



AGENDA

St. Clair County Board of Commissioners Ways and Means Committee

**Board of Commissioners' Room
County Administrative Office Building, 2nd Floor
200 Grand River Avenue
Port Huron, MI 48060**

January 6, 2022 at 6:00 PM

-
- 1. Roll Call/Opening**
 - 2. Additions/Deletions/Changes to the Agenda**
 - 3. Citizens to be Heard**
 - 4. Updates**
 - 5. Conceptual Initiatives**
 - 6. Old Business**
 - 7. New Business**
 - A. IT and Planning Manning Table Change
 - B. Contract Approval Request - City of Port Huron - Internet Service
 - C. Medical Examiners - Michigan Forensics, PLLC Addendum #1
 - 8. Other Ways and Means Matters**
 - 9. Information Only**
 - 10. Receive and File Packets**
 - 11. Adjournment**

Committee Chair: David Rushing

Note: The County complies with the "Americans with Disabilities Act" and if auxiliary aids or services are required at the meeting for individuals with disabilities, please contact Administrator/Controller's Office, Suite

203, 200 Grand River Avenue, Port Huron, MI 48060, (810) 989-6900 three days prior to said meeting.

IT and Planning Manning Table Change

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
	GIS Manning Table Change	12/27/2021	Cover Memo
	IT and Planning Manning table change	12/20/2021	Cover Memo



COUNTY OF ST. CLAIR

INFORMATION TECHNOLOGY DEPARTMENT



TIFFANY FOURNIER
Director
tfournier@stclaircounty.org

OFFICE ADDRESS:
200 Grand River Avenue
Suite 203
Port Huron, MI 48060
Phone: 810-985-2262
Fax: 810-985-3913
www.stclaircounty.org

MEMORANDUM

TO: Board of Commissioners

FROM: Tiffany Fournier, IT Director

DATE: 12/27/2021

SUBJECT: IT Manning Table Change

After evaluation of current County workloads and needs, I am requesting that the current vacant GIS Analyst position be reduced to a GIS Technician. The position will become a shared position between the IT and Planning Departments. This will result in a decrease in wages in the IT budget, which will be used to contract with a professional services company to assist with more advanced GIS projects on an as needed basis.



COUNTY OF ST. CLAIR

OFFICE OF THE ADMINISTRATOR/CONTROLLER



DENA ALDERDYCE
Finance Director

MEMO

To: Board of Commissioner's
From: Dena Alderdyce
Date: December 20, 2021
Re: IT and Planning Manning table change

IT and Planning are requesting to split a GIS Technician position. Currently IT has a vacant GIS Analyst position that they would like to reduce to a GIS Technician position. Planning currently has the need for GIS services that can be billed under the SCCOTS grant, therefore they would split the cost of this positions from each of their respective budgets.

The cost of a GIS Technician with full fringe benefits would cost \$79,072. Depending on who is placed into this position, the costs could be lower. 50% of this cost would be paid from the Planning department's budget and the other 50% would stay in IT's budget.

In order to fund the portion being added to Planning's budget, we plan to increase the federal grant revenue for the SCCOTS grant as these costs will be eligible for reimbursement under the grant. There is room in the SCCOTS grant budget to add these additional costs.

IT's budget will remain the same and will not need to be amended.

At this time there won't be a need for an additional appropriation as the additional costs will be covered with grant funding.

I recommend that the Board approve the shared GIS Technician position for Planning and IT at the January 20, 2022 board meeting.

Contract Approval Request - City of Port Huron - Internet Service

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
📎	Contract Approval Request - City of Port Huron - Internet Service	12/28/2021	Cover Memo
📎	SCCNET-PHAgreement	12/28/2021	Cover Memo
📎	Addendum 1 - SCCNET with City of Port Huron dtd 12-10-21	12/28/2021	Cover Memo



COUNTY OF ST. CLAIR

Administrator/Controllers Office



ADMINISTRATIVE REVIEW

☒ NEW CONTRACT ☐ RENEWAL ☐ GRANT AGREEMENT ☒ REVENUE GENERATING

☒ BOC POLICY COMPLIANCE
☐ REVIEWED BY CORP COUNSEL
☒ ADMINISTRATION REVIEW
☒ FINANCE REVIEW

VENDOR: City of Port Huron

VALUE: \$11,400.00 annually

TERM: 1 year starting 1/1/22, with auto renewal

DESCRIPTION: Internet Service contract

DEPARTMENT(S): Information Technology

COMMENTS: Attached is the original contract and addendum to increase the rate from \$400 per month to \$950 per month for internet usage to the City of Port Huron. The City has recently requested more Mbps of data at a rate of \$950 per month. This now places the contract over \$10,000 and requires board approval.

Agreement for Connection to SCCNET

Between

County of St. Clair, Michigan

and

City of Port Huron, Michigan

I. Purpose

The purpose of this document is to establish an agreement between **County of St. Clair (herein referred to as COUNTY)** and **City of Port Huron, Michigan, (herein referred to as CLIENT)** and its vendors with regard to equipment and network responsibilities as a result of connecting to The County of St. Clair Network (SCCNET).

II. Background

The COUNTY has developed a network (SCCNET) capable of creating electronic connections to townships, cities, and other municipalities to enhance communications and deliver additional technological innovations.

III. Responsibilities of CLIENT

- CLIENT or their chosen networking services provider shall provide all routine and emergency service on the Local Area Network (LAN) hardware and cable components for CLIENT.
- CLIENT & The COUNTY through the Information Technology Department shall work in coordination & cooperation to resolve network problems that are not clearly CLIENT LAN related.
- CLIENT shall be required to supply and maintain an anti-virus software solution that is kept updated on any PC connected or utilizing SCCNET.
- CLIENT shall be responsible for any and all disconnection fees, services charges and/or maintenance fees from a third party provider as it relates to the County provided services. At minimum, COUNTY shall invoice CLIENT annually for said additional charges.
- CLIENT shall be responsible for all the maintenance and repairs for the fiber run between the Municipal Office Center and the County Courthouse. COUNTY and CLIENT shall each be responsible for any cost in their own buildings.

IV. Responsibilities of COUNTY through the Information Technology Department

The COUNTY shall provide to CLIENT the following services:

- Internet Access up to 5 MB (full duplex) provided free of charge
- Each additional MB of internet bandwidth shall be charged as outlined in section V: Compensation.
- Up to 5 Static public IP addresses
- The COUNTY or agent thereof shall provide all routine and emergency service for the Wide Area Network (WAN) connecting the CLIENT Offices and SCCNET.
- The County of St. Clair Help Desk is available to facilitate problem resolution for connectivity issues and questions, Monday through Friday from 8:00 AM until 4:30 PM. After hours support is available for critical and emergency issues by calling the On Call pager.

- COUNTY shall each be responsible for any maintenance and repair of fiber and equipment within county buildings.

V. Compensation

The COUNTY shall receive a \$20 per month per MB for additional bandwidth above 5 MB. The CLIENT agrees to pay the COUNTY \$400 per month for an additional 20 MB (a total of 25 MB will be provided). This fee shall remain in effect for the duration of this Agreement unless otherwise agreed to in writing between the parties. Payment is due on a quarterly basis. In addition, the COUNTY shall invoice at least annually for any additional fees, service charges and/or maintenance charges as outlined in Section III – Responsibilities of CLIENT.

The COUNTY may be able to provide additional technical support or GIS application development above and beyond the terms of this agreement at the rate of \$100 per hour.

VI. Duration and Termination of Agreement

The parties agree that this contract shall remain in force for a period of one (1) year after the commencement of this Agreement. Commencement of this Agreement shall be deemed as of the date upon which the final signature to this Agreement has been made by any party. Such one (1) year term shall continue automatically from term to term under the provisions of this Agreement without the need for an additional written agreement, unless either party issues to the other party written notification of discontinuance or change in terms or responsibilities at least (30) days prior to the ending date of each one (1) year term.

VII. Amendment or Modification

All modifications, amendments or waivers of any provision of this agreement or the services to be performed hereunder, shall be made only by written mutual consent of the parties hereto.

VIII. Special Certification Statement

The individuals or officers signing this agreement certify by their signatures that they are authorized to sign this agreement on behalf of their responsible governing board, official, or agency, and that this agreement has been authorized by said party.

IX. Entirety of Agreement

All parties agree and acknowledge that the terms set forth in this Agreement comprise the complete and entire agreement, and that all oral and written discussions, contracts, documents, representations, understandings, and agreements are superseded by the terms of this Agreement.

X. Headings

The headings of paragraphs in this Agreement are included solely for convenience of reference and shall not control the meaning or interpretation of any of the provisions of this Agreement.

XI. Separate Signing and Enforceability of Photocopies

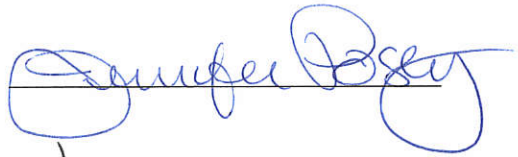
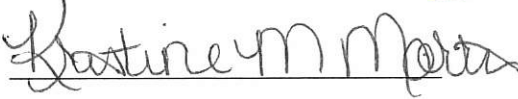
The parties agree that this Agreement can be signed and witnessed separately by the parties, and that photocopies of the signatures are as enforceable as the original signatures.

XII. Signatures

In witness whereof, the authorized representatives of the parties hereto have fully signed and entered into this agreement.

Commencement Date:

WITNESSES:

COUNTY OF ST. CLAIR COUNTY, MI


William Kauffman
Administrator/Controller

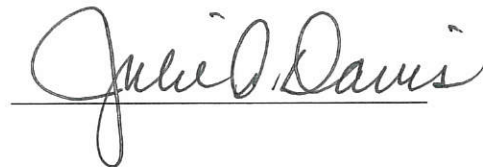

Tiffany Fournier
Information Technology Director



"CLIENT"

CITY OF PORT HURON, MI


James Freed
City Manager




James J Brennan
Information Technology Director

Dated: 3/07/16

COUNTY OF ST. CLAIR, MICHIGAN
Information Technology Department

ADDENDUM #1

This "Agreement" is made between the COUNTY OF ST. CLAIR, a Michigan Constitutional Corporation, hereinafter called "County", and the "Client" as further described in the following Table. In this Contract, either Client or the County may also be referred to individually as a "Party" or jointly as the "Parties".

COUNTY OF ST. CLAIR, MICHIGAN (Information Technology Department) 200 Grand River Port Huron, MI 48060 (herein, the "County")	CITY OF PORT HURON MICHIGAN 100 McMorran Boulevard Port Huron, MI 48060 (herein, the "Client")
---	---

THIS ADDENDUM made and entered into this ____ day of January 2022 by and between the **COUNTY OF ST. CLAIR, MICHIGAN** and **CITY OF PORT HURON, MICHIGAN** to amend the original agreement entered into on March 7, 2016 with regard to equipment and network responsibilities as a result of connecting to the County of St. Clair Network (SCCNET). The effective date of this Addendum shall be January 1, 2022.

The Parties, hereby, agree to amend contract for services, as outlined below:

Amend Section V Compensation, as follows –

Updated pricing for internet speeds effective 01/01/22 shall be:
200 Mbps: \$675 / month
300 Mbps: \$950 / month

All other language in this section shall remain in full effect.

All other terms, conditions and sections of the original agreement dated March 7, 2016 shall remain in full effect.

CITY OF PORT HURON MICHIGAN:

BY: _____
James Freed, City Manager

DATE: _____

WITNESSED BY: _____

DATE: _____

FOR THE COUNTY:

BY: _____
Karry A. Hepting, Administrator/Controller

DATE: _____

WITNESSED BY: _____

DATE: _____

Medical Examiners - Michigan Forensics, PLLC Addendum #1

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
📎	Medical Examiners - Michigan Forensics, PLLC Memo	12/28/2021	Cover Memo
📎	03-01-21 Addendum 1 - Michigan Forensics	12/28/2021	Cover Memo



COUNTY OF ST. CLAIR

OFFICE OF THE ADMINISTRATOR/CONTROLLER



Karry Hepting, CPA
Administrator/Controller

MEMO

To: Board of Commissioners

From: Karry Hepting

Date: December 28, 2021

Re: Death Investigations

Historically the County has handled Medical Examiner operations and death scene investigations differently than most counties. Death scene investigations historically have been completed by law enforcement staff, with follow up investigations handled by Medical Examiner staff. The Sheriff's Department along with local police agencies had numerous officers trained to perform these specialized types of investigations. Those officers volunteered to receive this extra training to perform death scene investigations. As these employees retire, there are few officers remaining to complete these scene investigations. Starting in 2012, we began to add staff to the ME's office assist with these investigations. Currently law enforcement covers daytime investigations, while ME staff cover the evening investigations.

Over the past year, police agencies have expressed concerns regarding the lack of trained staff to complete investigations along with the amount of officer time required for investigations. An officer may be required to stay at a death scene for several hours making them unavailable to handle other law enforcement calls. At the end of September, I met with representatives from the Sheriff's office along with the majority of the Police Chiefs to discuss their concerns and possible solutions. I then met with Dr. Spitz to review the concerns and at that time asked for a proposal for Michigan Forensics to conduct all death investigations.

The amount of death scene investigations for the last several years are as follows:

- 2019 403
- 2020 541
- 2021 630 (estimated based on 526 through October)

Based on discussions with the Sheriff, the average amount of time spent is approximately 2.5 hours at each scene and it may involve 1 or 2 deputies. Assuming half of the investigations occur during the day hours, an estimated 315 scenes or 1,575 hours of officer time will be spent on scene investigations in 2021.

Michigan Forensics has proposed an annual amount of \$119,800 to cover all daytime investigations or an additional 4,380 hours per year of coverage. As a cost comparison, the cost of one full time deputy with full fringes for 2022 equates to \$117,924 for 2,080 hours of coverage. As you can see from the figures provided, the number of scene investigations have been and continue to increase each year. This will further increase time required by not only our Sheriff's office, but also all local police agencies that have trained staff to conduct death investigations. With fewer officers trained to do investigations, delays in response time may occur as those officers may be handling law enforcement calls. EMS must remain on the scene until an officer or medical examiner staff arrive. This ties up an ambulance and adds additional pressure to an organization experiencing a staff shortage. A follow-up meeting with all stakeholders was held in December to address all concerns and establish a protocol going forward.

It is my recommendation you approve the contract with Michigan Forensics to handle all death investigations beginning February 1, 2022. The additional funds needed to cover the contract cost will be added to the first budget adjustment of 2022.

COUNTY OF ST. CLAIR, MICHIGAN
Medical Examiner's Office

ADDENDUM #1

Contract Expiration Date: December 31, 2023

This "Agreement" is made between the COUNTY OF ST. CLAIR, a Michigan Constitutional Corporation, hereinafter called "County", and the "Contractor" as further described in the following Table. In this Contract, either Contractor or the County may also be referred to individually as a "Party" or jointly as the "Parties".

COUNTY OF ST. CLAIR, MICHIGAN (Medical Examiner's Office) 200 Grand River Port Huron, MI 48060 (herein, the "County")	Michigan Forensics, PLLC 34051 S. Gratiot, Suite 202 Clinton Township MI 48035 (herein, the "Michigan Forensics")
---	--

THIS ADDENDUM made and entered into this ____ day of January 2022 by and between the **COUNTY OF ST. CLAIR, MICHIGAN** and **MICHIGAN FORENSICS, PLLC** to amend the original agreement entered into on January 7, 2021 with a term of February 1, 2021 through December 31, 2023. The effective date of this Addendum shall be February 1, 2022.

The Parties, hereby, agree to amend contract for services, as outlined below:

Remove and Replace Section 2 Definitions (c) Medical Examiners Services with subsection (b) as follows – The administration of the St. Clair County Medical Examiner's Office, including an Annual Report prepared and submitted to the Board of Commissioners within 6 months of fiscal year end.

Remove and Replace Section 2 Definitions (c) Medical Examiners Services with subsection (f) as follows – Provide death scene investigations 24 hours per day 7 days per week for the duration of the contract term, as well as 24-hour on-call investigator coverage for police investigation reports and for reporting of hospital and hospice deaths. Response times will be mutually agreed upon by County and Michigan Forensics.

Add Section 5 Performance of Services (h) – Michigan Forensics shall offer private autopsies for the Medical Examiner's Office in accordance with the approved fee schedule adopted by the Board of Commissioners. Revenue shall be deposited with the County and no supplemental pathologist fees shall be distributed.

Amend Section 7 Compensation to reflect the removal of the employee lease and additional hours of death scene investigation for 2022 and 2023. The updated annual compensation schedule to Michigan Forensics shall be as follows:

2022		2023	
Base	\$555,274.28	Base	\$571,932.50
HC&R	-\$29,150.00	HC&R	-\$29,150.00
Additional Hours	\$109,816.66	Additional Hours	\$123,394.00
	\$635,940.94		\$666,176.50

All other terms, conditions and sections shall remain in full effect.

FOR MICHIGAN FORENSICS, PLLC:

BY: _____
Daniel Spitz, M.D., Authorized Agent

DATE: _____

FOR THE COUNTY:

BY: _____

DATE: _____

Karry A. Hepting, Administrator/Controller