



GENESEE COUNTY
— MICHIGAN —

Genesee County Human Services Committee Agenda

Wednesday, January 21, 2026

5:30 PM

324 S.Saginaw St., Bryant "BB"
Nolden Auditorium

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES

[RES-2026-0042](#) Approval of Meeting Minutes - December 3, 2025

- IV. PUBLIC COMMENT TO COMMITTEE
- V. COMMUNICATIONS
- VI. OLD BUSINESS
- VII. NEW BUSINESS

- 1. [RES-2025-2780](#) Approval of the 2026 Genesee County Veteran Organization Relief Program
- 2. [RES-2025-2800](#) Approval of a request to accept and expend Great Start Readiness Program (GSRP) carryover funds in an amount not to exceed \$115,109.00 for the 2025-2026 program year
- 3. [RES-2025-2806](#) Approval of an agreement between Genesee County and Preferred Removal Service to provide for two (2) Opioids and Emerging Drug Death (OEDD) Analyst positions; the cost of this agreement is fully grant funded
- 4. [RES-2025-2807](#) Approval of an agreement between Genesee County and Compassus MIHP to provide for case management and care coordination to participants of Genesee County's Healthy Start program

5. **RES-2025-2822** Approval to amend RES-2025-2271, by adding an additional \$5,000.00, to provide for drug and pharmaceutical purchases with various vendors, the cost of this amendment will be paid from the accounts listed
6. **RES-2025-2828** Approval of a Health-Related Academic Program Affiliation Agreement between Genesee County Health Department and Grand Valley State University to provide experiential learning opportunities for University students
7. **RES-2025-2864** Approval of an agreement between Genesee County and Oakland Livingston Human Service Agency, in an amount not to exceed \$12,359,679.00, to providing staffing and operation of Genesee County's Head Start Program; the cost of this agreement is fully grant funded and will be paid from the accounts listed
8. **RES-2025-2867** Approval of an agreement between Genesee County and the Genesee Intermediate School District, in an amount not exceed \$687,300.00, to provide for our Great Start Readiness Program; the cost of this agreement is fully grant funded and will be paid from account 277-698.01-558.000
9. **RES-2026-0022** Approval of an agreement between Genesee County and Genesee Health Plan, in an amount not to exceed \$7,700,000.00, to provide for a health care delivery system for low-income Genesee County residents; the cost of this agreement will be paid from the Genesee County Health Millage

VIII. OTHER BUSINESS**IX. ADJOURNMENT**



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2026-0042

Agenda Date: 1/21/2026

Agenda #:

Approval of Meeting Minutes - December 3, 2025



**Genesee County
Human Services Committee
Meeting Minutes**

Wednesday, December 3, 2025

5:30 PM

**324 S.Saginaw St., Bryant "BB"
Nolden Auditorium**

I. CALL TO ORDER

Commissioner Winfrey called the meeting to order at 6:42 PM.

II. ROLL CALL

Present: Charles Winfrey, James Avery, Gary L. Goetzinger, Martin L. Cousineau and Delrico J. Loyd

III. APPROVAL OF MINUTES

RES-2025-2766 Approval of Meeting Minutes - November 5, 2025

RESULT: APPROVED

MOVER: James Avery

SECONDER: Martin L. Cousineau

Aye: Chairperson Winfrey, Vice Chair Avery, Commissioner Goetzinger, Commissioner Cousineau and Commissioner Loyd

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. RES-2025-2436 Approval of a purchase order to various vendors for the fiscal year ending 2026, in an amount not to exceed \$200,000.00, to provide for scene investigations by Genesee County's Medical Examiner; the cost of this purchase order will be paid from account 1010-648.00-801.000

RESULT: REFERRED

MOVER: Martin L. Cousineau

SECONDER: James Avery

	Aye: Chairperson Winfrey, Vice Chair Avery, Commissioner Goetzinger, Commissioner Cousineau and Commissioner Loyd
2. <u>RES-2025-2617</u>	Approval of an agreement between Genesee County and Global Clinical LLC., in an amount not to exceed \$59,784.96, to provide behavioral health services to enrollees of Genesee County's Healthy Start Initiative; the term of this agreement is November 1, 2025 through March 31, 2026; the cost of this agreement will be paid from account 2211-607.01-801.060
	RESULT: REFERRED
	MOVER: James Avery
	SECONDER: Gary L. Goetzinger
	Aye: Chairperson Winfrey, Vice Chair Avery, Commissioner Goetzinger, Commissioner Cousineau and Commissioner Loyd
3. <u>RES-2025-2677</u>	Approval of an agreement between Genesee County and Oakland Livingston Human Services Agency Fiscal, in the amount of \$12,242,660.00; to provide for the 2026 Personnel Agreement to operate Genesee County's Head Start Program; the cost of this agreement is fully grant funded and will be paid from account 2727-698.01-801.050
	RESULT: WITHDRAWN
4. <u>RES-2025-2678</u>	Approval of an agreement between Genesee County and the Genesee Intermediate School District, in an amount not to exceed \$687,300.00, to provide for Genesee County's Great Start Readiness Program; the cost of this agreement is fully grant funded and will be recorded in account 2727-698.01-558.000
	RESULT: WITHDRAWN

VIII. OTHER BUSINESS**IX. ADJOURNMENT**

The meeting was adjourned at 6:52 PM.



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2025-2780

Agenda Date: 1/21/2026

Agenda #: 1.

To: Charles Winfrey, Human Services Committee Chairperson

From: Derrick Britton, Director of Veterans Services

RE: Approval of the 2026 Genesee County Veteran Organization Relief Program

BOARD ACTION REQUESTED:

Approval of 2026 Genesee County Veteran Organization Relief Program

BACKGROUND:

In FY25, the BOC approved a resolution for the Veterans Microgrant Program, which was later renamed the Veteran Organization Relief Program.

DISCUSSION:

Contracting with veteran serving organizations in the county has proven to be successful. Many of the organizations such as VFWs and American Legions have struggled with membership, building repairs, and maintaining their historical prominence. While not a significant amount, providing relief of \$10,000 per organization helps organizations to continue their mission of serving veterans. Veteran Organizations also refer veterans to our office for services. There were organizations that applied in FY25 but did not submit documents in time before the end of the fiscal year.

IMPACT ON HUMAN RESOURCES:

None.

IMPACT ON BUDGET:

It was budgeted for FY26 to assist two organizations who did not submit documentation in time before the end of last fiscal year. Total amount would be \$20,000, from 2930-689.00-900.005-Community Relations.

IMPACT ON FACILITIES:

None.

IMPACT ON TECHNOLOGY:

None.

CONFORMITY TO COUNTY PRIORITIES:

While the Department of Veterans Services has a vision to be recognized as the leader for serving Veterans in Genesee County, there are many organizations who have the same goal of serving

Veterans. Providing relief to these organizations recognizes their contributions, and helps establish an inclusive, collaborative culture. We strive to enhance relationships that contribute to the growth of our communities.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Veterans Services Director to authorize approving the FY26 Genesee County Veteran Organization Relief Program, whereby eligible Genesee County organizations whose primary purpose is serving Genesee County veterans can apply for funding to provide services to county veterans, in an amount not to exceed \$10,000.00 per organization, and in a total amount not to exceed \$20,000 for the program, to be paid from account 2930-689.00-900.005, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to execute the agreements on behalf of Genesee County.



2025 Genesee County Veteran Organization Relief Program Application Instructions and Guidance

Program Overview

This program will be available to non-profit 501(c)(19)/501(c)(3) organizations to enhance existing activities/programming that address the needs of Genesee County veterans and/or recognize the service of our local veterans.

Eligible Applicants

Any non-profit organization with an IRS 501(c)(19)/501(c)(3) designation that CURRENTLY offers specific programs to and for the benefit of veterans of the United States Armed Forces in Genesee County. Priority will be given to entities that do not already contract with Genesee County to provide services to veterans and those who did not previously apply.

Funding

Funding of up to \$10k will be awarded on a first-come, first-served approved application basis until all funding has been allocated. Applicants will be notified if their request has been approved or denied within 60 days of receipt of their application. The award is up to \$10k, which will be awarded on a reimbursement basis. Before providing funding, organizations must submit an approved invoice of at least \$2,500 for reimbursement. The term will be for one year from the award date.

Compliance

Compliance with Genesee County's Purchasing Policy is required. Please review before submitting your application to ensure the proposed activity can meet the requirements.

Examples of possible funding awards include:

- Enhancement/expansion of a program/service currently offered to veterans;
- New programming for veterans provided by an agency that already provides services to veterans;
- Purchase plaques, banners, or monuments to honor veterans;
- Expenses associated with an event to honor veterans; and
- General capital infrastructure to facilities, including physical structures (roof, windows, doors, etc.) HVAC, plumbing, electrical, security, furniture, fixtures, and equipment. The structure's primary purpose must be for veterans' services.

Ineligible Expenses

- Services provided to veterans by an agency that currently does not serve veterans;
- Ongoing/operating expenses;
- Ongoing Programming;
- Restoring Fund Balance/Reserve Accounts;
- Vehicles or maintenance of vehicles; and
- Services currently provided by Genesee County.

Other Information

- Applications will be accepted from February 18, 2025, through March 14, 2025.
- Only one application per organization will be accepted.
- An organization's application should be submitted by the Post Commander, Board Chair, Executive Director (ED), Chief Executive/Elected Officer (CEO), or an individual authorized to submit on behalf of the ED/CEO. Do not apply unless you have received authorization from the ED/CEO.
- Insurance requirements per Risk Management. All organizations receiving funds from Genesee County must ensure they have adequate insurance for the activities they provide as outlined in the MOU.
- Organizations will have 12 months to expend all awarded funds after contract execution.
- Invoices/receipts must be obtained for all expenses. Expenses without appropriate invoices/receipts may be subject to recapture.
- Invoices/receipts for expenses must be submitted for reimbursement within two months of expenditure.
- The department will not reimburse for any sales tax incurred by a tax-exempt organization, except when the exempt status is not recognized out-of-state.
- RECAPTURE: Outstanding funds will be recaptured.
- Pictures of what was purchased and/or an event/program in action are required and must be shared with Genesee County Department of Veterans Services.
- Genesee County Department of Veterans Services staff cannot assist in developing your program design or in drafting your application.

Application Review

All applications will be reviewed for eligibility by the Genesee County Department of Veterans Services with notification if their request has been approved or denied within 60 days of receipt application.

For more information, contact:
Genesee County Department of Veterans Services
1101 Beach St., 2nd Floor
Flint, MI 48502
Email: v@geneseecountymi.gov
Website: https://www.geneseecountymi.gov/departments/veterans_services/index.php



2025 Genesee County Veteran Organization Relief Program

Applicant Information:

Name/Organization:	Click or tap here to enter text.
Contact Email:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Tax ID Number	Click or tap here to enter text.
Website:	Click or tap here to enter text.

Brief Biography/Organization Overview (max 200 words):

Click or tap here to enter text.

Project Information (100-point scoring system):

Project Title:	Click or tap here to enter text.
Project Start/End Dates:	Click or tap here to enter text.
Project Summary: Briefly describe the program for which you are requesting funding and how the program activities incorporate Genesee County Department of Veterans Services' mission to "Strengthen the lives of Genesee County Veterans and their families through compassionate service, supportive resources, and professional advocacy. Please provide sufficient detail of the program and proposed use of funding. Include years of service, type of service(s) provided, targeted population, the history of service provided to the veteran community, qualifications of agency staff and location of services. Provide a summary of your proposal, explaining which allowable activities you are requesting funding for and how you propose to use funding to carry out the eligible activity. How would these funds assist your organization in meeting its goals and objectives? Please include any innovative program services that should be considered in review of this proposal. <i>(20 points – rated on ability to address the needs of Genesee County veterans)</i> Click or tap here to enter text.	

Capacity and Experience: Outline the capacity and experience of your agency and staff. Describe your administrative capability to manage funding and comply with all the federal and state requirements. What programs has your organization managed in the past? Have you been audited or monitored by any funding provider in the last two years? If so, when, by whom, and are there any unresolved findings?

(20 points – rated on relevant experience with funds serving the Genesee County veteran population)

Click or tap here to enter text.

Partnerships/Collaborations: Describe what partnerships, collaborations, and/or coordination with other agencies will occur and the benefit of such linkages. Please discuss the need for the activity for which your organization is seeking funding, in relation to other agencies.

(10 points – rated on level of partnership with other Genesee County agencies for veteran services)

Click or tap here to enter text.

Veteran Impact: Please describe the impact that will result from your activity being funded. Identify the number of veterans served under this program and the anticipated number to be served if this program is funded. Include results of those services. *(10 points – rated on effect for veterans)*

Click or tap here to enter text.

Measuring Success: How does your agency track and measure the success of your veteran assistance programs? How is this communicated? *(10 points - rated on ability to measure success)*

Click or tap here to enter text.

Challenges: Describe any challenges your agency has recently faced in serving veterans. How did you address those challenges? *(10 points – rated on insightful response)*

Click or tap here to enter text.

Budget (10 points – rated on detail):

Total Project Cost:	Click or tap here to enter text.
Detailed Budget Breakdown (Include specific items and costs, include separate page as necessary):	Click or tap here to enter text.

Additional Information (10 points – rated on insightful response):

Sustainability: How will the project be sustained after the funding period?

Click or tap here to enter text.

Other Funding: Any other funding sources secured or pending? If yes, please provide details:

Click or tap here to enter text.

Genesee County Priorities: Genesee County Board of Commissioners believes in making a positive impact for county residents through four common purpose priorities. These priorities include 1. Healthy, livable & safe communities 2. Long term financial stability 3. Inclusive, collaborative culture 4. Community growth. Based on the four priorities listed above, which priority best represents your project's scope of work and why?

Click or tap here to enter text.

Declaration:

By submitting this application, I certify that all information provided is accurate to the best of my knowledge. I understand that if awarded funding, I am obligated to utilize the funds solely for the purpose outlined in this application and to provide a report on the project's outcomes within one year of the award.

Authorized Applicant's Name/Title (Typed): Click or tap here to enter text.

Authorized Signature:

Date: Click or tap to enter a date.

Additional Information:

Click or tap here to enter text.

PROFESSIONAL SERVICES CONTRACT

This Contract for Professional Services (the "Contract") is by and between the **County of Genesee**, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and **ORGANIZATION**, a Michigan Domestic Nonprofit Organization, whose principal place of business is located at **ADDRESS** (the "Contractor") (the County and the Contractor together, the "Parties").

1. Term

1.1 Initial Term

The initial term of this Contract commences on **February 18, 2025**, and shall be effective through **September 30, 2025** (the "Initial Term").

1.2 Extension Terms

The County has the option to extend this Contract for up to three (3) additional one-year terms (the "Extension Terms").

2. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the "Services").

3. Compensation

Flat Fee. The Contractor shall be paid a flat fee of \$10,000 for the performance of the Services. Upon completion of the Services, the Contractor must provide to the County an invoice in a form acceptable to the County, along with any necessary supporting documentation. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

4. Taxes.

The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

5. Contract Administrator

The contract administrator for this Contract is **Genesee County Department of Veterans Services** (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

6. Warranties

The Contractor warrants that:

- 6.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 6.2 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 6.3 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 6.4 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.
- 6.5 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify, defend, and hold harmless the County, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

7. Suspension of Work

7.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

7.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

8. Termination

8.1 Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the

Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

8.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

8.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

8.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

8.5 The Contractor shall not purchase Equipment for the performance of this contract using funds provided by the County unless such purchase is clearly identified in a line item in Contractor's Budget.

8.6 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract

must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

8.7 Conveyance to the County

Upon the County's request at the termination of this Contract for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract.

9. Nondiscrimination

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual identity, gender, gender identity, gender expression, height, weight, marital status, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

10. Freedom of Information Act

This Contract and all attachments, as well as any other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

11. Intellectual Property

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

12. Audit Rights

12.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any

payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

12.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

12.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

12.4 Records Retention

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

13. Identity Theft Prevention

- 13.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.
- 13.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

14. Insurance Requirements and Indemnification

The Contractor shall at all times maintain in full force and effect for duration of the term of this agreement the following insurance coverages. All coverage shall be with insurance companies licensed and admitted to do business in the State

of Michigan, having an AM Best rating of at least A- and acceptable to Genesee County. *In addition, the County reserves the right to modify or waive at any time any applicable insurance requirements based on the scope of services provided at the discretion of the County's Risk Manager or other authorized representative of the County.*

Commercial General Liability Insurance on an "occurrence basis" with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit. The policy shall name Genesee County, including all employees, elected and appointed officials and volunteers, all boards, commissions, and/or authorities, and their board members, employees, and volunteers as additional insureds. Coverage shall be primary and non-contributory, including a waiver of subrogation in favor of the County.

Workers' Compensation Insurance – as required by and in accordance with all applicable statutes of the State of Michigan, including Employers' Liability Coverage.

Automobile Liability – Including Michigan No-Fault coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned, non-owned, and hired vehicles. Limits may be satisfied using primary and excess/umbrella liability policies. The policy shall name Genesee County, including all employees, elected and appointed officials and volunteers, all boards, commissions, and/or authorities, and their board members, employees, and volunteers as additional insureds.

Professional Liability Insurance – in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. If this policy is a claims made form, the Contractor shall be required to keep said policy in force, or purchase "tail" coverage for a minimum of three (3) years after the termination of this contract.

A licensee or its insurance broker shall notify the County of any cancellation or reduction in coverage within seven (7) days of receipt of insurer's notification to that effect. The contractor, licensee, permittee, or lessee shall forthwith obtain and submit proof of substitute insurance to the County Risk Manager within five (5) business days in the event of expiration or cancellation of coverage.

14.1 Insurance Certificate and Additional Insured Coverage

- 1. Certificate of Insurance** – The contractor must provide a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder should be listed as follows:

Genesee County
Attn: Risk Management
1101 Beach Street, Flint, MI 48502

2. Endorsements In addition, the contractor must provide the following endorsements, including but not limited to:

- a. An additional insured endorsement (equivalent in coverage to ISO form CG 20 10 and CG 20 37) naming the "Genesee County, its officials, employees and agents, all boards, commissions and/or authorities and board members, including employees and volunteers thereof" as additional insureds under the general liability policy. No person or department should be identified as the additional insured. Coverage afforded shall be considered primary and any other insurance or self-insurance, maintained by or available to the County shall be considered secondary and/or excess.
- b. An endorsement to each policy stating that such policy shall not be cancelled or reduced in coverage except after thirty (30) days prior written notice to County. Cancellation, material restriction, nonrenewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the County. If any of the required coverages expire during the term of the contract, the vendor shall deliver renewal certificates, endorsements, and/or policies to County at least ten (10) days prior to the expiration date.

In lieu of required endorsements, a copy of the policy sections, where coverage is provided for additional insured and cancellation notice, may be acceptable. Copies of all policies mentioned above shall be furnished, if so requested.

14.2 Indemnification

The Contractor agrees to indemnify, defend, and hold harmless the County, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite. Contractor agrees that the insurance requirements specified in the contract do not reduce the liability Contractor has assumed in the indemnification/hold harmless section of the Contract.

15. Independent Contractor

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

16. General Provisions

16.1 Entire Contract

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

16.1.1. The Contract – This Professional Services Contract

16.1.2. Exhibit A – The Scope of Work

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

16.2 No Assignment

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

16.3 Modification

This Contract may be modified only in writing executed with the same formalities as this Contract.

16.4 Binding Effect

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

16.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

16.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

16.7 Subpoena Power

The Contractor acknowledges and understands that the Chairperson of the Genesee County Board of Commissioners, pursuant to MCL 46.3(5), as amended, has the power to administer oaths, issue subpoenas, and compel a person's attendance in the same manner as a court of law. The Contractor agrees to submit to this power with respect to this Contract.

16.8 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

16.9 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

16.10 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

ORGANIZATION

By: _____
Authorized Representative
Title

Date: _____

COUNTY OF GENESEE

By: _____
Delrico Loyd, Chairperson
Board of County Commissioners

Date: _____

EXHIBIT A
Description of the Services

-Attached to Genesee County Veterans Organization Relief Program Application

GENESEE COUNTY INSURANCE CHECKLIST

PROFESSIONAL SERVICES CONTRACT FOR: **ORGANIZATION NAME**

Coverage Required		Limits (Figures denote minimums)
<input checked="" type="checkbox"/>	1. Workers Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/>	2. Employers' Liability	\$500,000 accidental/disease \$1,000,000 policy limit, disease Including Premises/Operations
<input checked="" type="checkbox"/>	3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
	4. Professional Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
	5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/>	6. Automobile liability	\$1,000,000 combined single limit each accident – Owned, Hired, Non-owned
	7. Umbrella liability/Excess Coverage	\$1,000,000 BI & PD and PI
<input checked="" type="checkbox"/>	8. Genesee County named as an additional insured on other than worker' compensation via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.	
	9. Other Insurance Required:	
<input checked="" type="checkbox"/>	10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/>	11. The Certificate must state: Genesee County Veterans Organization Relief Program	

Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

_____ The above required policies carry the following deductibles:

_____ Liability policies are **occurrence** _____ **claims made** _____

_____ Insurance Agent _____ Signature

Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

_____ Contractor _____ Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department, and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2025-2800

Agenda Date: 1/21/2026

Agenda #: 2.

To: Charles Winfrey, Human Services Committee Chairperson

From: Pamela Coleman, GCCARD Director

RE: Approval of a request to accept and expend Great Start Readiness Program (GSRP) carryover funds in an amount not to exceed \$115,109.00 for the 2025-2026 program year

BOARD ACTION REQUESTED:

The Genesee County Community Action Resource Department (GCCARD) requests authorization from this committee to accept and expend Great Start Readiness Program (GSRP) carryover funds in an amount not to exceed \$115,109.00 for the program year commencing October 1, 2025 through September 30, 2026, with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

BACKGROUND:

Great Start Readiness Program (GSRP), is the four-year-old at-risk program that GCCARD Head Start operates through a subcontract with the Genesee Intermediate School District (GISD). This funding is blended with Head Start funding to provide full day services to eligible four-year-old children in twelve GCCARD operated Head Start classrooms in Genesee County.

DISCUSSION:

This is carryover funding to be allocated to salaries and fringe benefits for staff working with the Great Start Readiness Program commencing October 1, 2025 through September 30 2026.

IMPACT ON HUMAN RESOURCES:

There will be no impact on Human Resources.

IMPACT ON BUDGET:

\$115,109.00 for fund 2727-698.02-558.000, 100% state funded. **No General Fund appropriation is required for this request. A budget amendment is being submitted under a separate request.**

IMPACT ON FACILITIES:

This does not impact Genesee County facilities.

IMPACT ON TECHNOLOGY:

This does not impact Genesee County technology.

CONFORMITY TO COUNTY PRIORITIES:

This memorandum conforms to Genesee County's priorities of Community Growth, Healthy, Livable and Safe Communities and Long-Term Financial Stability by the provision of Head Start programming for at-risk GSRP four-year-olds, giving additional Genesee County children the best possible start.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

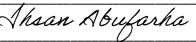
BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department (GCCARD) to authorize accepting the Great Start Readiness Program carryover funds and authorize expenditures for fund 2727 in an amount not to exceed \$115,109.00 for the program year commencing October 1, 2025, through September 30, 2026, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board).

Genesee Intermediate School District
Final Expenditure Report for GCCARD

FC	OBJ	Description	Budget	Total Payments
118	3000	CONTRACTED LEAD TEACHERS	271,659.00	198,916.34
118	3000	CONTRACTED ASSOCIATE TEACHERS	195,472.00	161,069.39
118	3000	CONTRACTED CLASSROOM STAFF	0.00	4,118.64
118	3000	STAFF TRAVEL (HOME VISITS)	2,000.00	1,230.39
118	3000	PRINTING	3,555.00	168.92
118	5000	CLASSROOM FURNITURE	3,500.00	0.00
118	5000	CLASSROOM TECHNOLOGY (STUDENT USE)	1,500.00	2,927.43
118	5000	CLASSROOM CONSUMABLES	9,500.00	7,802.65
118	5000	FOOD SERVICE COSTS	7,000.00	2,657.17
118	7000	FIELD TRIP FEES	2,500.00	586.50
		Total for 118:	496,686.00	379,477.43
213	5000	HEALTH COORDINATOR SUPPLIES	5,000.00	0.00
		Total for 213:	5,000.00	0.00
216	3000	CONTRACTED FAMILY SERVICE WORKER	13,411.00	6,873.12
		Total for 216:	13,411.00	6,873.12
221	3000	CONFERENCES/WORKSHOPS/TRAINING	196.00	342.42
221	3000	NAEYC/OTHER MEMBERSHIPS	0.00	1,910.40
221	5000	COMPREHENSIVE CURRICULUM RESOURCES	9,773.00	502.32
		Total for 221:	9,969.00	2,755.14
226	3000	CONTRACTED SITE SUPERVISOR/PROGRAM DIRECTOR	8,811.00	4,303.88
226	5000	SUPERVISOR/DIRECTOR SUPPLIES	4,700.00	1,075.08
		Total for 226:	13,511.00	5,378.96
241	1000	PROGRAM ADMINISTRATION SALARY	3,792.00	0.00
241	1000	PROGRAM ADMINISTRATION SUPPORT SALARY	1,722.00	0.00
241	2000	PROGRAM ADMINISTRATION BENEFITS	2,025.00	0.00
241	2000	PROGRAM ADMINISTRATION SUPPORT BENEFITS	92.00	0.00
241	3000	CONTRACTED PROGRAM ADMINISTRATION SUPPORT	11,147.00	45,993.51
241	5000	PROGRAM ADMINISTRATION SUPPLIES	171.00	0.00
		Total for 241:	18,949.00	45,993.51
252	1622	FISCAL SERVICES SALARY	1,903.00	2,642.66
252	2000	FISCAL SERVICES BENEFITS	441.00	1,264.16
252	3000	CONTRACTED FISCAL SERVICES STAFF	8,426.00	6,159.91
252	4000	CONTRACTED PAYROLL SERVICES	0.00	21,355.00
		Total for 252:	10,770.00	31,421.73
261	3000	TELEPHONE	7,030.00	4,176.58
261	3000	PROPERTY/LIABILITY INSURANCE	4,044.00	328.42
261	4000	CONTRACTED BUILDING IMPROVEMENT SERVICES	3,500.00	0.00
261	5000	UTILITIES	3,000.00	2,084.74
261	5000	CUSTODIAL/MAINTENANCE SUPPLIES/MATERIALS	5,000.00	3,479.39
261	7000	LICENSING DUES/FEES/INSPECTIONS	2,500.00	384.70
		Total for 261:	25,074.00	10,453.83
271	4000	VEHICLE REPAIRS/MAINTENANCE	144.00	5.00
271	5000	BUS FUEL/OIL/GREASE	500.00	0.70
		Total for 271:	644.00	5.70
282	3000	OUTREACH/CHILD RECRUITMENT ADVERTISING	2,500.00	110.53
282	3000	PROMOTION OF PROGRAM ADVERTISING	700.00	0.00
282	3000	POSTAGE FOR ADVERTISING/PROMOTION	542.00	0.00
282	5000	OUTREACH/CHILD RECRUITMENT SUPPLIES	600.00	0.00
		Total for 282:	4,342.00	110.53
283	3000	STAFF RECRUITMENT ADVERTISING	0.00	347.09
		Total for 283:	0.00	347.09
284	3000	INTERNET/WEB SERVICE CHARGES	0.00	183.68
		Total for 284:	0.00	183.68
331	5000	FAMILY ENGAGEMENT ACTIVITIES (FOOD/SUPPLIES)	0.00	245.99
		Total for 331:	0.00	245.99
		GRAND TOTAL:	598,356.00	483,246.71

Carryover **115,109.00**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Public Act 94 of 1979, Section 388.1632d Great Start Readiness Program. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Subrecipient Signature 
Danielle Templeton, Director of Business Services



GENESEE COUNTY
— MICHIGAN —

LEGISTAR SUBMISSION CHECKLIST*

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

DOES THE PROJECT NEED A CONTRACT?

1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)

Yes: (Go to Question 2)

No: (Go to Question 4)

2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?

Yes: This project requires a contract, skip to the contracts section.

No: (Go to Question 3)

3) Has the vendor presented a document for the county to sign?

Yes:

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No:

- Use a **Purchase Order** You do not need to complete the remainder of this form.

4) Is this a request for services, an IT submission, or construction work?

Yes: This project requires a contract, skip to the contracts section.

No: Contact Corporate Counsel office prior to submitting into Legistar.

CONTRACTS

* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. * If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.

1) Is this a new contract or a renewal/extension?

- Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- New Contract: Go to Question 2.

2) How is the contract funded?

- a. Budgeted or General Funds: _____ (Go to Question 3)
- b. Grant Funded: _____ (Go to Question 4)
- c. Millage Funded: _____ (Go to Question 5)

3) What is the vendor providing?

- a. Services:
 - Use the **Professional Service Contract Template** _____
- b. Construction/Physical Building Altercation/Remodel
 - If the contractor has not provided a proposed contract use the **Construction Contract Template** _____ If the contractor has provided a proposed contract, contact Corporate Counsel prior to submitting into Legistar.

* To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. *

4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact Corporate Counsel office for review of the agreement/template.

5) Is this a new contract/agreement?

Yes: _____ No: _____

- a. If **yes** - contact Corporate Counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by Corporate Counsel since August 1, 2023?
 - If **yes**, use the template/previous agreement.
 - If **no**, contact Corporate Counsel regarding template/previous agreement.

6) Is a contract that is not a County prepared contract being submitted for review?

Yes: _____ No: _____

- a. If yes, submit the contract to Corporate Counsel office for review prior to submitting to Legistar.

* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (Fiscal Services, Purchasing, Risk Management, or Corporate Counsel) to address your question prior to submission into Legistar.



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2025-2806

Agenda Date: 1/21/2026

Agenda #: 3.

To: Charles Winfrey, Human Services Committee Chairperson

From: Brian Hunter MD

RE: Approval of an agreement between Genesee County and Preferred Removal Service to provide for two (2) Opioids and Emerging Drug Death (OEDD) Analyst positions; the cost of this agreement is fully grant funded

BOARD ACTION REQUESTED:

Approval of an agreement between Genesee County and Preferred Removal Service to fund two Opioids and Emerging Drug Death (OEDD) Analyst positions, fully supported by grant funding, not exceeding \$100,000 annually.

BACKGROUND:

In October 2019, the Board of Commissioners approved the Medical Examiner's request to apply for the Enhanced Toxicological Screening and Opioid Detection Grant (Resolution #2019-710). The grant was awarded, and on March 11, 2020, the Board authorized the acceptance of funds (Resolution #2020-138). This funding supports a 100% grant-funded position with Preferred Removal Service (Resolutions #2020-405 and #2021-418 extended the agreement). The grant was extended for an additional five years, with increased funding of up to \$100,000 per year (Resolution #2023-483). Following an RFQ (RFQ #25-462), Preferred Removal Service was the sole respondent. The new agreement will commence upon approval of this resolution and run through August 31, 2028. This agreement will be paid from account 1010-648.00-801.000.

DISCUSSION:

These positions will play a critical role in monitoring opioid and emerging drug-related deaths, providing crucial data for public health efforts and policy development. The data collected will be used to guide local interventions, improve drug education programs, and enhance public safety.

IMPACT ON HUMAN RESOURCES:

None

IMPACT ON BUDGET:

No county match required, the positions will be fully funded by the grant and the funds are currently in our budget.

IMPACT ON FACILITIES:

None

IMPACT ON TECHNOLOGY:

None

CONFORMITY TO COUNTY PRIORITIES:

The Medical Examiner's Office supports Genesee County's public health and safety goals by tracking drug-related deaths, including opioid and emerging drug fatalities. This data helps shape health interventions, law enforcement efforts, and prevention programs to reduce harm and improve community health.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Medical Examiner to authorize entering into an agreement between Genesee County and Preferred Removal Service, whereby the contractor will provide two Opioids and Emerging Drug Death (OEDD) Analyst positions to support public health efforts and policy development, for a term commencing January 14, 2026, through August 31, 2028, at a total yearly cost not to exceed \$100,000.00 per year, said cost being fully granted funded with no county match to be paid from account 1010-648.00-801.000 (Service Contracts), is approved (a copy of the memorandum request and supporting documents being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to execute the agreement on behalf of Genesee County.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/09/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Melissa Tinnin	
Al Bourdeau Insurance Agency 3835 Davison Road		PHONE (A/C, No, Ext): (800) 537-3373	FAX (A/C, No):
Flint MI 48506		E-MAIL ADDRESS: Melissa.Tinnin@AlBourdeau.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Michigan Millers Mutual	14508
INSURED		INSURER B: ICW Group Insurance Companies	
Preferred Removal Services Inc 2417 Saginaw Street		INSURER C: RLI Insurance Company	13056
Flint MI 48503		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL2592686566 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Y	C0524007	10/02/2025	10/02/2026	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000						
	MED EXP (Any one person)	\$ 5,000						
	PERSONAL & ADV INJURY	\$ 1,000,000						
	GENERAL AGGREGATE	\$ 2,000,000						
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	Y	V0108186	10/02/2025	10/02/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	BODILY INJURY (Per person)					\$		
	BODILY INJURY (Per accident)					\$		
	PROPERTY DAMAGE (Per accident)					\$		
						\$		
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE		L0303853	10/02/2025	10/02/2026	EACH OCCURRENCE	\$ 5,000,000	
	AGGREGATE					\$ 5,000,000		
						\$		
						\$		
						\$		
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/>	N / A	WMI 5073522 02	10/02/2025	10/02/2026	<input checked="" type="checkbox"/> PER STATUTE	OTHE-
	E.L. EACH ACCIDENT						\$ 500,000	
	E.L. DISEASE - EA EMPLOYEE						\$ 500,000	
	E.L. DISEASE - POLICY LIMIT						\$ 500,000	
							\$	
C	Professional Liability			RTP0048212	08/15/2025	08/15/2026	General Aggregate	\$3,000,000
							Each Occurrence	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROFESSIONAL SERVICES CONTRACT FOR: RFP:25-462

Professional Services Contract for Body Removal Services - Genesee County Medical Examiner 2025-2026.

Genesee County is named as Additional Insured in regards to General Liability and Auto Liability insurance as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Genesee County Medical Examiner 4800 South Saginaw St	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Flint MI 48507	AUTHORIZED REPRESENTATIVE

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GENESEE COUNTY INSURANCE CHECKLIST

PROFESSIONAL SERVICES CONTRACT FOR: RFP:25-462 – (corrected)
 Opioids and Emerging Drug Death (OEDD) Analyst Position for Genesee County Medical Examiner's Office

Coverage Required		Limits (Figures denote minimums)
X	1. Workers Compensation	Statutory limits of Michigan
X	2. Employers' Liability	\$1,000,000 accidental/disease \$1,000,000 policy limit, disease including Premises/Operations
X	3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
X	4. Professional Liability	\$1,000,000 per occurrence with \$1,000,000 aggregate Including errors and omissions
	5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
X	6. Automobile liability	\$1,000,000 combined single limit each accident – Owned, Hired, Non-owned
	7. Umbrella liability/Excess Coverage	\$5,000,000 BI & PD and PI
X	8. Genesee County named as an additional insured on other than worker' compensation via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.	
	9. Other Insurance Required	
X	10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
X	11. The Certificate must state proposal number and title 25-462	

Insurance Agent's Statement

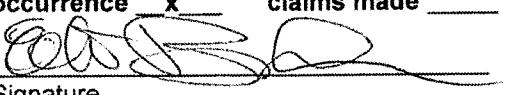
I have reviewed the requirements with the proposer named below. In addition:

EB _____ The above required policies carry the following deductibles:

EB _____ Liability policies are

occurrence claims made

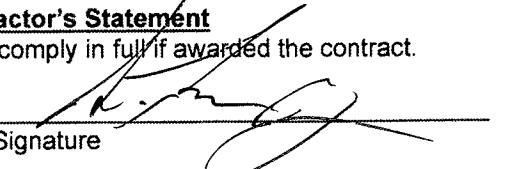
Elliot Bourdeau
Insurance Agent


Signature

Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

President Royal Service Inc
Contractor


Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department, and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.

PROFESSIONAL SERVICES CONTRACT

This Contract for Professional Services (the “Contract”) is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 324 S Saginaw Street, Flint, Michigan 48502 (the “County”), and, Preferred Removal Service, a Michigan Corporation, whose principal place of business is located at 2417 South Saginaw Street, Flint Michigan 48503 (the “Contractor”) (the County and the Contractor together, the “Parties”).

1. Term

1.1 Term

The term of this Contract commences on January 14, 2026 and shall be effective through August 31, 2028.

2. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the “Services”).

3. Compensation

Unit Rate. The Contractor shall be paid according to the rates identified on Exhibit B. The total amount paid to the Contractor shall not exceed \$100,000.00 per fiscal year. The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any necessary supporting documentation such as time sheets. The County will pay the Contractor within sixty (60) days of the County’s acceptance of the invoice and supporting documentation.

4. Taxes.

The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

5. Contract Administrator

The contract administrator for this Contract is Kieth Rumbold (the “Contract Administrator”). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

6. Warranties

The Contractor warrants that:

- 6.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 6.2 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 6.3 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 6.4 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify, defend, and hold harmless the County, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

7. Suspension of Work

7.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

7.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

8. Termination

8.1 Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result

of the Contractor's breach and termination, including any costs to obtain substitute performance.

8.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

8.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

8.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

9. Nondiscrimination

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

10. Freedom of Information Act

This Contract and all attachments, as well as any other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

11. Intellectual Property

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

12. Audit Rights

12.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

12.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

12.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

12.4 Records Retention

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

13. Identity Theft Prevention

- 13.1 In the event that the Contractor obtains identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.
- 13.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

14. Insurance Requirements and Indemnification

The Contractor shall at all times maintain in full force and effect for duration of the term of this agreement the following insurance coverages. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan, having an AM Best rating of at least A- and acceptable to Genesee County. *In addition, the County reserves the right to modify or waive at any time any applicable insurance requirements based on the scope of services provided at the discretion of the County's Risk Manager or other authorized representative of the County.*

Commercial General Liability Insurance on an "occurrence basis" with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit. The policy shall name Genesee County, including all employees, elected and appointed officials and volunteers, all boards, commissions, and/or authorities, and their board members, employees, and volunteers as additional insureds. Coverage shall be primary and non-contributory, including a waiver of subrogation in favor of the County.

Workers' Compensation Insurance – as required by and in accordance with all applicable statutes of the State of Michigan, including Employers' Liability Coverage.

Automobile Liability – Including Michigan No-Fault coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned, non-owned, and hired vehicles. Limits may be satisfied using primary and excess/umbrella liability policies. The policy shall name Genesee County, including all employees, elected and appointed officials and volunteers, all boards, commissions, and/or authorities, and their board members, employees, and volunteers as additional insureds.

Professional Liability Insurance – in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. If this policy is a claims made form, the

Contractor shall be required to keep said policy in force, or purchase "tail" coverage for a minimum of three (3) years after the termination of this contract.

A licensee or its insurance broker shall notify the County of any cancellation or reduction in coverage within seven (7) days of receipt of insurer's notification to that effect. The contractor, licensee, permittee, or lessee shall forthwith obtain and submit proof of substitute insurance to the County Risk Manager within five (5) business days in the event of expiration or cancellation of coverage.

1.1 Insurance Certificate and Additional Insured Coverage

- 1. Certificate of Insurance** – The contractor must provide a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder should be listed as follows:

Genesee County
Attn: Risk Management
324 S Saginaw Street, Flint, MI 48502

- 2. Endorsements** In addition, the contractor must provide the following endorsements, including but not limited to:

- a. An additional insured endorsement (equivalent in coverage to ISO form CG 20 10 and CG 20 37) naming the "Genesee County, its officials, employees and agents, all boards, commissions and/or authorities and board members, including employees and volunteers thereof" as additional insureds under the general liability policy. No person or department should be identified as the additional insured. Coverage afforded shall be considered primary and any other insurance or self-insurance, maintained by or available to the County shall be considered secondary and/or excess.
- b. An endorsement to each policy stating that such policy shall not be cancelled or reduced in coverage except after thirty (30) days prior written notice to County. Cancellation, material restriction, nonrenewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the County. If any of the required coverages expire during the term of the contract, the vendor shall deliver renewal certificates, endorsements, and/or policies to County at least ten (10) days prior to the expiration date.

In lieu of required endorsements, a copy of the policy sections, where coverage is provided for additional insured and cancellation notice, may be acceptable. Copies of all policies mentioned above shall be furnished, if so requested.

1.2 Indemnification

The Contractor agrees to indemnify, defend, and hold harmless the County, its officials, officers, agents, and employees from any and all

claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite. Contractor agrees that the insurance requirements specified in the contract do not reduce the liability Contractor has assumed in the indemnification/hold harmless section of the Contract.

15. Independent Contractor

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

16. General Provisions

16.1 Entire Contract

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

16.1.1. The Contract – This Professional Services Contract

16.1.2. Exhibit A – The Scope of Work

16.1.3. Exhibit B - Compensation

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

16.2 No Assignment

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

16.3 Modification

This Contract may be modified only in writing executed with the same formalities as this Contract.

16.4 Binding Effect

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

16.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

16.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

16.7 Subpoena Power

The Contractor acknowledges and understands that the Chairperson of the Genesee County Board of Commissioners, pursuant to MCL 46.3(5), as amended, has the power to administer oaths, issue subpoenas, and compel a person's attendance in the same manner as a court of law. The Contractor agrees to submit to this power with respect to this Contract.

16.8 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

16.9 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

16.10 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

PREFERRED REMOVAL SERVICE

COUNTY OF GENESEE

By: _____

Albert Boaz, President
Preferred Removal Service

Date: _____

By: _____

Dale Weighill, Chairperson
Board of County Commissioners

Date: _____

EXHIBIT A

Description of the Services

The Contractor shall provide two qualified individuals who meet the following minimum qualifications and will be responsible for performing the duties outlined below. These individuals will work a minimum of 30 hours per week and will provide expertise in the analysis and interpretation of toxicological data related to opioid and emerging drug deaths.

Minimum Qualifications:

The individuals assigned to this contract must meet the following qualifications:

- Education:
 - A Bachelor's degree in Toxicology, Chemistry, Forensic Science, Biology, Data Science, or a related field (Master's degree preferred).
- Experience:
 - A minimum of 2 years of experience in data analysis, preferably in a forensic, clinical, or public health setting.
- Technical Skills:
 - Strong proficiency in statistical software (e.g., SPSS, R, SAS, or similar) and data management tools.
 - Familiarity with forensic toxicology testing methods and the ability to interpret toxicology reports.
 - Understanding of pharmacokinetics, drug metabolism, and drug interactions.
- Communication Skills:
 - Excellent written and verbal communication skills with the ability to convey complex findings to non-technical stakeholders.
- Additional Skills:
 - Detail-oriented with strong organizational skills and critical thinking abilities.

Responsibilities:

The individuals provided under this contract shall be responsible for the following services:

- Data Collection and Analysis:
 - Collect, organize, and analyze toxicology data from both postmortem and antemortem biological samples related to opioid and emerging drug deaths.
- Interpretation of Laboratory Results:
 - Interpret laboratory results in relation to case circumstances and medical history, providing clear and accurate analysis.
- Development and Maintenance of Data Tools:
 - Assist in the development and ongoing maintenance of toxicology databases, dashboards, and reporting tools to track and report on trends in drug-related deaths.
- Data Accuracy and Integrity:
 - Ensure the accuracy, consistency, and integrity of all toxicological data utilized in forensic casework.

- Collaboration with Public Health and Forensic Teams:
 - Collaborate with epidemiologists, forensic scientists, and public health officials to support data-driven research, surveillance efforts, and public health initiatives related to drug-related fatalities.
- Compliance and Confidentiality:
 - Maintain confidentiality of sensitive case information and ensure full compliance with all applicable legal, ethical, and regulatory standards related to forensic data management and toxicology.

EXHIBIT B

The Opioids and Emerging Drug Death (OEDD) Analyst Position is a salaried position with a minimum of a 30-hour work week and a maximum annual salary of \$50,000.00 each per year.



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2025-2807

Agenda Date: 1/21/2026

Agenda #: 4.

To: Charles Winfrey, Human Services Committee Chairperson

From: Michelle Estell, RS, MSA, Administrative Health Officer

RE: Approval of an agreement between Genesee County and Compassus MIHP to provide for case management and care coordination to participants of Genesee County's Healthy Start program

BOARD ACTION REQUESTED:

Approval of amending the subrecipient contract with Compassus MIHP to provide additional funds for case management and care coordination services.

BACKGROUND:

HRSA requires all Healthy Start grantees to provide case management and care coordination services to Healthy Start participants. Case management and care coordination services serve as an intervention to reduce maternal and infant mortality.

DISCUSSION:

Health Start is an infant mortality reduction program that uses a multidisciplinary approach to provide home visiting services to families in the Genesee County community. During home visits, participants are provided with case management services, health education, and referrals for current needs. On average, participants will receive one to two home visits per month but can receive up to four depending on their risk assessment. Genesee County Healthy Start received continued federal funding for cycle May 1, 2024, through March 31, 2029. **No county appropriation is needed.**

IMPACT ON HUMAN RESOURCES:

There is no anticipated impact on human resources related to this request.

IMPACT ON BUDGET:

All 2024 Healthy Start grantees received funding from federal funder HRSA to provide clinical services to program participants.

IMPACT ON FACILITIES:

There is no anticipated impact on facilities related to this request.

IMPACT ON TECHNOLOGY:

There is no impact on technology.

CONFORMITY TO COUNTY PRIORITIES:

Genesee County Healthy Start continues to support a Healthy, Livable, and Safe Community through the utilization of community resources. Home visiting services provided through the Healthy Start Initiative are shown to decrease maternal and infant mortality, therefore contributing to full term pregnancies and healthy infants.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize amending the subrecipient contract between Genesee County and Compassus MIHP, said amendment being necessary to increase the total amount paid to the contractor by \$30,000.00 to provide an increase in services for the partial term commencing January 1, 2026, through March 31, 2026, for a new total not to exceed \$180,000.00 for the full contract term through March 31, 2026, to be paid from account 2211-607.01.801.000 with no county appropriation required, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board), the Chairperson of this Board is authorized to execute the amendment on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.

RE: [EXTERNAL] Contract Amendment

From Elisa Wilson <Elisa.Wilson@compassus.com>

Date Wed 12/3/2025 12:19 PM

To Black, Porsha <pblack@geneseecountymi.gov>

External sender <elisa.wilson@compassus.com>

Make sure you trust this sender before taking any actions.

Porsha,

Ok-

Here is the breakdown for the additional \$30,000:

Travel (Local Mileage):	\$200.00
Case Conference:	\$700.00
Salaries & Wages:	\$6000.00
Home Visits:	\$22,700.00
	=====
TOTAL	\$30,000.00

I will ask for the COI right now! Let me know if there is anything else you may need.

Thanks,

Elisa Wilson

Maternal Infant - Healthy Start Supervisor

COMPASSUS

5445 Ali Drive

Grand Blanc, Michigan 48439

Elisa.Wilson@compassus.com

Phone: [\(810\) 579 7593](tel:(810)5797593)

Fax: (844) 552 6195

Home Health | Infusion | Palliative | Hospice



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From: Black, Porsha <pblack@geneseecountymi.gov>
Sent: Wednesday, December 3, 2025 12:14 PM
To: Elisa Wilson <Elisa.Wilson@compassus.com>
Subject: Re: [EXTERNAL] Contract Amendment

Yep, thank you! I may need all your insurance stuff too since we haven't had it since 2024.

Porsha Black MS, CLC, MCCHES (she/her)

Director of Community Health Promotion & Education

Genesee County Health Department

324 S. Saginaw Street, Suite 6

Flint, MI 48502

810-341-5425

pblack@geneseecountymi.gov (New Email Address)

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From: Elisa Wilson <Elisa.Wilson@compassus.com>
Sent: Wednesday, December 3, 2025 12:00 PM
To: Black, Porsha <pblack@geneseecountymi.gov>
Subject: RE: [EXTERNAL] Contract Amendment

Warning: Unusual link

This message contains an unusual link, which may lead to a malicious site. Confirm the message is safe before clicking any links.

Sounds good, can I figure a budget real quick for the line items?

Elisa Wilson

Maternal Infant - Healthy Start Supervisor

COMPASSUS

5445 Ali Drive

Grand Blanc, Michigan 48439

Elisa.Wilson@compassus.com

Phone: [\(810\) 579 7593](tel:(810)5797593)

Fax: [\(844\) 552 6195](tel:(844)5526195)

Home Health | Infusion | Palliative | Hospice

compassus.com



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From: Black, Porsha <pblack@geneseecountymi.gov>
Sent: Wednesday, December 3, 2025 11:20 AM
To: Elisa Wilson <Elisa.Wilson@compassus.com>
Subject: [EXTERNAL] Contract Amendment

Hi Elisa,

I'm going to prepare a contract amendment to add an extra 30,000 to your contract for this fiscal year, will this work?

Porsha Black MS, CLC, MCCHES (she/her)

Director of Community Health Promotion & Education

Genesee County Health Department

324 S. Saginaw Street, Suite 6

Flint, MI 48502

810-341-5425

pblack@geneseecountymi.gov (New Email Address)

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**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES CONTRACT**

This Amendment is effective January 1, 2026, and is between Genesee County, Michigan, a Michigan municipal corporation whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and **Compassus MIHP**, a human services agency, whose principal place of business is located at 5445 Ali Drive, Grand Blanc, Michigan, 48439 (the "Contractor") (the Contractor and the County together, the "Parties").

WHEREAS, the Contractor has operated under the business names Reverence Home Health and Hospice, LLC, and Ascension at Home, and may operate under several different business names, but currently operates under the name Compassus MIHP.

WHEREAS, the Parties executed a Professional Services Contract effective May 1, 2024 (the "Agreement"), pursuant to which the Contractor would provide intake and case management for Healthy Start clients and participate in team meetings and activities; and

WHEREAS, the Genesee County Board of Commissioners authorized the original Professional Services Contract by Resolution #2024-770; and

WHEREAS, the Parties wish to amend the Agreement to add an additional \$30,000 in payment for providing additional services to the current approved contract valid from May 1, 2024, through March 31, 2026.

NOW THEREFORE, the Parties agree as follows:

1. In consideration for additional services to be performed, the total budget is increased by \$30,000.00 for a new total amount not to exceed **\$180,000**.
2. All costs charged to the grant must be supported by proper documentation, including properly executed payrolls, effort reporting or timecards, invoices, contracts, and receipts for expenses, evidencing in detail the nature and propriety of the charges.
3. The remaining terms of the agreement remain unchanged and in full effect.

COMPASUS MIHP

By: _____
Cynthia Voelker
Home Health Executive Director

Date: _____

COUNTY OF GENESEE

By: _____
Dale K. Weighill, Chairperson
Board of County Commissioners

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/4/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC Creekside Crossing 8 Cadillac Drive Suite 200 Brentwood TN 37027	CONTACT NAME: Shannon Tennant, Client Services Manager	
	PHONE (A/C, No, Ext): 615-377-5140	FAX (A/C, No):
	E-MAIL ADDRESS: shannon_tenant@ajg.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Liberty Mutual Fire Insurance Company	23035
	INSURER B : Liberty Insurance Corporation	42404
	INSURER C : The Hanover Atlantic Insurance Company Ltd.	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 950128935

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

DESCRIPTION OF OPERATIONS/LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability is a Claims Made Form Per Policy | This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as a surplus lines coverage pursuant to the Tennessee insurance statutes.

RE: Ascension at Home Together with Compassus, 5445 Ali Drive, Grand Blanc, MI 48439.

Genesee County is named as additional insured with respects to the General Liability and Auto Liability.

CERTIFICATE HOLDER

CANCELLATION

Genesee County
1101 Beach St.
Flint, MI 48502

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Compassus Named Insureds 2025-2026

Compassus Holdings, L.P. (DE)
Compassus Parent, Inc. (DE)
Compassus Intermediate, Inc. (Delaware)
FC Compassus, LLC
Compassus SG Holding II, LLC (DE)
Compassus OP Holdings II, LLC (DE)
FC Compassus Sub, LLC (DE)
Compassus Holdings of Indiana, LLC (Delaware)
Compassus of Indiana I, LLC (Delaware)
Compassus Palliative Holdings of Ohio, LLC (Delaware)
Compassus Palliative of Ohio, LLC (Delaware)
Compassus Holdings of Florida II, LLC
Compassus Holdings of Florida I, LLC
Compassus of Florida, LLC (DE)
Hospice Advantage Holdings, LLC (DE)
Hospice Advantage Midco, LLC (DE)
Hospice Advantage, LLC (FL)
Hospice Advantage EAMC, LLC (AL)
Compassus Healthcare, LLC (DE)
FC Compassus Hospice Blocker, LLC (DE)
HC Healthcare, LLC (AL)
Compassus Holdings of Kansas, LLC (DE)
Compassus of Kansas I, LLC (DE)
Compassus VBC Holdings, LLC
Compassus ACO I, LLC
Compassus SNF at Home, LLC
Compassus Holdings of Missouri, LLC
Compassus of Missouri I, LLC
Compassus of Missouri II, LLC
Compassus HH Holdings of Missouri I, LLC (DE)
Compassus HH of Missouri I, LLC (DE)
TN Home Care Holdings, LLC
Home Health of TN, LLC (TN)
Saint Thomas Home Health, LLC (DE)
Compassus Holdings of Iowa, LLC (DE)
Compassus of Iowa I, LLC (DE)

Exhibit 1

Ascension Health at Home, LLC
Ascension at Home SNF at Home, LLC

Health at Home Austin, LLC
Seton Highland Lakes Home Health, LLC
Seton River Bend Home Health, LLC
Seton Highland Lakes Hospice, LLC
Home Health Wisconsin, LLC
AAH Holdings of Wisconsin I, LLC
AAH of Wisconsin I, LLC
Ministry Home Care, LLC
Ministry Home Care Services, LLC
Home Health Indianapolis, LLC
Home Health Michigan, LLC (MI)
St. Vincent Home Care, LLC
Home Health Alabama, LLC
St. Vincent Home Health, LLC (AL)
Care First Hospice, LLC (AL)
St. Vincent Hospice, LLC (IN)
Home Health Anderson, LLC
St. Vincent Home Health-Anderson, LLC
St. Vincent Hospice Anderson, LLC (IN)
Home Health Waco, LLC
Home Health Providence, LLC
Home Health Evansville, LLC
St. Mary's at Home, LLC
Health at Home Tulsa, LLC
St. John Home Care, LLC
Ascension Health at Home Holdings of Florida II, LLC (DE)
Ascension Health at Home of Florida II, LLC
Ascension Health at Home of Florida III, LLC
Ascension Health at Home Holdings of Florida III, LLC (DE)
Health at Home Kansas, LLC
Health at Home Bartlesville, LLC
Jane Philips Regional Home Care, LLC
Via Christi Home Health Wichita, LLC
Via Christi Home Health Pittsburgh, LLC
Home Health Milwaukee, LLC
Wheaton Franciscan Home Health & Hospice, LLC
Ascension Health at Home Holdings of Florida I, LLC
Ascension Health at Home of Florida TopCo, LLC (DE)
Ascension Health at Home of Florida I, LLC
Reverence Home Health & Hospice, LLC (MI)
AAH of Tennessee Holdings, LLC

AAH of Tennessee Holdings I, LLC

AAH of Tennessee I, LLC

Exhibit 2

Compassus AAH Holdings, LLC (DE)

Compassus AAH Holdings of Alabama, LLC (DE)

Care First Hospice, LLC (AL)

Compassus AAH Holdings of Indiana, LLC (DE)

St. Vincent Hospice, LLC (IN)

St. Vincent Hospice Anderson, LLC (IN)

Compassus AAH Holdings of Michigan, LLC (DE)

Compassus AAH Holdings of Texas, LLC (DE)

Seton Highland Lakes Hospice, LLC (DE)

Compassus AAH Holdings of Oklahoma, LLC (DE)

Compassus AAH of Oklahoma I LLC (DE)

Compassus AAH of Michigan I, LLC (DE)

Compassus AAH of Michigan II, LLC (DE)

Compassus AAH of Michigan III, LLC (DE)

Compassus AAH of Michigan IV, LLC (DE)

Compassus AAH Holdings of Wisconsin, LLC (DE)

Compassus AAH of Wisconsin I LLC (DE)

Compassus AAH of Wisconsin II, LLC (DE)

Compassus AAH of Wisconsin III, LLC (DE)

Compassus AAH of Wisconsin IV, LLC (DE)

Compassus AAH of Wisconsin V, LLC (DE)

Exhibit 3

Compassus SG Holding I, LLC

Legacy Hospice II, LLC

Legacy Home Care II, LLC

Rocky Mountain Hospice of Billings, LLC (DE)

Creekside Home Care II, LLC (DE)

Rocky Mountain Hospice of Butte, LLC (Bozeman, Helena) (DE)

Nevada Premier Care, LLC

Rocky Mountain Hospice of Missoula, LLC (DE)

Beta Factor Home Care, LLC (DE)

Montana Premier Care, LLC (DE)

Beyond Faith Homecare & Rehab of Albuquerque, LLC (TX)

Rocky Mountain Home Care II, LLC (DE)

Cornerstone Hospice California, LLC (DE)

Hospice Care of the West, LLC

Exhibit 4

Compassus OP Holdings I, LLC (DE)

Everglades Management Company, LLC (DE)
Compassus OP Holdings of Arizona, LLC (DE)
Compassus OP of Arizona, LLC (DE)
Compassus OP Holdings of California, LLC (DE)
Compassus OP of California, LLC (DE)
Compassus OP Holdings of Colorado LLC (DE)
Compassus OP of Colorado I, LLC (DE)
Compassus OP of Colorado II, LLC (DE)
Compassus OP Holdings of Georgia, LLC (DE)
Compassus OP of Georgia I, LLC (DE)
Compassus OP of Georgia II, LLC (DE)
Compassus OP Holdings of Missouri, LLC (DE)
Compassus OP of Missouri, LLC (DE)
Compassus OP Holdings of Ohio, LLC (DE)
Compassus OP of Ohio, LLC (DE)
Compassus OP Holdings of Pennsylvania, LLC (DE)
Compassus OP of Pennsylvania, LC (DE)
Compassus OP Holdings of Texas, LLC (DE)
Compassus OP of Texas, LLC (DE)
Compassus OP Holding of Alabama, LLC
Compassus OP of Alabama, LLC

Exhibit 5

FCT Hospice, LLC (DE)
National Hospice Holdings of MA, LLC
Life Choice Hospice of MA, LLC (DE)
Life Choice Hospice Southern MA, LLC (DE)
Life Choice Hospice of Western MA, LLC
National Hospice Holdings of Alabama, LLC (DE)
Life Choice Hospice of AL, LLC
National Hospice Holdings of CO, LLC (DE)
Life Choice Hospice of CO, LLC (DE)
Life Choice Hospice of CO II, LLC (DE)
National Hospice Holding of GA, LLC (DE)
Life Choice Hospice of GA, LLC (DE)
Life Choice Hospice of GA II, LLC (DE)
Life Choice Hospice of GA III, LLC
National Hospice Holdings of ME, LLC (DE)
Life Choice Hospice of ME, LLC
National Hospice Holdings of NH, LLC
Life Choice Hospice of NH, LLC
Life Choice Hospice of NH II, LLC

National Hospice Holdings of NJ, LLC
Life Choice Hospice of NJ, LLC
Life Choice Hospice of Southern NJ, LLC
National Hospice Holdings of NM, LLC
Life Choice Hospice of NM, LLC (DE)
National Hospice Holdings of OK, LLC (DE)
Life Choice Hospice of OK, LLC (DE)
National Hospice Holdings of PA, LLC (DE)
Special Care Hospice, LLC (PA)
Life Choice Hospice of Northeastern PA, LLC (DE)
Life Choice Hospice of CT, LLC (DE)
National Hospice Holdings of CT, LLC

Exhibit 6

CLP Healthcare Services LLC
Community Hospices of America Tennessee LLC (DE)
Hospice Care of Louisiana, LLC (DE)
Horizon Hospice, LLC (DE)
Community Hospices of America, LLC (MO)
CLP Arizona Real Estate, LLC (DE)
CLP Regency of Texas, LLC (DE)
Covenant Hospice and Palliative Care, LLC (MO)
Samaritan Care Hospice, LLC (DE)
THI Michigan at Detroit, LLC (DE)
THI of New Mexico Hospice, LLC (DE)
THI of Texas at Samaritan Hospice, LLC
THI of Pennsylvania at Samaritan Hospice LLC (DE)
Asperion Hospice Holding Company LLC
Asperion Hospice of San Antonio GP, LLC (DE)
Asperion Hospice of San Antonio LP (DE)
Asperion Hospice LP Holdings, LLC
Asperion Hospice of Houston LP (DE)
Asperion Hospice of Houston GP LLC (DE)
CLP Arizona Pharmacy, LLC
Hospice Care of America, LLC
RTA Hospice, LLC (AZ)
Amenity Healthcare LLC (DE)
Community Hospices of America, LLC (DE)

EXHIBIT 7

COMPASSUS BSMH TOLEDO HHA HOLDCO, LLC
COMPASSUS BSMH TOLEDO HOSPICE HOLDCO, LLC

COMPASSUS BSMH VIRGINIA, LLC
COMPASSUS BSMH OHIO, LLC
COMPASSUS BSMH SPARTANBURG HOSPICE HOLDCO, LLC
COMPASSUS BSMH SOUTH CAROLINA, LLC
COMPASSUS BSMH FLORIDA, LLC
COMPASSUS BSMH ST. PETERSBURG HHA I, LLC
COMPASSUS BSMH KENTUCKY, LLC
COMPASSUS BSMH ST. PETERSBURG HHA HOLDCO, LLC
COMPASSUS BSMH PADUCAH HHA HOLDCO, LLC
COMPASSUS BSMH LIMA HHA, LLC
COMPASSUS BSMH LIMA HHA HOLDCO, LLC
Compassus OP of Virginia, LLC
Compassus OP Holdings of Virginia, LLC
COMPASSUS BSMH ST. FRANCIS HOSPICE, LLC
COMPASSUS BSMH ST. FRANCIS HOSPICE HOLDCO, LLC
COMPASSUS BSMH Holdings, LLC
COMPASSUS BSMH LOURDES HOSPICE HOLDCO, LLC
COMPASSUS BSMH METROPOLIS HOSPICE HOLDCO, LLC
COMPASSUS BSMH PADUCAH HHA, LLC
COMPASSUS BSMHLOURDES HOSPICE, LLC
COMPASSUS BSMH METROPOLIS HOSPICE, LLC
COMPASSUS BSMH LIMA HOSPICE, LLC
COMPASSUS BSMH LIMA HOSPICE HOLDCO, LLC
COMPASSUS BSMH LORAIN HHA, LLC
COMPASSUS BSMH LORAIN HHA HOLDCO, LLC
COMPASSUS BSMH TIFFIN HHA, LLC
COMPASSUS BSMH TIFFIN HHA HOLDCO, LLC
COMPASSUS BSMH YOUNGSTOWN HHA, LLC
COMPASSUS BSMH YOUNGSTOWN HOSPICE, LLC
COMPASSUS BSMH YOUNGSTOWN HOSPICE HOLDCO, LLC
COMPASSUS BSMH YOUNGSTOWN HHA HOLDCO, LLC
COMPASSUS BSMH ST. FRANCIS HHA, LLC
COMPASSUS BSMH ST. FRANCIS HHA HOLDCO, LLC
THI of South Carolina Hospice, LLC (DE)
COMPASSUS BSMH HAMPTON ROADS HHA, LLC
COMPASSUS BSMH HAMPTON ROADS HOSPICE, LLC
COMPASSUS BSMH RICHMOND HHA, LLC
COMPASSUS BSMH RICHMOND HOSPICE, LLC
COMPASSUS BSMH RICHMOND HOSPICE HOLDCO, LLC
COMPASSUS BSMH RICHMOND HHA HOLDCO, LLC
COMPASSUS BSMH HAMPTON ROADS HHA HOLDCO, LLC

COMPASSUS BSMH HAMPTON ROADS HOSPIE HOLDCO, LLC

COMPASSUS BSMH LORAIN HOSPICE, LLC

COMPASSUS BSMH LORAIN HOSPICE HOLDCO, LLC

COMPASSUS BSMH ST. PETERSBURG, LLC

COMPASSUS BSMH PADUCAH, LLC

COMPASSUS BSMH LIMA, LLC

Life Choice Hospice of Ohio, LLC

COMPASSUS BSMH LORAIN, LLC

COMPASSUS BSMH TIFFIN, LLC

COMPASSUS BSMH YOUNGSTOWN, LLC

COMPASSUS BSMH CLEVELAND, LLC

National Hospice Holdings of Ohio, LLC

COMPASSUS BSMH GREENVILLE, LLC

COMPASSUS BSMH HAMPTON ROADS, LLC

COMPASSUS BSMH RICHMOND, LLC

COMPASSUS BSMH SPARTANBURG, LLC

COMPASSUS BSMH FAIRFAX, LLC

COMPASSUS BSMH ST. PETERSBURG HHA II, LLC

COMPASSUS BSMH TOLEDO HHA, LLC

COMPASSUS BSMH TOLEDO HOSPICE, LLC

COMPASSUS BSMH TOLEDO, LLC

EXHIBIT 8

Compassus OhioHealth Holdings, LLC

Compassus OhioHealth Columbus Holdings, LLC

Compassus OhioHealth Columbus Hospice Holdco, LLC

Compassus OhioHealth Columbus HHA Holdco, LLC

Compassus OhioHealth Columbus Hospice, LLC

Compassus OhioHealth Athens Holdings, LLC

Compassus OhioHealth Athens HHA Holdco, LLC

Compassus Ohio Health Columbus HHA, LLC

Compassus OhioHealth Athens HHA, LLC

EXHIBIT 11

Compassus Providence Holdings, LLC

CP OR Holdings, LLC

CP Portland OR HH Holdings, LLC

CP Medford OR HH Holdings, LLC

CP Benedictine OR HH Holdings, LLC

CP Portland OR Hospice Holdings, LLC

CP Medford OR Hospice Holdings, LLC

CP Portland OR HH, LLC

CP Medford OR HH, LLC
CP Benedictine OR HH, LLC
CP Portland OR Hospice, LLC
CP Medford OR Hospice, LLC
CP WA Holdings, LLC
CP Snohomish Co WA Holdings, LLC
CP Sound WA Holdings, LLC
CP King County WA HH Holdings, LLC
CP Spokane WA HH Holdings, LLC
CP St. Mary WA HH Holdings, LLC
CP Seattle WA Hospice Holdings, LLC
CP Snohomish County WA, LLC
CP Sound WA, LLC
CP King County WA HH, LLC
CP Spokane WA HH, LLC
CP St. Mary WA HH, LLC
CP Seattle WA Hospice, LLC
CP AK Holdings, LLC
CP AK HH Holdings, LLC
CP AK Hospice Holdings, LLC
CP AK HH, LLC
CP AK Hospice, LLC
CP N-CA Holdings, LLC
CP Napa Valley N-CA HH Holdings, LLC
CP Humboldt N-CA HH Holdings, LLC
CP Sonoma N-CA HH Holdings, LLC
CP Sonoma N-CA Hospice Holdings, LLC
CP Napa N-CA Hospice Holdings, LLC
CP Napa Valley N-CA HH, LLC
CP Humboldt N-CA HH, LLC
CP Sonoma N-CA HH, LLC
CP Sonoma N-CA Hospice, LLC
CP Napa N-CA Hospice, LLC
CP S-CA Holdings, LLC
CP LA Co North S-CA HH Holdings, LLC
CP LA Co South S-CA HH Holdings, LLC
CP Orange Co S-CA HH Holdings, LLC
CP High Desert S-CA HH Holdings, LLC
CP OC South S-CA HH Holdings, LLC
CP Inland S-CA HH Holdings, LLC
CP OC S-CA Hospice Holdings, LLC

CP OC South S-CA Hosp Holdings, LLC
CP Inland S-CA Hospice Holdings, LLC
CP LA Co S-CA Hospice Holdings, LLC
CP S-CA Private Duty Holdings, LLC
CP LA County North S-CA HH, LLC
CP LA County South S-CA HH, LLC
CP Orange County S-CA HH, LLC
CP High Desert S-CA HH, LLC
CP Orange County South S-CA HH, LLC
CP Inland Empire S-CA HH, LLC
CP Orange County S-CA Hospice, LLC
CP Orange Co South S-CA Hospice, LLC
CP Inland Empire S-CA Hospice, LLC
CP LA County S-CA Hospice, LLC
CP S-CA Private Duty, LLC
CP TX Holdings, LLC
CP Lubbock TX Hospice, LLC
Compassus VBC Holdings, LLC
Compassus ACO I, LLC
Compassus SNF at Home, LLC
Compassus Holdings of Missouri, LLC
Compassus of Missouri I, LLC
Ascension Health at Home of Florida III, LLC
Ascension Health at Home Holdings of Florida III, LLC (DE)
Ascension at Home SNF at Home, LLC
Compassus of Missouri II, LLC
AAH of Tennessee Holdings, LLC
AAH of Tennessee Holdings I, LLC
AAH of Tennessee I, LLC
AAH Holdings of Wisconsin I, LLC (DE)
AAH of Wisconsin I, LLC (DE)
Compassus Holdings of Iowa, LLC (DE)
Compassus of Iowa I, LLC (DE)
Compassus HH Holdings of Missouri I, LLC
Compassus HH of Missouri I, LLC

DESCRIPTION: HRSA Grant amendment adjustment

GL #	DESCRIPTION	Increase/(Decrease)
2211-607.01-504.000	FEDERAL PARTICIPATION	27,187.97
2211-607.01-702.000	SALARIES & WAGES	(18,316.05)
2211-607.01-709.000	SOCIAL SECURITY	(1,401.05)
2211-607.01-718.000	MEDICAL INSURANCE	(7,247.76)
2211-607.01-723.000	POST-RETIREMENT BENEFIT	(897.00)
2211-607.01-725.000	OPTICAL INSURANCE	(44.85)
2211-607.01-726.000	DENTAL INSURANCE	(303.26)
2211-607.01-727.000	LIFE HEALTH INSURANCE	(240.12)
2211-607.01-728.000	RETIREMENT	(1,465.22)
2211-607.01-729.000	WORKERS COMPENSATION	(25.64)
2211-607.01-730.000	UNEMPLOYMENT	(36.57)
2211-607.01-763.000	SUPPLIES	21,688.25
2211-607.01-801.060	SUBRECIPIENT	30,000.00
2211-607.01-957.006	INTRAFUND EXPENSE	5,477.24

DESCRIPTION: HRSA Grant amendment adjustment

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2211-607.01-763.000	SUPPLIES	21,688.25
2211-607.01-801.060	SUBRECIPIENT	30,000.00
2211-607.01-957.006	INTRAFUND EXPENSE	5,477.24



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2025-2822

Agenda Date: 1/21/2026

Agenda #: 5.

To: Board of County Commissioners

From: Michelle Estell, Health Officer

RE: Approval to amend RES-2025-2271, by adding an additional \$5,000.00, to provide for drug and pharmaceutical purchases with various vendors, the cost of this amendment will be paid from the accounts listed

BOARD ACTION REQUESTED:

Board approval and referral by the Health Officer to the appropriate committee of the Board of Commissioners.

DISCUSSION:

The vendors listed are members of the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) or Apexus. The Health Department can purchase medical supplies through these vendors at a reduced cost, creating cost savings.

IMPACT ON HUMAN RESOURCES:

There will be no impact on Human Resources.

IMPACT ON BUDGET:

The amount requested is within the Health Departments budgeted programs and/or received grant funding. Amount to increase not to exceed an additional \$5,000 and to include budget line 2210-606.05-763.000.

IMPACT ON FACILITIES:

Our facilities will hold patient appointments and provide services to the community.

IMPACT ON TECHNOLOGY:

There will be no impact on technology.

CONFORMITY TO COUNTY PRIORITIES:

By providing these services, the Health Department is promoting health & safety with the necessary services through programs including Family Planning, Immunizations, Environmental Health, STD Adult Clinics, WIC, Healthy Start, and various Health Department programs.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize amending Board Resolution 2025-2271, said amendment being necessary to clarify expenditures, in the form of purchase orders, to ASD Healthcare, Curascript SD/Priority Healthcare, Glaxo Smith Kline (GSK), Merck, McKesson, Moderna, Pfizer Inc, R&S Pharmaceuticals/Rondo TopHolding, and Sanofi Pasteur Inc., in a total amount not to exceed \$472,000.00 for FY 25-26 to be paid from the following accounts: 2210-602.02-766.000, 2210-602.07-763.000, 2210-606.03-766.000, 2210-611.01-766.000, 2210-625.00-766.000 and 2210-606.05-763.000, with no county appropriation required, is approved (a copy of the memorandum request being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board).



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2025-2828

Agenda Date: 1/21/2026

Agenda #: 6.

To: Charles Winfrey, Human Services Committee Chairperson

From: Michelle Estell, RS, MSA, Health Officer

RE: Approval of a Health-Related Academic Program Affiliation Agreement between Genesee County Health Department and Grand Valley State University to provide experiential learning opportunities for University students

BOARD ACTION REQUESTED:

Approval of an agreement between Grand Valley State University and Genesee County to form an affiliation agreement to provide experiential learning opportunities for University students.

BACKGROUND:

Grand Valley State University maintains multiple health-related degree programs that require experiential learning experiences as part of the curriculum. Through hands-on experiential learning, students apply classroom knowledge in real-world settings, developing core competencies and gaining practical experience under the guidance of qualified field instructors. Under this agreement, a Genesee County Health Department employee would serve as a field instructor for a University student's experiential learning appointment.

DISCUSSION:

The Genesee County Health Department will provide experiential learning to appointed students enrolled in Grand Valley State University's Health-related programs. Health Department staff will collaborate with student interns to develop goals and objectives that align with Grand Valley State University's experiential learning requirements as determined by the student's degree program. This partnership is supported by an active affiliation agreement that outlines the arrangement between Grand Valley State University Health Compliance Office and Genesee County. **No funding or county appropriation is needed. Explanation of nonemployee status of University student(s) is described in the affiliation agreement.**

IMPACT ON HUMAN RESOURCES:

There is no anticipated impact on human resources.

IMPACT ON BUDGET:

There will be no impact on budget, no funds exchanged.

IMPACT ON FACILITIES:

There is no anticipated impact on facilities.

IMPACT ON TECHNOLOGY:

Students may need temporary access to a county email address and existing county device.

CONFORMITY TO COUNTY PRIORITIES:

Collaborations between community agencies and local universities strengthen the local workforce and support long-term community well-being. The partnership between Grand Valley State University and Genesee County helps build a pipeline of public health professionals equipped to improve health outcomes and contribute to sustainable public health initiatives across Genesee County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize entering into a Health-Related Academic Program Affiliation Agreement between Genesee County and Grand Valley State University ("GVSU"), whereby GVSU will provide services related to the placement of student interns to complete experiential learning programs at the Genesee County Health Department, for the term commencing January 1, 2026, and continuing unless either party gives written notice of termination to the other party at least ninety (90) days prior to the desired termination date, at no cost with no county appropriation required, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to execute the affiliation agreement on behalf of Genesee County.

HEALTH-RELATED ACADEMIC PROGRAM AFFILIATION AGREEMENT
GRAND VALLEY STATE UNIVERSITY

THIS AGREEMENT, ("Agreement") effective **January 1, 2026** (Effective Date), is made and entered into by and between **Genesee County on behalf of the Genesee County Health Department**, located at 324 South Saginaw Street, Flint, Michigan 48502 ("Agency") and **Grand Valley State University**, a Michigan constitutional body corporate, located at 1 Campus Drive, Allendale, Michigan 49401 ("University"). This Agreement hereby supersedes and replaces any and all preexisting experiential learning affiliation agreements between the Agency and the University.

R E C I T A L S

The University is an institution of higher learning, which operates numerous health-related academic programs for students, many of which include experiential learning requirements as a part of the students' professional preparation (all health-related academic programs for students at University are hereinafter identified as the "Program(s)").

The Agency possesses certain facilities, equipment, services, and personnel within its Agency and various Agency locations, or contracted with third party agencies, conducive to the experiential learning component of the Programs. The Agency has an interest in and the resources for providing education and training experiences to University students, and is willing to grant University students (hereinafter collectively identified as the "Student(s)") and University faculty access to and use of such facilities and services as may be appropriate and mutually agreed upon.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. **University's Responsibilities.** The University agrees, during the term of this Agreement, to do as follows with respect to the Program(s):
 - a. Maintain each Program, including but not limited to Nursing, Occupational Therapy, Physician Assistant Studies, and all other health-related programs, according to the established standards of their respective accrediting bodies.
 - b. Schedule Students for experiential learning in accordance with the instructional plan specific to each Program at times mutually agreed upon between the University and the Agency.
 - c. Appoint a representative ("Program Coordinator") for each Program who shall coordinate all aspects of the Student's experiential learning, Supervised Clinical Practice Experience ("SPCE") or Hospital Community Experience ("HCE") with the designated Agency Representative (defined in Section 2(e) below) including the following:
 - i. Defining learning outcomes, making learning outcomes available and orienting preceptors to specific learning outcomes each program requires of their respective students.
 - ii. Performing site and Student evaluations.
 - iii. Provide Students information regarding assigned preceptor/site and contact information as appropriate.
 - d. Provide instruction to each Student, in accordance with professional training standards and present for experiential learning at the Agency only Students who have satisfactorily completed the didactic educational aspects of the Program.
 - e. Require each Student and onsite faculty, if the faculty member is not a current employee of the Agency, to complete health compliance and other requirements appropriate to the Program or discipline and/or as required by the Agency, which may include, but are not limited to, MMR and Varicella Vaccines OR titers, Hepatitis B Vaccines AND/OR titer, Annual Influenza Vaccine, Tdap Vaccine (at least one dose after age 10 AND, a Td OR Tdap Vaccine within the past 10 years), Cardiopulmonary Resuscitation (CPR) Certification in accordance with the requirements of the Student's Program. Should the Agency require Criminal Background Check (CBC) or Drug Screen (DS) of their employee,

whether Student or onsite faculty, the parties agree that copies of the results of the CBC and DS previously obtained by the Agency shall be acceptable.

- f. Train with respect to compliance and inform University faculty and Students of the expectation that they comply with Occupational Safety & Health Administration's (OSHA's) Bloodborne Pathogen Standard, 29 CFR sec. 1910.1030, et seq. if they can be reasonably anticipated to have Occupational Exposure, as the term is interpreted by OSHA, while participating in experiential learning at the Agency. The University and its Students are informed to immediately report to the Agency's designated office any exposure incidents that occur while performing work on the Agency premises.
- g. Inform the University faculty and Students of the expectation that they comply with all applicable rules and regulations of the Agency.
- h. Administer the educational component of the Program, provide guidance and support to Agency preceptors, utilize feedback from the preceptor, and assign the Student grades.
- i. Maintain all educational records and reports relating to participation by individual Students in the educational program, the Agency shall have no responsibility to maintain any such records. The Agency shall refer all requests for information respecting such records to University. University agrees to comply with applicable statutes, rules, and regulations respecting the maintenance of and release of information from such records.
- j. Encourage Students to maintain their own health insurance. Inform Students that costs incurred due to injury/illness are the responsibility of the Student.
- k. Have full responsibility for the conduct of any Student's or University faculty member's disciplinary proceedings and shall conduct the same in accordance with all applicable statutes, rules, regulations, and case law.
- l. Be responsible for providing for the Student non-Agency-related accommodations required pursuant to the Americans with Disabilities Act. The University shall notify the Agency in advance of Agency-related accommodations and/or access accommodations requested by the Student and required pursuant to Americans with Disabilities Act.

2. **Agency's Responsibilities.** The Agency agrees, during the term of this Agreement, that:

- a. No provision of this Agreement shall prevent the Agency from refusing to accept any Student or University faculty member who the Agency deems, in its sole discretion, to be unacceptable.
- b. The Agency will appoint a representative ("Agency Representative") who will coordinate the use of Agency services by each Student and, if applicable, University faculty member.
- c. Provide experiential learning, SPCE, or HCE for Student(s) with the support of the University faculty.
- d. One of the following two educational models may be utilized by University and Agency. The model selected is dependent on the Program's experiential learning requirements.

Faculty Led – Typically used for placement of undergraduate cohorts of nursing Students, supervised by embedded faculty. Each University faculty member assumes accountability for the education and supervision of their assigned cohort of Students and is responsible for the evaluation of Students' performance. Agency personnel will facilitate Students' experiential learning through the collaborative nature of the learning environment.

Site Precepted – Typically used by all health-related programs other than Nursing. Agency personnel assume responsibility for supervision of Student(s) with the support of the University faculty. These Agency personnel shall meet criteria to serve as preceptor as determined by the University and have the endorsement of the Agency's administrator or designee. These Agency personnel shall meet criteria to serve as preceptor as designee. In the case of Physician Assistant Studies (PAS) Students, the Agency will provide licensed clinical professionals i.e., MD, DO, PA or NP, to serve as preceptors for SCPEs. Agency preceptors will assist Students to achieve the objectives of the program, monitor Student progress, and provide feedback to both the Student and University faculty regarding Student performance.

- e. Agency supervisors/preceptors shall always maintain during the term of this Agreement all applicable licensures and approvals from the state in which they are practicing. The Agency shall promptly notify

the University in writing of any change in licensure status. The University reserves the right to change a Student's supervisory/preceptor assignment if the supervisory personnel/preceptor fails to maintain full and unrestricted licensure.

- f. The Agency's supervisory personnel may, in its sole discretion, relieve a Student or University faculty member from a specific assignment or require that such Student or University faculty member leave the Agency and not return until a final determination on the status of such Student or University faculty member is made. The Agency shall submit a detailed written report of any such action to the University within three business days (Saturdays, Sundays, and nationally-recognized holidays would not be included) after its occurrence and the parties shall cooperate in an effort to avoid a recurrence of the event which prompted the removal of the Student or University faculty member.
- g. The Agency shall permit University faculty and Students access to and use of its facilities and services in accordance with the experiential learning plan set forth at the times mutually agreed upon by University and the Agency. The Agency shall cooperate with University in planning and conducting the Student's experiential learning, to the extent that the Student's experiential learning appropriately meets University's educational objectives.
- h. If applicable, the Agency shall provide access to and use of various sources of information for educational purposes, including but not limited to Agency patient/client/member/athlete/student/employee records, nursing station references, pertinent procedures and policy manuals, and standard references such as medical dictionaries, sports/athletics practical references, and information on diagnostic tests, drugs, etc. Notwithstanding the foregoing, Students shall not be allowed to copy or cause to be copied, patient/client/member/athlete/student/employee medical records or Agency Student educational records (whether or not de-identified) or confidential Agency documents such as policies or procedures without written permission from Agency personnel.
- i. Provide supervision of all patient care activities.
- j. Cooperate with the University in planning and conducting the experiential learning or SCPE to the extent that it meets the University's educational objectives.
 - i. Experiential learning and SCPEs will include direct patient care and allow Students to participate in a comprehensive patient assessment and involvement in patient care decision-making which results in a detailed plan for patient management.
 - ii. HCEs, specific to PAS Students, will include opportunities for Students to observe health care related hospital and community experiences.
- k. Inform the University of the Agency rules and regulations applicable to the University faculty and Students and provide orientations for Students and any University faculty involved in the program at the Agency. The University shall inform the University faculty and Students of the expectation that they comply with all applicable rules and regulations of the Agency. The Agency shall notify the University in a timely manner of any material changes in the Agency's applicable policies and procedures.
- l. The Agency may permit, upon reasonable request, the inspection of facilities by agencies charged with the responsibility for accreditation of the University's Programs.
- m. The Agency agrees to provide and be responsible for maintenance and repair of all Agency facilities and equipment. The Agency shall also provide any required identification badges or the like for admission to the Agency.
- n. If a physical site, other than that which is owned and/or operated by the Agency is to be used for Student placement, the Agency must be authorized to provide services and/or have privileges at placement site location and must inform University representative of alternate placement site location. Physical location site agency must also have a valid Affiliation Agreement in place with University.
- o. Agency will comply with applicable state and federal workplace safety laws and regulations. In the event a Student is exposed to an infectious or environmental hazard or other occupational injury (i.e. a needle stick) while at the Agency, it shall provide, upon notice of such incident from the Student, such emergency care as is provided its employees. In the event that the Agency does not have the resources to provide such emergency care, Agency will refer the Student to the nearest emergency hospital at the Student's sole expense. Follow up care remains the responsibility of the Student.

3. **Indemnification, Sovereign Immunity and Insurance.** The parties mutually acknowledge and agree as follows:

- a. Each party, as governmental agencies, cannot indemnify the other. Therefore, each will rely on the insurance provisions listed herein. This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory and/or other legal right, privilege, power, obligation, duty or immunity of the County or GVSU, its board members, employees, agents or assigns and shall not be construed to waive the defense of sovereign, governmental or official immunity held by the County or GVSU. If either party becomes aware of a claim involving the other within the relationship, the party with knowledge of the claim shall inform the other party in writing within ten (10) days of receiving knowledge of the claim, demand, or other loss.
- b. The parties acknowledge that University is a corporation created under the Michigan Constitution and retains all rights, immunities, and defenses provided under the Michigan and United States Constitutions and applicable federal and state law with regard to any claim, demand, or action arising out of this Agreement. Notwithstanding anything herein to the contrary, the Agency or University does not waive its right of sovereign immunity, provided under the laws and constitution of the State of Michigan or its Eleventh Amendment immunity provided under the United States Constitution.
- c. To insure against potential liability arising out of the activities performed under, or in any manner related to, this Agreement, Agency and University each agree to obtain and maintain, in force and effect, liability insurance in the types and amounts set forth below:
 - i. **Commercial General Liability Insurance.** Each party agrees to maintain Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
 - ii. **Professional Liability Insurance.** Each party agrees to maintain Professional Liability insurance covering their own faculty, staff, professional employees or Students, as may be applicable, with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
- d. Any coverage amounts required by Section 3 (c) i, or ii above may be achieved by either traditional insurance risk transfer, a risk retention group, or other self-insurance arrangement. Each party agrees that such insurance shall not be cancelled before the expiration date thereof. A Certificate of Insurance evidencing compliance to the terms of this agreement shall be provided to each party upon request of the other.

4. **Limitations on Access.** The Agency reserves the right to restrict any and all Program activity when, in the sole discretion of the Agency, the health, welfare and safety of any patient/client/member/athlete/student/employee requires such a restriction. The Agency, in consultation with the Program Coordinator, further reserves the right to refuse access to its Agency to any Student or University faculty member who fails to conform to pertinent Agency rules and regulations.

5. **Term of Agreement.** This Agreement shall continue from the **Effective Date** above unless either party gives written notice of termination to the other party at least ninety (90) days prior to the desired termination date. Termination shall not prevent any Student who is then satisfactorily participating under this Agreement from completing the Program.

6. **Nonemployee Status.** The parties understand that Students are placed at the Agency in order to fulfill academic requirements of University and that University has complete control over all academic aspects of each Program. The parties acknowledge that the duties performed by Students are not performed as employees of the Agency, but in fulfillment of the academic requirements related to their Program and are performed under supervision of the Agency and University's faculty. It is similarly acknowledged that the duties performed by University's faculty members at the Agency are intended to fulfill the academic requirements of University's Students and are not performed as employees of the Agency. At no time shall Students or University faculty replace or substitute for any employee of the Agency nor shall Students or University faculty perform any of the duties normally performed by employees of the Agency except such duties as are part of their training and are performed pursuant to this Agreement. Consistent with this provision, while assigned to the Agency, Students and University faculty shall not receive

compensation from the Agency and shall not be eligible for any Agency employee benefits. Students may receive a stipend during the course of the internship for the purpose of Student living and academic expenses. The Student is not eligible for fringe benefits or unemployment benefits as a result of this stipend. Where applicable, Students shall be identified as Students of University through the use of identification badges furnished by University.

7. **Employee Status.** During the period that University's Students are placed at the Agency in order to fulfill academic requirements of the University, a Student may enter into an employment relationship with the Agency. If the Agency and Student enter into such an employment relationship, the Agency and Student shall establish any and all terms of that employment relationship, including hours, wages, and fringe benefits. University shall not be a party to such an employment relationship. If the Agency and Student enter into such an employment relationship, that relationship shall be independent of, outside the scope of, and shall in no way modify or abrogate the obligations of the University and Agency under this Agreement, unless the parties expressly provide otherwise in writing.

8. **Workers' Compensation Claims.** Agency expects and University agrees that University is insured for workers' compensation and University shall indemnify and hold the Agency harmless from any workers' compensation claims, including actual medical and compensation benefits paid to or for University faculty members by the Agency plus the Agency's claims handling expense, including administrative costs and legal fees and expenses. The Agency agrees to immediately notify University's Office of General Counsel in the event a University faculty member files a workers' compensation claim or in the event the Agency files notification with the Workers' Compensation Bureau of the University faculty's injury prior to a claim being made. In the event the Agency determines not to contest any such claim, it shall give timely notice to University of such determination so that University may direct the Agency to contest such claim, provided, however, that in such event the expenses of contesting such claims shall be borne by University.

9. **Student Transport Services.** The parties acknowledge and agree that under no circumstances shall a student be allowed to transport any Agency patient/client/member/athlete/student/employee.

10. **Compliance with Law and Regulations.** The parties acknowledge that this Agreement is subject to, and agree to comply with, applicable local, state, and federal statutes, rules, and regulations ("Applicable Law"). Any such provisions of Applicable Law that currently or in the future invalidate any term of this Agreement, that are inconsistent with any term of this Agreement, or that would cause one or both of the parties to be in violation of law while performing this Agreement shall be deemed to have superseded the terms of this Agreement. The parties shall use their best efforts to accommodate the terms and intent of this Agreement consistent with the requirements of Applicable Law.

11. **Non-Exclusivity.** The parties understand and agree that this Agreement is non-exclusive and that either party is free to enter into similar agreements with other parties.

12. **Compliance.** Services provided under this Agreement shall be provided in conformance with Applicable Law, applicable Agency rules and policies and any requirements of third party payers. University and Agency acknowledge that Students are volunteers and are considered members of the Agency's "workforce" as defined in 45 C.F.R. § 160.103, for the limited purposes of the Health Insurance Portability and Accountability Act (HIPAA) only. University faculty and Students perform no functions of this Agreement as a Business Associate for the Agency, as defined in 45 C.F.R. § 160.103, for the limited purposes of HIPAA.

13. **Confidentiality.** University agrees and will instruct its Students and University faculty to respect the confidential nature of all information that they have access to, including but not limited to patients'/clients'/members'/athletes'/employees' personal health information or Agency Students' educational records. University shall advise all Students and University faculty of the importance of complying with all relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information and Technology for Economic and Clinical Health Act (HITECH) enacted as part of the American Recovery and Reinvestment Act of 2009, to the extent applicable, and shall provide training in the requirements of the privacy and security provisions of HIPAA, Family Educational Record Privacy Act (FERPA)

and state and federal special education statutes, IDEA, and regulations. During the term of this Agreement, and any additional period where Students or University faculty are present at the Agency providing care/treatment/services or participating in the provision of care/treatment/services to Agency's patients/clients/members/athletes/students/employees, University shall not require or permit Students to remove any Agency records, patient/client/member/athlete/student/employee records or any Protected Health Information, if applicable, (as that term is defined under the HIPAA Privacy Standards) from the Agency. University shall not require or permit Students to use Agency patient/client/member/athlete/student/employee specific case examples with identifying patient/client/member/athlete/student/employee information in any educational presentations and shall not require or permit Students to provide any Protected Health Information to University as proof of completion of specific academic requirements relative to the completion of Students' Program or curriculum without appropriate HIPAA protections (e.g. HIPAA-compliant authorization from the Agency's patient/client/member/athlete/student/employee) and all protections required by FERPA and state and federal special education statutes and regulations (e.g. a release the Agency's Students complete that complies with the applicable student data protection law or regulation)..

14. **Name and Logo.** No party shall use the other's name and logo in any descriptive or promotional literature or communication of any kind without the other's prior written approval.

15. **FERPA.** Agency and University each agree to recognize the confidential status of Student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA) and will respect the confidential nature of the Student information provided to the Agency pursuant to this Agreement. Both parties shall abide by the limitations on re-disclosure of personally identifiable Student information from educational records as set forth in the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99).

16. **Assignment.** Neither party may assign any rights or obligations under this Agreement without prior written approval of the other party, which shall not be unreasonably withheld.

17. **Third Parties.** This Agreement shall be enforceable only by the parties hereto and their successors in interest by virtue of an assignment, provided that such assignment is not prohibited under the terms of this Agreement, and no other person, shall have the right to enforce any of the provisions contained herein.

18. **Amendments.** This Agreement may be amended at any time by mutual agreement of the parties hereto, provided that before any amendment shall be operative or valid, it shall be reduced to writing and signed by both parties. Such amendments or modifications shall be attached hereto and shall become part of this Agreement.

19. **Complete Agreement.** This Agreement, executed by the contracting parties, contains the entire understanding of the parties with respect to the subject matter hereof and such understanding may not be modified except in writing signed by the parties.

20. **Severability.** If any provision of this Agreement is found to be unenforceable or illegal, the remaining part of the Agreement shall remain in effect and be enforceable.

21. **Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same instrument. Electronic signatures will be considered originals.

22. **No Rule of Construction.** The parties acknowledge that this Agreement was initially prepared by University solely as a convenience and that all parties and their counsel hereto have read and fully negotiated all the language used in this Agreement. The parties acknowledge that because all parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement that construes ambiguous or unclear language in favor of or against any party by reason of that party's role in drafting this Agreement.

23. **General Provisions.** The Agency and University mutually acknowledge and agree:

- a. Each party shall be separately responsible for compliance with all Applicable Laws which may be applicable to their respective activities under each Program.
- b. During the term of this Agreement, the University and Agency agree to not discriminate against any person based on Applicable Laws relating to race, color, creed, ancestry, religion, sex, national origin, age, height, weight, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, veteran status, pregnancy, or marital or parental status.
- c. In the performance of their respective duties and obligations under this Agreement, each party is an independent contractor, and neither is the agent, employee or servant of the other, and each is responsible only for its own conduct.
- d. The failure of either party to insist upon strict compliance with or performance of any provision of this Agreement by the other party shall not be deemed to be a waiver of said party's rights or remedies, nor shall it be construed as a waiver of any subsequent default.
- e. It is understood between the parties that there shall be no monetary consideration paid by either party to the other, it being acknowledged that the Program provided hereunder is mutually beneficial. The parties shall cooperate in administering this Program in a manner which will tend to maximize the mutual benefits provided both to the University and Agency.

f. Notice. Any notice under this Agreement shall be directed to:

GENESEE COUNTY HEALTH DEPARTMENT:

Matthew Peters, MPH
Epidemiology Chief
Genesee County Health Department
324 S. Saginaw St.
Flint, MI 48502
mapeters@geneseecountymi.gov

GRAND VALLEY STATE UNIVERSITY:

Tyler Carlton, MS
Health Compliance Contracts Administrator
Grand Valley State University
Health Compliance Office– CHS 400
301 Michigan Street NE
Grand Rapids, MI 49503
carltoty@gvsu.edu

Signature Page to Follow

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives each having the authority to bind Agency and University, respectively.

GENESEE COUNTY

GRAND VALLEY STATE UNIVERSITY

By: _____

Delrico Lloyd, Chairman
Genesee County Board of Commissioners

By: _____

Jeffrey A. Potteiger, PhD
Interim Dean, College of Health Professions

Date: _____

Date: _____

MARSH USA INC.

EVIDENCE OF COVERAGE CONTRACTS

EVIDENCE NUMBER

THIS EVIDENCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE HOLDER. THIS DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE CONTRACTS BELOW. THIS DOES NOT CONSTITUTE A CONTRACT BETWEEN THE FACILITY, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE HOLDER. IMPORTANT: IF THE HOLDER IS AN ADDITIONAL INSURED, THE CONTRACT MUST BE ENDORSED. IF SUBROGATION IS WAIVED, SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT, CERTAIN CONTRACTS MAY REQUIRE AN ENDORSEMENT. A STATEMENT ON THIS EVIDENCE DOES NOT CONFER RIGHTS TO THE BELOW HOLDER IN LIEU OF SUCH ENDORSEMENT(S).

**PRODUCER
MARSH USA INC.**

ONE TOWNE SQUARE
SUITE 1100
SOUTHFIELD, MI 48076

INSURED
GRAND VALLEY STATE UNIVERSITY
ATTN: HEATHER TAYLOR
1 CAMPUS DRIVE, 4068 JHZ
ALLENDALE, MI 49401

FACILITY AFFORDING COVERAGE	
COMPANY A	MI HIGHER EDUCATION GROUP SELF-INS & RISK MGT FACILITY
COMPANY	
COMPANY	
COMPANY	

COVERAGES

THIS IS TO CERTIFY THAT THE CONTRACTS LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE CONTRACT PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE CONTRACTS DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH CONTRACTS. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS (LIMITS MAY BE SUBJECT TO DEDUCTIBLES OR RETENTIONS)

This Certificate evidences in-force coverage, subject to the contractual terms and conditions within the insurance section of Grand Valley State University's health-related academic program Affiliation Agreement

EVIDENCE HOLDER	CANCELLATION
Evidence of Coverage Per contractual relationship with Grand Valley State University	NONE OF THE ABOVE DESCRIBED COVERAGE CONTRACTS CAN BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF.



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2025-2864

Agenda Date: 1/21/2026

Agenda #: 7.

To: Charles Winfrey, Human Services Committee Chairperson

From: Pamela Coleman, GCCARD Director

RE: Approval of an agreement between Genesee County and Oakland Livingston Human Service Agency, in an amount not to exceed \$12,359,679.00, to providing staffing and operation of Genesee County's Head Start Program; the cost of this agreement is fully grant funded and will be paid from the accounts listed

BOARD ACTION REQUESTED:

The Genesee County Community Action Resource Department (GCCARD) requests authorization from this committee to request approval of the Oakland Livingston Human Service Agency (OLHSA) Fiscal and Personnel Agreement Amendment #2 for Fiscal Year 2025-2026 (FY26) between Genesee County and OLHSA in the amount not to exceed \$12,357,679.00, with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

BACKGROUND:

This is the second amendment to the Fiscal and Personnel Agreement between Genesee County and OLHSA. This amendment is necessary to account for funds awarded by the Michigan Department of Education allocated to salaries and fringe benefits for staff working with the Great Start Readiness Program and carryover funding for the 2025-2026 school year in the amount of \$714,564.00, bringing the total of the agreement to an amount not to exceed \$12,357,679.00. This amendment is to run from October 1, 2025, through September 30, 2026. All other terms and conditions are to remain the same as those detailed in the 2021-2028 agreement (RES-2021-752) and modified by Amendment #1 (RES-2025-1818).

DISCUSSION:

This amendment will allow for the continuation of salaries and fringe benefits for staff working with the Great Start Readiness Program.

IMPACT ON HUMAN RESOURCES:

There will be no impact on Genesee County Human Resources as Head Start/Early Head Start staff are contracted through OLHSA.

IMPACT ON BUDGET:

The amendment details the addition of \$599,455.00 to fund 2727-698.01-801.050 and \$115,109.00 to fund number 2727-698.02-801.050 for the continuation and carryover of salaries and fringe

benefits for staff working with the Great Start Readiness Program. **No General Fund appropriation is required for this request.** Budget amendment in process.

IMPACT ON FACILITIES:

There is no impact on facilities.

IMPACT ON TECHNOLOGY:

There is no impact on technology.

CONFORMITY TO COUNTY PRIORITIES:

This memorandum conforms to Genesee County's priorities of Community Growth and Long-Term Financial Stability as this collaboration with OLHSA and the continuation of salaries and fringe benefits for Head Start staff will feed economic stability and opportunity in Genesee County. The retention of skilled Head Start teachers and caretakers ensures the availability of Head Start and Early Head Start programming in Genesee County and aligns with Genesee County's priority of Healthy, Livable and Safe Communities.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department (GCCARD) to authorize amending the Fiscal and Personnel Agreement between Genesee County and the Oakland Livingston Human Service Agency, said amendment being necessary to account for funds awarded by the Michigan Department of Education to cover the costs of salaries and fringe benefits for Head Start staff assigned to the Great Start Readiness Program and carryover funding for the period commencing October 1, 2025, through September 30, 2026, in the amount of \$599,455.00 for fund 2727-698.01-801.050 and \$115,109.00 for fund 2727-698.02-801.050, for a new agreement total not to exceed \$12,357,679.00 is approved (a copy of the memorandum request and supporting documents being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to execute the amendment on behalf of Genesee County.

AMENDMENT-1
2025-2026
OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY
FISCAL AND PERSONNEL AGENT AGREEMENT

This amendment to the Oakland-Livingston Human Service Agency Fiscal and Personnel Agent Agreement is entered into as of this 18th day of June 2025 by and between the County of Genesee, Michigan, a Michigan Municipal Corporation acting by and through the Community Action Resource Department, 1101 Beach Street, Flint, Michigan 48502, hereinafter referred to as "GCCARD", and the Contractor, Oakland-Livingston Human Service Agency, 196 Oakland Avenue, Pontiac, Michigan 48342, hereinafter referred to as "OLHSA".

WITNESSETH THAT:

WHEREAS, GCCARD entered into a seven year agreement with OLHSA on July 1, 2021 to be the fiscal and personnel agent for the GCCARD Head Start Program.

WHEREAS, GCCARD desires to amend the agreement entered into July 1, 2021 to include funds from the Department of Health and Human Services to cover the July 1, 2025 – June 30, 2026 costs of salaries and fringes for the Head Start preschool and Early Head Start grants.

NOW THEREFORE, GCCARD and OLHSA do mutually agree as follows:

- A. \$11,643,205 will be issued to OLHSA, to be used to pay fifth year (2025-2026) cost for salaries and fringe benefits and miscellaneous costs to staff in accordance with the 2025-2026 grant proposals and the OLHSA Fiscal and Personnel Agent Agreement.
- B. The expenses are outlined in Exhibit A.
- C. All rules and regulations in the Head Start Contract entered into by the parties hereto on July 1, 2021 shall apply to these funds. All other terms and conditions of the Head Start contract entered into as of July 1, 2021 and signed by all parties, hereto shall remain the same.

IN WITNESS WHEREOF, GCCARD and OLHSA have executed this Agreement as of the date first above written.

GENESEE COUNTY BOARD OF COMMISSIONERS:

06/25/2025

Date

by: Delrico J. Loyd
Delrico J. Loyd (Jun 25, 2025 11:25 EDT)

DELRICO LOYD, Chairperson
Genesee County Board of Commissioners

OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY:

Date

06/26/2025

by: Susan Harding

SUSAN HARDING, Chief Executive Officer
Oakland-Livingston Human Service Agency

(Grant Period - 7/1/25 - 6/30/26)					
BENEFITS	HEAD START	EARLY HEAD START	HEAD START T/TA	EARLY HEAD START T/TA	TOTALS
	2801.698.01.801.050	2801.698.06.801.050	2801.698.02.801.050	2801.698.07.801.050	
SALARIES	\$ 2,777,508	\$ 4,282,042	\$ 750	\$ 18,624	\$ 7,078,924
FICA	\$ 220,618	\$ 338,622	\$ 57	\$ 1,472	\$ 560,769
UNEMPLOYMENT	\$ 32,913	\$ 45,094	\$ 37	\$ 188	\$ 78,232
WORKMAN'S COMPENSATION	\$ 42,240	\$ 63,798	\$ 10	\$ 257	\$ 106,305
LIFE DISABILITY	\$ 38,465	\$ 59,529	\$ -	\$ 240	\$ 98,234
MEDICAL and DENTAL	\$ 759,189	\$ 1,093,239	\$ -	\$ 6,131	\$ 1,858,559
LONGEVITY	\$ 95,852	\$ 129,330	\$ -	\$ 568	\$ 225,750
RETIREMENT	\$ 133,590	\$ 197,601	\$ -	\$ 776	\$ 331,967
UNUSED SICK DAYS	\$ 10,534	\$ 15,060	\$ -	\$ 66	\$ 25,660
TOTAL FRINGES	\$ 1,333,401	\$ 1,942,273	\$ 104	\$ 9,698	\$ 3,285,476
TOTAL SALARIES & FRINGES	\$ 4,110,909	\$ 6,224,315	\$ 854	\$ 28,322	\$ 10,364,400
TEMPORARY LABOR	\$ 20,000	\$ 3,100	\$ -	\$ -	\$ 23,100
TRAVEL OUT OF TOWN	\$ -	\$ -	\$ 17,038	\$ 36,709	\$ 53,747
LEGAL FEES	\$ 3,480	\$ 3,000	\$ -	\$ -	\$ 6,480
EDUCATION REIMBURSEMENT	\$ 3,000	\$ 4,000	\$ 2,000	\$ 4,500	\$ 13,500
SUPPLIES	\$ 12,000	\$ 17,000	\$ 4,500	\$ 8,000	\$ 41,500
COMPUTER SUPPLIES	\$ 18,000	\$ 16,000	\$ -	\$ -	\$ 34,000
PARENT INVOLVEMENT	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 6,000
LOCAL TRAVEL	\$ 30,000	\$ 40,000	\$ -	\$ -	\$ 70,000
REGISTRATION	\$ -	\$ -	\$ 7,585	\$ 24,500	\$ 32,085
LIABILITY INSURANCE	\$ 37,207	\$ 34,083	\$ -	\$ -	\$ 71,290
RENT	\$ 53,243	\$ 51,155	\$ -	\$ -	\$ 104,398
CELLULAR PHONES	\$ 31,000	\$ 30,000	\$ -	\$ -	\$ 61,000
SUBTOTAL OTHER	\$ 210,930	\$ 201,338	\$ 31,123	\$ 73,709	\$ 517,100
FIDUCIARY *	\$ 302,529	\$ 449,796	\$ 2,238	\$ 7,142	\$ 761,705
TOTAL CONTRACT	\$ 4,624,368	\$ 6,875,449	\$ 34,215	\$ 109,173	\$ 11,643,205

*Total Overhead for OLHSA services rendered (7%)

25-26 olhsa amendment

Final Audit Report

2025-06-25

Created:	2025-06-23
By:	barb humenchick (bhumenchick@olhsa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYiXjAe3_n4DBSD6wNSFs1jNgPcsCqdmX

"25-26 olhsa amendment" History

-  Document created by barb humenchick (bhumenchick@olhsa.org)
2025-06-23 - 1:36:18 PM GMT
-  Document emailed to dloyd@geneseecountymi.gov for signature
2025-06-23 - 1:36:21 PM GMT
-  Email viewed by dloyd@geneseecountymi.gov
2025-06-23 - 1:37:22 PM GMT
-  Signer dloyd@geneseecountymi.gov entered name at signing as Delrico J. Loyd
2025-06-25 - 3:25:34 PM GMT
-  Document e-signed by Delrico J. Loyd (dloyd@geneseecountymi.gov)
Signature Date: 2025-06-25 - 3:25:36 PM GMT - Time Source: server
-  Agreement completed.
2025-06-25 - 3:25:36 PM GMT

AMENDMENT-2
2025-2026
OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY
FISCAL AND PERSONNEL AGENT AGREEMENT

This amendment to the Oakland-Livingston Human Service Agency Fiscal and Personnel Agent Agreement is entered into as of this 14th day of January 2026 by and between the County of Genesee, Michigan, a Michigan Municipal Corporation acting by and through the Community Action Resource Department, 1101 Beach Street, Flint, Michigan 48502, hereinafter referred to as "GCCARD", and the Contractor, Oakland-Livingston Human Service Agency, 196 Oakland Avenue, Pontiac, Michigan 48342, hereinafter referred to as "OLHSA".

WITNESSETH THAT:

WHEREAS, GCCARD entered into a seven year agreement with OLHSA on July 1, 2021 to be the fiscal and personnel agent for the GCCARD Head Start Program.

WHEREAS, GCCARD desires to amend the agreement entered into July 1, 2021 to include funds from the Department of Education to cover the October 1, 2025 – September 30, 2026 costs of salaries and fringes for the Great Start Readiness Program and GSRP carryover funding.

NOW THEREFORE, GCCARD and OLHSA do mutually agree as follows:

- A. \$12,357,769 will be issued to OLHSA, to be used to pay fifth year (2025-2026) cost for salaries and fringe benefits and miscellaneous costs to staff in accordance with the 2025-2026 grant proposals and the OLHSA Fiscal and Personnel Agent Agreement.
- B. The expenses are outlined in Exhibit A.
- C. All rules and regulations in the Head Start Contract entered into by the parties hereto on July 1, 2021 shall apply to these funds. All other terms and conditions of the Head Start contract entered into as of July 1, 2021; The First Amendment dated June 25, 2025 shall remain the same.

IN WITNESS WHEREOF, GCCARD and OLHSA have executed this Agreement as of the date first above written.

GENESEE COUNTY BOARD OF COMMISSIONERS:

Date by:
DELRICO LOYD, Chairperson
Genesee County Board of Commissioners

OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY:

Date by:
SUSAN HARDING, Chief Executive Officer
Oakland-Livingston Human Service Agency

BENEFITS	(Grant Period - 7/1/25 - 6/30/26)					10/1/25-9/30/26	TOTALS
	HEAD START 2801.698.01.801.050	EARLY HEAD START 2801.698.06.801.050	HEAD START T/TA 2801.698.02.801.050	EARLY HEAD START T/TA 2801.698.07.801.050	GSRP 2727.698.01.801.050		
SALARIES	\$ 2,777,508	\$ 4,282,042	\$ 750	\$ 18,624	\$ 431,427	\$ 7,510,351	
FICA	\$ 220,618	\$ 338,622	\$ 57	\$ 1,472	\$ 34,112	\$ 594,881	
UNEMPLOYMENT	\$ 32,913	\$ 45,094	\$ 37	\$ 188	\$ 6,262	\$ 84,494	
WORKMAN'S COMPENSATION	\$ 42,240	\$ 63,798	\$ 10	\$ 257	\$ 6,355	\$ 112,660	
LIFE DISABILITY	\$ 38,465	\$ 59,529	\$ -	\$ 240	\$ 6,040	\$ 104,274	
MEDICAL and DENTAL	\$ 759,189	\$ 1,093,239	\$ -	\$ 6,131	\$ 139,057	\$ 1,997,616	
LONGEVITY	\$ 95,852	\$ 129,330	\$ -	\$ 568	\$ 12,795	\$ 238,545	
RETIREMENT	\$ 133,590	\$ 197,601	\$ -	\$ 776	\$ 20,231	\$ 352,198	
UNUSED SICK DAYS	\$ 10,534	\$ 15,060	\$ -	\$ 66	\$ 1,685	\$ 27,345	
TOTAL FRINGES	\$ 1,333,401	\$ 1,942,273	\$ 104	\$ 9,698	\$ 226,537	\$ 3,512,013	
TOTAL SALARIES & FRINGES	\$ 4,110,909	\$ 6,224,315	\$ 854	\$ 28,322	\$ 657,964	\$ 11,022,364	
TEMPORARY LABOR	\$ 20,000	\$ 3,100	\$ -	\$ -	\$ -	\$ 23,100	
TRAVEL OUT OF TOWN	\$ -	\$ -	\$ 17,038	\$ 36,709	\$ -	\$ 53,747	
LEGAL FEES	\$ 3,480	\$ 3,000	\$ -	\$ -	\$ -	\$ 6,480	
EDUCATION REIMBURSEMENT	\$ 3,000	\$ 4,000	\$ 2,000	\$ 4,500	\$ -	\$ 13,500	
SUPPLIES	\$ 12,000	\$ 17,000	\$ 4,500	\$ 8,000	\$ 1,200	\$ 42,700	
COMPUTER SUPPLIES	\$ 18,000	\$ 16,000	\$ -	\$ -	\$ 1,500	\$ 35,500	
PARENT INVOLVEMENT	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 600	\$ 6,600	
LOCAL TRAVEL	\$ 30,000	\$ 40,000	\$ -	\$ -	\$ 2,000	\$ 72,000	
REGISTRATION	\$ -	\$ -	\$ 7,585	\$ 24,500	\$ -	\$ 32,085	
LIABILITY INSURANCE	\$ 37,207	\$ 34,083	\$ -	\$ -	\$ -	\$ 71,290	
RENT	\$ 53,243	\$ 51,155	\$ -	\$ -	\$ -	\$ 104,398	
CELLULAR PHONES	\$ 31,000	\$ 30,000	\$ -	\$ -	\$ 4,000	\$ 65,000	
SUBTOTAL OTHER	\$ 210,930	\$ 201,338	\$ 31,123	\$ 73,709	\$ 9,300	\$ 526,400	
FIDUCIARY *	\$ 302,529	\$ 449,796	\$ 2,238	\$ 7,142	\$ 47,300	\$ 809,005	
TOTAL CONTRACT	\$ 4,624,368	\$ 6,875,449	\$ 34,215	\$ 109,173	\$ 714,564	\$ 12,357,769	

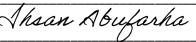
*Total Overhead for OLHSA services rendered (7%)

Genesee Intermediate School District
Final Expenditure Report for GCCARD

FC	OBJ	Description	Budget	Total Payments
118	3000	CONTRACTED LEAD TEACHERS	271,659.00	198,916.34
118	3000	CONTRACTED ASSOCIATE TEACHERS	195,472.00	161,069.39
118	3000	CONTRACTED CLASSROOM STAFF	0.00	4,118.64
118	3000	STAFF TRAVEL (HOME VISITS)	2,000.00	1,230.39
118	3000	PRINTING	3,555.00	168.92
118	5000	CLASSROOM FURNITURE	3,500.00	0.00
118	5000	CLASSROOM TECHNOLOGY (STUDENT USE)	1,500.00	2,927.43
118	5000	CLASSROOM CONSUMABLES	9,500.00	7,802.65
118	5000	FOOD SERVICE COSTS	7,000.00	2,657.17
118	7000	FIELD TRIP FEES	2,500.00	586.50
		Total for 118:	496,686.00	379,477.43
213	5000	HEALTH COORDINATOR SUPPLIES	5,000.00	0.00
		Total for 213:	5,000.00	0.00
216	3000	CONTRACTED FAMILY SERVICE WORKER	13,411.00	6,873.12
		Total for 216:	13,411.00	6,873.12
221	3000	CONFERENCES/WORKSHOPS/TRAINING	196.00	342.42
221	3000	NAEYC/OTHER MEMBERSHIPS	0.00	1,910.40
221	5000	COMPREHENSIVE CURRICULUM RESOURCES	9,773.00	502.32
		Total for 221:	9,969.00	2,755.14
226	3000	CONTRACTED SITE SUPERVISOR/PROGRAM DIRECTOR	8,811.00	4,303.88
226	5000	SUPERVISOR/DIRECTOR SUPPLIES	4,700.00	1,075.08
		Total for 226:	13,511.00	5,378.96
241	1000	PROGRAM ADMINISTRATION SALARY	3,792.00	0.00
241	1000	PROGRAM ADMINISTRATION SUPPORT SALARY	1,722.00	0.00
241	2000	PROGRAM ADMINISTRATION BENEFITS	2,025.00	0.00
241	2000	PROGRAM ADMINISTRATION SUPPORT BENEFITS	92.00	0.00
241	3000	CONTRACTED PROGRAM ADMINISTRATION SUPPORT	11,147.00	45,993.51
241	5000	PROGRAM ADMINISTRATION SUPPLIES	171.00	0.00
		Total for 241:	18,949.00	45,993.51
252	1622	FISCAL SERVICES SALARY	1,903.00	2,642.66
252	2000	FISCAL SERVICES BENEFITS	441.00	1,264.16
252	3000	CONTRACTED FISCAL SERVICES STAFF	8,426.00	6,159.91
252	4000	CONTRACTED PAYROLL SERVICES	0.00	21,355.00
		Total for 252:	10,770.00	31,421.73
261	3000	TELEPHONE	7,030.00	4,176.58
261	3000	PROPERTY/LIABILITY INSURANCE	4,044.00	328.42
261	4000	CONTRACTED BUILDING IMPROVEMENT SERVICES	3,500.00	0.00
261	5000	UTILITIES	3,000.00	2,084.74
261	5000	CUSTODIAL/MAINTENANCE SUPPLIES/MATERIALS	5,000.00	3,479.39
261	7000	LICENSING DUES/FEES/INSPECTIONS	2,500.00	384.70
		Total for 261:	25,074.00	10,453.83
271	4000	VEHICLE REPAIRS/MAINTENANCE	144.00	5.00
271	5000	BUS FUEL/OIL/GREASE	500.00	0.70
		Total for 271:	644.00	5.70
282	3000	OUTREACH/CHILD RECRUITMENT ADVERTISING	2,500.00	110.53
282	3000	PROMOTION OF PROGRAM ADVERTISING	700.00	0.00
282	3000	POSTAGE FOR ADVERTISING/PROMOTION	542.00	0.00
282	5000	OUTREACH/CHILD RECRUITMENT SUPPLIES	600.00	0.00
		Total for 282:	4,342.00	110.53
283	3000	STAFF RECRUITMENT ADVERTISING	0.00	347.09
		Total for 283:	0.00	347.09
284	3000	INTERNET/WEB SERVICE CHARGES	0.00	183.68
		Total for 284:	0.00	183.68
331	5000	FAMILY ENGAGEMENT ACTIVITIES (FOOD/SUPPLIES)	0.00	245.99
		Total for 331:	0.00	245.99
		GRAND TOTAL:	598,356.00	483,246.71

Carryover **115,109.00**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Public Act 94 of 1979, Section 388.1632d Great Start Readiness Program. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Subrecipient Signature 
Danielle Templeton, Director of Business Services

FISCAL AND PERSONNEL AGREEMENT

Head Start and Early Head Start Programs

This Fiscal and Personnel Agreement is hereby entered into as of July 1, 2021, by and between the Genesee County, through the Genesee County Community Action Resource Department, 601 S. Saginaw St., Ste. 1B, Flint, Michigan 48502, ("The County" or "GCCARD") and the Oakland Livingston Human Service Agency, 196 Cesar E. Chavez Ave., Pontiac; Michigan 48342, ("OLHSA" or "Contractor"). ("GCCARD" and "OLHSA", together, the "Parties"). Now, therefore, the parties hereto mutually agree to the following:

- Acknowledgement.** The Parties acknowledge that GCCARD receives funding through Genesee County to operate early childhood programs that utilize multiple funding streams. As a majority of funding is provided by the Department of Health and Human Services for the Genesee County Head Start and Early Head Start Programs ("Head Start/Early Head Start" or "HS/EHS" or the "Programs"), the Parties understand and acknowledge that it is essential that OLHSA maintain compliance with the Head Start Performance Standards and Head Start Act of 2007, as amended.

The Parties acknowledge that the Genesee County Head Start and Early Head Start Programs are set up to provide comprehensive services that include health, behavioral health, nutrition, parent engagement, social services, and educational services to eligible low income families.

- Engagement.** GCCARD hereby agrees to engage OLHSA, and OLHSA hereby agrees to perform the services set forth.
- Term.** The Initial Term of this Agreement shall be effective July 1, 2021, through September 30, 2028, (the "Initial Term"). The Parties will utilize the HS/EHS main grant cycle dates, July 1 to June 30, to guide yearly budgets and programming (the "Program Year").

The County has the option to extend this Agreement for up to five (5) additional one (1) year terms, (the "Extension Terms").

- Services.** OLHSA shall provide the necessary fiscal services and personnel needed (the "Services") to support the Programs including those contained in this Agreement, those listed in the Scope of Work (Exhibit A), and those listed here:
 - Personnel.** Subject to modification as program needs vary, OLHSA will provide the following personnel as permanent personnel and also provide temporary substitutes, lunch aids, and temporary agency personal as needed: two (2) Assistant Bookkeepers, one (1) Associate Program Specialist, four (4) E C State Funded Home Visitors, ten (10) Early Childhood Ed/Disabilities Service Coordinators, two (2) Early Learning Mentor Coaches, seventeen (17) EHS

Expansion Primary Caregivers, nine (9) EHS Expansion Teachers, fifteen (15) EHS Primary Caregivers, fifteen (15) EHS Teachers, eight (8) Family Service Coordinators, nine (9) Family Service Workers, one (1) Head Start Director, two (2) Health/Oral Health Services Coordinators, sixteen (16) Home Visitors, one (1) Human Resource Coordinator, one (1) Information/Data Systems Coordinator, three (3) Mental Health Assistants, one (1) Mental Health Coordinator, two (2) Nutrition Coordinators, one (1) Receptionist, one (1) Secretary to the Director, three (3) Site & Facilities Maintenance Workers, two (2) Support Service Assistants, twenty-three (23) Teachers, and twenty-two (22) Teacher Assistants.

- ii. *Independent Contractor.* It is expressly understood and agreed that OLHSA is an Independent Contractor and all acts that OLHSA or its personnel, employees, or affiliates perform pursuant to the terms of this Agreement shall be undertaken as independent contractors and not as employees of GCCARD or Genesee County. All acts and contracts of OLHSA shall be in its own name and not in the name of Genesee County or impose any liability upon Genesee County. Employees of OLHSA shall in no way be deemed to be and shall not hold themselves out to be employees or agents of Genesee County or GCCARD.
- iii. *Administrative Structure.* It is understood and agreed to by the Parties that responsibility for day-to-day operation and administration of the GCCARD HS/EHS Programs will be through the GCCARD administrative structure, and as such, will be determined exclusively by the GCCARD Executive Director or their delegated authority. It is recognized that the Head Start Director, an employee of OLHSA, is the individual responsible for running the Program and reports administratively to the GCCARD Director, but is supervised solely by OLHSA.
- iv. *Records.* OLHSA will maintain such records and accounts, as may be reasonably implied by this Agreement, to assure a proper accounting of all project funds.
- v. *Financial Reporting.* OLHSA will provide GCCARD with monthly financial reports and OLHSA will coordinate with GCCARD regarding completion of report responsibilities as required by the various funding entities. A final fiscal report shall be submitted to GCCARD within sixty (60) days of the conclusion of each Program Year.

5. **Personnel.** OLHSA represents that it has, or will secure all personnel required in performing the services under Section 4i of this Agreement. As an independent contractor, OLHSA has sole and exclusive authority to hire, fire, supervise, promote, and/or discipline its employees.

6. **Assignment.** OLHSA may not assign or subcontract this Agreement, or any portion of this Agreement, without the express written consent of the County.

7. **Warranties.** OLHSA warrants that all fiscal and personnel services performed under this Agreement will be performed in accordance with the generally acceptable practices in the industry, that OLHSA will comply, and cause its employees to comply,

with the requirements of the Federal and State grants used to fund and support this Agreement, and OLHSA will obtain and maintain all applicable licenses and permits necessary to provide the services for the entire term of this Agreement.

OLHSA agrees to indemnify, defend, and hold harmless the County and GCCARD, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of OLHSA's breach of these warranties.

8. Agreement Administrator. The Agreement Administrator for this Agreement is GCCARD Executive Director Stephanie Howard. OLHSA acknowledges that the Agreement Administrator is the primary County contact for notices and instructions related to this Agreement. OLHSA agrees to provide a copy of all notices related to this Agreement to the Agreement Administrator.

9. Audit Responsibilities. OLHSA certifies that all information provided to the County relating to the Agreement award, fiscal and personnel services, and modifications of this Agreement, or any payment or dispute related to this Agreement are true and correct.

OLHSA agrees to ensure compliance with this Agreement and the grant terms and that worksites, places of business, records, and accounts will be made available by OLHSA for audit purposes to GCCARD, the United States Department of Health and Human Services/Administration for Children and Families ("HHS/ACF") or the Controller General of the United States or any authorized representative thereof, and will be retained by OLHSA for three (3) years after HHS acceptance of GCCARD's audit report for the Agreement period. OLHSA further certifies that its accounting system conforms to generally accepted accounting principles.

10. Amendments or Modifications. This Agreement constitutes the complete understanding of the parties hereto and any amendments or modifications to this Agreement must be agreed to in writing and signed by both Parties.

11. Funding Sources. The Parties acknowledge that the funding amount and the personnel needs may change or require modification as program needs vary. It is understood that due to the nature of grant funding, federal, state and local, as well as other sources of income, this Agreement may require periodic amendments due to increases or decreases from various funding sources.

12. Fiduciary Fee/Advance Payment. GCCARD agrees to pay OLHSA the sum of \$500,000.00 upon the approval and signing of this Agreement. This sum is an advance against expenses which will be incurred. It shall be credited against future reimbursement requests and amortized over month's #2-12 of the first Program Year of the Agreement.

13. Reimbursement Requests. By the fifteenth day of each month, OLHSA shall submit a report of expenses incurred during the preceding month in the form of a

Reimbursement Request (Exhibit C). This Reimbursement Request shall include a report of current expenditures, total (to date) expenditures, payments received to date, and a monthly total amount requested. Upon receipt and approval of the reimbursement request, GCCARD will compensate OLHSA in accordance with that request within thirty (30) days following receipt of the request.

14. Budget. OLHSA shall submit an annual budget to the County, through GCCARD, for approval by the Genesee County Board of Commissioners for each Program Year. It is expressly understood and agreed that there are multiple funding sources and that the total budget and program needs may change over the course of the Agreement.

The total compensation, including reimbursement, to be paid to OLHSA for all services which are required during the first Program Year is estimated to be \$10,500,000.00.

15. Suspension or Termination for Cause. If, through any cause, OLHSA shall fail to fulfill in proper manner, its obligations under this Agreement, GCCARD shall have the right to suspend or terminate this Agreement by giving written notice and an effective date of such suspension or termination to OLHSA at least forty-five (45) days before the effective date of such termination. The amount of additional work to be carried out and the compensation for that work to carry the project to a logical stopping point, shall be subject to negotiation between the Parties.

If, through any cause, GCCARD shall fail to fulfill in proper manner, its obligations under this Agreement, OLHSA shall have the right to suspend or terminate this Agreement by giving written notice and an effective date of such suspension or termination to GCCARD at least forty-five (45) days before the effective date of such termination. OLHSA shall receive just and equitable compensation for all work performed on the project, pursuant to this Agreement.

If the County, in its discretion, determines that the Contractor's breach of this Agreement constitutes a threat to public health, safety, or welfare, the County may terminate this Agreement immediately upon notice to the Contractor. In addition to any other remedies provided by law or this Agreement, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

16. Termination for Lack of Funding. The Parties acknowledge that grant funding serves are the basis for this Agreement. If grant funds are not appropriated or the grant is discontinued, the County may terminate this Agreement by written notice specifying the date of termination. The County shall pay for all work properly performed up to the effective date of the notice of termination.

17. Insurance. OLHSA shall maintain the insurance coverages specified on the attached Insurance Checklist according to the terms and conditions specified therein (Exhibit B). OLHSA shall submit to GCCARD, prior to the performance of services under this Agreement, documentation of such insurance coverage, including a copy of the

Insurance Checklist executed by OLHSA's insurance agent. Coverage is to remain in uninterrupted force throughout the duration of this Agreement. In the event that insurance coverage is at any time reduced or terminated during the duration of this Agreement, OLHSA shall immediately notify GCCARD in writing of such reduction or termination. The parties understand, acknowledge and agree that GCCARD has not and will not procure Employment Practices Liability and/or Professional Employer Organization insurance on behalf of OLHSA. OLHSA further acknowledges the property and casualty insurance coverage obtained and maintained by the County for Head Start classrooms does not provide insurance coverage for the business or personal property of OLHSA or its employees.

OLHSA agrees to indemnify, defend, and hold harmless GCCARD, the County, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of the OLHSA's performance of the services or presence on the County's property or worksite.

18. Hold Harmless. OLHSA hereby agrees to defend, indemnify, and hold harmless GCCARD, Genesee County, and its officers and employees from any and all claims of any nature whatsoever for damages (including personal injuries and death resulting therefrom), losses and expenses including, but not limited to, attorney fees, arising out of or resulting from OLHSA's performance of services pursuant to this Agreement. Nothing herein shall be construed as rendering OLHSA liable for acts of GCCARD's officers, agents, or employees. Genesee County and GCCARD in no way agree to indemnify, defend, or hold harmless OLHSA in regard to any claim for any action that may result out of a relationship as set forth in this Agreement.

19. Nondiscrimination. OLHSA covenants that it will not discriminate or allow its' employees to discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same nondiscrimination assurances from any subcontractor who may be used to carry out duties described in this Agreement.

OLHSA further covenants that it will not discriminate against businesses that are owned by women, minorities, or persons with disabilities in providing services covered by this Agreement, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this Agreement.

20. Agreement. This Agreement and Exhibits embody the entire Agreement between the Parties. There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Agreement and any Exhibit, the terms of this Agreement shall control.

This Agreement in no way shall be interpreted as a delegate agreement or contract.

21. Federal and State Rules Application. The Parties agree that all terms and conditions contained in this Agreement are subject to all applicable Federal and State rules and regulations promulgated or issued by HHS/ACF, MDOE and DOL.

22. Freedom of Information Act. This Agreement and all attachments, as well as any other information submitted by OLHSA to the County, are subject to disclosure under the provisions of MCL 15.231, et seq., known as the "Freedom of Information Act".

23. Identity Theft Prevention. In the event that OLHSA will obtain identifying information during the performance of the Services, OLHSA must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.

For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, student, parent, etc. including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

24. Headings. The paragraph headings in this Agreement are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Agreement.

25. Binding Effect. The provisions of this Agreement shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

26. Governing Law and Venue. This Agreement is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Agreement must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

27. Subpoena Power. The Contractor acknowledges and understands that the Chairperson of the Genesee County Board of Commissioners, pursuant to MCL 46.3(5), as amended, has the power to administer oaths, issue subpoenas, and compel a person's attendance in the same manner as a court of law. The Contractor agrees to submit to this power with respect to this Agreement.

28. Severability and Survival. In the event that any provision of this Agreement is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Agreement.

29. Interpretation. Each Party has had opportunity to have this Agreement reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Agreement, there shall be no

presumption in favor of any interpretation solely because the form of this Agreement was prepared by the County.

30. Remedies. All remedies specified in this Agreement are non-exclusive. The County reserves the right to seek any and all remedies available under this Agreement and applicable law in the event that the Contractor fails to abide by the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Fiscal and Personnel Agreement to be executed by their duly authorized agents.

9/14/2021

GENESEE COUNTY BOARD OF COMMISSIONERS:

Date: _____

By: 
Mark Young
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Mark Young, Chairperson
Genesee County Board of Commissioners

9/14/2021

GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT:

Date: _____

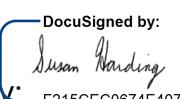
By: 
Stephanie Howard
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Stephanie Howard, Executive Director
GCCARD

9/14/2021

OAKLAND LIVINGSTON HUMAN SERVICE AGENCY:

Date: _____

By: 
Susan Harding
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Susan Harding, Chief Executive Officer
OLHSA

EXHIBIT A

Scope of Work

Basic Description of the Services:

OLHSA will provide fiduciary support as well as the staffing needed for GCCARD's Head Start and Early Head Start Programs. OLHSA will provide sufficient staff to implement the program.

Details Included with the Proposal:

OLHSA will provide the services under the direction of four key OLHSA staff:

- 1) The OLHSA Chief Executive Officer will oversee all aspects of the Agreement and will supervise OLHSA's Chief Financial Officer, Human Resources Director and the Head start Director employed for the GCCARD Head Start/Early Head Start program;
- 2) The OLHSA Chief Financial Officer will oversee the financial aspects of the Agreement to include; payroll processing and tax reporting, local and out of area travel requests or reimbursements, supply orders or reimbursements, staff education/training requests, and cellular phone service for two key staff of the program;
- 3) The OLHSA Human Resources Director will oversee recruitment, employee relations, benefits administration, advise on labor policies such as FMLA, OSHA, and ADA/ADAAA, discipline and termination of employees in accordance with organizational goals, federal, state and local legal requirements; and
- 4) The OLHSA Head Start Director will implement the day-to-day operations of the Genesee County Head Start/Early Head Start program per the direction provided to OLHSA from the GCCARD administrative structure. The Head Start Director will be responsible for the supervision of all OLHSA staff.

Communication:

OLHSA understands that regular communication between the GCCARD Administrative structure and OLHSA staff is critical to providing the requested services. As such, OLHSA will meet with the GCCARD administrative structure a minimum of three times per Program Year to receive direction on the implementation of the program. Additionally OLSHA's CEO will meet monthly with each of the key staff to ensure all services are being implemented properly.

Additional Information & Services:

OLHSA subscribes to a professional consulting firm to advise us to any questions related to Office of Management and Budget circulars, Head Start Act, or any other federally funded programs. In addition, OLHSA consults with brokers for all fringe benefits to assist with compliance, benefits administration, and quality vendors. OLHSA uses a third-party administrator to ensure compliance for our retirement plans.

Additional Duties:

OLHSA will perform all duties listed in Section 4 of the Agreement, all those included in the Agreement body generally, and those listed here. OLHSA will also:

- a) Keep fiscal fifes and records for staff.

OLHSA will retain a physical and electronic file/folder for each program under this Agreement that will contain fully executed Agreement and budget along with each financial report

submitted to GCCARD. Each OLHSA employee under this Agreement will have their own payroll file that will be kept under lock and key that will house all payroll, tax, voluntary deductions, and any other pertinent information related to that employee.

- b) Be responsible for OLHSA staff payroll, utilizing existing staff salaries and established pay scale and paying staff either by ACH or by checks delivered at the option of the Contractor.

All OLHSA staff associated with this Agreement will be paid on a semi-monthly basis (twice per month) in accordance with an approved salary structure. OLHSA will process payroll and send ACH file to OLHSA's bank for processing and deliver any checks to GCCARD in time for distribution to OLHSA staff on the assigned pay date.

- c) Reimburse for supplies/materials, staff local travel, and staff education. Provide cellular phones for two key staff, conference registration and out of town travel, as well as liability and legal fees, as necessary.

Requests for reimbursement of supplies/materials will be submitted to OLHSA with original receipts and approval of immediate supervisor who will identify which program the cost should be allocated to. Local OLHSA staff travel will be submitted on a travel log that shows daily travel and will be approved by the immediate supervisor. For out of area travel, conference registration, and staff education either an out of area travel form will be submitted to request an advance of funds or reimbursement if the request is coming after the travel has occurred. Conference registrations and staff education will be paid upon registering for said conference or educational class upon confirmation of registration and approval of immediate supervisor.

- d) Maintain records and accounts to assure proper accounting of all project funds. Make such records available for audit purposes to GCCARD or other entities as needed.

OLHSA utilizes MIP/Abila accounting software to track each of our grants. Each program under this Agreement will have its own separate program code that will track all revenue and expense line items against budget. This will ensure that spending is being monitored on a continual basis. Program staff will be given access to MIP/ Abila so that they can also monitor the overall program or specific line items. If adjustments are needed, the OLHSA finance team will work with the program staff to make appropriate adjustments within the budget.

OLHSA will maintain all financial records for a minimum of seven years, and they will be available as needed for audit purposes.

- e) Provide GCCARD a list of all full-time, part-time, and temporary Contractor employees' biweekly gross wages.

OLHSA will provide on a semi-monthly basis a complete payroll register for all employees covered under this Agreement. This will include all full-time, part-time, and temporary employees.

- f) Provide GCCARD fiscal consultation in assisting with the preparation of the contract with the Contractor employees.

OLHSA will provide to GCCARD information as it pertains to costs of benefits on an annual basis when preparing the annual contractual budget. In addition, the OLHSA Chief Financial Officer will be available for consultation at any point during the Agreement for questions related to interpretation of Office of Management and Budget circulars related to financial procedures, allowable costs, and/or any other fiscal related questions.

- g) Provide GCCARD with monthly financial reports.

OLHSA will provide on a monthly basis, a financial report that will compare budget to actual program to date expenses by line item. This report will also include invoice for expenses incurred the previous month.

- h) Maintain and retain all payroll records and provide W-2s for all Contractor employees. Pay all payroll taxes and file payroll tax reports to the appropriate governmental entities.

OLHSA will maintain all payroll records for each employee to include W-2s. On a semi-monthly basis OLHSA will file and pay all federal, state, and local payroll taxes. In addition, OLHSA will ensure that quarterly federal 941 and state unemployment reports are filed. Annual W-2 reporting will be completed by OLHSA and W-2s will be issued to staff in compliance with reporting deadlines as outlined by the Internal Revenue Service.

- i) Warrant that OLHSA will comply with all federal and state requirements regarding statutory benefits for its employees including but not limited to maintaining workers compensation insurance coverage, unemployment coverage and payroll withholding requirements. Provide fringe benefits for the staff including medical, life, dental, short-term disability, accidental death and dismemberment, unemployment and workers' compensation insurance and any fringe or retirement benefit provided by OLHSA to its employees. OLHSA shall administer the fringe benefit program.

OLHSA shall also administer all of the aforementioned fringe benefit programs including, but not limited to, procuring a favorable cost in relation to level of benefits, claims processing as required, handling inquiries and providing consulting services regarding questions on the various fringe benefits provided.

The Human Resources Division will oversee and administer all benefit programs, including conducting analyses and serving as a primary contact with providers (including health and life), workers' compensation unemployment and retirement plans. We will ensure cost effectiveness, market competitiveness and internal equity among employees. OLHSA offers the following Fringe Benefits Schedule: Holiday Pay, Vacation Leave, Sick Leave, Business Leave, Medical/Prescription (Priority Health), and Dental/Vision (Humana) coverages. Unum is our provider for Short-Term Disability, Life Insurance, Accidental Death and Dismemberment, Long Term Disability, and our Employee Assistance Program. Colonial Life is our Supplemental Insurance provider, and our Tax Shelter Annuity (4038) provider is Pacific life. Our Retirement Plan (401A) provider is Voya Financial. Additionally, we provide a Key Employee Supplemental Retirement Program. Per federal and state law OLHSA provides and administers the following statutory benefits: Workers' Compensation, Unemployment Compensation, Family Medical Leave (FMLA), COBRA, and Social Security.

- j) Provide training and technical assistance on other personnel related matters, including policy procedures and payroll on an as needed basis.

The OLHSA Human Resources Division will consult with program administrators to provide expertise and resources, both in-person and virtually to support the Head Start/Early Head Start programs to ensure compliance with applicable policies and procedures in accordance with Head Start Performance Standards} licensing, federal, state and local law. The training and technical assistance will include advising on labor policies including but not limited to COBRA, ADA/ADAAA, FMLA, OSHA, ACA, Title VII, and FLSA.

- k) Secure all personnel required in performing the Services. Hire, fire, supervise and promote and/or discipline OLHSA employees, as necessary.

The OLHSA Human Resources Division is responsible for directing and managing OLHSA employee relations and the recruitment process. OLHSA will discipline and handle termination of employees per the employee handbook and applicable laws. When applicable, OLHSA will consult with their Employee Relations legal counsel. The OLHSA Human Resources Division's overall objective is to recruit for and employ staff that present the knowledge skills, and abilities that compliment or enhance the program operations and provide a work climate that lends itself to productivity, economic and personal growth. OLHSA will ensure that all necessary paperwork including programmatic, legal documentation, drug test, credentials, and background checks are complete and approved prior to hire.

- l) Complete reports as required by funding entities.

OLHSA staff will complete all required reports for funding entities that relate to the responsibilities within this Agreement including all annual reports required by funding entities which will be presented to GCCARD administrative structure for final approval once completed and prior to submission.

EXHIBIT B

GENESEE COUNTY INSURANCE CHECKLIST

PROFESSIONAL SERVICES CONTRACT FOR: 21-249 RFP: HEADSTART/EARLY HEADSTART STAFFING

Coverage Required	Limits (Figures denote minimums)
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
<input type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident- Owned, Hired, Non-owned
<input checked="" type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$ 1,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 8. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.	
<input type="checkbox"/> 9. Other insurance required: Environmental Impairment Liability - \$1,000,000 limit	
<input checked="" type="checkbox"/> 10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 11. The certificate must state bid number and title #21-249 RFP HEADSTART/EARLY HEADSTART STAFFING	

Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

 The above required policies carry the following deductibles:

GL \$500 PD deductible

 Liability policies are occurrence claims made

James M. Huttenlocher

Insurance Agent

James M. Huttenlocher

Signature

Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Susan Harding

Contractor Signature

Susan Harding

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.

EXHIBIT C
OAKLAND LIVINGSTON HUMAN SERVICE AGENCY - GCCARD HEAD START
Reimbursement Request

Program Year: ____/____/____ to ____/____/____
 Request Period: ____/____/____ to ____/____/____

	Budget	Current Expenditures	Cont to Date Expenditures	Balance Available
Salaries				
FICA				
Unemployment				
Retirement				
Workers Compensation				
Health/Dental/Presc				
Life Insurance				
Computer Costs				
Legal Fees				
Misc. Contracts				
Temp Staff Service				
Local Travel				
Staff Travel - Out of Area				
Registration - Conferences				
Parent Travel				
Office Supplies				
Liability Insurance				
Telephone				
Fees/Subscriptions				
Parent Involvement				
Education Reimbursement				
GCCARD Head Start				
FIDUCIARY				
TOTAL				

Total Current Exp	_____
Total YTD Exp	_____
Payments Rec'd to Date	_____
Requested/not yet Rec'd	_____
AMOUNT OF REQUEST	_____

By: Charles A. Blake
 OLHSA Deputy Director for Financial
 Compliance

 Date:

Certificate Of Completion

Envelope Id: 7875F07A288945E981FE085A00F6C9A2

Status: Completed

Subject: Head Start Contract with OLHSA GCCARD Award RFP #21-249

Source Envelope:

Document Pages: 13

Signatures: 3

Envelope Originator:

Certificate Pages: 2

Initials: 0

Donita Pikes

AutoNav: Enabled

EnvelopeD Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

707 17th Street Suite 4000

Denver, CO 80202

DPikes@co.genesee.mi.us

IP Address: 69.5.90.9

Record Tracking

Status: Original

Holder: Donita Pikes

Location: DocuSign

9/10/2021 12:19:49 PM

DPikes@co.genesee.mi.us

Signer Events**Signature****Timestamp**

Mark Young

MYoung@co.genesee.mi.us

Chairman

Genesee County Board of County Commissioners

Security Level: Email, Account Authentication
(None)

Sent: 9/10/2021 12:19:50 PM

Viewed: 9/14/2021 9:48:51 AM

Signed: 9/14/2021 9:48:55 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Stephanie Howard

SHoward@co.genesee.mi.us

eSign

Security Level: Email, Account Authentication
(None)

Sent: 9/10/2021 12:19:51 PM

Viewed: 9/10/2021 12:20:47 PM

Signed: 9/10/2021 12:21:16 PM

Electronic Record and Signature Disclosure:

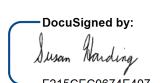
Not Offered via DocuSign

Susan Harding

susanh@olhsa.org

Chairperson

Venture

Security Level: Email, Account Authentication
(None)

Sent: 9/10/2021 12:19:51 PM

Viewed: 9/13/2021 4:40:37 AM

Signed: 9/14/2021 5:33:07 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
Donita Pikes DPikes@co.genesee.mi.us eSign Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/10/2021 12:19:51 PM Resent: 9/14/2021 9:48:57 AM Viewed: 9/10/2021 12:41:06 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Karen Shim KShim@co.genesee.mi.us Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/10/2021 12:19:52 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/10/2021 12:19:52 PM
Certified Delivered	Security Checked	9/13/2021 4:40:37 AM
Signing Complete	Security Checked	9/14/2021 5:33:07 AM
Completed	Security Checked	9/14/2021 9:48:55 AM
Payment Events	Status	Timestamps



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2025-2867

Agenda Date: 1/21/2026

Agenda #: 8.

To: Charles Winfrey, Human Services Committee Chairperson

From: Pamela Coleman, GCCARD Director

RE: Approval of an agreement between Genesee County and the Genesee Intermediate School District, in an amount not exceed \$687,300.00, to provide for our Great Start Readiness Program; the cost of this agreement is fully grant funded and will be paid from account 277-698.01-558.000

BOARD ACTION REQUESTED:

The Genesee County Community Action Resource Department (GCCARD) requests authorization from this committee to enter into a Subcontract Agreement with the Genesee Intermediate School District (GISD) to serve 145 preschool-age children through the Great Start Readiness Program (GSRP) commencing October 1, 2025 through September 30, 2026, with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

BACKGROUND:

GSRP is a four-year-old at-risk program which Genesee County Head Start has been operating for the past thirty-three years. GCCARD is to act as subcontractor to GISD, with GISD overseeing all GSRP programming operated within the Atherton, Bendale, Bentley, Clio, Fenton, Genesee, Grand Blanc, Kearsley, Montrose, Mt. Morris, Swartz Creek and Westwood Heights School Districts. GSRP programming will be administered in Head Start classrooms and by Head Start educators.

DISCUSSION:

Up to 145 income-eligible Genesee County children are to be enrolled in GSRP programming for half-day preschool experiences. GCCARD will be reimbursed for expenses incurred in operating the GSRP. GISD will reimburse GCCARD \$4,740.00 per half-day GSRP seat filled up to a total amount not to exceed \$687,300.00.

IMPACT ON HUMAN RESOURCES:

There will be no impact on Human Resources.

IMPACT ON BUDGET:

\$687,300.00 for fund 277-698.01-558.000, 100% state funded. **No General Fund appropriation is required for this request.**

IMPACT ON FACILITIES:

There will be no impact on facilities.

IMPACT ON TECHNOLOGY:

There will be no impact on technology.

CONFORMITY TO COUNTY PRIORITIES:

This memorandum conforms to Genesee County's priorities of Community Growth and Inclusive, Collaborative Culture by working in tandem with local school districts to expand the availability of early childhood intervention programming for at-risk four-year-olds within Genesee County.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department (GCCARD) to authorize entering into an Agency Subcontract Agreement between Genesee County and the Genesee Intermediate School District ("GISD"), whereby GISD will serve up to 145 preschool-aged children through the Great Start Readiness Program ("GSRP") and will reimburse GCCARD in a total amount not to exceed \$687,300.00 for the period commencing October 1, 2025, through September 30, 2026, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to execute the agreement on behalf of Genesee County.

GENESEE INTERMEDIATE SCHOOLS DISTRICT
Great Start Readiness Program (GSRP)
Agency Subcontract Agreement

This is intended to be a contract between:

Genesee County Community Action Resource Department
711 N. Saginaw Street, Suite 206
Flint, MI 48503

And

Genesee Intermediate School District (GISD)
2413 West Maple Avenue
Flint, MI 48507

PURPOSE: The primary goal of this contract between Genesee Intermediate School District (GISD) and the Genesee County Community Action Resource Department (the Subcontractor) is to provide high-quality, free, preschool experiences to qualifying children in Genesee County through the provisions of the Great Start Readiness Program (GSRP). By entering into this contract, both parties agree to comply with the requirements of the GSRP grant.

TERM: The term of this contract shall be for a period of twelve (12) months commencing upon October 1, 2025, and shall continue through September 30, 2026. The Subcontractor agrees and understands that this contract does not create an expectation for, or guarantee of, future contracts between the parties. It is in the sole discretion of GISD to determine whether it will extend an offer to contract GSRP services in subsequent years.

GSRP ALLOCATION:

The allocation for the 2025-2026 grant year is determined by the Fall (October 2025) and Spring Early Childhood Collection (February 2026), which serves as the official count of children served by the program for the year.

145	Part day children
0	School day children
0	Extended Program children

TOTAL CONTRACT AMOUNT UP TO:

\$687,300.00 (based on a per-child allocation and seats filled)

GISD RESPONSIBILITIES:

1. Funding.

- A. GISD shall pay the Subcontractor the sum of Four Thousand Seven Hundred Forty Dollars (\$4,740.00) per half day GSRP seat filled, Nine Thousand Four Hundred Eighty Dollars (\$9480.00) per full day GSRP seat filled, Eleven Thousand Three Hundred Seventy-Five Dollars (\$11,375.00) per Extended Program seat filled. This represents approximately 89% of the per child allocation (i.e., \$5,325.00 less 11% (\$585.75) = approximately \$4,740.00).
- B. GISD shall retain 11% of the total Genesee County award under MCL 388.1632d from the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP). These funds shall be retained for fiscal oversight; compliance and monitoring costs; administrative costs; Early Childhood Specialists (ECS) of no more than a 1:15 ratio; subscriptions for Teaching Strategies Gold (TS GOLD) or Child Observation Record (COR) Advantage, Ages and Stages Questionnaire (ASQ) online developmental screening, and Classroom Assessment Scoring System (CLASS); outreach, recruiting, and public awareness; and other program quality improvement costs, including social-emotional/behavioral health consultation, Synergy and Michigan Student Data Systems (MSDS) data collection and reporting, Michigan Early Childhood (MEC) and professional development.
- C. GISD shall make payments to Subcontractor upon receipt of reimbursement request (i.e., General Ledger detail, supporting documentation, and GSRP Reimbursement Request Form) for actual expenses incurred in operating the GSRP, as approved by MiLEAP and allowable costs cited in the GSRP Implementation Manual.
 - o Reimbursement requests will be reviewed and approved (or returned with questions) within three (3) weeks of receipt. Reimbursement will be made within 30 days, subject to the following:
 - Requests from Community Based Organizations (CBOs) shall be submitted by the 5th of the month.
 - Requests from the Local Education Agency (LEAs) and Public-School Academies (PSAs) shall be submitted by the 15th of the month and are required to minimally submit quarterly.
 - Requests for immediate reimbursement are not allowed.
 - Reimbursements will be paid following the last scheduled GISD Board meeting of the month.
 - Expenses deemed unallowable or requiring additional review may be withheld from reimbursement until which time the expense is deemed approved and reimbursable.
- D. GISD reserves the right to withhold funds if the GSRP operated by the Subcontractor is deemed non-compliant with any of the requirements listed in the agreement, in the GSRP Implementation Manual, or fails to fill the number of allocated seats with qualifying children.

- 2. Monitoring.** GISD will provide monitoring for the Genesee County GSRP consortium and all required elements per this contract and the GSRP Implementation Manual.
- 3. Budget & Data Reporting to MiLEAP.**
 - A. GISD shall be responsible for submitting the Genesee County GSRP budget to MiLEAP via Next Generation Grant, Application and Cash Management (NexSys).
 - B. GISD shall submit all required MSDS data on participating GSRP students to MiLEAP, including Child Information Program Reports.
- 4. Early Childhood Contact (ECC).** GISD is required to assign a qualified GSRP contact to serve as the ECC for MiLEAP and Genesee County GSRP Consortium to coordinate the GSRP grant activities, including compliance monitoring. This also includes working with all Genesee County GSRP providers to ensure continuous quality improvement, collaborative recruitment/enrollment, and grant reporting.
- 5. Early Childhood Specialists (ECS).** GISD shall assign qualified ECSs to ensure that the program adheres to the use of the Classroom Assessment Scoring System (CLASS), enters CLASS data into the online systems for MiLEAP reporting, and uses CLASS information to drive continuous quality improvement and staff development efforts. The ECSs shall provide ongoing coaching and mentoring support to their assigned classrooms, assist with GSRP Family Participation Groups and Data Analysis, assist with planning meetings, create and support program improvement plans, etc.
- 6. Training & Professional Development.**
 - A. GISD shall ensure that GSRP classroom staff are provided ongoing professional development opportunities that meet or exceed the standards required by the MiLEAP GSRP Implementation Manual and responds to needs identified in countywide data analysis.
 - B. GISD shall ensure that all GSRP staff are trained in approved curriculum, child assessment, and developmental screening tools. Training may be provided through a curriculum trainer, off-site training, outside vendor, in partnership with the *Great Start to Quality Resource Center*, or through the Early Childhood Specialists, as needed.
- 7. Program Quality Standards & Curriculum.** GISD, providers, and classroom staff, shall ensure the implementation of all program quality standards, curriculum expectations, and child outcome standards required by the MiLEAP GSRP Implementation Manual.
- 8. Advisory Committee.** GISD will facilitate a GSRP Advisory Committee. This Committee will give Subcontractors the opportunity to participate in shared leadership and decision making for Genesee County GSRP. The committee will consist of the ECC, ECS Team members, Program Director or Designee from each Subcontractor (CBO or LEA or PSA) and those partners with children actively participating in GSRP programs. Each Program Director or Designee is required to attend 50% or more of scheduled GSRP Advisory Committee meetings, in person or remotely. If a Director or Designee is unable to attend, they are still responsible for any information and/or deadlines set forth as a result of this committee's

work. This committee will also ensure all GSRP Advisory Committee responsibilities per the GSRP Implementation Manual are met.

- 9. Dispute Resolution.** GISD shall provide the following dispute resolution process. In the event there is a dispute concerning the implementation or interpretation of this contract, the Subcontractor must submit written notice of the dispute to the Genesee County GSRP Coordinator. Within 15 business days of receiving written notice of the dispute, the GSRP Coordinator will make a determination on the matter. If the Subcontractor is not satisfied with the GSRP Coordinator's decision, it may submit written notice of the dispute to the GISD Superintendent within 15 business days. The GISD Superintendent shall issue a final decision on the matter.

In the event the Subcontractor is not satisfied with the decision of the GISD Superintendent under this section, the sole and exclusive remedy for resolving the dispute shall be arbitration, conducted in accordance with the commercial rules of the American Arbitration Association, with such variations as the parties and arbitrators unanimously accept. The arbitrator's award shall be final binding. A judgment on the award rendered by the arbitrator may be entered in any court having appropriate jurisdiction.

SUBCONTRACTOR RESPONSIBILITIES:

- 10. Student Enrollment.** Subcontractor shall ensure that all GSRP students are screened, prioritized, and appropriately enrolled into GSRP in accordance with MCL 388.1632d, the MiLEAP GSRP Implementation Manual, and decision tree provided by MiLEAP. Subcontractor shall ensure utilization of Michigan Early Childhood (MEC) as the universal point of entry for all pre-applications. Failure to comply may result in the withholding of GSRP funds.

- Subcontractor shall ensure that staff completing the student enrollment process completes the annual GSRP enrollment training and assessment provided by GISD and that the process and is fully adhered to.
- If Subcontractor does not follow MiLEAP and the Genesee County required collaborative recruitment process, it may not obtain GSRP reimbursement for Head Start-eligible children. A GSRP provider **must** follow MiLEAP and the Genesee County required recruitment and enrollment procedures and obtain a release from the Head Start Program before enrolling and serving a Head Start-eligible child.

- 11. Outreach, Recruiting & Public Awareness.** Subcontractor may expend grant funds for outreach, recruiting, and public awareness of their individual GSRP program within the local zip code in which it resides and serves. All materials are required to have the PreK for All logo, and MiLEAP funding statement. Programs may also include the MiLEAP and/or GSRP logo. Marketing materials must be approved by the ECC; these requests may be submitted to nbarkeyrowlands@geneseeisd.org. A maximum of \$1,350.00 of the Subcontractor total budget may be spent on recruiting and marketing materials. Marketing via billboards, television and radio ads, mass transit billboards, and mass mailings are unallowable by Subcontractors; these large-scale marketing efforts are provided exclusively on behalf of the Genesee County GSRP Consortium by GISD in support of the single point of entry with MEC.

12. Great Start to Quality Rating. The GSRP Program Site will fully participate in *Great Start to Quality* and have a quality rating of Enhancing Quality, Enhancing Quality-Validated, or Demonstrating Quality as required by MCL 388.1632d.

13. Child Care Licensing. Subcontractor shall assure compliance with state licensing regulations governing childcare to assure the safety of all participating GSRP children. GSRP must receive a certificate of approval/license from MiLEAP, Child Care Licensing Bureau. Relocations must be completed with the knowledge of GISD. Programs must inform GISD within 24 hours of a special investigation resulting in a violation being established, a change from a regular to a provisional license, or continued provisional status.

14. Policies and Procedures Family Handbook. Subcontractor shall assure families and staff are provided with policies and procedures as per the GSRP Implementation Manual. Features specific to GSRP must be included in handbooks: use of grant name, logo and 'funded by' language. Subcontractor must have written policies and procedures that include those items listed in the GSRP Implementation Manual. The Family Handbook must specifically denote that **Children must not be excluded, suspended, or expelled from classroom programming or transportation services for behavioral, toileting, or other non-health related needs.**

15. Qualified Teaching Personnel. Subcontractor shall ensure that there is sufficient qualified teaching personnel provided for the GSRP. Program staff will meet or exceed all qualifications and training standards required by the GSRP Implementation Manual. If the Subcontractor is unable to employ qualified GSRP staff, the Subcontractor must submit appropriate documentation to GISD for pre-approval of a staffing compliance plan prior to employment of GSRP staff. Failure to comply may result in staff termination. The Subcontractor agrees to maintain proper GSRP staffing ratios at all times per the GSRP Implementation Manual.

16. Data Reporting to GISD. Subcontractor shall provide GISD with all required student enrollment data, staff qualification information, financial data, and other information, as required, for monitoring and program reporting purposes subject to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) and other applicable federal and state privacy laws.

17. Education Program & Curriculum.

A. Subcontractor shall ensure that the students in part day and school day receive at least 120 days of classroom-based programming spread over a minimum of 30 weeks (1st year programs require a minimum of 80 days over 20 weeks), as required by MiLEAP. Staff professional development days and inclement weather days are not to be included in the minimum requirement; to accommodate these, sites should plan for these occurrences. Extended Program Option and Extended Blend Program participants must operate for 180 days over at least 36 weeks. Programs may count the approved eight home visits/parent-teacher conferences and five professional learning or coaching days (five hours or more) toward their instructional days. In addition, the program shall provide appropriate parent education and home-based services as required by the GSRP Implementation Manual, including a minimum of two -Family Participation Sessions to provide information on School Readiness and Program Data as indicated in the GSRP Implementation Manual.

The program shall also conduct two Home Visits and two Parent/Teacher Conferences as outlined in the GSRP Implementation Manual.

- B. Subcontractor agrees to use a curriculum approved by MiLEAP for GSRP programs. Approved curriculum for Genesee County includes: Creative Curriculum, HighScope, and Montessori. Any decisions to change the curriculum must be pre-approved by the ECC. Teaching teams are required to be trained in the curriculum utilized; trainings will be offered and coordinated via Genesee ISD.
- C. Subcontractor assures that any Supplemental Curriculum will not be utilized without the completion of the pre-approval process with Genesee ISD as outlined in the GSRP Implementation Manual.
- D. Subcontractor agrees to utilize the Promoting Positive School Climate (PPSC) Framework in alignment with the Multi-Tiered Systems of Support (MTSS) designed to support the Genesee County GSRP Consortium. These systems must be adhered to, in order to receive GISD supports for children experiencing social-emotional challenges or challenging behaviors. Subcontractor agrees to align these practices when applicable with LEA PPSC/MTSS Frameworks and Special Education systems. Children must not be excluded, suspended, or expelled related to their need for behavioral support.
- E. The GSRP Program Site Director and teaching teams will also be versed and apply the Michigan *Early Childhood Standards of Quality for Birth to Kindergarten (ECSQ-B-K)*, and the *Essential Instructional Practices in Early Literacy: Prekindergarten*.
- F. Subcontractor agrees to provide GISD access to teacher lesson plans when requested for the purpose of coaching and guiding instructional practices.

18. Student Assessment & Screening.

- A. Subcontractor shall ensure that all GSRP students receive ongoing child assessments, tracking child outcomes, progress in the curriculum, and progress toward proficiency on the *Early Childhood Standards of Quality for Birth to Kindergarten (ECSQ-B-K)*, as defined by MiLEAP.
- B. Subcontractor agrees to complete online student assessment (TS GOLD or COR Advantage online access) for GSRP students. This will be used to produce countywide child outcomes reports and to identify professional development needs. Any decisions to change assessment must be pre-approved by the ECC.
- C. Subcontractor shall ensure that all participating GSRP children receive developmental screening using the *Ages and Stages Questionnaire (ASQ III)* and *Ages and Stages Social Emotional 2 (ASQ-SE2)* screenings. Screenings must be completed by the family and entered into the ASQ online portal for scoring and reporting purposes within two-weeks of a student starting. Results of the screening will be shared with the family. If a developmental delay is suspected, referrals will be made for further evaluation and, if appropriate, Free Appropriate Public Education (FAPE) under Michigan Mandated Special Education and the Individuals with Disabilities Education Act (IDEA). Families will be

provided with information and community resources to enhance development in early learning domains, where delays are identified.

D. Subcontractor assures that any Supplemental Screenings or Assessment will not be utilized without the completion of the pre-approval process with Genesee ISD.

19. Program Evaluation.

A. Subcontractor shall fully participate in ongoing, onsite program evaluation, CLASS, curriculum implementation, and goal planning to assure compliance with the GSRP Implementation Manual.

20. Professional Development. Subcontractor shall ensure that GSRP Lead Teacher, Associate Teacher and Classroom Support staff are provided ongoing professional development opportunities that meet or exceed the standards required by the GSRP Implementation Manual and respond to the needs identified in local and countywide data analysis. GSRP Teaching Teams are required to meet all mandatory training requirements per the GSRP Implementation Manual or identified by GISD.

21. Access & Recordkeeping.

A. Subcontractor shall provide full access to GSRP classrooms to the ECC or ECS for scheduled and unscheduled visits.

B. Subcontractor agrees to maintain the following administrative records on file for seven (7) years. Records must be available for monitoring by GISD or by MiLEAP. If the GSRP program is closed for any reason, Subcontractor shall ensure records are turned over to GISD to meet retention requirements.

- Project plan (philosophy statement, curriculum model, and examples of lesson plans);
- Parent involvement records;
- Financial documents (budgets, final expenditure reports, and carryover reports);
- Source documentation (invoices, receipts, etc.) for GSRP expenditures;
- Employee contracts/agreements and rationale for proration amounts for Subcontractor employees paid with GSRP funds;
- Supplementary childcare records;
- Data and analysis of child follow-up information through second grade;
- Documentation of license/approval by MiLEAP, Child Care Licensing Bureau including correspondence on compliance and any special investigations;
- Personnel records for the director, lead teacher(s), associate teacher(s), and others, including:
 - Staff credentials and professional development logs located in MiRegistry; and
 - Professional development logs, including training, conferences, workshops, and classes in MiRegistry;
- Children's records. A single file for each child must be **kept for seven (7) years** and include:
 - Age documentation (birth certificate or other proof of age eligibility): Starting in 2023-2024 these can be stored in the student enrollment system

- Verification of income eligibility; Starting in 2023-2024 these can be stored in the student enrollment system
- Documentation of risk factors; Starting in 2023-2024 these can be stored in the student enrollment system
- Health and immunization records; Starting 2023-2024 these can be stored in the student enrollment system
- Family information (parent name, address, phone number);
- Evidence of developmental screening;
- Evidence of comprehensive assessment of child's progress in the program; and
- Documentation of date and content of home visits and parent/teacher conferences

22. Reporting. Subcontractor agrees to provide timely submission of all budget and expenditure requests, MSDS submissions, and student data reports. Subcontractor shall provide GISD with a detailed budget for the proposed GSRP expenditures and a final expenditure report detailing actual expenses. Subcontractor will ensure that all reports are completed thoroughly and accurately. Finances will be tracked through the GSRP Reimbursement system. Anticipated reports include:

- Budget Templates and Cost Allocations Spreadsheets
- Program Application
- Student count (Fall/Spring)
- MiRegistry Staffing
- Capacity Request
- Carryover Final Expenditure Report (COFER)
- Final Expenditure Report (FER)

23. Enrollment.

A. Subcontractor shall ensure that the allocation is utilized for qualifying four-year-old children in receiving a quality, classroom-based preschool program as identified above. Spots unfilled by **December**, according to MEC shall be returned to GISD to be placed in a countywide pool available to the Genesee County GSRP Consortium. If spots are not filled by the close of the GSRP student count period of **February**, the GISD shall retain the full allocation to be returned to MiLEAP.

24. Expenditures and Funds.

A. Subcontractor may utilize funds for administration/overhead costs as dictated in the GSRP Implementation Manual and within the reasonable restrictions set forth by GISD within the limits of the budget template.

B. Subcontractor understands these funds are intended to implement GSRP and not supplant. Subcontractor assures all expenses are deemed reasonable and appropriate and understands that expenses deemed unallowable or not necessary will be denied reimbursement by GISD.

- C. Subcontractor understands that the budget revisions will be available in April or following the finalization of student count and corresponding allocation adjustments. Any interim budget amendment requests must be requested via the ECC. Capital requests in excess of \$5,000 must be pre-approved in written form via the ECC/MiLEAP. Capital expenses that are not pre-approved will be denied.
- D. Subcontractor understands that a maximum of 20% of the Subcontractor's unspent allocation may be available for access as carryover funds, upon approval of GISD. Any unspent funds beyond 20% of the final Subcontractor allocation will be returned to the Genesee County GSRP Consortium. Annual allocations are encouraged to be utilized to support the GSRP classroom and its students.

25. Nondiscrimination. Subcontractor shall ensure that no person shall be excluded from participation in, denied the proceeds of, or be subject to discrimination in any form as a result of the performance of this agreement. Subcontractor shall further ensure that no applicant, candidate, employee, or volunteer will be subject to discrimination in any form and that affirmative action will be taken to ensure that applicants are employed and treated during employment, without regard to race, religion, color, national origin, age, gender, or disability.

26. Compliance. Subcontractor shall comply at all times with applicable laws, rules, ordinances, and codes of state and local governments. Subcontractor shall comply with Michigan Childcare Licensing Rules for Childcare Centers and assume all liability for GSRP students under their care.

TERMS AND CONDITIONS:

27. Withholding Funds.

- A. Subcontractor understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, MiLEAP may withhold funds otherwise due under the grant program, any other grant programs, or State School Aid Act of 1979 as amended, until it comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). GISD may withhold up to 100% of any payment based on a monitoring finding, audit finding, or pending final report.
- B. GISD reserves the right to withhold funds otherwise due to Subcontractor in the event Subcontractor materially fails to comply with the terms and conditions of the grant awards. Prior to withholding funds under this paragraph, Subcontractor shall be afforded 15 days to cure its failure to comply with the term and conditions of the grant award and shall be given an opportunity to meet with GISD to discuss how it may do so.

28. Suspension or Termination of Agreement.

- A. If the grant from MiLEAP under which this agreement is funded is terminated or suspended, or GISD determines that Subcontractor has materially breached the conditions of this agreement or has been deemed a financial risk, GISD shall have the right to suspend or terminate this agreement by providing 30 days advance written notice to Subcontractor and specifying the effective date thereof. Prior to termination or

suspension under the paragraph, Subcontractor shall be afforded 15 days to cure its material breach and shall be given an opportunity to meet with GISD to discuss how it may do so. This 15-day cure period shall not apply in instances of gross negligence or moral turpitude. Upon suspension or termination, GISD shall assume full responsibility for the GSRP program under its grant from MiLEAP.

- B. If Subcontractor is unable or unwilling to satisfactorily comply with existing or additional conditions and terms as may be lawfully applied by MiLEAP, it may suspend or terminate the agreement by providing 30 days advance written notice to GISD and specifying the effective date thereof. Upon suspension or termination, GISD shall assume full responsibility for the GSRP program under its grant from MiLEAP.

29. Reclamation of Property. In the event of termination by either party, all property, equipment, finished and unfinished documents, data, and reports purchased with grant dollars or prepared by Subcontractor under this or previous agreement(s), in accordance with all applicable state regulations, shall become the property of GISD.

30. Changes to Agreement. GISD reserves the right to request changes in the scope of services to be provided by Subcontractor under the agreement. Such changes may be attributable to the requirements of MiLEAP or requested by GISD for the good operation of the program. In the event of such a change, it will be discussed with Subcontractor to achieve mutual understanding and agreement before being incorporated as an amendment to this agreement. In cases of a funding decrease imposed by MiLEAP, GISD reserves the right to unilaterally adjust the maximum amount of annual reimbursement accordingly.

ASSURANCES:

31. Compliances with Grant Program Requirements. GISD and Subcontractor agree to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies and award conditions governing this program. Both parties understand and agree that if they materially fail to comply with the terms and conditions of the grant award, MiLEAP may withhold funds otherwise due under the grant program, any other grant programs, or of the State School Act of 1979 as amended, until they come into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). MiLEAP may withhold up to 100% of any payments based on a monitoring finding, audit finding, or pending final report.

32. Materials Developed with Grant Funds. GISD and Subcontractor assure that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: "These materials are funded through a grant provided by the Michigan Department of Lifelong Education, Advancement, and Potential."

33. Nondiscrimination under Federal & State Assisted Programs. GISD and Subcontractor hereby agree that they will comply with all federal and Michigan laws and regulations prohibiting discriminations and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be

subjected to discrimination in any program or activity for which they are responsible or for which they receive financial assistance from the U.S. Department of Education or MiLEAP.

34. Americans with Disabilities Act. The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities, and requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II of the ADA, GISD and Subcontractor have conducted a review of their employment and program/service delivery processes and have developed solutions to correct barriers identified in the review.

Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools, and day care centers) and addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, GISD and Subcontractor have taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, advantages, or accommodations offered. In addition, a Title III entity, upon receiving a grant from MiLEAP, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

35. Iran-Linked Businesses. GISD assures that, for any request for proposals or contract renewal for work performed under this grant, it will collect a certification from each bidder that the bidder is not an Iran-Linked Business. An Iran-linked business is not eligible to submit a bid on a request for proposal with a public entity. Recipients must comply with all conditions under P.A. 517 of 2012, "Iran Economic Sanction Act," April 1, 2013.

Signed:

Delrico Lyod Date
Genesee County Board of Commissioners

Superintendent Date
Genesee Intermediate School District

DESCRIPTION: GSRP 2025-2026

GL #	DESCRIPTION	Increase/(Decrease)
2727-698.01-558.000	STATE PARTICIPATION	88,944.00
2727-698.01-702.000	SALARIES & WAGES	(\$3,174.00)
2727-698.01-709.000	SOCIAL SECURITY	(\$243.00)
2727-698.01-718.000	MEDICAL INSURANCE	(\$1,050.00)
2727-698.01-723.000	POST-RETIREMENT BENEFIT	(\$65.00)
2727-698.01-725.000	OPTICAL INSURANCE	(\$7.00)
2727-698.01-726.000	DENTAL INSURANCE	(\$44.00)
2727-698.01-727.000	LIFE HEALTH INSURANCE	(\$30.00)
2727-698.01-728.000	RETIREMENT	(\$254.00)
2727-698.01-729.000	WORKERS COMPENSATION	(\$3.00)
2727-698.01-730.000	UNEMPLOYMENT	(\$6.00)
2727-698.01-752.000	SUPPLIES OTHER	(\$132.00)
2727-698.01-801.050	FIDUCIARY SERVICES	\$92,376.00
2727-698.01-829.001	TECHNOLOGY & SOFTWARE SERVICES	(\$1,445.00)
2727-698.01-924.000	UTILITIES	600.00
2727-698.01-957.006	INTRAFUND EXPENSE	2,421.00

DESCRIPTION: GSRP 2025-2026

GL #	DESCRIPTION	Increase/(Decrease)
2727-698.01-558.000	STATE PARTICIPATION	88,944.00
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2727-698.01-924.000	UTILITIES	600.00
2727-698.01-957.006	INTRAFUND EXPENSE	2,421.00



Genesee County

Staff Report

Genesee County
Administration Building
324 S. Saginaw St.
Flint, MI 48502

File #: RES-2026-0022

Agenda Date: 1/21/2026

Agenda #: 9.

To: Charles Winfrey, Human Services Committee Chairperson

From: Joshua Freeman, Director of Administration

RE: Approval of an agreement between Genesee County and Genesee Health Plan, in an amount not to exceed \$7,700,000.00, to provide for a health care delivery system for low-income Genesee County residents; the cost of this agreement will be paid from the Genesee County Health

BOARD ACTION REQUESTED:

Approval of a contract between Genesee County and Genesee Health Plan to provide health care insurance services in an amount not to exceed \$7,700,000.00.

BACKGROUND:

Genesee County has a dedicated millage to provide a health care services delivery system for uninsured, low-income residents of Genesee County. To help facilitate that, Genesee County has contracted with Genesee Health Plan to deliver those services.

DISCUSSION:

Genesee County originally entered into an agreement with Genesee Health Plan in 2007. Since that time, there have been several amendments that provide for continuation and payment of services. After analyzing requests for payment last year, the recommended amount is deemed adequate to cover anticipated costs. In addition, up to 20% of this contract amount may be used for administrative costs including, but not limited to, enrollment staffing. Of that 20%, up to fifty percent may be paid upon the approval of this contract to help with cash flow management issues that result from insurance claim payment lags. No dollars from the millage will be used for any campaign or millage renewal purposes.

IMPACT ON HUMAN RESOURCES:

There will be no additional impact to HR.

IMPACT ON BUDGET:

The funds for this contract are provided through a dedicated millage and will be paid from account 2230-255.01-835.006. A budget amendment is attached to increase from the original estimated budget of \$6,000,000 to this contract amount of \$7,700,000. There is available fund balance to cover this amendment.

IMPACT ON FACILITIES:

There is no impact on Facilities.

IMPACT ON TECHNOLOGY:

There is no impact on Technology.

CONFORMITY TO COUNTY PRIORITIES:

In approving this agreement, the Board of County Commissioners will help fulfill the priority of Healthy, Livable & Safe Communities by assisting those without health insurance obtain coverage.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of Administration to authorize entering into a contract amendment between Genesee County and Genesee Health Plan Corporation, said amendment being necessary to extend the term for one additional year commencing October 1, 2025, through September 30, 2026, whereby the contractor will continue to provide a health care services delivery system to uninsured, low-income residents of Genesee County, at a total cost to the County not to exceed \$7,700,000.00 to be paid from millage account number 2230-255.01-835.006 as set forth in the memorandum request and attached contract amendment, with no millage dollars being used for any campaign or millage renewal support purposes, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the January 21, 2026 meeting of the Human Services Committee of this Board), the Chairperson of this Board is authorized to execute the attached amendment on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.

DESCRIPTION: Budget amendment for Genesee Health Plan Contract

GL #	Description	Increase/(Decrease)
2230-255.01-835.006	GENESEE HEALTH PLAN	1,700,000.00

DESCRIPTION: Budget amendment for Genesee Health Plan Contract

GL #	Description	Increase/(Decrease)
2230-255.01-835.006	GENESEE HEALTH PLAN	1,700,000.00

APPROVED BY: _____

AMENDMENT NO. 3
TO AMENDED AND RESTATED CONTRACT BETWEEN
GENESEE COUNTY AND GENESEE COUNTY HEALTH PLAN CORPORATION

This Amendment is for the period commencing October 1, 2025, through September 30, 2026, and is between **Genesee County**, Michigan, a Michigan municipal corporation whose principal place of business is located at 324 South Saginaw Street, 10th Floor, Flint, Michigan 48502 (the "County"), acting by and through the Genesee County Health Department (the "Department"), and **Genesee Health Plan Corporation**, a Michigan domestic nonprofit corporation, whose principal place of business is located at 2171 S Linden Rd., Flint, MI 48532 (the "Contractor") (the Contractor, the County, and the Department together, the "Parties").

WHEREAS, the Parties previously entered into a certain contract for eligible health care services effective December 1, 2006, and previously extended said contract by amendments through September 30, 2022; and

WHEREAS, the Parties previously extended the term of the original contract for one additional year commencing October 1, 2022, through September 30, 2023, by completely amending and restating the original contract, as amended (the "Amended and Restated Contract"); and

WHEREAS, the Parties have twice previously exercised options to extend the Amended and Restated Contract for additional one-year terms through September 30, 2025; and

WHEREAS, the Parties now wish again to exercise the option to extend the Amended and Restated Contract for an additional one-year term commencing October 1, 2025, through September 30, 2026; and

WHEREAS, the Parties wish also to amend the Amended and Restated Contract to reflect the maximum expenditure amount of \$7,700,000.00 for this extension period.

NOW THEREFORE, the Parties agree to amend the Amended and Restated Contract as follows:

1. Section B.2. of the Amended and Restated Contract is hereby amended to reflect the budget period for the extension term to commence October 1, 2025, through September 30, 2026.
2. Section B of the Amended and Restated Contract is hereby amended to add subsection 11 that states as follows:

"11. That no millage dollars can be used for any campaign or millage renewal support purposes, which would be a violation of the Michigan Campaign Finance Act."

3. Section C.1. of the Amended and Restated Contract is hereby amended and restated in its entirety as follows:

"For the fiscal year commencing October 1, 2025, through September 30, 2026, the Department shall provide funding for the Services in an amount not to exceed \$7,700,000.00 Dollars as set forth in Attachment B. Each fiscal year thereafter, the amount of funding to be provided by the Department shall be mutually agreed upon in writing by the Department and the Contractor."

4. Section D.2. of the Amended and Restated Contract is hereby amended to reflect that the services for this extension period shall commence October 1, 2025, through September 30, 2026.

5. Attachment B of the Amended and Restated Contract is hereby amended to reflect that the total reimbursement for the extension term of October 1, 2025, through September 30, 2026, shall not exceed \$7,700,000.00.

6. Attachment B of the Amended and Restated Contract is hereby further amended to allow up to 20% of the contract amount to be used for administrative costs, including, but not limited to, enrollment staffing.

7. Attachment B of the Amended and Restated Contract is hereby further amended to allow up to half of that 20% administrative cost allowance to be paid to the Contractor upon approval of this amendment to help with cash flow management issues that result from insurance claim payment lags.

8. The remaining terms and conditions of the Amended and Restated Contract and its attachments shall remain unchanged and in full effect.

The individual or officer signing this Contract Amendment certifies by her/his signature that she/he is authorized to sign this Contract Amendment on behalf of the responsible governing board, official, or the Contractor.

GENESEE HEALTH PLAN
CORPORATION

COUNTY OF GENESEE

Dale Weighill, Chairperson
Board of County Commissioners

Date: _____

Date: _____