home from being flipped and to protect affordability.
 - That mortgage is set up to sunset at a rate of 10% per year. It is recorded as part of the sale.
 - Historically, 80% of development costs are recouped through sales, which are reinvested into future projects ultimately ensuring a long-term funding pool to construct more affordable housing units.
- **Accountability and Reporting:** Jubilee Ministries is committed to transparency and accountability in the use of funds. Detailed reporting metrics will be provided to Ottawa County, with reports on the use of funds, project progress, and outcomes delivered according to timeframes defined in Exhibit B.

EXHIBIT B

METRICS

The success of this grant will be measured by, at minimum, the following, of which the Recipient must report on biannually (i.e. two times per year) for the duration of the Agreement:

- (1) Number, and location, of new housing units under construction or completed that materialized as a direct result of the provided Grant Funds;
- (2) Number of residents housed, and range of AMI, as a direct result of provided Grant Funds
- (3) Percent of the total \$1M Grant remaining (indicator of long-term sustainability)
- (4) Other metrics as identified/requested by the County
- (5) Other metrics as deemed appropriate to share as identified by Recipient

EXHIBIT C

RECIPIENT'S PROPOSAL

[Lakeshore Habitat for Humanity and Jubilee Ministries' June 20, 2024 Proposal are incorporated herein. Any discrepancies between that Proposal and this Agreement or its Exhibits shall be resolved according to the terms of this Agreement and its Exhibits]

Proposal for Funding Support for Affordable and Attainable Housing Projects

Introduction

Ottawa County is at a critical juncture in addressing the housing needs of its residents. The demand for affordable and attainable housing has never been greater, particularly for individuals in essential roles such as first responders, medical professionals, educators, and local manufacturing employees. In response to this need, Jubilee Ministries and Lakeshore Habitat for Humanity are spearheading significant housing projects aimed at providing affordable homes for those making between 40% and 120% of the area median income (AMI). This proposal requests financial support from Ottawa County to help fund these vital projects.

Background of Jubilee Ministries and Lakeshore Habitat for Humanity

Jubilee Ministries: Celebrating its 25th anniversary this year, Jubilee Ministries has been a cornerstone of community development and support in Holland, Michigan. Jubilee owns, renovated, and operates the historic Midtown Center, formerly Holland High School. This facility houses eight nonprofit tenants, each serving the community in diverse and impactful ways. Over the years, Jubilee has undertaken substantial housing projects, including the renovation of over 20 homes in downtown Holland. They are the developers of the only small home community in West Michigan and have transitioned into new home development, with 10 homes completed and 25 more planned for the next few years.

Lakeshore Habitat for Humanity: Lakeshore Habitat for Humanity has been a pillar of affordable housing in Ottawa County. Their mission is to bring people together to build homes, communities, and hope. They have a long history of constructing affordable homes and working closely with families to ensure long-term stability and community integration. Lakeshore Habitat built 175 home homes in the last 33 years and is in the process of completing an 18 home community in the City of Holland. In the past 12 months, Lakeshore Habitat completed 16 homes, including 2–5-unit townhomes, one in Hudsonville and one in Holland Township.

Project Overview

The initial project proposed is an 11-unit townhome development located on W 20th Street between Ottawa Ave and Cleveland Ave in Holland. This project will provide for-sale townhomes, offering affordable housing options to individuals and families in crucial sectors of our community.

Jubilee Ministries Request

- Amount: \$1,000,000
- Purpose: To support site development and construction costs, ensuring that homes are affordable to buyers.
- Sales Model: Sale prices based on the buyer's salary, ensuring affordability.
- Financial Efficiency: Historically, 80% of development costs are recouped through sales, which are reinvested in future projects.
- Impact: Minimum of 16 new homes built and sold, with potential for more through additional incentives and funding.

Lakeshore Habitat for Humanity Request

- Amount: \$500,000
- Purpose: To supplement the funding needed for construction, enhancing the capacity to build affordable housing.

Impact and Benefits

Community Impact

- Critical Population: Ensures housing for essential workers, stabilizing the workforce and contributing to community resilience.
- Affordability: Targets buyers making between 30% and 120% of AMI, addressing a critical gap in the housing market.
- Sustainable Development: Recouped funds are reinvested into new projects, creating a sustainable funding model for future housing developments.

Timeline

- Site Development Start: Within a 3 months of receiving funding.
- Construction Completion: Within a year of starting the project.

Financial Sustainability

Jubilee Ministries' model of pricing homes based on the buyer's salary and reinvesting 80% of the development costs into new projects ensures that the funding requested will have a long-lasting impact. This model reduces reliance on interest-costing funding methods and maximizes the use of county funds for ongoing housing development.

Lakeshore Habitat's model of offering buyers a 0% interest loan and the payment on the home being no more than 30% of their monthly income ensures that the housing will stay affordable over time and the monthly payments are reinvested back into the community by building more affordable housing.

Accountability and Reporting

Jubilee Ministries and Lakeshore Habitat are committed to transparency and accountability in the use of funds. Detailed reporting metrics can be provided to Ottawa County, with reports on the use of funds, project progress, and outcomes delivered according to any timeframe the county deems acceptable.

Conclusion

Support from Ottawa County for these projects is not just an investment in housing; it's an investment in the future stability and prosperity of our community. By funding these initiatives, Ottawa County can help ensure that essential workers have access to affordable housing, contributing to the overall well-being and economic stability of the region.

We respectfully request Ottawa County to approve the funding requests of \$1,000,000 for Jubilee Ministries and \$500,000 for Lakeshore Habitat for Humanity. This support will enable the immediate start of the 11-unit townhome project on W 20th Street, setting the stage for ongoing affordable housing development and community enrichment.

Thank you for your consideration.



Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/03/2024

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: FY24 and FY25 Budget Adjustments

Suggested Motion:

To approve and forward to the Board of Commissioners FY2024 and FY2025 budget adjustments per the attached schedule.

Summary of Request:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date:

Fund		Department	Explanation	Revenue	Expense
2024					
12-3373	Health Fund	Transfer in - Environmental Health - Real Estate Transfer in - Vector Borne Disease Transfer in - Childrens Special Health Care Transfer in - Environmental Health - Campgrounds Transfer in - Environmental Health - Field Services Transfer in - Environmental Health - Type II Transfer in - Maternal Infant Health Program	To adjust the FY24 general fund revenue allocation within Public Health in order to match the actual need that varies from budget due to expenditures over budget or revenues under budget (or some combination of both). General fund is being decreased in the orgs below that will not utilize their full budgeted amount in FY24.	\$ 42,194 \$ 1,266 \$ 26,030 \$ 596 \$ (17,489) \$ (19,965) \$ (32,632)	
12-3374	General Fund	Innovation Technology - GIS Contingency	Budgeting the use of contingency to offset the increased sick and vacation accruals due to the increase in PTO per contracts. The GIS org in the general fund does not have the available underspend to cover the cost.		\$ 4,500 \$ (4,500)
12-3378	General Fund	Nondepartmental	Recognize additional State Convention Tax received and appropriate 1/2 to pay to the Lakeshore Regional Entity for Substance Use Disorder (SUD) programming.	\$ 15,874	\$ 7,937
2025					
01-456	General Fund	District Court	Reduce MI Dept of Corrections grant to amount awarded. The purpose of this grant is to reduce prison committment rate and maintaining public safety in the County. Part of this program is funded with general fund. Grant Award: \$280,000 Grant Period: FY25	\$ (38,792)	\$ (18,185)
02-79	Mental Health Millage and Grants	Community Mental Health	CMH is being awarded grant dollars from Grand Haven Community Foundation and Community Foundation of Holland/Zeeland for the purchase of Crisis Intervention Team vehicles and operational supplies. This funding will allow for increased geographical coverage within the County of CIT response with mental health clinicians. This grant is part multi-year; only Year 1 appropriations are budgeted. Grant Award: \$90,000 Grant Period: 10/01/2024-09/30/2026	\$ 75,000	\$ 75,000
02-246	General Fund	Sheriff	This amendment appropriates prior year donations received for Emergency Operations Center. These expenses will cover training for staff.		\$ 1,940
02-739	Mental Health Fund	Community Mental Health	Increase of 58th District Mental Health Treatment Court grant to match award amount. Grant Award: \$63,707 Grant Period: FY25	\$ 1,038	\$ 1,038
02-740	Mental Health Millage and Grants	Community Mental Health	Increase of Integrated Health grant to match award amount. Grant Award: \$142,014 Grant Period: FY25	\$ 2,478	\$ 2,478
02-1043	Parks CIP Fund	Rosy Mound Acquisition	This amendment is to increase the funding and expenses on the capital project CP2303 for the 127-acre property directly adjacent to Rosy Mound Natural Area in Grand Haven Township. Increase is primarily due to an established market value of the land that is significantly higher than the initial property value (from 2018) used for the grant applications.	\$ 991,200	\$ 1,018,750
02-1097	General Fund Board Initiatives Capital Projects Fund	Veteran Services Transfers In Transfers Out - GF Transfers Out - CIP Transfers In Veteran Services Expansion Project	In conjunction with B/C 24-190, which authorizes the funding from Board Initiatives for the Veteran Services Expansion project, this amendment appropriates funding for a CIP project for the renovation portion of the grant. Additionally, this amendment appropriates the anticipated increase to the Veterans Services operating budget in FY25.	\$ 754,740 \$ 227,000	\$ 203,384 \$ 754,740 \$ 227,000 \$ 227,000
02-1098	General Fund	Clerk Register of Deeds	Annual carryforward of funds reserved by the Clerk for Honors Rewards.		\$ 4,553

Fund	Department	Explanation	Revenue	Expense
02-1101	Other Governmental Grants	CAA - Community Services Block Grant		
		Annual grant received by the County Community Action Agency to provide services to reduce poverty. This grant experiences overlapping grant periods. This amendment includes prior year carryover and an adjustment to current grant award. Adjusted budget to amount available in FY25 (\$628,160.78)	\$ 102,389	\$ 102,389
		CAA - Deferral Reduction		
		Community Action Agency (CAA) received \$347,319.84 in Federal funding for the Deferral Reduction program. Funds will be used to repair low-income residential buildings to correct health and safety conditions that would require a deferral from participation in energy efficiency and weatherization programs. This grant runs from January 2024 through September 2026.	\$ (14,680)	\$ (14,680)
		CAA - Weatherization Program		
		Department of Energy Weatherization Program Grant adjusted to available balance through June 2025 (\$214,193.04). This grant provides weatherization assistance to clients and it runs from July 2024 through June 2025.	\$ (15,430)	\$ (15,430)
		CAA - Reach & Resiliency Grant		
		Reach & Resiliency funds are adjusted to total carryover amount from prior year (\$18,716.41). Grant funds are used to partner with a food delivery service in order to deliver food to homes of individuals and families under The Emergency Food Assistance Program. This grant runs from May 2023 to June 2025.	\$ 2,379	\$ 2,379
		CAA- Community Development Block Grant		
		County assists homeowners with emergency home repairs and is repaid if the home is sold at a profit. Grant income is reinvested into the program. Grant balances are adjusted to reflect the actual budget program income balance left for FY25. There is no operations balance for rehab projects in FY25.	\$ (20,000)	\$ (20,000)
		CAA-Emergency Solutions Grant		
		Annual grant received by the County Community Action Agency to provide housing services in Ottawa County. Adjusted budget to amount available in FY25 (\$287,538). This grant runs from October 2024 through September 2025.	\$ 20,477	\$ 20,477

Community Mental Health of Ottawa County

FY2024-2025 Medicaid Deficit Reduction Plan CMHOC Board Update

Dr. Michael Brashears

Chief Executive Officer

11/22/24

As you may know CMH has a very complicated budget to manage with five major funding sources and over 72 million dollars to account for. It is no easy task and most of the time we are never sure how much revenue we may receive and when our expenditure will hit throughout the year. We are in the process of closing our books for the last fiscal year which ended on 9/30/24. We have discovered that we had an unprecedented number of expenditures that hit the books during the last quarter of our fiscal year. We are still calculating the total amount, but it could be as high as 5 million dollars over what we expected. That is about a 9-10% difference in what we estimated. Below are my initial impressions of what has occurred:

1. Increase in Specialized Residential Services Placements (31 new placements in 2024)
2. Increase in CLS authorizations for new and existing Consumers (Details to come ASAP)
3. Increase in Autism Services (1.5 million in unbudgeted services)
4. Delay in the execution of contracts
5. Delay in billing processes.
6. Increase in Inpatient Psychiatric hospitalizations
7. Decrease in Medicaid Revenue

Actions Taken

Over the past two weeks the following actions have been taken:

Notifications/Communication

1. Notification and collaboration with the Lakeshore Regional
2. Entity
3. Notification to CMHOC Board of Directors
4. Notification and collaboration with Ottawa County Leadership
5. Notification to CMHOC Provider Network
6. Notification to all CMHOC Staff

Initial Budget Forecasting and Utilization Management Review

My initial impressions suggest that CMHOC requires changes to the budget monitoring and utilization management process. To this end, the following has occurred over the past two weeks:

1. **Review of Budget forecasting and management process** (Fiscal Services have already identified seven process changes which will be presented at the next Board meeting).

2. **Review of Specialized Residential Services utilization management process.** Effective immediately the CMHOC CEO will review all recommended residential placement request until a comprehensive utilization management process is established over the next several weeks.
3. **Review of the Community Living Supports (CLS) utilization process.** A comprehensive review of the UM process and allocation of amount, scope, and duration of CLS services will begin next week and will be complete by 12/30/24.
4. **Review of Autism Services utilization management process.** Autism service is the fastest growing population we serve with over 150-200 new cases over the past couple of years. Autism revenue is not keeping pace with expenditures. This will be formally reviewed with the Lakeshore Regional Entity.
5. **Review of Inpatient Hospitalization trends.** Analysis has begun and will be completed by 12/30/24.
6. **Review of County Cost Allocations to the CMHOC Mental Health Fund:** There is a budgeted increase of 3.3 million dollars from FY2023 to FY2024 for County cost allocations to the CMHOC mental health fund which includes but is not limited to the following:

CATEGORY	FY24	FY25	INC/DEC) OVER FY24	Comments
COUNTY ALLOCATED COST ADMIN	852,419.00	1,342,610.00	490,191.00	Increase cost with no change in service expectations
COUNTY ALLOCATED COST IT ADMIN	946,422.00	1,221,932.00	275,510.00	Increase cost with no change in service expectations
REGULAR WAGES BENEFITS	12,314,974.00	14,185,784.00	1,870,810.00	4% Union Negotiated Increase
HEALTH INSURANCE	2,798,455.00	3,064,247.00	265,792.00	

Recommended Immediate Next Steps

The following are recommended immediate next steps to ensure that Medicaid services are not impacted:

1. Hiring Freeze on all open CMHOC open positions unless the position is vital for operations.
2. Inform Ottawa County Administrator and County Commissioners that the CMH Mental Health Fund (Medicaid) does not have the ability to fund the above-mentioned staff wage increase and increase in County Allocation Cost allocation. The use of County General Fund contingency funds is recommended.
3. Continued review of the above-mentioned budget monitoring and utilization management process.

4. Aggressive analysis of the impact of decreases or flat Medicaid funding by MDHHS and begin advocacy to increase Medicaid revenue

Community Mental Health of Ottawa County

Proposed Changes to CMH Position Titles and Organizational Structure

Dr. Michael Brashears

11/13/24

To align Community Mental Health of Ottawa County (CMHOC) with all other Community Mental Health Agencies, Authorities, and Organizations, within the State of Michigan the following CMHOC position titles and organizational changes are recommended.

Position Title Changes

After a formal review of position titles across the CMH System I have determined that several position title changes are needed. This recommendation is based on the following:

1. Align CMHOC position titles with the CMH System
2. Position CMH for the upcoming wage study by having up to date comparable position titles.
3. Align CMHOC positions with Michigan Department of Health and Human Services (MDHHS) communication process. MDHHS often does not know who to send vital information to due to differences in the CMHOC position titles from the rest of the CMH system.

Attachment A outlines the recommended position title changes. The following is a general description of CMHOC leadership position changes.

1. Executive Director to CEO
2. Deputy Director to COO
3. Program Supervisors to Directors (Director of Family Services, Director of I/DD Services, Director of MI Services).
4. Program Coordinators to Supervisors. (Supervisor of ACT/IDDT...etc.)

Please note that these position changes have been reviewed and approved by the Ottawa County Human Resources Director and Administrator.

New Positions (On-hold until funding is secured)

The following new positions are recommended:

1. Director of Quality Improvement and Outcome Measurement
2. Director of Crisis Services

Job descriptions and rationale for the above-mentioned new positions will be provided to the CMHOC Board, County Human Resources Department, County Fiscal Services Department, County Administrator, and County Board of Commissioners, in January of 2025.

Alignment of CMH Fiscal Services Personnel Supervision to CMHOC Leadership

Currently and Historically, CMH fiscal services personnel have reported directly to the Ottawa County Fiscal Services Department. I recommend that the CMH Fiscal Services staff report directly to CMHOC Leadership. This recommendation is based on the following:

1. CMH Fiscal Services staff are working on fiscal services functions only related to the CMH Department.
2. CMH Fiscal Services staff are paid only with CMH specific funding sources (Medicaid, State GF, Millage, and CMH Grants).
3. All other CMH finance departments within the State of Michigan report directly to the CMH Chief Executive Officer. This includes all other CMH's that are County Departments.
4. CMHOC is undergoing a change in our Electronic Medical Record and Billing Systems which will require close coordination with Fiscal Services personnel.
5. To align with the State of Michigan Mental Health Code:

330.1230 Services program; executive director as chief executive and administrative officer; terms and conditions of employment.

Sec. 230.

The executive director of a community mental health services program shall function as the chief executive and administrative officer of the program and shall execute and administer the program in accordance with the approved annual plan and operating budget, the general policy guidelines established by the board, the applicable governmental procedures and policies, and the provisions of this act. The executive director has the authority and responsibility for supervising all employees. The terms and conditions of an executive director's employment, including tenure of service, shall be as mutually agreed to by the board and the executive director and shall be specified in a written contract.

Please note that this recommended change would still require the CMH department to adhere to all Ottawa County Fiscal Services policies and procedures. In addition, the CMH Fiscal Services Manager would still meet regularly with the Ottawa County Fiscal Services Department.

Respectfully submitted,



Dr. Michael Brashears
CMHOC Executive Director



Ottawa County
Treasurer

Cheryl Clark
County Treasurer

Jason Kondrat
Deputy Treasurer

Mollie L. Bonter
Deputy Treasurer

To: Ottawa County Finance and Administration Committee

From: Cheryl Clark, Treasurer
cclark@miottawa.org
616-994-4503

Date: November 22, 2024

**Re: October 31, 2024, Financial Update for
December 3, 2024, Finance and Administration Committee meeting**

General Fund

Attached are multiple reports (some of which are graphs) that represent the status of the General Pooled Funds portfolio for Ottawa County as of October 31, 2024.

As depicted in the graphs, and verified by the report, the asset distribution of the General Pooled Funds by type and percentages meets the requirements of the County's Investment Policy.

Other Post Employee Benefits (OPEB) Trust

Attached is the October 31, 2024, Charles Schwab Statement of the County of Ottawa Retiree Health account, along with the Portfolio Asset Allocation sheet outlining the investments in the OPEB account and the account reconciliation worksheet.

Other Information

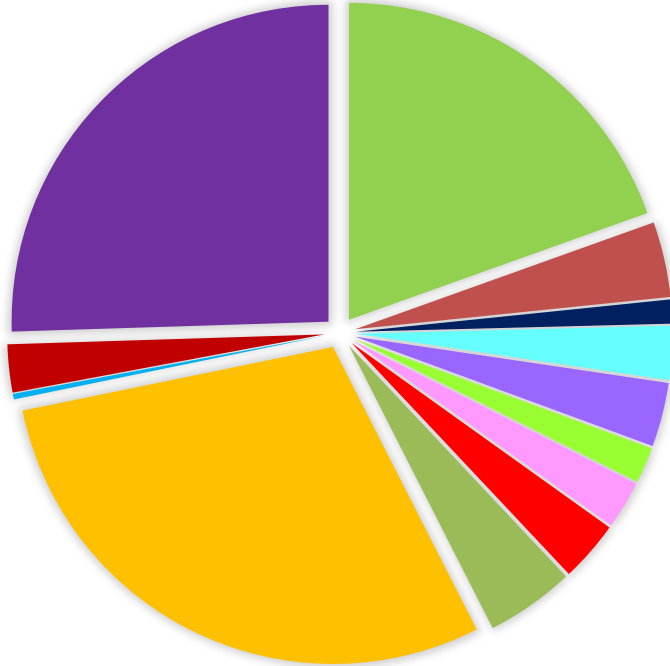
Robinson Capital Short-Term Bond Strategies and Economic Comments for October 2024.
This information is attached for your review.

Huntington Institutional Investments – Product & Rate Update 11-18-24.
This information is attached for your review.

Meeder Public Funds Weekly market commentary 11-21-24.
This information is attached for your review.

Ottawa County General Pooled Funds

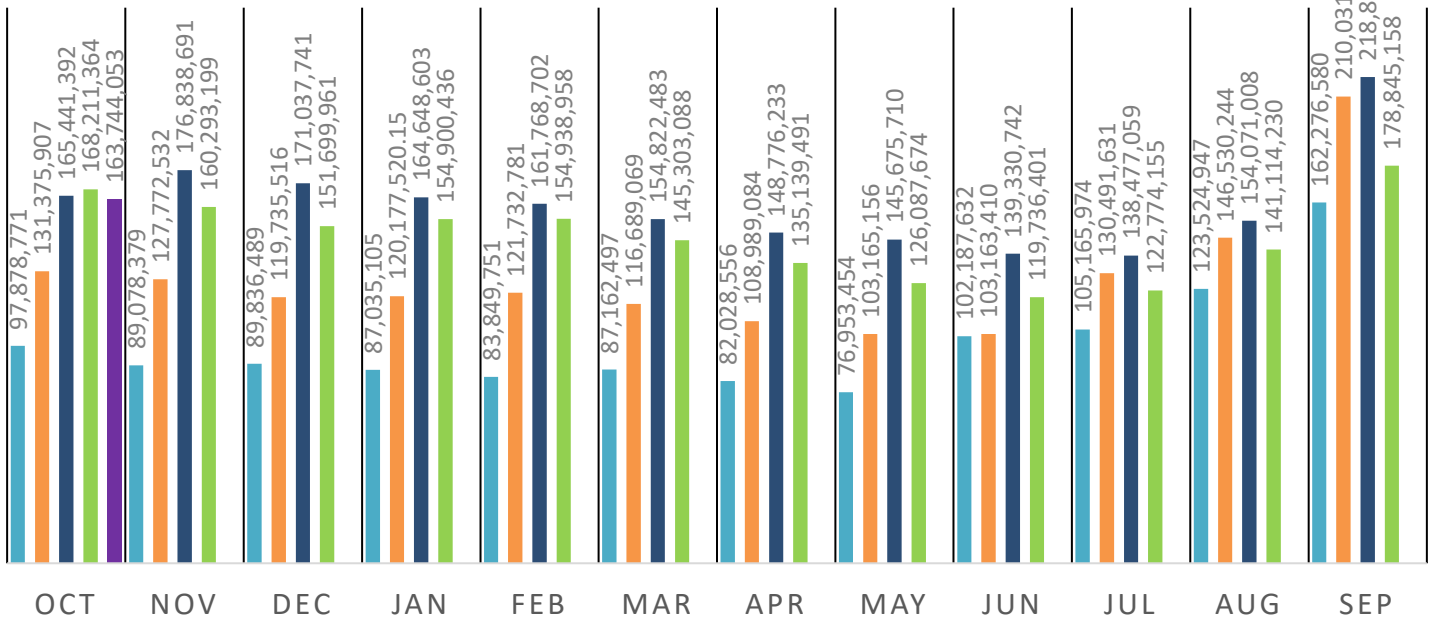
October 31, 2024 Open Investments
Ending Par Val/Shares
\$163,744,053.19



- Certificate of Deposit \$31,981,976.07
- Cash/Checking Accounts \$6,288,691.76
- FAMCA \$2,000,000.00
- FFCB \$4,500,000.00
- FHLB \$5,350,000.00
- FHLMC \$3,000,000.00
- FNMA \$4,000,000.00
- Money Market \$5,082,367.59
- Municipal Bond \$7,405,000.00
- Mutual Fund - Money Market \$47,928,296.55
- Pooled Gov't Fund \$457,721.22
- Treasury Bill \$4,000,000.00
- Treasury Note \$41,750,000.00

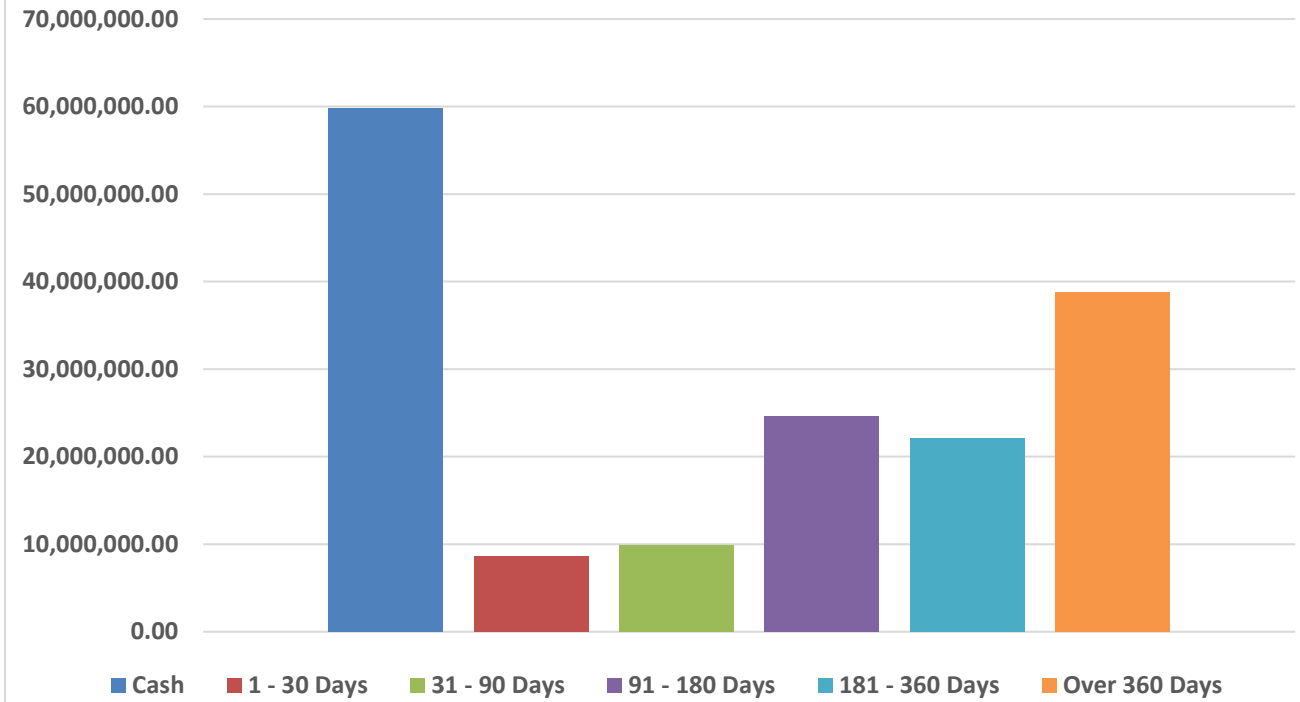
PAR VALUE HISTORICAL COMPARISON BY MONTH

■ 2021 ■ 2022 ■ 2023 ■ 2024 ■ 2025

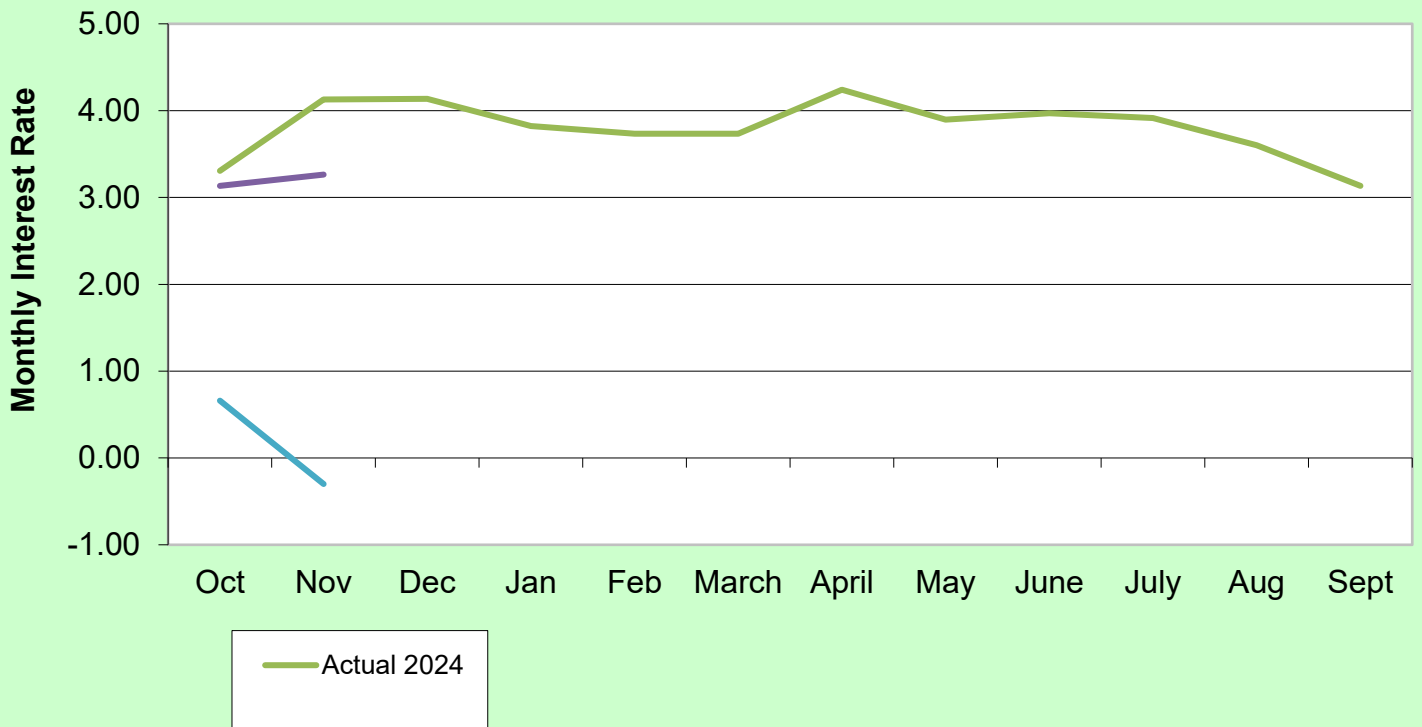


Ottawa County General Pooled Funds

Inv. Distribution by Maturity (Ending Par Val/Shares):
\$163,744,053.19
10/31/2024



General Fund Monthly Interest Yield (before Unrealized Capital Gain/Loss)



GASB 31 Compliance
Pooled Cash
Effective Interest - Actual Life
Receipts for Period
10/01/2024 - 10/31/2024

Table with columns: CUSIP, Invest Number, Security Description, Purchase Date, Sale Date, Valuation Method, Yield Earned, Price Source, Original Price/Cost, Beginning Unit Price, Par Value On 10/01/2024, Reported Value On 10/01/2024, Purchase Cost, Sales Proceeds, Ending Unit Price, Par Value On 10/31/2024, Price Source, Reported Value 10/31/2024, Change in Fair Value, Interest, Net Investment Income. Rows include Certificate of Deposit entries with various CUSIPs and dates.

GASB 31 Compliance
Pooled Cash
Effective Interest - Actual Life
Receipts for Period
10/01/2024 - 10/31/2024

Table with columns: CUSIP, Invest Number, Security Description, Purchase Date, Sale Date, Valuation Method, Yield Earned, Price Source 10/01/2024, Original Price/Cost, Beginning Unit Price, Par Value On 10/01/2024, Reported Value 10/01/2024, Purchase Cost, Sales Proceeds, Ending Unit Price, Par Value On 10/31/2024, Price Source 10/31/2024, Reported Value 10/31/2024, Change in Fair Value, Interest, Net Investment Income. Rows include categories like Certificate of Deposit Total, Checking, Court Accounts-Checking, FAMCA, FFCB, FHLB, FHLMC, FNMA, Money Market, Municipal Bond, and Mutual Fund - Money Market.

GASB 31 Compliance
Pooled Cash
 Effective Interest - Actual Life
 Receipts for Period
 10/01/2024 - 10/31/2024

CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/2024	Original Price/Cost	Beginning Unit Price	Par Value On 10/01/2024	Reported Value 10/01/2024	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 10/31/2024	Price Source 10/31/2024	Reported Value 10/31/2024	Change in Fair Value	Interest	Net Investment Income		
	000-009020	ARPA MF-MM #504 Inv	AR-0242	HNB MF-MM Invesco AGPXX	09/21/2023	Open	Fair Value	4.8022	Manual	10,000,000.00	1.000000	9,607,368.58	9,607,368.58	0.00	-39,077.60	1.000000	9,646,446.18	Manual	9,646,446.18	0.00	39,077.60	39,077.60
	000-009020	PCB MF-MM #468 GS	AR-0243	HNB MF-MM GS FTOXX	09/06/2023	Open	Fair Value	4.7647	Manual	3,000,000.00	1.000000	2,757,153.04	2,757,153.04	0.00	-11,127.08	1.000000	2,768,280.12	Manual	2,768,280.12	0.00	11,127.08	11,127.08
	000-009020	PCB MF-MM #504 Inv	AR-0244	HNB MF-MM Invesco AGPXX	09/06/2023	Open	Fair Value	4.8022	Manual	3,000,000.00	1.000000	2,758,598.46	2,758,598.46	0.00	-11,220.48	1.000000	2,769,818.94	Manual	2,769,818.94	0.00	11,220.48	11,220.48
		Mutual Fund - Money Market Total						4.7829		34,000,000.00	1.000000	37,324,059.45	37,324,059.45	0.00	-10,604,237.10	1.000000	47,928,296.55		47,928,296.55	0.00	211,722.05	211,722.05
Petty Cash	101-004000	GF Petty Cash	AR-0101	Petty Cash - Multiple Depts	08/01/2010	Open	Fair Value	0.0000	Manual	2,000.00	1.000000	13,686.85	13,686.85	0.00	0.00	1.000000	13,686.85	Manual	13,686.85	0.00	0.00	0.00
	208-004000	Parks Petty Cash	AR-0103	Petty Cash - Parks & Rec	08/01/2010	Open	Fair Value	0.0000	Manual	1,075.00	1.000000	1,397.00	1,397.00	0.00	0.00	1.000000	1,397.00	Manual	1,397.00	0.00	0.00	0.00
	215-004000	FOC Petty Cash	AR-0104	Petty Cash - FOC	08/01/2010	Open	Fair Value	0.0000	Manual	250.00	0.000000	0.00	0.00	0.00	0.00	0.000000	0.00	Manual	0.00	0.00	0.00	0.00
	221-004000	Health Petty Cash	AR-0105	Petty Cash - Health	08/01/2010	Open	Fair Value	0.0000	Manual	1,462.00	1.000000	1,000.00	1,000.00	0.00	0.00	1.000000	1,000.00	Manual	1,000.00	0.00	0.00	0.00
	222-004000	CMH Petty Cash	AR-0106	Petty Cash - CMH	08/01/2010	Open	Fair Value	0.0000	Manual	640.00	0.000000	0.00	0.00	0.00	0.00	0.000000	0.00	Manual	0.00	0.00	0.00	0.00
	228-004000	Landfill Petty Cash	AR-0107	Petty Cash - Env Health	08/01/2010	Open	Fair Value	0.0000	Manual	200.00	0.000000	0.00	0.00	0.00	0.00	0.000000	0.00	Manual	0.00	0.00	0.00	0.00
	265-004000	WEMET Petty Cash	AR-0108	Petty Cash - WEMET	08/01/2010	Open	Fair Value	0.0000	Manual	30,000.00	1.000000	30,000.00	30,000.00	0.00	0.00	1.000000	30,000.00	Manual	30,000.00	0.00	0.00	0.00
		Petty Cash Total						0.0000		35,627.00	1.000000	46,083.85	46,083.85	0.00	0.00	1.000000	46,083.85		46,083.85	0.00	0.00	0.00
Pooled Gov't Fund	872-008065	SLSA C&O MM	AR-0184	SLSA C&O X46-0004	03/28/2018	Open	Fair Value	4.9577	Manual	227,718.23	1.000000	9,340.02	9,340.02	0.00	-39.22	1.000000	9,379.24	Manual	9,379.24	0.00	39.22	39.22
	872-008066	Lloyds Bayou MM	AR-0185	Lloyds Bayou X46-0005	03/28/2018	Open	Fair Value	4.9619	Manual	25,322.79	1.000000	19,451.76	19,451.76	0.00	-81.75	1.000000	19,533.51	Manual	19,533.51	0.00	81.75	81.75
	851-008067	Nunica MM	AR-0186	Nunica X46-0006	03/28/2018	Open	Fair Value	5.3007	Manual	10,534.67	1.000000	334.10	334.10	0.00	-1.50	1.000000	335.60	Manual	335.60	0.00	1.50	1.50
	851-008068	Munn MM	AR-0187	Munn X46-0007	03/23/2018	Open	Fair Value	4.9478	Manual	152,124.52	1.000000	1,488.99	1,488.99	0.00	-6.24	1.000000	1,495.23	Manual	1,495.23	0.00	6.24	6.24
	851-008069	Park West MM	AR-0188	Park West X46-0008	03/28/2018	Open	Fair Value	4.9668	Manual	193,127.12	1.000000	8,780.93	8,780.93	0.00	-36.94	1.000000	8,817.87	Manual	8,817.87	0.00	36.94	36.94
	000-008040	MICLASS GF	AR-0003	GF X46-0001	12/31/1998	Open	Fair Value	4.9634	Manual	1,016,712.32	1.000000	217,336.58	217,336.58	0.00	-913.67	1.000000	218,250.25	Manual	218,250.25	0.00	913.67	913.67
	721-008041	MICLASS Lib	AR-0004	Library X46-0002	08/04/2000	Open	Fair Value	4.9597	Manual	79,800.00	1.000000	139,074.35	139,074.35	0.00	-60,835.17	1.000000	199,909.52	Manual	199,909.52	0.00	771.44	771.44
		Pooled Gov't Fund Total						4.9619		1,705,339.65	1.000000	395,806.73	395,806.73	0.00	-61,914.49	1.000000	457,721.22		457,721.22	0.00	1,850.76	1,850.76
Treasury Bill	912797LW5		24-0131	Treasury Bill 0.00 07/10/2025	09/05/2024	Open	Amort Value	4.2083	ICE	3,858,800.00	0.967598	4,000,000.00	3,870,390.84	0.00	0.00	0.971071	4,000,000.00	ICE	3,884,282.64	13,891.80	0.00	13,891.80
		Treasury Bill Total						4.2083		3,858,800.00	0.967598	4,000,000.00	3,870,390.84	0.00	0.00	0.971071	4,000,000.00		3,884,282.64	13,891.80	0.00	13,891.80
Treasury Note	91282CCZ2		22-0034	Treasury Note 0.875 09/30/2026	10/15/2021	Open	Fair Value	-7.6552	ICE	992,520.00	0.947266	1,000,000.00	947,266.00	0.00	0.00	0.940039	1,000,000.00	ICE	940,039.00	-7,227.00	745.19	-6,481.81
	91282CCZ2		22-0035	Treasury Note 0.875 09/30/2026	10/15/2021	Open	Fair Value	-7.6552	ICE	1,985,049.50	0.947266	2,000,000.00	1,894,532.00	0.00	0.00	0.940039	2,000,000.00	ICE	1,880,078.00	-14,454.00	1,490.38	-12,963.62
	91282CHK0		24-0082	Treasury Note 4.00 06/30/2028	05/10/2024	Open	Fair Value	-20.0484	ICE	980,625.00	1.014961	1,000,000.00	1,014,961.00	0.00	0.00	0.994883	1,000,000.00	ICE	994,883.00	-20,078.00	3,369.57	-16,708.43
	91282CBJ9		25-0028	Treasury Note 0.75 01/31/2028	10/10/2024	Open	Fair Value	-9.1506	ICE	1,805,700.00	0.000000	0.00	0.00	1,805,700.00	0.00	0.897422	2,000,000.00	ICE	1,794,844.00	-10,856.00	896.74	-9,959.26
	91282BM56		16-0081	Treasury Note 2.25 11/15/2025	03/11/2016	Open	Fair Value	-1.4486	ICE	1,030,550.00	0.982148	1,000,000.00	982,148.00	0.00	0.00	0.979016	1,000,000.00	ICE	979,016.00	-3,132.00	1,895.38	-1,236.62
	9128284M9		24-0067	Treasury Note 2.875 04/30/2025	04/11/2024	Open	Fair Value	3.4881	ICE	3,910,120.00	0.991789	4,000,000.00	3,967,156.00	0.00	0.00	0.992266	4,000,000.00	ICE	3,969,064.00	1,908.00	9,692.68	11,600.68
	91282CBC4		22-0033	Treasury Note 0.375 12/31/2025	10/15/2021	Open	Fair Value	-2.0816	ICE	978,250.00	0.958086	1,000,000.00	958,086.00	0.00	0.00	0.956016	1,000,000.00	ICE	956,016.00	-2,070.00	315.90	-1,754.10
	91282CJT9		24-0113	Treasury Note 4.00 01/15/2027	08/01/2024	Open	Fair Value	-9.4624	ICE	1,990,270.18	1.008281	2,000,000.00	2,016,562.00	0.00	0.00	0.996914	2,000,000.00	ICE	1,993,828.00	-22,734.00	6,739.13	-15,994.87
	91282CFH9		24-0114	Treasury Note 3.125 08/31/2027	08/02/2024	Open	Fair Value	-13.9544	ICE	976,650.00	0.987617	1,000,000.00	987,617.00	0.00	0.00	0.973359	1,000,000.00	ICE	973,359.00	-14,258.00	2,676.10	-11,581.90
	91282CJR3		24-0115	Treasury Note 3.75 12/31/2028	08/02/2024	Open	Fair Value	-23.0457	ICE	996,117.19	1.006719	1,000,000.00	1,006,719.00	0.00	0.00	0.984063	1,000,000.00	ICE	984,063.00	-22,656.00	3,158.97	-19,497.03
	9128284F4		18-0077	Treasury Note 2.625 03/31/2025	09/24/2018	Open	Fair Value	3.6600	ICE	977,187.50	0.991633	1,000,000.00	991,633.00	0.00	0.00	0.992500	1,000,000.00	ICE	992,500.00	867.00	2,235.58	3,102.58
	91282CAT8		21-0040	Treasury Note 0.25 10/31/2025	11/02/2020	Open	Fair Value	-0.6360	ICE	994,627.41	0.961289	1,000,000.00	961,289.00	0.00	0.00	0.960539	1,000,000.00	ICE	960,539.00	-750.00	210.71	-539.29
	91282CCJ8		22-0129	Treasury Note 0.875 06/30/2026	06/14/2022	Open	Fair Value	-6.1967	ICE	904,200.00	0.952695	1,000,000.00	952,695.00	0.00	0.00	0.946953	1,000,000.00	ICE	946,953.00	-5,742.00	737.09	-5,004.91
	912828XB1		18-0024	Treasury Note 2.125 05/15/2025	05/03/2018	Open	Fair Value	2.9885	ICE	949,531.25	0.986973	1,000,000.00	986,973.00	0.00	0.00	0.987676	1,000,000.00	ICE	987,676.00	703.00	1,790.08	2,493.08
	912828XB8		23-0015	Treasury Note 2.375 05/15/2027	10/07/2022	Open	Fair Value	-12.1124	ICE	928,850.00	0.969648	1,000,000.00	969,648.00	0.00	0.00	0.957852	1,000,000.00	ICE	957,852.00	-11,796.00	2,000.68	-9,795.32
	912828ZF0		24-0132	Treasury Note 0.50 03/31/2025	09/06/2024	Open	Amort Value	4.5728	ICE	6,843,046.88	0.980260	7,000,000.00	6,861,823.25	0.00	0.00	0.983641	7,000,000.00	ICE	6,885,488.88	23,665.63	2,980.77	26,846.40
	912828V98		22-0190	Treasury Note 2.25 02/15/2027	09/26/2022	Open	Fair Value	-10.3486	ICE	1,392,750.00	0.969141	1,500,000.00	1,453,711.50	0.00	0.00	0.958828	1,500,000.00	ICE	1,438,242.00	-15,469.50	2,843.07	-12,626.43
	912828G38		16-0249	Treasury Note 2.25 11/15/2024	10/17/2016	Open	Fair Value	4.8719	ICE	1,046,171.88	0.996797	1,000,000.00	996,797.00	0.00	0.00	0.999052	1,000,000.00	ICE	999,052.00	2,255.00	1,895.38	4,150.38
	912828HL8		24-0069	Treasury Note 4.625 06/30/2025	04/11/2024	Open	Fair Value	2.1365	ICE	3,977,040.00	1.003496	4,000,000.00	4,013,984.00	0.00	0.00	1.001406	4,000,000.00					

Open Investments
Pooled Cash
 Effective Interest - Actual Life
 Receipts for Period
 10/31/2024

CUSIP	Invest Number	Security Description	FASB Class	Purchase Date	Call Date	Purchase Insttut	SafeKeep Insttut	Issuing Insttut	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt
Certificate of Deposit	24-0141	C.D. 365 4.90 11/14/2024		09/05/2024	Open	121	None	None	4.9130	4.9130	1.000000	419,787.34	419,787.34	0.00	1.000000	419,787.34	419,787.34	0.00
	24-0142	C.D. 5.20 11/14/2024		09/05/2024	Open	141	None	None	5.2000	5.2000	1.000000	420,271.03	420,271.03	0.00	1.000000	420,271.03	420,271.03	0.00
	24-0143	C.D. 365 5.08 11/14/2024		09/05/2024	Open	124	None	None	5.0800	5.0800	1.000000	367,332.08	367,332.08	0.00	1.000000	367,332.08	367,332.08	0.00
	24-0144	C.D. 365 4.65 11/14/2024		09/05/2024	Open	130	None	None	4.6500	4.6500	1.000000	262,211.04	262,211.04	0.00	1.000000	262,211.04	262,211.04	0.00
	24-0145	C.D. 5.03 11/14/2024		09/05/2024	Open	112	None	None	5.0300	5.0300	1.000000	252,018.33	252,018.33	0.00	1.000000	252,018.33	252,018.33	0.00
	24-0146	C.D. 365 5.01 11/14/2024		09/05/2024	Open	138	None	None	5.0100	5.0100	1.000000	378,049.32	378,049.32	0.00	1.000000	378,049.32	378,049.32	0.00
	24-0147	C.D. 365 5.14 11/14/2024		09/05/2024	Open	143	None	None	5.1400	5.1400	1.000000	315,046.23	315,046.23	0.00	1.000000	315,046.23	315,046.23	0.00
	24-0148	C.D. 365 5.05 11/14/2024		09/05/2024	Open	120	None	None	5.0426	5.0426	1.000000	314,971.37	314,971.37	0.00	1.000000	314,971.37	314,971.37	0.00
	24-0150	C.D. 365 4.90 11/26/2024		09/19/2024	Open	121	None	None	4.9124	4.9124	1.000000	901,119.18	901,119.18	0.00	1.000000	901,119.18	901,119.18	0.00
	24-0151	C.D. 4.75 11/26/2024		09/19/2024	Open	141	None	None	4.7500	4.7500	1.000000	743,067.21	743,067.21	0.00	1.000000	743,067.21	743,067.21	0.00
	24-0152	C.D. 365 4.985 11/26/2024		09/19/2024	Open	124	None	None	4.9850	4.9850	1.000000	901,235.93	901,235.93	0.00	1.000000	901,235.93	901,235.93	0.00
	24-0153	C.D. 365 4.15 11/26/2024		09/19/2024	Open	130	None	None	4.1500	4.1500	1.000000	264,908.27	264,908.27	0.00	1.000000	264,908.27	264,908.27	0.00
	24-0154	C.D. 365 5.14 11/26/2024		09/19/2024	Open	143	None	None	5.1400	5.1400	1.000000	530,393.05	530,393.05	0.00	1.000000	530,393.05	530,393.05	0.00
	24-0155	C.D. 365 4.85 11/26/2024		09/19/2024	Open	120	None	None	4.8425	4.8425	1.000000	370,726.01	370,726.01	0.00	1.000000	370,726.01	370,726.01	0.00
	25-0001	C.D. 365 4.65 12/12/2024		10/03/2024	Open	121	None	None	4.6617	4.6617	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0002	C.D. 4.70 12/12/2024		10/03/2024	Open	141	None	None	4.7000	4.7000	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0003	C.D. 365 4.65 12/12/2024		10/03/2024	Open	124	None	None	4.6500	4.6500	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0004	C.D. 4.60 12/12/2024		10/03/2024	Open	146	None	None	4.6000	4.6000	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
	25-0005	C.D. 4.41 12/12/2024		10/03/2024	Open	130	None	None	4.4100	4.4100	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
	25-0006	C.D. 365 4.42 12/12/2024		10/03/2024	Open	138	None	None	4.4200	4.4200	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
	25-0007	C.D. 365 5.14 12/12/2024		10/03/2024	Open	143	None	None	5.1400	5.1400	1.000000	600,000.00	600,000.00	0.00	1.000000	600,000.00	600,000.00	0.00
	25-0008	C.D. 365 4.65 12/12/2024		10/03/2024	Open	120	None	None	4.6500	4.6500	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0009	C.D. 365 4.65 01/09/2025		10/03/2024	Open	121	None	None	4.6700	4.6700	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0010	C.D. 4.65 01/09/2025		10/03/2024	Open	141	None	None	4.6500	4.6500	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0011	C.D. 365 4.65 01/09/2025		10/03/2024	Open	124	None	None	4.6500	4.6500	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0012	C.D. 365 4.41 01/09/2025		10/03/2024	Open	130	None	None	4.4100	4.4100	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
	25-0013	C.D. 365 4.33 01/09/2025		10/03/2024	Open	138	None	None	4.3300	4.3300	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
	25-0014	C.D. 365 4.91 01/09/2025		10/03/2024	Open	143	None	None	4.9100	4.9100	1.000000	600,000.00	600,000.00	0.00	1.000000	600,000.00	600,000.00	0.00
	25-0015	C.D. 365 4.63 01/09/2025		10/03/2024	Open	120	None	None	4.6300	4.6300	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0016	C.D. 365 4.65 01/23/2025		10/03/2024	Open	121	None	None	4.6742	4.6742	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0017	C.D. 4.65 01/23/2025		10/03/2024	Open	141	None	None	4.6500	4.6500	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0018	C.D. 365 4.75 01/23/2025		10/03/2024	Open	124	None	None	4.7500	4.7500	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0019	C.D. 365 4.41 01/23/2025		10/03/2024	Open	130	None	None	4.4100	4.4100	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
	25-0020	C.D. 365 4.33 01/23/2025		10/03/2024	Open	138	None	None	4.3300	4.3300	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
	25-0021	C.D. 365 4.91 01/23/2025		10/03/2024	Open	143	None	None	4.9100	4.9100	1.000000	600,000.00	600,000.00	0.00	1.000000	600,000.00	600,000.00	0.00
	25-0022	C.D. 365 4.60 01/23/2025		10/03/2024	Open	120	None	None	4.6060	4.6060	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0029	C.D. 365 4.50 02/06/2025		10/17/2024	Open	121	None	None	4.5227	4.5227	1.000000	527,648.42	527,648.42	0.00	1.000000	527,648.42	527,648.42	0.00
	25-0030	C.D. 4.60 02/06/2025		10/17/2024	Open	141	None	None	4.6000	4.6000	1.000000	634,176.79	634,176.79	0.00	1.000000	634,176.79	634,176.79	0.00
	25-0031	C.D. 365 4.75 02/06/2025		10/17/2024	Open	124	None	None	4.7500	4.7500	1.000000	527,662.31	527,662.31	0.00	1.000000	527,662.31	527,662.31	0.00
	25-0032	C.D. 365 4.41 02/06/2025		10/17/2024	Open	130	None	None	4.4100	4.4100	1.000000	369,115.17	369,115.17	0.00	1.000000	369,115.17	369,115.17	0.00
	25-0033	C.D. 365 4.22 02/06/2025		10/17/2024	Open	138	None	None	4.2200	4.2200	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
	25-0034	C.D. 365 4.50 02/06/2025		10/17/2024	Open	145	None	None	4.5227	4.5227	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
	25-0035	C.D. 365 4.60 02/06/2025		10/17/2024	Open	143	None	None	4.6000	4.6000	1.000000	528,167.70	528,167.70	0.00	1.000000	528,167.70	528,167.70	0.00
	25-0036	C.D. 365 4.60 02/06/2025		10/17/2024	Open	120	None	None	4.6060	4.6060	1.000000	528,218.42	528,218.42	0.00	1.000000	528,218.42	528,218.42	0.00
	25-0037	C.D. 365 4.50 02/20/2025		10/17/2024	Open	121	None	None	4.5266	4.5266	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0038	C.D. 4.55 02/20/2025		10/17/2024	Open	141	None	None	4.5500	4.5500	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0039	C.D. 365 4.75 02/20/2025		10/17/2024	Open	124	None	None	4.7500	4.7500	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
	25-0040	C.D. 365 4.50 02/20/2025		10/17/2024	Open	130	None	None	4.5000	4.5000	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
	25-0041	C.D. 365 4.22 02/20/2025		10/17/2024	Open	138	None	None	4.2200	4.2200	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
	25-0042	C.D. 4.41 02/20/2025		10/17/2024	Open	110	None	None	4.4100	4.4100	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
	25-0043	C.D. 4.13 02/20/2025		10/17/2024	Open	115	None	None	4.1300	4.1300	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
	25-0044	C.D. 365 4.50 02/20/2025		10/17/2024	Open	145	None	None	4.5266	4.5266	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
	25-0045	C.D. 365 4.37 02/20/2025		10/17/2024	Open	143	None	None	4.3700	4.3700	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
	25-0046	C.D. 365 4.58 02/20/2025		10/17/2024	Open	120	None	None	4.5900	4.5900	1.000000	450,000.00	450,000.00	0.00	1.000000	450,000.00	450,000.00	0.00
	25-0047	C.D. 365 4.50 03/06/2025		10/31/2024	Open	121	None	None	4.5266	4.5266	1.000000	504,263.16	504,263.16	0.00	1.000000	504,263.16	504,263.16	0.00

Open Investments
Pooled Cash
Effective Interest - Actual Life
Receipts for Period
10/31/2024

Table with columns: CUSIP, Invest Number, Security Description, FASB Class, Purchase Date, Call Date, Purchase Insttut, SafeKeep Insttut, Issuing Insttut, Yield Matur, Yield Call, Original Unit Cost, Original Par Val/Shares, Original Princ/Cost, Orig Prem Discount, Ending Unit Price, Ending Par Val/Shares, Ending Amor Val/Cost, Unamor Prem/Dscnt. Rows include various investment categories like Certificate of Deposit Total, Checking, Court Accounts-Checking, FAMCA, FFCB, FHLB, FHLMC, FNMA, Money Market, Municipal Bond, and Mutual Fund - Money Market.

Open Investments
Pooled Cash
 Effective Interest - Actual Life
 Receipts for Period
 10/31/2024

	CUSIP	Invest Number	Security Description	FASB Class	Purchase Date	Call Date	Purchase Institut	SafeKeep Institut	Issuing Institut	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt
	000-009020	ARPA MF-MM #468 GS	AR-0241 HNB MF-MM GS FTOXX		09/21/2023	Open	1052	None	1052	5.2258	5.2258	1.000000	10,000,000.00	10,000,000.00	0.00	1.000000	9,641,436.01	9,641,436.01	0.00
	000-009020	ARPA MF-MM #504 Inv	AR-0242 HNB MF-MM Invesco AGPXX		09/21/2023	Open	1052	None	1052	5.2515	5.2515	1.000000	10,000,000.00	10,000,000.00	0.00	1.000000	9,646,446.18	9,646,446.18	0.00
	000-009020	PCB MF-MM #468 GS	AR-0243 HNB MF-MM GS FTOXX		09/06/2023	Open	1504	None	1504	5.2258	5.2258	1.000000	3,000,000.00	3,000,000.00	0.00	1.000000	2,768,280.12	2,768,280.12	0.00
	000-009020	PCB MF-MM #504 Inv	AR-0244 HNB MF-MM Invesco AGPXX		09/06/2023	Open	1504	None	1504	5.2515	5.2515	1.000000	3,000,000.00	3,000,000.00	0.00	1.000000	2,769,818.94	2,769,818.94	0.00
		Mutual Fund - Money Market Total								5.2179	5.2179	1.000000	34,000,000.00	34,000,000.00	0.00	1.000000	47,928,296.55	47,928,296.55	0.00
Petty Cash	101-004000	GF Petty Cash	AR-0101 Petty Cash - Multiple Depts		08/01/2010	Open	101	None	101	0.0000	0.0000	1.000000	2,000.00	2,000.00	0.00	1.000000	13,686.85	13,686.85	0.00
	208-004000	Parks Petty Cash	AR-0103 Petty Cash - Parks & Rec		08/01/2010	Open	101	None	101	0.0000	0.0000	1.000000	1,075.00	1,075.00	0.00	1.000000	1,397.00	1,397.00	0.00
	215-004000	FOC Petty Cash	AR-0104 Petty Cash - FOC		08/01/2010	Open	101	None	101	0.0000	0.0000	1.000000	250.00	250.00	0.00	1.000000	0.00	0.00	0.00
	221-004000	Health Petty Cash	AR-0105 Petty Cash - Health		08/01/2010	Open	101	None	101	0.0000	0.0000	1.000000	1,462.00	1,462.00	0.00	1.000000	1,000.00	1,000.00	0.00
	222-004000	CMH Petty Cash	AR-0106 Petty Cash - CMH		08/01/2010	Open	101	None	101	0.0000	0.0000	1.000000	640.00	640.00	0.00	1.000000	0.00	0.00	0.00
	228-004000	Landfill Petty Cash	AR-0107 Petty Cash - Env Health		08/01/2010	Open	101	None	101	0.0000	0.0000	1.000000	200.00	200.00	0.00	1.000000	0.00	0.00	0.00
	265-004000	WEMET Petty Cash	AR-0108 Petty Cash - WEMET		08/01/2010	Open	101	None	101	0.0000	0.0000	1.000000	30,000.00	30,000.00	0.00	1.000000	30,000.00	30,000.00	0.00
		Petty Cash Total								0.0000	0.0000	1.000000	35,627.00	35,627.00	0.00	1.000000	46,083.85	46,083.85	0.00
Pooled Gov't Fund	000-008040	MICLASS GF	AR-0003 GF X46-0001		12/31/1998	Open	300	None	300	4.7000	4.7000	1.000000	1,016,712.32	1,016,712.32	0.00	1.000000	218,250.25	218,250.25	0.00
	721-008041	MICLASS Lib	AR-0004 Library X46-0002		08/04/2000	Open	300	None	300	4.8000	4.8000	1.000000	79,800.00	79,800.00	0.00	1.000000	199,909.52	199,909.52	0.00
	872-008065	SLSA C&O MM	AR-0184 SLSA C&O X46-0004		03/28/2018	Open	300	None	300	4.7000	4.7000	1.000000	227,718.23	227,718.23	0.00	1.000000	9,379.24	9,379.24	0.00
	872-008066	Lloyds Bayou MM	AR-0185 Lloyds Bayou X46-0005		03/28/2018	Open	300	None	300	4.7000	4.7000	1.000000	25,322.79	25,322.79	0.00	1.000000	19,533.51	19,533.51	0.00
	851-008067	Nunica MM	AR-0186 Nunica X46-0006		03/28/2018	Open	300	None	300	4.7000	4.7000	1.000000	10,534.67	10,534.67	0.00	1.000000	335.60	335.60	0.00
	851-008068	Munn MM	AR-0187 Munn X46-0007		03/23/2018	Open	300	None	300	4.7000	4.7000	1.000000	152,124.52	152,124.52	0.00	1.000000	1,495.23	1,495.23	0.00
	851-008069	Park West MM	AR-0188 Park West X46-0008		03/28/2018	Open	300	None	300	4.7000	4.7000	1.000000	193,127.12	193,127.12	0.00	1.000000	8,817.87	8,817.87	0.00
		Pooled Gov't Fund Total								4.7437	4.7437	1.000000	1,705,339.65	1,705,339.65	0.00	1.000000	457,721.22	457,721.22	0.00
Treasury Bill	91279LW5		24-0131 Treasury Bill 0.00 07/10/2025		09/05/2024	Open	1019	2002	None	4.2987	4.2987	0.964700	4,000,000.00	3,858,800.00	141,200.00	0.971071	4,000,000.00	3,884,282.64	115,717.36
		Treasury Bill Total								4.2987	4.2987	0.964700	4,000,000.00	3,858,800.00	141,200.00	0.971071	4,000,000.00	3,884,282.64	115,717.36
Treasury Note	912828G38		16-0249 Treasury Note 2.25 11/15/2024		10/17/2016	Open	1001	2002	None	1.6374	1.6374	1.046172	1,000,000.00	1,046,171.88	-46,171.88	1.000231	1,000,000.00	1,000,231.15	-231.15
	912828F4		18-0077 Treasury Note 2.625 03/31/2025		09/24/2018	Open	1018	2002	None	3.0131	3.0131	0.977188	1,000,000.00	977,187.50	22,812.50	0.998424	1,000,000.00	998,424.26	1,575.74
	912828ZF0		24-0132 Treasury Note 0.50 03/31/2025		09/06/2024	Open	1015	2002	None	4.5602	4.5602	0.977578	7,000,000.00	6,843,046.88	156,953.12	0.983641	7,000,000.00	6,885,488.88	114,511.12
	912828M9		24-0067 Treasury Note 2.875 04/30/2025		04/11/2024	Open	1015	2005	None	5.0937	5.0937	0.977530	4,000,000.00	3,910,120.00	89,880.00	0.989242	4,000,000.00	3,956,967.78	43,032.22
	912828XB1		18-0024 Treasury Note 2.125 05/15/2025		05/03/2018	Open	1018	2002	None	2.9240	2.9240	0.949531	1,000,000.00	949,531.25	50,468.75	0.995767	1,000,000.00	995,767.10	4,232.90
	91282CHD6		24-0036 Treasury Note 4.25 05/31/2025		12/18/2023	Open	1015	2006	1015	4.6275	4.6275	0.994740	250,000.00	248,685.00	1,315.00	0.997870	250,000.00	249,467.38	532.62
	91282CHD6		24-0068 Treasury Note 4.25 05/31/2025		04/11/2024	Open	1015	2005	1015	5.1189	5.1189	0.990470	4,000,000.00	3,961,880.00	38,120.00	0.995110	4,000,000.00	3,980,438.24	19,561.76
	91282CHL8		24-0069 Treasury Note 4.625 06/30/2025		04/11/2024	Open	1019	2005	None	5.1102	5.1102	0.994260	4,000,000.00	3,977,040.00	22,960.00	0.996882	4,000,000.00	3,987,528.50	12,471.50
	91282CAT8		21-0040 Treasury Note 0.25 10/31/2025		11/02/2020	Open	1001	2002	None	0.3586	0.3586	0.994627	1,000,000.00	994,627.41	5,372.59	0.998920	1,000,000.00	998,919.57	1,080.43
	912828M56		16-0081 Treasury Note 2.25 11/15/2025		03/11/2016	Open	1001	2002	None	1.9028	1.9028	1.030550	1,000,000.00	1,030,550.00	-30,550.00	1.003552	1,000,000.00	1,003,551.83	-3,551.83
	91282CBC4		22-0033 Treasury Note 0.375 12/31/2025		10/15/2021	Open	1015	2002	None	0.9027	0.9027	0.978250	1,000,000.00	978,250.00	21,750.00	0.993909	1,000,000.00	993,909.22	6,090.78
	91282CBW0		23-0016 Treasury Note 0.75 04/30/2026		10/07/2022	Open	1015	2002	1015	4.1732	4.1732	0.887680	1,000,000.00	887,680.00	112,320.00	0.950812	1,000,000.00	950,811.83	49,188.17
	91282CCJ8		22-0129 Treasury Note 0.875 06/30/2026		06/14/2022	Open	1015	2002	None	3.4322	3.4322	0.904200	1,000,000.00	904,200.00	95,800.00	0.959027	1,000,000.00	959,027.04	40,972.96
	91282CCW9		22-0032 Treasury Note 0.75 08/31/2026		10/15/2021	Open	1015	2002	None	1.0155	1.0155	0.987400	1,000,000.00	987,400.00	12,600.00	0.995202	1,000,000.00	995,202.45	4,797.55
	91282CCZ2		22-0034 Treasury Note 0.875 09/30/2026		10/15/2021	Open	1015	2002	None	1.0301	1.0301	0.992520	1,000,000.00	992,520.00	7,480.00	0.997071	1,000,000.00	997,071.13	2,928.87
	91282CCZ2		22-0035 Treasury Note 0.875 09/30/2026		10/15/2021	Open	1010	2002	None	1.0300	1.0300	0.992525	2,000,000.00	1,985,049.50	14,950.50	0.997073	2,000,000.00	1,994,145.99	5,854.01
	91282CJT9		24-0113 Treasury Note 4.00 01/15/2027		08/01/2024	Open	1010	2002	None	4.2100	4.2100	0.995135	2,000,000.00	1,990,270.18	9,729.82	0.995618	2,000,000.00	1,991,236.42	8,763.58
	912828Z78		23-0079 Treasury Note 1.50 01/31/2027		05/22/2023	Open	1015	2002	None	3.8201	3.8201	0.920766	1,000,000.00	920,765.62	79,234.38	0.950512	1,000,000.00	950,512.30	49,487.70
	912828V98		22-0190 Treasury Note 2.25 02/15/2027		09/26/2022	Open	1015	2002	1015	4.0450	4.0450	0.928500	1,000,000.00	1,392,750.00	107,250.00	0.961166	1,500,000.00	1,441,749.43	58,250.57
	912828X88		23-0015 Treasury Note 2.375 05/15/2027		10/07/2022	Open	1015	2002	1015	4.0848	4.0848	0.928850	1,000,000.00	928,850.00	71,150.00	0.959178	1,000,000.00	959,178.13	40,821.87
	91282CFH9		24-0114 Treasury Note 3.125 08/31/2027		08/02/2024	Open	1015	2002	None	3.9370	3.9370	0.976650	1,000,000.00	976,650.00	23,350.00	0.978470	1,000,000.00	978,470.40	21,529.60
	91282CBJ9		25-0028 Treasury Note 0.75 01/31/2028		10/10/2024	Open	1015	2002	None	3.9100	3.9100	0.902850	2,000,000.00	1,805,700.00	194,300.00	0.904508	2,000,000.00	1,809,015.02	190,984.98
	91282CHK0		24-0082 Treasury Note 4.00 06/30/2028		05/10/2024	Open	1019	2002	None	4.5171	4.5171	0.980625	1,000,000.00	980,625.00	19,375.00	0.982725	1,000,000.00	982,724.97	17,275.03
	91282CJR3		24-0115 Treasury Note 3.75 12/31/2028		08/02/2024	Open	1015	2002	None	3.845									

Inv. Distribution by Maturity

Pooled Cash

Effective Interest - Actual Life

Receipts for Period

10/31/2024

	Invest Number	Security Description	CUSIP	SafeKeep Institut	Ending Par Val/Shares	Cash	1 - 30 Days	31 - 90 Days	91 - 180 Days	181 - 360 Days	Over 360 Days
Certificate of Deposit	24-0141	C.D. 365 4.90 11/14/2024		None	419,787.34	0.00	419,787.34	0.00	0.00	0.00	0.00
	24-0142	C.D. 5.20 11/14/2024		None	420,271.03	0.00	420,271.03	0.00	0.00	0.00	0.00
	24-0143	C.D. 365 5.08 11/14/2024		None	367,332.08	0.00	367,332.08	0.00	0.00	0.00	0.00
	24-0144	C.D. 365 4.65 11/14/2024		None	262,211.04	0.00	262,211.04	0.00	0.00	0.00	0.00
	24-0145	C.D. 5.03 11/14/2024		None	252,018.33	0.00	252,018.33	0.00	0.00	0.00	0.00
	24-0146	C.D. 365 5.01 11/14/2024		None	378,049.32	0.00	378,049.32	0.00	0.00	0.00	0.00
	24-0147	C.D. 365 5.14 11/14/2024		None	315,046.23	0.00	315,046.23	0.00	0.00	0.00	0.00
	24-0148	C.D. 365 5.05 11/14/2024		None	314,971.37	0.00	314,971.37	0.00	0.00	0.00	0.00
	24-0150	C.D. 365 4.90 11/26/2024		None	901,119.18	0.00	901,119.18	0.00	0.00	0.00	0.00
	24-0151	C.D. 4.75 11/26/2024		None	743,067.21	0.00	743,067.21	0.00	0.00	0.00	0.00
	24-0152	C.D. 365 4.985 11/26/2024		None	901,235.93	0.00	901,235.93	0.00	0.00	0.00	0.00
	24-0153	C.D. 365 4.15 11/26/2024		None	264,908.27	0.00	264,908.27	0.00	0.00	0.00	0.00
	24-0154	C.D. 365 5.14 11/26/2024		None	530,393.05	0.00	530,393.05	0.00	0.00	0.00	0.00
	24-0155	C.D. 365 4.85 11/26/2024		None	370,726.01	0.00	370,726.01	0.00	0.00	0.00	0.00
	25-0001	C.D. 365 4.65 12/12/2024		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0002	C.D. 4.70 12/12/2024		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0003	C.D. 365 4.65 12/12/2024		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0004	C.D. 4.60 12/12/2024		None	350,000.00	0.00	0.00	350,000.00	0.00	0.00	0.00
	25-0005	C.D. 4.41 12/12/2024		None	400,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00
	25-0006	C.D. 365 4.42 12/12/2024		None	350,000.00	0.00	0.00	350,000.00	0.00	0.00	0.00
	25-0007	C.D. 365 5.14 12/12/2024		None	600,000.00	0.00	0.00	600,000.00	0.00	0.00	0.00
	25-0008	C.D. 365 4.65 12/12/2024		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0009	C.D. 365 4.65 01/09/2025		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0010	C.D. 4.65 01/09/2025		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0011	C.D. 365 4.65 01/09/2025		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0012	C.D. 365 4.41 01/09/2025		None	400,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00
	25-0013	C.D. 365 4.33 01/09/2025		None	400,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00
	25-0014	C.D. 365 4.91 01/09/2025		None	600,000.00	0.00	0.00	600,000.00	0.00	0.00	0.00
	25-0015	C.D. 365 4.63 01/09/2025		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0016	C.D. 365 4.65 01/23/2025		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0017	C.D. 4.65 01/23/2025		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0018	C.D. 365 4.75 01/23/2025		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0019	C.D. 365 4.41 01/23/2025		None	400,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00
	25-0020	C.D. 365 4.33 01/23/2025		None	400,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00
	25-0021	C.D. 365 4.91 01/23/2025		None	600,000.00	0.00	0.00	600,000.00	0.00	0.00	0.00
	25-0022	C.D. 365 4.60 01/23/2025		None	450,000.00	0.00	0.00	450,000.00	0.00	0.00	0.00
	25-0023	C.D. 365 4.50 10/03/2025		None	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	25-0029	C.D. 365 4.50 02/06/2025		None	527,648.42	0.00	0.00	0.00	527,648.42	0.00	0.00
	25-0030	C.D. 4.60 02/06/2025		None	634,176.79	0.00	0.00	0.00	634,176.79	0.00	0.00
	25-0031	C.D. 365 4.75 02/06/2025		None	527,662.31	0.00	0.00	0.00	527,662.31	0.00	0.00
	25-0032	C.D. 365 4.41 02/06/2025		None	369,115.17	0.00	0.00	0.00	369,115.17	0.00	0.00
	25-0033	C.D. 365 4.22 02/06/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0034	C.D. 365 4.50 02/06/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0035	C.D. 365 4.60 02/06/2025		None	528,167.70	0.00	0.00	0.00	528,167.70	0.00	0.00
	25-0036	C.D. 365 4.60 02/06/2025		None	528,218.42	0.00	0.00	0.00	528,218.42	0.00	0.00
	25-0037	C.D. 365 4.50 02/20/2025		None	450,000.00	0.00	0.00	0.00	450,000.00	0.00	0.00
	25-0038	C.D. 4.55 02/20/2025		None	450,000.00	0.00	0.00	0.00	450,000.00	0.00	0.00
	25-0039	C.D. 365 4.75 02/20/2025		None	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
	25-0040	C.D. 365 4.50 02/20/2025		None	350,000.00	0.00	0.00	0.00	350,000.00	0.00	0.00
	25-0041	C.D. 365 4.22 02/20/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0042	C.D. 4.41 02/20/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0043	C.D. 4.13 02/20/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0044	C.D. 365 4.50 02/20/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00

Effective Interest - Actual Life
Receipts for Period
10/31/2024

	Invest Number	Security Description	CUSIP	SafeKeep Institut	Ending Par Val/Shares	Cash	1 - 30 Days	31 - 90 Days	91 - 180 Days	181 - 360 Days	Over 360 Days
	25-0045	C.D. 365 4.37 02/20/2025		None	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
	25-0046	C.D. 365 4.58 02/20/2025		None	450,000.00	0.00	0.00	0.00	450,000.00	0.00	0.00
	25-0047	C.D. 365 4.50 03/06/2025		None	504,263.16	0.00	0.00	0.00	504,263.16	0.00	0.00
	25-0048	C.D. 4.50 03/06/2025		None	504,550.00	0.00	0.00	0.00	504,550.00	0.00	0.00
	25-0049	C.D. 365 4.41 03/06/2025		None	501,947.31	0.00	0.00	0.00	501,947.31	0.00	0.00
	25-0050	C.D. 365 4.41 03/06/2025		None	251,786.73	0.00	0.00	0.00	251,786.73	0.00	0.00
	25-0051	C.D. 365 4.16 03/06/2025		None	504,399.46	0.00	0.00	0.00	504,399.46	0.00	0.00
	25-0052	C.D. 4.13 03/06/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0053	C.D. 365 4.25 03/06/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0054	C.D. 365 4.37 03/06/2025		None	504,436.85	0.00	0.00	0.00	504,436.85	0.00	0.00
	25-0055	C.D. 365 4.58 03/06/2025		None	504,467.36	0.00	0.00	0.00	504,467.36	0.00	0.00
	25-0056	C.D. 365 4.50 03/20/2025		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	25-0057	C.D. 4.50 03/20/2025		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	25-0058	C.D. 365 4.41 03/20/2025		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	25-0059	C.D. 365 4.41 03/20/2025		None	450,000.00	0.00	0.00	0.00	450,000.00	0.00	0.00
	25-0060	C.D. 365 4.16 03/20/2025		None	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
	25-0061	C.D. 4.13 03/20/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0062	C.D. 365 4.25 03/20/2025		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	25-0063	C.D. 365 4.37 03/20/2025		None	450,000.00	0.00	0.00	0.00	450,000.00	0.00	0.00
	25-0064	C.D. 365 4.58 03/20/2025		None	450,000.00	0.00	0.00	0.00	450,000.00	0.00	0.00
	Certificate of Deposit Total				31,981,976.07	0.00	6,441,136.39	9,900,000.00	14,640,839.68	1,000,000.00	0.00
Checking	AR-0123	Hybrid/MS/AP HNB X3705	000-001010 Hybrid-MS-AP-PR	None	4,924,238.51	4,924,238.51	0.00	0.00	0.00	0.00	0.00
	AR-0135	Infinisource Flex Coll X0333	100-002038 Infinisource Coll	None	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00
	AR-0207	Infinisource Flex HNB X6669	100-001015 Infinisource Flex	None	88,707.32	88,707.32	0.00	0.00	0.00	0.00	0.00
	AR-0222	IOLTA HNB X2995	701-001052 IOLTA	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AR-0227	Inmate Trust HNB X0285	701-001018 Inmate Trust	None	27,221.65	27,221.65	0.00	0.00	0.00	0.00	0.00
	AR-0228	Inmate Rel DC Rapid X9460	701-001019 Inmate Release	None	29,697.99	29,697.99	0.00	0.00	0.00	0.00	0.00
	AR-0229	FJC HNB X8125	469-001054 Family Justice Cent	None	956,663.80	956,663.80	0.00	0.00	0.00	0.00	0.00
	Checking Total				6,029,029.27	6,029,029.27	0.00	0.00	0.00	0.00	0.00
Court Accounts-Checking	AR-0198	GHDC HNB X7522	000-005010 GHDC	None	2,763.00	2,763.00	0.00	0.00	0.00	0.00	0.00
	AR-0199	HODC HNB X7535	000-005010 HODC	None	13,708.43	13,708.43	0.00	0.00	0.00	0.00	0.00
	AR-0200	HUDC HNB X7548	000-005010 HUDC	None	1,597.00	1,597.00	0.00	0.00	0.00	0.00	0.00
	AR-0201	FOC HNB X7551	000-005010 FOC	None	6,903.08	6,903.08	0.00	0.00	0.00	0.00	0.00
	AR-0202	LSHC HNB X7564	000-005010 LSHC	None	698.50	698.50	0.00	0.00	0.00	0.00	0.00
	AR-0203	Clerk HNB X7519	000-005010 Clerk	None	176,405.74	176,405.74	0.00	0.00	0.00	0.00	0.00
	AR-0249	COURT ESCROW HNB X3406	710-001005 Court Escrow	None	11,502.89	11,502.89	0.00	0.00	0.00	0.00	0.00
	Court Accounts-Checking Total				213,578.64	213,578.64	0.00	0.00	0.00	0.00	0.00
FAMCA	22-0130	FAMCA 3.05 06/17/2027	31422XZP0	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	23-0080	FAMCA 4.00 12/16/2026	31422XT28	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	FAMCA Total				2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
FFCB	22-0191	FFCB 4.00 09/29/2027	3133ENQ29	2002	1,500,000.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00
	24-0112	FFCB 4.50 07/08/2027	3133ERKM2	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
	25-0027	FFCB 2.16 01/07/2030	3133ELGD0	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	FFCB Total				4,500,000.00	0.00	0.00	0.00	0.00	0.00	4,500,000.00
FHLB	20-0033	FHLB 2.375 03/14/2025	3130A4CH3	2002	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00
	21-0159	FHLB 0.50 09/30/2026	3130ANX39	2002	1,250,000.00	0.00	0.00	0.00	0.00	0.00	1,250,000.00
	23-0087	FHLB 4.375 03/13/2026	313373B68	2002	1,350,000.00	0.00	0.00	0.00	0.00	0.00	1,350,000.00
	24-0037	FHLB 4.625 11/17/2026	3130AXU63	2006	750,000.00	0.00	0.00	0.00	0.00	0.00	750,000.00
	25-0025	FHLB 3.85 10/01/2029	3130B2YV1	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	FHLB Total				5,350,000.00	0.00	0.00	0.00	1,000,000.00	0.00	4,350,000.00
FHLMC	20-0039	FHLMC 0.75 04/30/2025	3134GVQQ4	2002	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00
	20-0055	FHLMC 0.625 08/18/2025	3134GWKZ8	2002	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	22-0128	FHLMC 0.375 09/23/2025	3137EAEX3	2002	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	FHLMC Total				3,000,000.00	0.00	0.00	0.00	1,000,000.00	2,000,000.00	0.00
FNMA	22-0189	FNMA 2.125 04/24/2026	3135G0K36	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
	25-0026	FNMA 5.375 06/11/2027	3135GATQ4	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
	FNMA Total				4,000,000.00	0.00	0.00	0.00	0.00	0.00	4,000,000.00

Effective Interest - Actual Life
Receipts for Period
10/31/2024

Invest Number	Security Description	CUSIP	SafeKeep Institut	Ending Par Val/Shares	Cash	1 - 30 Days	31 - 90 Days	91 - 180 Days	181 - 360 Days	Over 360 Days
22-0190	Treasury Note 2.25 02/15/2027	912828V98	2002	1,500,000.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00
23-0015	Treasury Note 2.375 05/15/2027	912828X88	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
23-0016	Treasury Note 0.75 04/30/2026	91282CBW0	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
23-0079	Treasury Note 1.50 01/31/2027	912828Z78	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
24-0036	Treasury Note 4.25 05/31/2025	91282CHD6	2006	250,000.00	0.00	0.00	0.00	0.00	250,000.00	0.00
24-0067	Treasury Note 2.875 04/30/2025	9128284M9	2005	4,000,000.00	0.00	0.00	0.00	0.00	4,000,000.00	0.00
24-0068	Treasury Note 4.25 05/31/2025	91282CHD6	2005	4,000,000.00	0.00	0.00	0.00	0.00	4,000,000.00	0.00
24-0069	Treasury Note 4.625 06/30/2025	91282CHL8	2005	4,000,000.00	0.00	0.00	0.00	0.00	4,000,000.00	0.00
24-0082	Treasury Note 4.00 06/30/2028	91282CHK0	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
24-0113	Treasury Note 4.00 01/15/2027	91282CJT9	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
24-0114	Treasury Note 3.125 08/31/2027	91282CFH9	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
24-0115	Treasury Note 3.75 12/31/2028	91282CJR3	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
24-0132	Treasury Note 0.50 03/31/2025	912828ZF0	2002	7,000,000.00	0.00	0.00	0.00	7,000,000.00	0.00	0.00
25-0028	Treasury Note 0.75 01/31/2028	91282CBJ9	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
Treasury Note Total				41,750,000.00	0.00	1,000,000.00	0.00	8,000,000.00	13,250,000.00	19,500,000.00
Investment Total				163,744,053.19	59,757,077.12	8,651,136.39	9,900,000.00	24,640,839.68	22,060,000.00	38,735,000.00

Earnings and Yields Summary**Pooled Cash**

Effective Interest - Actual Life

Receipts for Period

10/01/2024 - 10/31/2024

	Security Description	10/01/2024 10/31/2024
Combined Port	Certificate of Deposit	103,656.6400
	Checking	31,720.1800
	Court Accounts - Checking	0.0000
	FAMCA	6,164.1900
	FFCB	14,114.0900
	FHLB	12,070.3500
	FHLMC	3,884.5400
	FNMA	13,455.0100
	Money Market	12,735.7000
	Municipal Bond	17,945.5100
	Mutual Fund - Money Market	211,722.0500
	Petty Cash	0.0000
	Pooled Gov't Fund	1,850.7600
	Treasury Bill	13,891.8000
	Treasury Note	130,106.1100
	Port Total	573,316.9300
Combined Port	Certificate of Deposit	4.7821
	Checking	0.7196
	Court Accounts - Checking	0.0000
	FAMCA	3.7192
	FFCB	4.0717
	FHLB	2.7541
	FHLMC	1.5692
	FNMA	4.2495
	Money Market	2.9746
	Municipal Bond	2.7869
	Mutual Fund - Money Market	4.6162
	Petty Cash	0.0000
	Pooled Gov't Fund	4.9619
	Treasury Bill	4.2083
	Treasury Note	3.7923
	Port Total	3.2636

CAP TRUST (CHARLES SCHWAB)

October 31, 2024

PORTFOLIO ASSET ALLOCATION FROM MONTHLY STATEMENT

Asset	Market Value at 10/1/2024		Market Values at 10/31/2024	
	Dollar Amount	Percentage	Dollar Amount	Percentage
Fixed Income (Bonds)	\$3,304,601.88	49.86%	\$3,221,941.26	49.88%
Equity Funds	\$3,310,739.39	49.95%	\$3,233,321.30	50.05%
Sweep Account-Cash	\$12,141.90	0.18%	\$4,431.00	0.07%
TOTAL PORTFOLIO	\$6,627,483.17	100.00%	\$6,459,693.56	100.00%

PORTFOLIO ASSET ALLOCATION PARAMETERS

	Current		Target
Fixed Income (Bonds)	49.88%	Fixed Income (Bonds)	50.00%
Equity Funds	50.05%	Equity Funds	49.50%
Sweep Account-Cash	0.07%	Sweep Account-Cash	0.50%
	100.00%		100.00%

TRANSACTIONS IMPACTING MARKET VALUE

MONTH TO DATE IMPACT

Munis & Charles Schwab Stmt Prior Month End Bal	\$6,627,483.17
Receipts	\$0.00
Disbursements Custody Fee	(\$1,036.82)
10/31/2024 Munis Balance	\$6,626,446.35

CAP TRUST (CHARLES SCHWAB) TRANSACTIONS

Deposits	\$0.00
Dividends and Interest	\$13,077.50
Admin Expenses:	
Qtr CAP TRUST	(\$7,725.00)
Reinvested Shares	(\$13,063.40)
Change in Value of Investments	(\$160,078.71)
\$541,619.85 Unrealized Gain or (Loss)-current month	
\$714,761.96 Unrealized Gain or (Loss)-prior month	
\$13,077.50 Cash Dividends-current month	
\$0.00 Gain or (Loss) on Investments Sold-This Period	
\$1,269,459.31 Total	
10/31/2024 Charles Schwab Stmt Balance	\$6,458,656.74

Total Investment Change (\$167,789.61)
(not including receipts/disbursements in top half)

Total Change in Account Value Charles Schwab Stmt	\$0.00
Subtract Receipts/Add Disbursements in top half	(\$1,036.82)
Investment Change not incl Receipts/Disbursements	(\$1,036.82)



Schwab One® Trust Account of
**CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH**

Account Number
8632-9283

Statement Period
October 1-31, 2024

Your Retirement Plan Provider

CHARLES SCHWAB TRUST BANK
211 MAIN ST FL 14
SAN FRANCISCO CA 94105-1965
1 (877) 319-2782

The custodian of your brokerage account is: Charles Schwab & Co., Inc.
For questions about this statement, please contact your Retirement Plan Provider.

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CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH
12220 FILLMORE ST ROOM 331
WEST OLIVE MI 49460



Schwab One® Trust Account of
**CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH**

Account Number
8632-9283

Statement Period
October 1-31, 2024

Terms and Conditions

This Account statement is furnished solely by Charles Schwab & Co., Inc. ("Schwab") for your Schwab PCRA™ ("Account") at Schwab. Schwab is a registered broker-dealer and, provides brokerage and custody services for your Account. Schwab is a wholly owned subsidiary of The Charles Schwab Corporation. Other wholly owned subsidiaries of The Charles Schwab Corporation include the following Schwab "Affiliates": Charles Schwab Investment Management, Inc. ("CSIM"); Charles Schwab Investment Advisory, Inc. ("CSIA"); Schwab Wealth Advisory, Inc. ("SWAI"); Schwab Retirement Plan Services, Inc.; and Charles Schwab Bank. CSIA, CSIM, and SWAI provide investment advisory services. Schwab Retirement Plan Services, Inc. provides recordkeeping and related services with respect to retirement and other benefit plans. Charles Schwab Bank provides trust and custody services with respect to retirement and other benefit plans.

This Account statement may identify an independent retirement plan service provider or "Advisor." The independent retirement plan service provider or Advisor may provide services with respect to your Account, but is not affiliated with Schwab. The independent retirement plan service provider or Advisor is independently owned and operated and are not Schwab Affiliates. Schwab maintains agreements with certain independent retirement plan service providers and Advisors under which Schwab may provide such companies with services related to your Account. However, Schwab neither endorses nor recommends any particular independent retirement plan service provider or Advisor or investment strategy and has no responsibility to monitor trading by any independent retirement plan service provider or Advisor on your Account.

GENERAL INFORMATION AND KEY TERMS:

If you receive any other communication from any source other than Schwab, or other authorized affiliate of Schwab which purports to represent your holdings at Schwab, you should verify its content with this statement.

AIP (Automatic Investment Plan) Customers: Schwab receives remuneration in connection with certain transactions effected through Schwab. If you participate in a systematic investment program through Schwab, the additional information normally detailed on a trade confirmation will be provided upon request.

Average Daily Balance: Average daily composite of all cash balances that earn interest and all loans from Schwab that are charged interest. Interest cycles may differ from statement cycles.

Bank Sweep Feature and Bank Sweep for Benefit Plans Features: Schwab acts as your agent and custodian in establishing and maintaining your Bank Sweep and Bank Sweep for Benefit Plans features as Schwab Cash Features for your PCRA account. Deposit accounts constitute direct obligations of banks affiliated with Schwab and are not obligations of Schwab. Deposit Accounts are insured by the FDIC within applicable limits. The balance in the bank deposit accounts can be withdrawn on your order and the proceeds returned to your securities account or remitted to you as provided in your Account Agreement. For information on FDIC insurance

and its limits, as well as other important disclosures about the Bank Sweep feature, please refer to the Cash Features Disclosure Statement available online or from a Schwab representative.

Cash: Any Free Credit Balance owed by us to you payable upon demand which, although accounted for on our books of record, is not segregated and may be used in the conduct of this firm's business.

Credit Interest: If, on any given day, the interest that Schwab calculates for your Account is less than \$.005, you will not earn any interest on that day.

Dividend Reinvestment Customers: Dividend reinvestment transactions are effected by Schwab acting as a principal for its own Account, except for the reinvestment of Schwab dividends, for which an independent broker-dealer acts as the buying agent. The time of these transactions, the exchange upon which these transactions occur, and the name of the person from whom the security is purchased will be furnished upon written request.

Estimated Annual Income: Estimated annual income is derived from information provided by outside parties. Schwab cannot guarantee the accuracy of such information. Since the interest and dividends are subject to change at any time, they should not be relied upon exclusively for making investment decisions.

Fees and Charges: Includes Margin Interest, Retirement Plan Service Provider fees, and Management Fees that may be charged during the statement period. Contact your Retirement Plan Service Provider and/or your Investment Advisor if you have questions about his or her fees.

Interest: For the Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its affiliated banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period. For the Bank Sweep feature, interest accrues daily from the 16th day of the prior month and is credited/posted on the first business day after the 15th of the current month. If, on any given day, the interest that Schwab calculates for the Free Credit Balances in the Bank Sweep feature in your brokerage account is less than \$.005, you will not accrue any interest on that day. For balances held at banks affiliated with Schwab in the Bank Sweep and Bank Sweep for Benefit Plans features, interest will accrue even if the amount is less than \$.005, but interest will not be credited if less than \$.005.

Market Price: The most recent price evaluation available to Schwab on the last business day of the statement period, normally the last trade price or bid as of market close. Unpriced securities denote that no market evaluation update is currently available. Price evaluations are obtained from outside parties. Schwab shall have no responsibility for the accuracy or timeliness of any such valuations. Asset Not Held at

Schwab are not held in your Account or covered by the Account's SIPC account protection and are not otherwise in Schwab's custody and are being provided as a courtesy to you. Information on Assets Not Held at Schwab or the accuracy, completeness or timeliness of the information about Assets Not Held at Schwab, whether provided by you or otherwise. Descriptions of Assets Not Held at Schwab may be abbreviated or truncated. Some securities, especially thinly traded equities in the OTC market or foreign markets, may not report the most current price and are indicated as Stale Priced. Certain Limited Partnerships (direct participation programs) and unlisted Real Estate Investment Trust (REIT) securities, for which you may see a value on your monthly Account statement that reflects issuer's appraised estimated value, are not listed on a national securities exchange, and are generally illiquid. Even if you are able to sell such securities, the price received may be less than the per share appraised estimated value provided in the account statement.

Market Value: The Market Value is computed by multiplying the Market Price by the Quantity of Shares. This is the dollar value of your present holdings in your specified Schwab Account or a summary of the Market Value summed over multiple Accounts.

Non-Publicly Traded Securities: All assets shown on this statement, other than certain direct investments which may be held by a third party, are held in your Account. Values of certain Non-Publicly Traded Securities may be furnished by a third party as provided by Schwab's Account Agreement. Schwab shall have no responsibility for the accuracy or timeliness of such valuations. The Securities Investor Protection Corporation (SIPC) does not cover many limited partnership interests.

Option Customers: Be aware of the following: (1) Commissions and other charges related to the execution of option transactions are included in confirmations of such transactions furnished to you at the time such transactions occur and are made available promptly upon request. (2) You should advise us promptly of any material changes in your investment objectives or financial situation. (3) Exercise assignment notices for option contracts are allocated among customer short positions pursuant to an automated procedure which randomly selects from among all customer short option positions those contracts which are subject to exercise, including positions established on the day of assignment. (4) Realized gain/loss of underlying securities is adjusted to reflect the premiums of assigned or exercised options. Please consult your tax advisor or IRS publication 550, Investment Income and Expenses, for additional information on Options.

Rate Summary: The yield information for Sweep Funds is the current 7-day yield as of the statement period. Yields vary. Schwab and the Sweep Fund investment advisor may be voluntarily reducing a portion of a Sweep Fund's expenses. Without these reductions, yields would have been lower.



Terms and Conditions (continued)

Restricted Securities: See your Account Agreement for information regarding your responsibilities concerning the sale or control of restricted securities.

Schwab Sweep Money Funds: Includes the primary money market funds into which Free Credit Balances may be automatically invested pursuant to your Account Agreement. Schwab or an affiliate acts and receives compensation as the Investment Advisor, Shareholder Service Agent and Distributor for the Schwab Sweep Money Funds. The amount of such compensation is disclosed in the prospectus. The yield information for Schwab Sweep Money Funds is the current 7-day yield as of the statement period. Yields vary. If, on any given day, the accrued daily dividend for your selected sweep money fund as calculated for your account is less than 1/2 of 1 cent (\$0.005), your account will not earn a dividend for that day. In addition, if you do not accrue at least 1 daily dividend of \$0.01 during a pay period, you will not receive a money market dividend for that period. Schwab and the Schwab Sweep Money Funds investment advisor may be voluntarily reducing a portion of a Schwab Sweep Money Fund's expenses. Without these reductions, yields would have been lower.

Securities Products and Services: Securities products and services are offered by Charles Schwab & Co., Inc., **Member SIPC. Securities products and services, including unswept intraday funds and net credit balances held in brokerage accounts are not deposits or other obligations of, or guaranteed by, any bank, are not FDIC insured, and subject to investment risk and may lose value. SIPC does not cover balances held at banks affiliated with Schwab in the Bank Sweep and Bank Sweep for Benefit Plans features.**

Short Positions: Securities sold short will be identified with an "S" in Investment Detail. The market value of these securities will be expressed as a debit and will be netted against any long positions in Total Account Value.

Sweep Funds: Includes the primary funds into which free credit balances may be automatically invested pursuant to your Account Agreement.

Yield to Maturity: This is the actual average annual return on a note if held to maturity.

Gain (or Loss): Unrealized Gain or (Loss) and Realized Gain or (Loss) sections ("Gain/Loss Section(s)") contain a gain or a loss summary of your Account. This information has been provided on this statement at the request of your Advisor. This information is not a solicitation or a recommendation to buy or sell. It may, however, be helpful for investment and tax planning strategies. **Schwab does not provide tax advice and encourages you to consult with your tax professional. Please view the Cost Basis Disclosure Statement for additional information on how gain (or loss) is calculated and how Schwab reports adjusted cost basis information to the IRS.**

Accrued Income: Accrued Income is the sum of the total accrued interest and/or accrued dividends on positions held in your Account, but the interest and/or dividends have not been received into your account. Schwab makes no representation that the amounts shown (or any other amount) will be received. Accrued amounts are not covered by SIPC account protection until actually received and held in the Account.

IN CASE OF QUESTIONS: If you are a participant with a Schwab Personal Choice Retirement Account® (PCRA) and you have questions about this statement, or specific Schwab Account transactions, contact the dedicated **Schwab PCRA Call Center at 1-888-393-PCRA (7272)**. If you are a Plan Trustee or Sponsor, please contact your Retirement Plan Service Provider shown on the cover page of this statement.

IN CASE OF ERRORS OR DISCREPANCIES IN BROKERAGE

TRANSACTIONS: If you find an error or discrepancy relating to your brokerage activity (other than an electronic funds transfer), you must notify us promptly, but no later than 10 days after this statement is sent or made available to you. If this statement shows that we have mailed or delivered security certificate(s) that you have not received, you should notify Schwab immediately. Any oral communications should be reconfirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act (SIPA). If you do not so notify us, you agree that the statement activity and Account balance are correct for all purposes with respect to those brokerage transactions.

IN CASE OF COMPLAINTS: If you have a complaint regarding your Schwab statement, products or services, please call the Charles Schwab & Co., Inc. **Client Advocacy Hotline at 1-800-468-3774** or write to Attention: Client Advocacy Team, 211 Main St., M/S: PHXPEAK-2K489, San Francisco, CA 94105.

Address Changes: If you fail to notify Schwab in writing of any change of address or phone number, you may not receive important notifications about your Account, and trading or other restrictions might be placed on your Account.

Wire Transfers and Check Transactions: If, upon prompt examination, you find that your records and ours disagree, or if you suspect that a wire transfer is unauthorized, a check or endorsement is altered or forged, or checks are missing or stolen, call us immediately at the Schwab Customer Service number listed on the front of this statement. If you do not so notify us in writing promptly, but in no event later than 10 days after we send or make available your statement to you, you agree that the statement activity and Account balance are correct for all purposes with respect to those transactions. You agree to cooperate with us in the investigation of your claim, including giving us an affidavit containing whatever reasonable information we require concerning your Account, the wire or check transaction, and the circumstances surrounding the loss. You agree that we have a reasonable period of time to investigate the facts and circumstances surrounding any claimed loss, and that we have no obligation to provisionally credit your Account.

Additional Information: We are required by law to report to the Internal Revenue Service certain adjusted cost basis information (if applicable) and plan disbursements issued at the client's direction during the calendar year. Schwab or an affiliate acts as the Investment Advisor, Shareholder Service Agent and Distributor for the Schwab Money Funds. Schwab or an affiliate is compensated by the Schwab Money Funds for acting in each of these capacities other than as Distributor. The amount of such compensation is disclosed in the prospectus. For accounts managed by CSIA or CSIM you are charged an asset-based fee which is described in the relevant disclosure brochure. Additional information will be provided upon written request. A financial statement for your inspection is available at Schwab's offices or a copy will be mailed to you upon written request. Any third-party trademarks appearing herein are the property of their respective owners. Schwab and its affiliated banks are subsidiaries of The Charles Schwab Corporation.

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(0822-20UL)



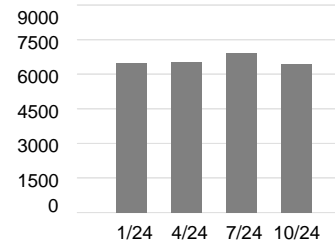
Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2024

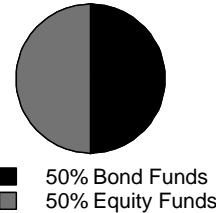
Account Value as of 10/31/2024: \$ 6,458,656.74

Change in Account Value	This Period	Year to Date	Account Value [in Thousands]
Starting Value	\$ 6,627,483.17	\$ 6,500,570.53	
Credits	13,077.50	131,335.14	
Debits	(8,761.82)	(583,201.44)	
Transfer of Securities (In/Out)	0.00	0.00	
Income Reinvested	(13,063.40)	(131,297.38)	
Change in Value of Investments	(160,078.71)	541,249.89	
Ending Value on 10/31/2024	\$ 6,458,656.74	\$ 6,458,656.74	
Total Change in Account Value	\$ (168,826.43)	\$ (41,913.79)	



Asset Composition	Market Value	% of Account Assets
Bank Sweep ^{A,B}	\$ 4,431.00	<1%
Bond Funds	3,221,941.26	50%
Equity Funds	3,233,321.30	50%
Total Assets Long	\$ 6,459,693.56	
Cash (Debits) ⁿ	(1,036.82)	
Total Assets Short ^s	\$ (1,036.82)	
Total Account Value	\$ 6,458,656.74	100%

Overview





Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2024

Gain or (Loss) Summary	Gain or (Loss) on Investments Sold	Unrealized Gain or (Loss)
	This Period	

All Investments	\$0.00	\$541,619.85
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Values may not reflect all of your gains/losses. Cost basis may change and be adjusted in certain cases. Statement information should not be used for tax preparation, instead refer to official tax documents. For additional gain or (loss) information refer to Terms and Conditions.

Income Summary	This Period	Year To Date
Bank Sweep Interest	14.10	37.76
Cash Dividends	13,063.40	119,631.28
Total Capital Gains Distributions	0.00	11,666.10
Total Income	13,077.50	131,335.14

Cash Transactions Summary	This Period	Year to Date
Starting Cash *	\$ 12,141.90	\$ 1,557.86
Deposits and other Cash Credits	0.00	0.00
Investments Sold	0.00	585,000.00
Dividends and Interest	13,077.50	131,335.14
Withdrawals and other Debits	(8,761.82)	(583,201.44)
Investments Purchased	(13,063.40)	(131,297.38)
Fees and Charges	0.00	0.00
Total Cash Transaction Detail	(8,747.72)	1,836.32
Ending Cash *	\$ 3,394.18	\$ 3,394.18

*Cash (includes any cash debit balance) held in your account plus the value of any cash invested in a sweep money fund.



Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2024

Investment Detail - Cash and Bank Sweep

Cash	Starting Balance	Ending Balance	% of Account Assets
Cash	0.00	(1,036.82)	
Total Cash ⁿ	0.00	(1,036.82)	

Bank Sweep	Starting Balance	Ending Balance	% of Account Assets
CHARLES SCHWAB BANK	12,141.90	4,431.00	<1%
Total Bank Sweep ^{A,B}	12,141.90	4,431.00	<1%

Total Cash and Bank Sweep		3,394.18	<1%
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Investment Detail - Mutual Funds

Bond Funds	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
ALLSPRING CORE BOND INST [◇] SYMBOL: MBFIX	145,998.3040	11.03000	1,610,361.29	1,615,177.14	(4,815.85)	25%
FIDELITY U.S. BOND INDEX [◇] SYMBOL: FXNAX	155,858.7980	10.34000	1,611,579.97	1,600,344.13	11,235.84	25%
Total Bond Funds	301,857.1020		3,221,941.26	3,215,521.27	6,419.99	50%

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.



Schwab One® Trust Account of
**CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH**

Account Number
8632-9283

Statement Period
October 1-31, 2024

Investment Detail - Mutual Funds (continued)

Equity Funds	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
AMERICAN FUNDS EUROPACIF ◊ IC GROWTH F3 SYMBOL: FEUPX	9,512.1290	57.98000	551,513.24	517,592.15	33,921.09	9%
FIDELITY INTERNATIONAL I ◊ NDEX SYMBOL: FSPSX	10,710.6240	50.46000	540,458.09	487,611.14	52,846.95	8%
FIDELITY 500 INDEX ◊ SYMBOL: FXAIX	3,987.6660	198.28000	790,674.41	598,540.37	192,134.04	12%
JPMORGAN LARGE CAP GROWT ◊ H I SYMBOL: SEEGX	3,932.4520	76.17000	299,534.87	207,397.67	92,137.20	5%
MFS MID CAP GROWTH R6 ◊ SYMBOL: OTCKX	8,092.5990	32.41000	262,281.13	215,514.01	46,767.12	4%
MFS MID CAP VALUE R6 ◊ SYMBOL: MVCKX	7,400.7690	35.73000	264,429.48	216,316.76	48,112.72	4%
MFS VALUE R6 ◊ SYMBOL: MEIKX	5,531.6250	53.12000	293,839.92	260,282.48	33,557.44	5%
SCHWAB SMALL CAP INDEX ◊ SYMBOL: SWSSX	6,471.7980	35.63000	230,590.16	194,866.86	35,723.30	4%
Total Equity Funds	55,639.6620		3,233,321.30	2,698,121.44	535,199.86	50%
Total Mutual Funds	357,496.7640		6,455,262.56	5,913,642.71	541,619.85	100%

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.



Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2024

Investment Detail - Total

Total Investment Detail	6,458,656.74
Total Account Value	6,458,656.74
Total Cost Basis	5,913,642.71

Transaction Detail - Purchases & Sales

Bond Funds Activity

Settle Date	Trade Dat	Transaction	Description	Quantity	Unit Price	Charges and Interest	Total Amount
10/31/24	10/31/24	Reinvested Shares	ALLSPRING CORE BOND INST: MBFIX	530.7930	11.0300	0.00	(5,854.65)
10/31/24	10/31/24	Reinvested Shares	FIDELITY U.S. BOND INDEX: FXNAX	450.3740	10.3400	0.00	(4,656.87)

Total Bond Funds Activity	(10,511.52)
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Equity Funds Activity

Settle Date	Trade Dat	Transaction	Description	Quantity	Unit Price	Charges and Interest	Total Amount
10/04/24	10/04/24	Reinvested Shares	FIDELITY 500 INDEX: FXAIX	12.7750	199.7500	0.00	(2,551.88)

Total Equity Funds Activity	(2,551.88)
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Total Purchases & Sales	(13,063.40)
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Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.



Transaction Detail - Deposits & Withdrawals

Transaction Process					
Date	Date	Activity	Description	Location	Credit/(Debit)
10/22/24	10/22/24	Journalled Funds	TRF SCHWAB BROKERAGE A/C		(7,725.00)
10/31/24	10/31/24	Journalled Funds	TRF SCHWAB BROKERAGE A/C		(1,036.82)
Total Deposits & Withdrawals					(8,761.82)

The total deposits activity for the statement period was \$0.00. The total withdrawals activity for the statement period was \$8,761.82.

Transaction Detail - Dividends & Interest (including Money Market Fund dividends reinvested)

Transaction Process					
Date	Date	Activity	Description		Credit/(Debit)
10/04/24	10/04/24	Div For Reinvest	FIDELITY 500 INDEX: FXAIX		2,551.88
10/15/24	10/16/24	Bank Interest ^{A,B}	BANK INT 091624-101524: SCHWAB BANK		8.66
10/15/24	10/16/24	Bank Interest ^{A,B}	BANK INT 091624-101524: SCHWAB TRUST BANK		5.44
10/31/24	10/31/24	Div For Reinvest	ALLSPRING CORE BOND INST: MBFIX		5,854.65
10/31/24	10/31/24	Div For Reinvest	FIDELITY U.S. BOND INDEX: FXNAX		4,656.87
Total Dividends & Interest					13,077.50

Total Transaction Detail **(8,747.72)**

Bank Sweep for Benefit Plans Activity

Transaction					
Date	Transaction	Description	Withdrawal	Deposit	Balance ^{A,B}
Opening Balance ^{A,B}					12,141.90
10/15/24	Interest Paid ^{A,B}	BANK INTEREST - CHARLES SCHWAB BANK		8.66	12,150.56
10/15/24	Interest Paid ^{A,B}	BANK INTEREST - SCHWAB TRUST BANK		5.44	12,156.00

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.



Bank Sweep for Benefit Plans Activity (continued)

Transaction Date	Transaction	Description	Withdrawal	Deposit	Balance ^{A,B}
10/16/24	Auto Transfer	BANK SWEEP XFER FROM SCHWAB TRUST BANK	5.44		
10/16/24	Auto Transfer	BANK SWEEP XFER TO CHARLES SCHWAB BANK ^A		5.44	
10/23/24	Auto Transfer	BANK TRANSFER TO BROKERAGE	7,725.00		4,431.00
Total Activity			7,730.44	19.54	
Ending Balance ^{A,B}					4,431.00

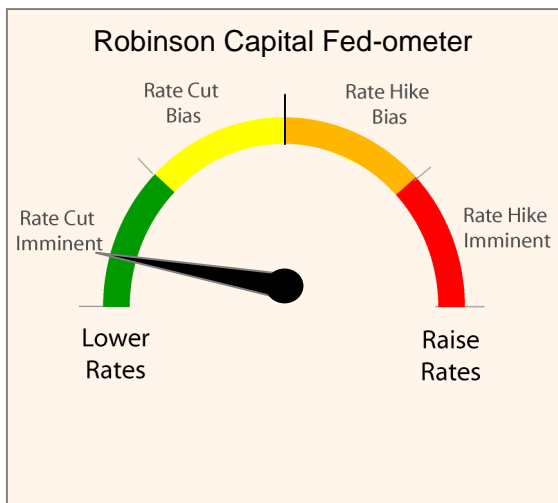
Bank Sweep for Benefit Plans: Interest Rate as of 10/31/24 was 0.20%.^B

Endnotes For Your Account

Symbol Endnote Legend

- ◇ Dividends paid on this security will be automatically reinvested.
- S** Short sale. Possible tax modifications of the holding period may be required for covered short positions. The market value of these securities will be expressed as a debit and be netted against any long positions in Total Account Value.
- A** Bank Sweep deposits are held at FDIC-insured bank(s) ("Banks") that are affiliated with Charles Schwab & Co., Inc.
- B** For Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its affiliated banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period.
- n** Every Schwab account includes a "cash feature" that allows the uninvested cash balance in the account to earn income and be automatically redeemed to satisfy any debits in your account. A debit cash balance may result from cashiering activity that occurred before the redemption of your sweep or money fund position. This does not affect your total account value, which is accurately reported.

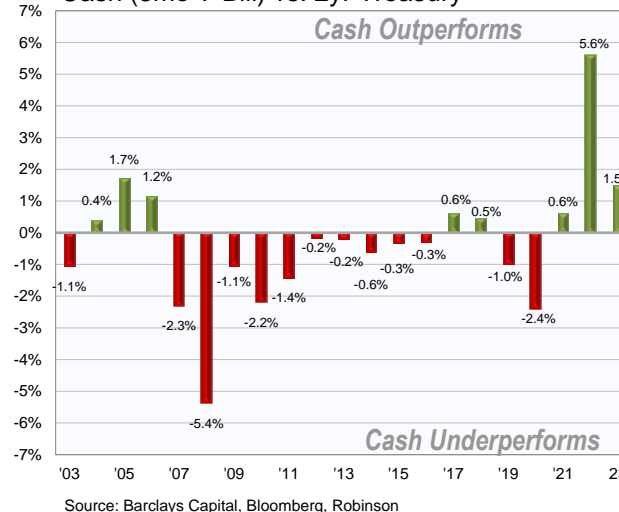
Federal Reserve Stance



Following the Federal Reserve's 0.50% interest rate cut in September, the Fed seems poised to lower rates again on November 7th. This time, however, the market anticipates a smaller 0.25% cut. While recent economic data has been mixed, the unexpectedly strong September employment report and rise in average hourly earnings have led the market to believe the Fed will recognize the risk of 'over-easing' and avoid another 0.50% cut.

Performance

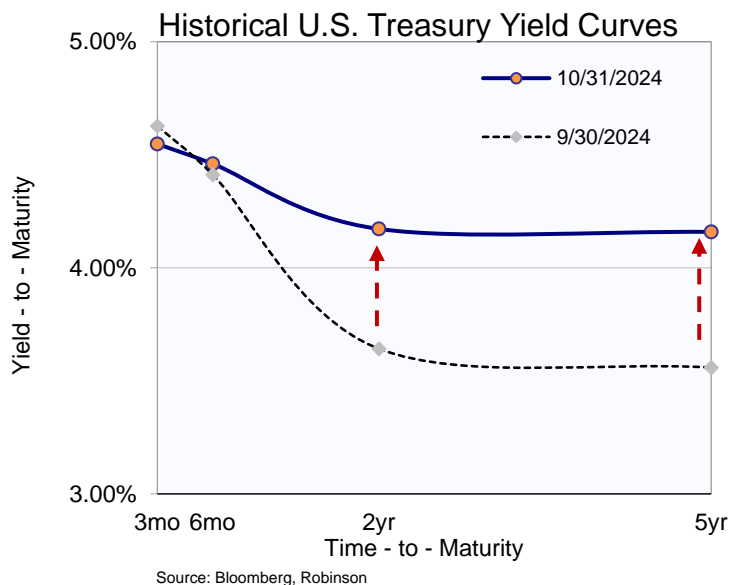
Cash (3mo T-Bill) vs. 2yr Treasury



The 2-Year Treasury had a rough month of October as interest rates steadily climbed higher.

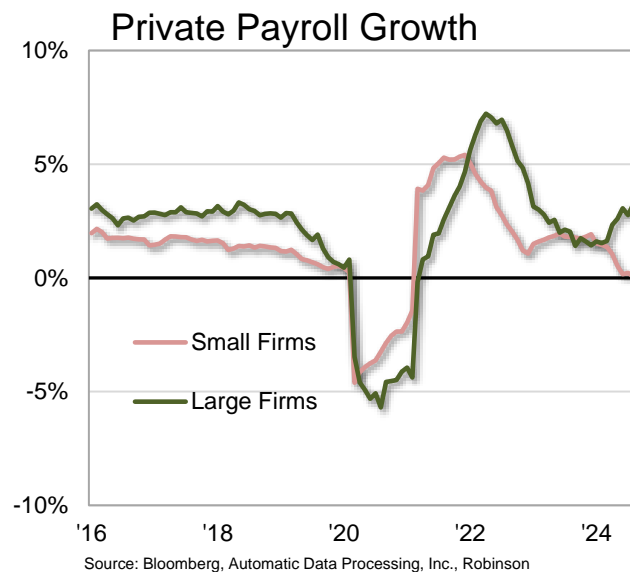
	Returns	
	October	YTD
3mT-Bill	0.38%	4.06%
2y Tsy	-0.64%	3.99%

Yield Curve



Since the Fed initiated their first rate cut in mid-September, interest rates across the yield curve have unexpectedly moved higher. In October, 2 and 5-Year Treasury yields were up 0.56% and 0.60% respectively.

Graph of the Month

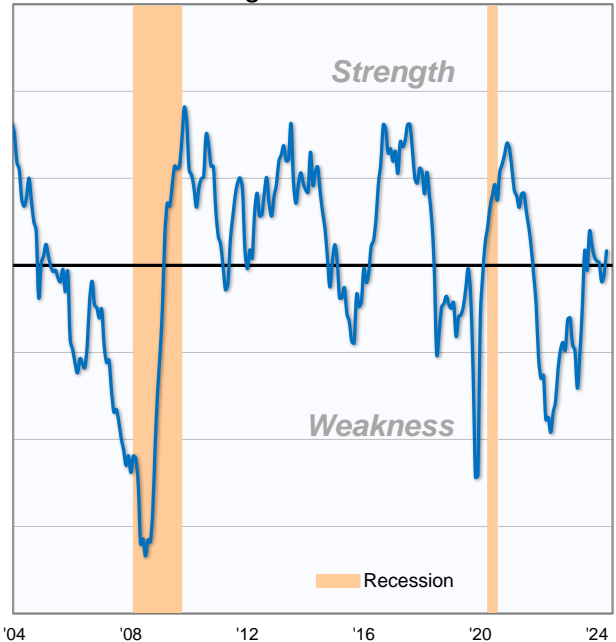


The diverging health of big and small businesses has emerged as a significant economic theme. Since 2020, larger businesses have outperformed smaller counterparts across various metrics. For instance, annual payroll growth has accelerated for larger firms, while hiring among small businesses has stalled. Notably, small businesses contribute nearly double the payrolls to total employment of larger firms (43% vs. 18%).

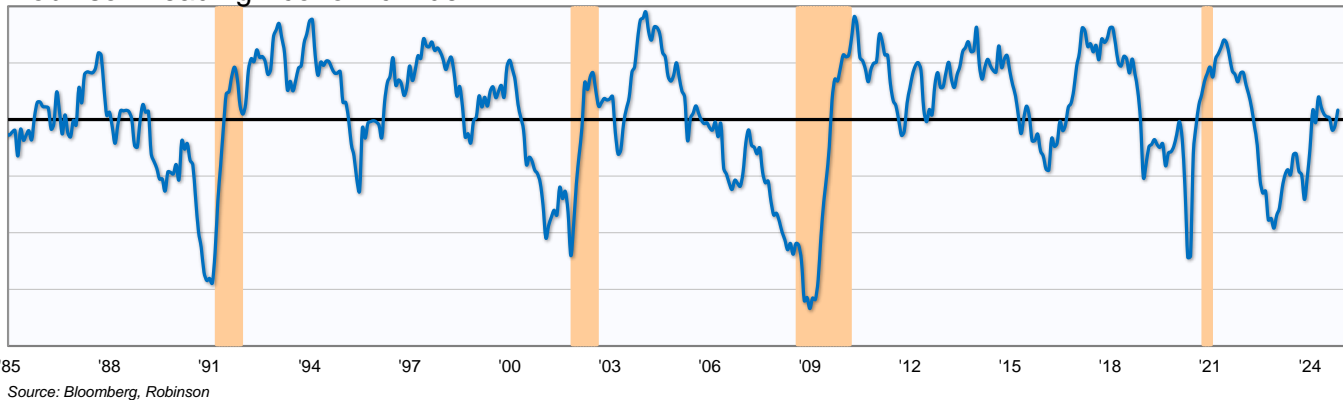
Economic Comments

- Market Review:** Since the beginning of 2024, the Robinson Leading Economic Index has fluctuated around the expansionary and contractionary threshold. There continues to be a divergence between leading economic indicators and the headline economic figures. Whereas data points that have historically predicted slowdowns and recessions, ranging from manufacturing orders to building permits to leading metrics, have pointed to a weakening economy for years, the top-line economic reports such as GDP, unemployment and consumer spending have held steady. The stock and bond markets remain steadfast in predicting a soft-landing scenario with stock valuations and corporate bonds at historically expensive levels. Further, it is not just the largest and strongest companies that have historically low credit spreads (low risk priced in). The low quality High Yield ("Junk Bond") Index has near record low spreads as well (see bottom left).
- Small Business:** As we mentioned on the front page, small businesses, which account for 44% of economic activity, have been struggling compared to larger companies. One of the main differences between the two has been the accessibility and cost of debt since 2020. Following the onset of the COVID pandemic, interest rates collapsed, and large corporations were supported by the Federal Reserve and also able to load up on historically cheap debt. Meanwhile, small businesses, which usually must raise debt at higher costs via bank loans, were not able to take advantage of the fluctuations in interest the same way. More recently, over the last two years, loan availability to small businesses has been at extremely low levels (see bottom right).

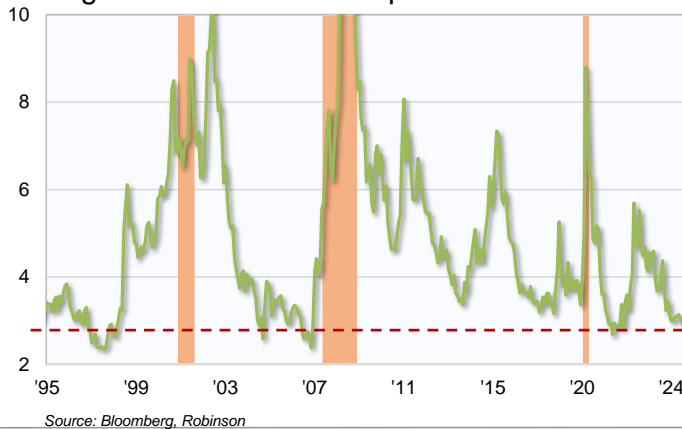
Robinson Leading Economic Index



Robinson Leading Economic Index



High Yield Index Credit Spread



Small Business Loan Availability



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From: Jof Cindric <Jof.Cindric@huntington.com>
Sent: Monday, November 18, 2024 7:32 AM
To: Jof Cindric <Jof.Cindric@huntington.com>
Cc: jamie.hebebrand@huntington.com <jamie.hebebrand@huntington.com>
Subject: Institutional Investments - Product & Rate Update - 11-18-24

Good morning everyone,

Welcome to the second half of the month as we inch closer to the holidays.

Market Update:

Summary: Last week brought us an updated reading on inflation, coupled with a public appearance from Fed Chair Powell. He noted that the economy's performance has been "remarkably good", and that it gives them flexibility on how much and how quickly to lower rates. Bond yields climbed on the news as the 10-year treasury finished the week at 4.43%, up 13bps week-over-week, while the S&P fell by 2.08%.

Economic Data (highlights from last week):

- CPI YoY: 2.6% (exp. for 2.6% - last month was 2.4%)
- CPI MoM: 0.2% (exp. for 0.2% - last month was 0.2%)
- Core CPI (excludes food & energy) YoY: 3.3% (exp. for 3.3% - last month was 3.3%)
- Core CPI MoM: 0.3% (exp. for 0.3% - last month was 0.3%)
- Producer Price Index YoY: 2.4% (exp. for 2.3% - last month was 1.9%)
- PPI MoM: 0.2% (exp. for 0.2% - last month was 0.1%)
- Real Avg Hourly Earnings YoY: 1.4% (last month was 1.4%)
- Retail Sales MoM: 0.4% (exp. for 0.3% - last month was 0.4%)
- Initial Jobless Claims: 217K (exp. for 220K – last week was 221K)

Weekly Overview:

CPI has its monthly update last Wednesday, coming in as expected with Core CPI increasing 0.3% MoM. Although in-line with expectations, this underscored the ongoing challenge Federal Reserve officials face in trying to achieve their 2.00% target.

Digging into the report's details, prices of used cars rose 2.7%, the most in over a year, and hotel rates climbed 0.4%, possibly reflecting damage and evacuation orders from Hurricanes Helene and Milton. Airfares continued to rise, and health insurance rose 0.5%. Motor vehicle insurance fell slightly. Shelter prices, the largest category within the services category, rose 0.4%, marking an acceleration from the prior month. Excluding housing and energy, service prices rose 0.3%, less than in September.

Regarding the US labor market, unemployment benefits fell to the lowest level since May, signaling there is still a healthy demand for workers after recent storms and strikes. Initial claims decreased by 4,000 to 217,000 for the week, 3K below analyst expectations.

Jobless applications data have been more volatile than usual recently as the Southeast US recovered from two hurricanes and strikes at Boeing Co. At the current level, new claims are now below the average of the past two years.

Fed Chair Jerome Powell spoke on Thursday afternoon. This was the notable takeaway from his commentary, leading to a sell-off in bonds: “The recent performance of the US economy has been remarkably good. The economy is not sending any signals that we need to be in a hurry to lower rates. The strength we are currently seeing in the economy gives us the ability to approach our decisions carefully.”

Futures:

Currently, there’s a 60% probability priced for a 25bps cut on December 18th. Assuming we get a rate cut in December, the market expects another 25bps rate cut in May (77%) and again in September (70%), for a total of 50bps in cuts next year.

Rate update:

1 year Treasury at 4.30% (up 3bps from last week, and down 46bps since 1/1/24)

2 year Treasury at 4.28% (up 4bps from last week, and up 9bps since 1/1/24)

5 year Treasury at 4.28% (up 11bps from last week, and up 45bps since 1/1/24)

10 year Treasury at 4.43% (up 13bps from last week, and up 54bps since 1/1/24)

Please reach out if we can help with anything:

Jof Cindric

Senior Vice President

Managing Director | Institutional Investments

Huntington Securities, Inc.

2025 Woodward Avenue, 16th Floor

Detroit, MI 48226

huntington.com



From: Meeder Public Funds <publicfunds@meederinvestment.com>
Sent: Thursday, November 21, 2024 3:53 PM
To: Cheryl Clark <cclark@miottawa.org>
Subject: [MARKETING] Weekly Market Commentary - November 21, 2024



Weekly Market Commentary

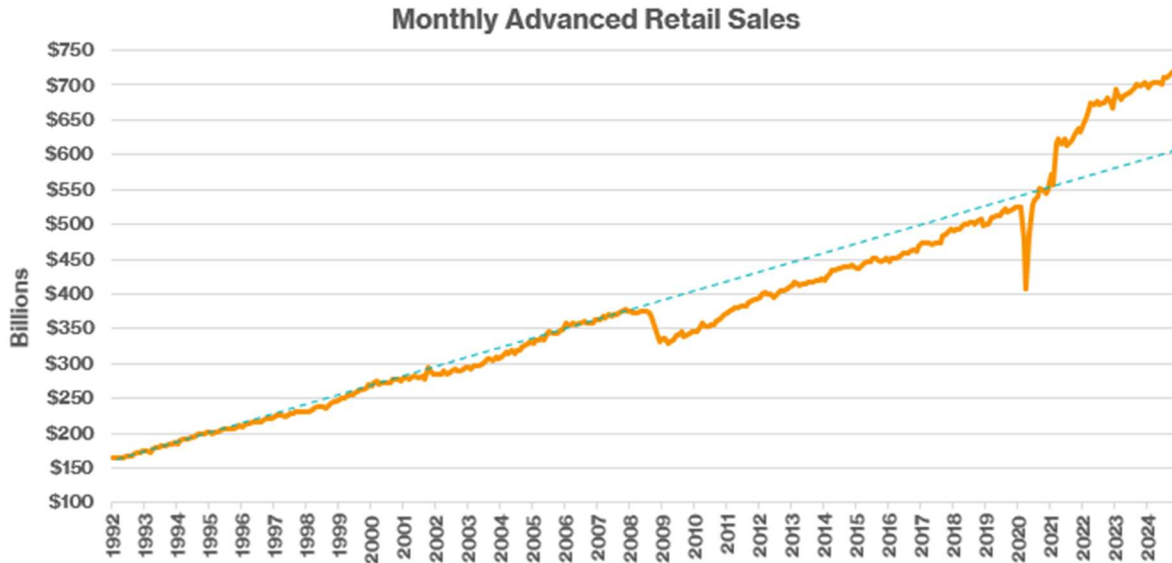
November 21, 2024

Weekly Highlights

- Russia/Ukraine war escalation adds volatility to both fixed income and equity markets
- Bond bulls and bears debate where President-elect Trump's policies may take rates
- American Farm Bureau expects the average Thanksgiving dinner be ~26% higher than 2019

U.S. Consumers are Still Strong

Retail sales is a major economic metric which tracks consumer demand for finished goods such as autos, groceries, dining out, and clothing. October retail sales topped estimates and September spending was revised sharply higher. There was a large drop in consumer spending during the Great Recession, with retail sales staying below its long-term trend until the massive U.S. government stimulus programs kicked in during the pandemic. Consumers are still spending at a level that is well above trend. This and other factors may deter the Federal Reserve from executing the number of rate cuts they have projected for next year.



Sources: Bloomberg, U.S. Census Bureau

Market Rates				Economic Results
	Yesterday	Last Week	Last Year	<p>UPCOMING WEEK</p> <div style="background-color: #00a696; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"> DOWNLOAD </div> <p>PREVIOUS WEEK</p> <div style="background-color: #00a696; color: white; text-align: center; padding: 5px;"> DOWNLOAD </div>
2 Yr T Note	4.27%	4.27%	4.86%	
5 Yr T Note	4.25%	4.30%	4.41%	
10 Yr T Note	4.39%	4.44%	4.41%	
30 Yr T Note	4.57%	4.63%	4.57%	

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