



Genesee County
Governmental Operations Committee
Agenda

Wednesday, February 11, 2026

5:30 PM

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

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

[RES-2026-0183](#) Approval of Meeting Minutes - January 21, 2026

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

1. [RES-2026-0027](#) Approval of a proposed change to the appointment process for Genesee County's Metropolitan Planning Commission

2. [RES-2026-0028](#) Approval of a proposed change to the Genesee County Planning Ordinance

3. [RES-2026-0086](#) Performance Expectations and Professional Improvement Plan for Corporation Counsel

4. [RES-2026-0088](#) Performance Expectations and Professional Improvement Plan for Director of Administration

VII. NEW BUSINESS

1. [RES-2025-2541](#) Approval of an agreement between Genesee County and Civera, in an amount not to exceed \$41,700.00, to provide for an online searchable historical election results database and statistics tool; the cost of this agreement will be paid from account 1010-215.00-933.001

2. [RES-2025-2838](#) Approval of an agreement between Genesee County and the Genesee County Associations of Fire Chiefs, in an amount not to exceed \$66,774.92, to provide the Genesee County Hazmat Team; the term of this agreement is January 1, 2026 through January 1, 2029; the cost of this agreement will be paid from account 2832-426.00-801.000
3. [RES-2025-2858](#) Approval of a purchase order to Handtevy (Pediatric Emergency Standards, Inc.), in an amount not to exceed \$5,834.00, for the purchase of Medication Management software for use in the field across the Office of the Sheriff Genesee County Paramedics Division
4. [RES-2026-0026](#) Approval of a grant award from the State Court Administrative Office, in the amount of \$53,650.00, for 67th District Court to establish a Legal Resource Center; the budget for this grant is attached
5. [RES-2026-0034](#) Approval of a grant award from the State Court Administrative Office, in the amount of \$70,000.00, for 67th District Court to establish an Operation Drive Program; the budget for this grant is attached
6. [RES-2026-0131](#) Approval of resolution recognizing March 2026 as Women's History Month in Genesee County

VIII. OTHER BUSINESS

IX. ADJOURNMENT



Genesee County

Staff Report

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

File #: RES-2026-0183

Agenda Date: 2/11/2026

Agenda #:

Approval of Meeting Minutes - January 21, 2026



**Genesee County
Governmental Operations Committee
Meeting Minutes**

Wednesday, January 21, 2026

5:30 PM

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

I. CALL TO ORDER

Commissioner Loyd called the meeting to order at 6:21 PM.

II. ROLL CALL

Present: Delrico J. Loyd, Shaun Shumaker, Charles Winfrey, Gary L. Goetzinger, Beverly Brown, James Avery, Martin L. Cousineau, Dale K. Weighill and Brian K. Flewelling

III. APPROVAL OF MINUTES

[RES-2026-0044](#) Approval of Minutes - December 3, 2025

RESULT: APPROVED

MOVER: Martin L. Cousineau

SECONDER: James Avery

Aye: Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Goetzinger, Commissioner Brown, Commissioner Avery, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. [RES-2025-2778](#) Approval of a grant award from Region 3 Homeland Security Planning Board, in the amount of \$30,000.00, to provide for the renewal of services for ten (10) existing Flock Cameras; the budget for this agreement is attached

RESULT: REFERRED
MOVER: Brian K. Flewelling
SECONDER: James Avery

Aye: Chairperson Loyd, Vice Chair Shumaker,
 Commissioner Winfrey, Commissioner Goetzinger,
 Commissioner Brown, Commissioner Avery,
 Commissioner Cousineau, Commissioner Weighill
 and Commissioner Flewelling
2. [RES-2025-2833](#) Approval of a purchase order to FLOCK, in an amount not to exceed \$60,000.00, to renew the services for hardware and software products for twenty (20) FLOCK Safety Falcon Cameras; the term of this coverage is from October 1, 2025 through September 30, 2026; the cost of this purchase is fully grant-funded and will be paid from account 2856-310.00-801.000

RESULT: REFERRED
MOVER: Brian K. Flewelling
SECONDER: Charles Winfrey

Aye: Chairperson Loyd, Vice Chair Shumaker,
 Commissioner Winfrey, Commissioner Goetzinger,
 Commissioner Brown, Commissioner Avery,
 Commissioner Cousineau, Commissioner Weighill
 and Commissioner Flewelling
3. [RES-2025-2836](#) Approval of a grant award from the Michigan Department of Health and Human Services, in the amount of \$71,075.00, to support crime victim sustainability efforts at Genesee County's Sheriff's Office; no match is required

RESULT: REFERRED
MOVER: Shaun Shumaker
SECONDER: James Avery

Aye: Chairperson Loyd, Vice Chair Shumaker,
 Commissioner Winfrey, Commissioner Goetzinger,
 Commissioner Brown, Commissioner Avery,
 Commissioner Cousineau, Commissioner Weighill
 and Commissioner Flewelling

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4. [RES-2025-2843](#) Approval of a purchase order to Pinnacle Design for the fiscal year ending 2026, in an amount not to exceed \$2,451.00, to provide for the purchase of a lobby podium at Genesee County's Clerk/Register of Deeds Office; the cost of this purchase order is budgeted and will be paid from account 1010-215.00-763.000
- RESULT:** REFERRED
MOVER: Charles Winfrey
SECONDER: James Avery
- Aye:** Chairperson Loyd, Commissioner Winfrey, Commissioner Brown, Commissioner Avery, Commissioner Cousineau and Commissioner Weighill
- Nay:** Vice Chair Shumaker, Commissioner Goetzinger and Commissioner Flewelling
5. [RES-2025-2854](#) Approval of resolution recognizing February 2026 as Black History Month in Genesee County
- RESULT:** REFERRED
MOVER: Charles Winfrey
SECONDER: James Avery
- Aye:** Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Brown, Commissioner Avery, Commissioner Cousineau and Commissioner Weighill
- Nay:** Commissioner Goetzinger and Commissioner Flewelling
6. [RES-2026-0027](#) Approval of a proposed change to the appointment process for Genesee County's Metropolitan Planning Commission
- RESULT:** POSTPONED
MOVER: Shaun Shumaker
SECONDER: Delrico J. Loyd
- Aye:** Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Goetzinger, Commissioner Avery, Commissioner Weighill and Commissioner Flewelling
- Nay:** Commissioner Brown and Commissioner Cousineau
7. [RES-2026-0028](#) Approval of a proposed change to the Genesee County Planning Ordinance
- RESULT:** POSTPONED
MOVER: Shaun Shumaker
SECONDER: Delrico J. Loyd
-

- Aye:** Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Goetzinger, Commissioner Avery, Commissioner Weighill and Commissioner Flewelling
- Nay:** Commissioner Brown and Commissioner Cousineau
8. [RES-2026-0029](#) Approval of an agreement between Genesee County and the Michigan Association of Counties to provide technical assistance to the Genesee County Opioid Settlement Steering Committee; there is no cost for this agreement.
- RESULT:** REFERRED
MOVER: Beverly Brown
SECONDER: Charles Winfrey
- Aye:** Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Goetzinger, Commissioner Brown, Commissioner Avery, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling
6. [RES-2026-0030](#) Approval of the Board of County Commissioner Focus Areas
- RESULT:** REFERRED
MOVER: James Avery
SECONDER: Beverly Brown
- Aye:** Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Goetzinger, Commissioner Brown, Commissioner Avery, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

VIII. OTHER BUSINESS

- [RES-2026-0086](#) Performance Expectations and Professional Improvement Plan for Corporation Counsel
- RESULT:** REFERRED
MOVER: Martin L. Cousineau
SECONDER: Charles Winfrey
- Aye:** Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Goetzinger, Commissioner Brown, Commissioner Avery, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

RES-2026-0088 Performance Expectations and Professional Improvement Plan for Director of Administration

RESULT: REFERRED

MOVER: Martin L. Cousineau

SECONDER: Charles Winfrey

Aye: Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Goetzinger, Commissioner Brown, Commissioner Avery, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

RES-2026-0091 Approval to table RES-2026-0086 and RES-2026-0088 back to the January 21, 2026 Finance Committee Meeting

RESULT: APPROVED

MOVER: Martin L. Cousineau

SECONDER: Charles Winfrey

Aye: Chairperson Loyd, Vice Chair Shumaker, Commissioner Winfrey, Commissioner Goetzinger, Commissioner Brown, Commissioner Avery, Commissioner Cousineau, Commissioner Weighill and Commissioner Flewelling

RES-2026-0090 Approval to postpone RES-2026-0047 and RES-2026-0048 to the February 11, 2026 Finance Committee Meeting

RESULT: DENIED

MOVER: Delrico J. Loyd

SECONDER: Charles Winfrey

Aye: Chairperson Loyd, Vice Chair Shumaker, Commissioner Goetzinger and Commissioner Flewelling

Nay: Commissioner Winfrey, Commissioner Brown, Commissioner Avery, Commissioner Cousineau and Commissioner Weighill

RES-2026-0089 Approval of a resolution recognizing January as Human Trafficking Prevention Month and Raising Awareness of Human Trafficking

RESULT: REFERRED

MOVER: Charles Winfrey

SECONDER: James Avery

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

Nay: Commissioner Flewelling

Commissioner Cousineau left the meeting at 7:32 PM.

Commissioner Cousineau returned to the meeting at 7:35 PM.

IX. ADJOURNMENT

The meeting was adjourned at 7:42 PM.



Genesee County

Staff Report

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

File #: RES-2026-0027

Agenda Date: 2/11/2026

Agenda #: 1.

To: Delrico J. Loyd, Governmental Operations Committee Chairperson

From: Joshua Freeman, Director of Administration

RE: GCMPC Appointment Process Update

BOARD ACTION REQUESTED:

Approval of a proposed change to the appointment process for Genesee County's Metropolitan Planning Commission

BACKGROUND:

Members of the Genesee County Metropolitan Planning Commission (the GCMPC) are appointed by the Chairperson of the Board of County Commissioners. As provided in state law, this process was adopted by resolution of a previous Board.

DISCUSSION:

There is a desire to update the appointment process for members serving on the GCMPC. This update would provide for the appointment of members utilizing the adopted Appointment Policy. To make this change, the BOC must pass a resolution providing for the appointment process. After that resolution is adopted, the Planning Ordinance must also be updated. This will take place by separate action of the Board.

IMPACT ON HUMAN RESOURCES:

HR will aid in advertising for any position consistent with other boards and commissions.

IMPACT ON BUDGET:

There will be no additional impact on the budget.

IMPACT ON FACILITIES:

There will be no additional impact on facilities.

IMPACT ON TECHNOLOGY:

There will be no additional impact on technology.

CONFORMITY TO COUNTY PRIORITIES:

The Board of County Commissioners have prioritized an inclusive and collaborative culture. This proposal attempts to expand the process to be more inclusive of the entire BOC.

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

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan ("Board"), authorizes amending the Genesee County Metropolitan Planning Ordinance, said amendment being necessary to change only the method of appointment of Planning Commission members under Section 3 from appointments being made solely by the Chairperson of this Board to appointments being made by a majority vote of this Board in accordance with this Board's Appointment Policy (a copy of the memorandum request being on file with the official records of the January 21, 2026 meeting of the Governmental Operations Committee of this Board).



Genesee County

Staff Report

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

File #: RES-2026-0028

Agenda Date: 2/11/2026

Agenda #: 2.

To: Delrico J. Loyd, Governmental Operations Committee Chairperson

From: Joshua Freeman, Director of Administration

RE: GCMPC Appointment Process Update

BOARD ACTION REQUESTED:

Approval of a proposed change to the appointment process for Genesee County's Metropolitan Planning Commission

BACKGROUND:

Members of the Genesee County Metropolitan Planning Commission (the GCMPC) are appointed by the Chairperson of the Board of County Commissioners. As provided in state law, this process was adopted by resolution of a previous Board.

DISCUSSION:

There is a desire to update the appointment process for members serving on the GCMPC. This update would provide for the appointment of members utilizing the adopted Appointment Policy. This request is an amendment to the Genesee County Planning Ordinance which would effectuate the changes made by RES-2026-0027.

IMPACT ON HUMAN RESOURCES:

HR will aid in advertising for any position consistent with other boards and commissions.

IMPACT ON BUDGET:

There will be no additional impact on the budget.

IMPACT ON FACILITIES:

There will be no additional impact on facilities.

IMPACT ON TECHNOLOGY:

There will be no additional impact on technology.

CONFORMITY TO COUNTY PRIORITIES:

The Board of County Commissioners have prioritized an inclusive and collaborative culture. This proposal attempts to expand the process to be more inclusive of the entire BOC.

GENESEE COUNTY AMENDMENT OF THE
GENESEE COUNTY METROPOLITAN PLANNING ORDINANCE

BE IT ORDAINED, by this Board of County Commissioners of Genesee County, Michigan, that Section 3 of the Genesee County Metropolitan Planning Ordinance is hereby amended as follows, with additions thereto being indicated, here only, by **bold** text, and deletions being indicated by strikethrough text.

Section 3. The ~~Chairperson~~ of the Board of Commissioners of Genesee County, Michigan, is hereby ~~delegated the authority~~ **authorized** to appoint members and to fill vacancies on the Planning Commission **by a majority vote of its members elected and serving.**

The Clerk of this Board is hereby directed to have a notice of this Ordinance Amendment promptly published in a newspaper of general circulation in Genesee County, Michigan.

Adopted: January 28, 2026

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



Genesee County

Staff Report

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

File #: RES-2026-0086

Agenda Date: 2/11/2026

Agenda #: 3.

To: Board of County Commissioners

RE: Performance Expectations and Professional Improvement Plan for Corporation Counsel

BOARD ACTION REQUESTED:

Performance Expectations and Professional Improvement Plan for Corporation Counsel

BACKGROUND:

DISCUSSION:

IMPACT ON HUMAN RESOURCES:

IMPACT ON BUDGET:

IMPACT ON FACILITIES:

IMPACT ON TECHNOLOGY:

CONFORMITY TO COUNTY PRIORITIES:



Genesee County

Staff Report

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

File #: RES-2026-0088

Agenda Date: 2/11/2026

Agenda #: 4.

To: Board of County Commissioners

RE: Performance Expectations and Professional Improvement Plan for Director of Administration

BOARD ACTION REQUESTED:

Performance Expectations and Professional Improvement Plan for Director of Administration

BACKGROUND:

DISCUSSION:

IMPACT ON HUMAN RESOURCES:

IMPACT ON BUDGET:

IMPACT ON FACILITIES:

IMPACT ON TECHNOLOGY:

CONFORMITY TO COUNTY PRIORITIES:



Genesee County

Staff Report

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

File #: RES-2025-2541

Agenda Date: 2/11/2026

Agenda #: 1.

To: Dale K. Weighill, Governmental Operations Committee Chairperson

From: Domonique Clemons, Genesee County Clerk and Register of Deeds

RE: Approval of an agreement between Genesee County and Civera, in an amount not to exceed \$41,700.00, to provide for an online searchable historical election results database and statistics tool; the cost of this agreement will be paid from account 1010-215.00-933.001

BOARD ACTION REQUESTED:

Approval of an agreement between Genesee County and Civera, in an amount not to exceed \$41,700 to provide for online searchable historical election results database and statistics tool.

BACKGROUND:

ElectionStats by Civera is a direct-to-consumer database that allows the elections office to download current and historic election data to our website that can be accessed by the public. This database allows journalists and concerned citizens to access election information without the direct involvement of election staff. It also allows candidates and civic groups to analyze data for information about how to allocate resources for future elections. There currently is no other product like this on the market. The closest comparison is an election night reporting system. ElectionStats is different as it is a storehouse of all past elections that grows with time and is used for longitudinal research and analysis in addition to one-off reference lookups on past elections. No other vendor provides a comprehensive database of current and historical election data that is secure and can be easily accessed by the public. In recent years there has been a large uptick in public information requests from our office for historical election data that can be aggregated. Each public information request is a request for a specific group of data that needs to be gathered, downloaded, and provided to the requestor. The process for gathering this data is a drain on staff resources and they generally happen in the least opportune time, when elections are actively taking place. The purchase of this product will free up labor time for election staff and allow them to focus on putting on current elections rather than constantly researching and providing data from previous elections.

DISCUSSION:

This tool is different and much more intensive than just the election night reporting system currently used in Genesee County. This provides historical data of past elections that can be analyzed and compared over time. For example, you could search for a candidate's name and see every race and results that that candidate participated, rather than having to search election by election. We have had several requests for a tool like this in Genesee County for years. A product like this helps provide greater transparency and makes information more readily available to our community. Internally we often have departments asking us what year a millage was on the ballot and what the results were.

This tool would allow them to simply search for the millage and see the results for every time it was on the ballot.

IMPACT ON HUMAN RESOURCES:

This would have no impact on Human Resources

IMPACT ON BUDGET:

This is a budgeted expense of \$41,700 from account County Clerk Elections Division Annual Software Charge account number 1010-215.00-933.001

IMPACT ON FACILITIES:

None

IMPACT ON TECHNOLOGY:

There will be minimal impact on IT, But IT will be involved in linked the solution to the Clerks website.

CONFORMITY TO COUNTY PRIORITIES:

By being a planned and budgeted expense that went through extensive research we are adhering to the long-term financial stability priority of the county. This initiative also supports inclusive, collaborative culture by making election data more easily accessible to the public and leveling the playing field. Accessing this data currently would take significant time, and search capabilities, and may require multiple contacts within our office that can become burdensome to residents with limited means. Having more accessible information also supports the goal of community growth.

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 Office of County Clerk/Register to authorize entering into a software services and software license agreement between Genesee County and Civera, whereby the contractor will provide an online searchable historical election results database and statistics tool, at a total cost not to exceed \$41,700.00 to be paid from account 1010-215.00-933.001, for the period commencing , through ____, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the ___ meeting of the Governmental Operations Committee of this Board), and the Chairperson of this Board is authorized to execute the agreement on behalf of Genesee County.



by Civera

649 Massachusetts Ave, Suite 10, Cambridge, MA 02139
 sales@civera.com // 678-906-3779

INVOICE

Prepared For

Domonique Clemons, County Clerk/Register of Deeds

Genesee County, MI

1101 Beach St.
 Flint, MI 48502
 810-257-3254
 dclemons@geneseecountymi.gov

Invoice Number: 1836

Date: 09.30.2025

Name	Quantity	Price	Frequency	Total
ElectionStats Database	1	INCLUDED	one-time	INCLUDED
Design: "Perfect Fit" Agency Branding				
Election Results Starting Inventory: <i>PDF files: (2017-2025)</i>	9	450	one-time	\$4,050
Data Proofreading & Verification <i>includes source document linking</i>				
Annual Support & Maintenance		28,000	annually	\$28,000
Support is all-inclusive and covers: - unlimited future elections/data - "done for you" auto updates & verification - self-service training & support - new software releases & feature requests - full admin access - secure cloud hosting (99.9% uptime)				
ADD-ON: ElectionStats Full History (2008-2016)	9	450	one-time	\$4,050
<i>PDF files of various layouts: federal, state, county, & municipal offices + ballot questions</i>				
ADD-ON: Mapping Feature (2010-2025)	16	100	one-time	\$1,600
		4,000	annually	\$4,000

Terms & Conditions

This estimate is valid for thirty (30) days.

Annual support payment is due upon contract execution and on each subsequent anniversary of contract execution.

* For future elections, customer is responsible for providing data files in an importable format. See: <https://electionstats.com/getting-us-data-from-your-ems>

Agreements/payments should be made out to **Civera LLC**.

OPTIONS (includes first-year support)

Option 1	ElectionStats (2017-2025)	\$32,050
Annual (Year 2+):		\$28,000
Option 2	ElectionStats Full History (2008-2025)	\$36,100
Annual (Year 2+):		\$28,000
Option 3	ADD-ON : Mapping Feature	\$5,600
Annual (Year 2+):		\$4,000



ElectionSuite

ElectionStats • ElectionShield • Ballot Verifier • Ballot Redactor

Terms and Conditions

By executing a Purchase Order, or by sending payment, for any of the above Service Options (“the Selected Products & Services”) or for the Annual Support/License on the attached quote or invoice, Customer is entering into (1) a contract for software services and (2) a software license agreement with Civera LLC (“Vendor”), detailed below. Upon the date that Vendor receives Customer’s payment (“Effective Date”), the aforementioned agreements shall be executed.

Contract for Software Services

Scope of Work

Vendor agrees to create a new ElectionSuite deployment for Customer which includes one or more of the following product choices – ElectionStats • ElectionShield • Ballot Verifier • Ballot Redactor – as specified in the Selected Products & Services (“the Software”). Vendor shall then populate the Software with information derived from Customer-provided source files according to the Selected Products & Services (“Data”). Vendor shall extract and migrate the Data from such source files and perform quality assurance on the Data.

If the Software includes ElectionStats or ElectionShield but does not include Ballot Verifier or Ballot Redactor, then Data shall consist of Customer’s election results report exports and files and, if applicable, voting statistics report exports and files; and information derived therefrom. If the Software includes Ballot Verifier or Ballot Redactor, then the Data shall consist of either or both of Customer’s ballot images and Customer’s cast vote records and information derived therefrom.

If the Software includes ElectionStats, then such portion of the Software’s functional specifications shall be, as of the Effective Date, comparable to those demonstrated in current launched ElectionStats search portals, such as <https://results.elections.ny.gov> (“ElectionStats Reference Site”).

If the Software includes ElectionShield, then such portion of the Software’s functional specifications shall be, as of the Effective Date, in keeping with the description provided on Vendor’s product page here: <https://civera.com/election-shield/>

If the Software includes Ballot Verifier, then such portion of the Software’s functional specifications shall be, as of the Effective Date, comparable to those demonstrated in the current launched Ballot Verifier search portals, such as <https://ballotverifier.adacounty.id.gov> ("Ballot Verifier Reference Site").

If the Software includes Ballot Redactor, then such portion of the Software’s functional specifications shall, as of the Effective Date, allow the user to use automation to identify the presence of human markings and handwriting among a large set of ballot images (“Stray Mark Detection”) and allow the user to remove from view all ballot images which are detected as having no human markings, and allow the user to target and redact such markings manually on the remaining ballot images. 100% accuracy of Stray Mark Detection is not guaranteed, and such accuracy is dependent on the ability of Vendor to conduct fine-tuning on initial test sets. Vendor and Customer’s shared expectation is that Stray Mark Detection shall perform at an accuracy level that is equal to or better than that of a human reviewer, in a fraction of the time it would take to conduct manual review and detection on the same set of ballot images.

Acceptance

The Software shall be deemed accepted by Customer 30 days after the Delivery Date unless Customer provides notice of defect to Vendor within 30 days. Upon receiving said notice and deemed reasonably valid by Vendor, Vendor shall correct the defect and resubmit the Software for acceptance by Customer. If, in the reasonable judgment of Vendor, the defect is not valid, Vendor shall submit to Customer a written explanation of the reasons why such asserted defect is not valid. A defect shall never be construed to mean an additional functional component that is not present in the applicable Reference Site.

Service Level Agreement

1. “Critical issues” are defined as: website problems which render expected content inaccessible to users due to software component failure (including but not limited to: dead HTML form submit button, uncaught runtime exception, database connectivity failure, web application outage).
2. “Non-critical” issues are defined as: website problems which do not seriously impact users’ accessibility of expected content, and are typically cosmetic in nature (including but not limited to: wrong positioning of rendered DOM element, dead optional HTML form field, CSS or image load failure).

Response & Resolution Time Guarantees

1. Vendor shall respond to and resolve critical website issues in 4 and 8 business hours, respectively.
2. Vendor shall respond to and resolve non-critical issues in 7 and 10 business days, respectively.

Non-Disclosure of Privileged Data

In the event that Data includes materials which are exempt from applicable public records laws, including but not limited to: unredacted ballot images which contain personally identifiable information, and non-public voter registration information (“Privileged Data”), Vendor guarantees that such data shall remain strictly confidential, and Vendor shall not share such data with any outside party. As an additional security measure, insofar as Privileged Data is not necessary for the Software to function according to the needs

determined solely by Customer, Vendor shall promptly destroy any copy of Privileged Data in Vendor's possession.

Payment for Services

Unless the Selected Products & Services specifies a limited-termed pilot project, for hosting and support to continue, payment for full Annual Support/License is due on each subsequent anniversary of contract execution. Customer has the option of pre-paying for the full first-year amount including project costs. Upon delivery of the project, all invoiced project costs are due. Customer and Civera agree to a one-year term duration which auto-renews upon the anniversary of the Effective Date.

Software License Agreement

With the exception of Customer's branding and design components and Customer's ported front-end code, Software is the exclusive property of Vendor. Vendor is allowing Customer a non-exclusive right to use of the Software for the duration of each annual term paid for by Customer (or shorter term in the case of a pilot project). Customer and its employees shall be granted full access to and control over the Data within the Software at any time using a secure log-in administrative portal, if applicable. Customer may request delivery of Data at any time and Vendor shall deliver such Data in a normalized CSV export-file format. Customer shall not grant administrative access to any user who is not an employee of Customer.

We, the undersigned, hereby execute the attached quote/invoice and the above Terms and Conditions:

Signature:

Name:

Title:

Organization:

Date:

Signature:



Name:

Adam Friedman

Title:

Chief Executive Officer

Organization:

Civera LLC

Date:

ElectionStats

Sole Source Justifications

Current Customers' Approved Requests

See folder of past customer sole source forms here: [Past Sole Source Approvals](#)

Civera's Sole Source Letter

- **ElectionStats**
 - ElectionsStats - Sole Source Statement from Civera - 2023.10.03.pdf
- **ElectionStats + Ballot Verifier**
 - ElectionsStats & Ballot Verifier - Sole Source Statement from Civera - 2023.10.03.pdf

Yolo County CA - Sole Source Request

Extracted from: ■ Sole Source Approval - Yolo County CA.pdf

Election data is a direct-to-consumer database that allows the elections office to download current and historic election data to a website that can be accessed by the public. This database allows journalists and concerned citizens to access election information without the direct involvement of election staff. It also allows candidates and civic groups to analyze data for information about how to allocate resources for future elections.

There currently is no other product like this on the market. The closest comparison is an election night reporting system. ElectionStats is different as it is a storehouse of all past elections that grows with time and is used for longitudinal research and analysis in addition to one-off reference lookups on past elections.

No other vendor provides a comprehensive database of current and historical election data that is secure and can be easily accessed by the public.

In recent years there has been a large uptick in public information requests. Each public information request is a request for a specific group of data that needs to be gathered, downloaded, and provided to the requestor. The process for gathering this data is a drain on election resources and they generally happen in the least opportune time, around when elections are actively taking place. The purchase of this product will free up labor time for election staff and allow them to focus on putting on current elections rather than constantly researching and providing data from previous elections.

No other sources provide data as comprehensive and easily accessible by the public.

Other products Invite and Assembly vote were looked at. Each of these products provides online election voting services but do not allow for in depth analysis of current and historic elections. We have also looked at Election Night Reporting which seems to be the closest comparable product. Again, this product does not provide a database of historic election information that can be easily accessed by the public.

The approval of this product will save money on labor costs in the election's office. If not approved, the elections office will need to find other ways to cope with the increased information requests, and find other way to better serve its voters and candidates with relevant demographic information.



Genesee County

Staff Report

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

File #: RES-2025-2838

Agenda Date: 2/11/2026

Agenda #: 2.

To: Dale K. Weighill, Governmental Operations Committee Chairperson

From: Christopher R. Swanson, Sheriff

RE: Approval of an agreement between Genesee County and the Genesee County Associations of Fire Chiefs, in an amount not to exceed \$66,774.92, to provide materials for the Genesee County Hazmat Team; the term of this agreement is from January 1, 2026 through January 1, 2029; the cost of this agreement will be paid from account 2832-426.00-801.000

BOARD ACTION REQUESTED:

The Office of Genesee County Emergency Management requests to accept a contract between Genesee County and the Genesee County Associations of Fire Chiefs for the term of January 1, 2026, through January 1, 2029., in the amount of \$66,774.92 for the term of the contract.

BACKGROUND:

The attached contract ensures The Genesee County Hazmat Team will respond to incidents involving hazardous materials, such as chemical spills, gas leaks, and radiological incidents. The primary goal is to contain and control the release of hazardous substances to protect public health and the environment. The Hazmat Team will assess each situation to identify the hazardous materials involved. Once identified, the team will work to contain and mitigate the release. This may involve sealing leaks, neutralizing chemicals, or using absorbent materials to control spills. The Hazmat Teams goal is to minimize the environmental impact of hazardous materials incidents. The Genesee County Fire Chiefs will attempt to recover the costs of the incident by submitting claims to the parties responsible. Additionally, the Genesee County Fire Chiefs ensures that the Hazmat Team's apparatus, equipment, and supplies needed for responding to hazardous material incidents are properly maintained. The Genesee County Fire Chief also agree to be listed as the primary response team for the Genesee County Water and Waste Department with two sites in Genesee County and one in Lapeer County.

DISCUSSION:

None

IMPACT ON HUMAN RESOURCES:

None

IMPACT ON BUDGET:

Contract to be paid from account #2832-426.00-801.000 in the amount of \$66,774.92 for the term of

the contract including invoices yet to be paid from 2024-2025.

IMPACT ON FACILITIES:

None

IMPACT ON TECHNOLOGY:

None

CONFORMITY TO COUNTY PRIORITIES:

This contract request complies with the County priorities by ensuring safer 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 Office of Genesee County Sheriff to authorize entering into a professional services contract between Genesee County and the Genesee County Associations of Fire Chiefs, Michigan Association ("Fire Chiefs"), whereby the Fire Chiefs will provide the response, on behalf of Genesee County Emergency Management, to incidents involving hazardous materials for the term commencing January 1, 2026, through January 1, 2029, at a total cost not to exceed \$66,774.92 to be paid from the Emergency Management account 2832-426.00-801.000, 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 Governmental Operations Committee of this Board), the Chairperson of this Board is authorized to execute the contract on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.

BE IT FURTHER RESOLVED, that the contract includes payments for invoices from 2024 and 2025, and the payment of those invoices will be made from the total contract amount of \$66,774.92.

BE IT FURTHER RESOLVED, that the contract transfers ownership of four hazardous waste team vehicles from Genesee County to the Fire Chiefs in exchange for the Fire Chiefs agreeing to assume all liability and responsibility for operating the hazardous materials response team in accordance with all local, state, and federal laws and regulations.

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 Saginaw Street, Flint, Michigan 48502 (the "County"), and the **Genesee County Association of Fire Chiefs, Michigan Association**, whose principal place of business is located at PO Box 90783, Burton, Michigan 48509-0783 (the "Contractor") (the County and the Contractor together, the "Parties").

1. Term

1.1 Initial Term

The initial term of this Contract commences on **January 1, 2026**, and shall be effective through **January 1, 2029** (the "Initial Term").

1.2 *Prior Service*

The County agrees to pay invoices for services provided in 2024 and 2025, attached as Exhibit E, during the time that the Contractor was responding to incidents involving hazardous materials, such as chemical spills, gas leaks, and radiological incidents

1.3 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

Budget Reimbursement. The County will reimburse the Contractor for the approved expenses incurred by the Contractor in the performance of this Contract ***from the fund that the County has accumulated as a result of collections from parties responsible for the hazardous spills.*** The total amount paid to the Contractor under this Contract, ***including the invoices from 2024 and 2025***, shall not exceed \$ 66,774.92 ***plus any interest collected on the above referenced fund.*** The Contractor's projected budget for the Initial Term of this Contract is attached as Exhibit B (the "Budget"). If this Contract is extended, the County and the Contractor will agree in writing on a projected Budget for each Extension Term prior to the effective date of any Extension Term.

In addition, the County agrees to sell, and Contractor agrees to purchase, the vehicles identified on Exhibit C (the "Bill of Sale"). For and in consideration of a

total purchase price of \$1.00 and the Contractor's assumption of all liability and responsibility for operating the Genesee County Hazardous Materials Response Team in accordance with local, state, and federal law and regulations.

4. Delivery

The Purchaser is responsible for arranging for transportation of the vehicles. The Purchaser takes, title, ownership, and all responsibility for damage to the vehicles when the Purchaser or the Purchaser's agent takes possession of the vehicles upon execution of the Bill of Sale attached hereto as Exhibit C.

5. As-is No Warranty

The Purchaser has inspected the vehicles and acknowledges that the vehicles are sold "as is" and "with all faults." The County expressly disclaims all warranties with regard to the condition of the vehicles, including any warranties that the vehicles are merchantable or fit for a particular purpose. Purchaser agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability arising from the purchase, transportation, sale, or use of the vehicle by any person after the Purchaser takes title to the vehicles. Purchaser also agrees to agree to and execute the Release of Liability attached hereto as Exhibit D.

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

7. Contract Administrator

The contract administrator for this Contract is **Christopher R. Metropoulos, PEM, Office of the Genesee County Sheriff, Emergency Manager** (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.

8. Warranties

The Contractor warrants that:

- 8.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 8.2 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 8.3 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.

- 8.4 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

9. Suspension of Work

9.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services pending an appeal to a neutral body comprised of three (3) mutually agreed upon individuals with knowledge of the subject matter that caused the suspension (“Appeal Panel”). The decision of the Appeal Panel shall be binding and not subject to review. The Contract Administrator shall escrow any compensation due to the Contractor during the suspension. If the Appeal Panel determines that the County Administrator improperly suspended the Services of the Contractor, the County Administrator shall within thirty (30) days release the escrowed compensation to the Contractor. If the Appeal Panel determines that the County Administrator acted properly, then 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.

9.2 Necessary Actions Before Suspension

As a condition precedent to the suspension of Services by the Contract Administrator, the Contract Administrator shall provide written notice to the Contractor of said suspension and the effective date of the suspension that shall be no earlier than the date of receipt of the notice by the Contractor. If the County Administrator suspends the Services of the Contractor, the Contractor shall be under no obligation to perform any Services pursuant to this Contract. If Contractor sua sponte provides Services pursuant to this Contract during the term of the suspension, Contractor acknowledges that it will not receive compensation unless the Appeal Panel rules in the Contractor’s favor.

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.

10. Termination

10.1 Termination for Cause

Subject to Force Majeure as set forth in Section 17.11 of this Contract, 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 and provided to the Contractor by the County pursuant to Section 17.12 of this Contract, 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.

10.2 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 written 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.

10.3 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.

10.4 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.

11. 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.

12. 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 1976 PA 442, being MCL § 15.231, *et seq.*, known as the “Freedom of Information Act”.

13. Audit Rights

13.1 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.

13.2 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.

13.3 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.

13.4 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.

14. Identity Theft Prevention

14.1 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.

14.2 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.

15. 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 representatives 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.

15.1 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.

15.2 Indemnification

To the extent permitted by law, each party will remain responsible only for its own acts and omissions and the acts and omissions of its employees, officers, directors, and affiliates. A party shall not be liable for any claims, demands, actions, costs, expenses, and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement.

16. Independent Contractor

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

17. General Provisions

17.1 Entire Contract

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

17.1.1. The Contract – This Professional Services Contract

17.1.2. Exhibit A – The Scope of Work

17.1.3. Exhibit B – Budget

17.1.4. Exhibit C – Transfer of hazardous waste team vehicles bill of sale

17.1.5. Exhibit D -- Release of Liability

17.1.6. Exhibit E -- Invoices from 2024 and 2025

17.2 No Assignment

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

17.3 Modification

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

17.4 Binding Effect

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

17.5 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.

17.6 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.

17.7 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.

17.8 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.

17.9 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.

17.10 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.

17.11 Force Majeure

If by reason of Force Majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Contract, other than the obligation of the County to make the payments required under this Contract, then such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and any such party shall endeavor to remove or overcome such inability with all reasonable dispatch. If the event results in an insurance claim and settlement are authorized, the settlement proceeds shall be in the name of the County and the name of the Contractor. The County and the Contractor shall mutually determine if the County, the Contractor, or both shall be entitled to a share of the insurance proceeds.

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, orders of any kind of the Government of the United States or the State, or any civil or military authority, insurrection, riots, pandemics, epidemics, endemic, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, or on account of any other causes not reasonably within the control of the party claiming such inability.

17.12 Notice

Addresses and Notice. Unless otherwise provided herein and except for invoices, any other notice, communication, request, reply or advice (herein severally and collectively, for convenience, called "Notice") herein provided or permitted to be given, made or accepted by any party to any other party must be in writing and may be given or be served by **email and** depositing the same in the United States mail postpaid and registered or certified and addressed to the party to be notified, with return receipt requested, or by delivering the same to an officer of such party, addressed to the party to be notified. Notice deposited in the mail in the manner described above shall be conclusively deemed to be effective, unless otherwise stated herein, from and after the expiration of three (3) days after it is so deposited. Notice given in any other manner shall be effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties shall, until changed as hereinafter provided, be as follows:

If to County, to:

Christopher R. Metropoulos, PEM
Office of Genesee County Sheriff
Emergency Manager
324 S. Saginaw St., Ste 309
Flint, MI 48502
Email: CMetropolous@geneseecountymi.gov

If to Contractor, to:

[INSERT CONTACT INFORMATION]

The parties hereto shall have the right from time to time and at any time to change their respective addresses and each shall have the right to specify as its address any other address by at least fifteen (15) days written notice to the other party hereto. The parties hereto my agree in writing to email Notice if sent "Delivery Receipt" and "Read Receipt", which shall be effective upon confirmation of the Delivery Receipt by the sender.

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

Genesee County Association of Fire Chiefs

COUNTY OF GENESEE

By: _____
Gilbert Burwell
President,
Genesee County Association of Fire
Chiefs, Michigan Association

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

Date: _____

Date: _____

EXHIBIT A

Scope of the Services

The Genesee County Hazmat Team will respond to incidents involving hazardous materials, such as chemical spills, gas leaks, and radiological incidents. The primary goal is to contain and control the release of hazardous substances to protect public health and the environment. The Hazmat Team will assess each situation to identify the hazardous materials involved.

Once identified, the team will work to contain and mitigate the release. This may involve sealing leaks, neutralizing chemicals, or using absorbent materials to control spills. The Hazmat Teams goal is to minimize the environmental impact of hazardous materials incidents.

The Genesee County Fire Chiefs will attempt to recover the costs of the incident by submitting claims to the parties responsible.

Additionally, the Genesee County Fire Chiefs ensures that the Hazmat Team's apparatus, equipment, and supplies needed for responding to hazardous material incidents are properly maintained.

The Genesee County Fire Chief also agree to be listed as the primary response team for the Genesee County Water and Waste Department with two sites in Genesee County and one in Lapeer County.

EXHIBIT B

Contractor's Projected Budget
January 1, _____, 2026, to January 1, _____, 2029

Yearly Physicals - \$500 per member (20 Roster Max) = \$10,000.00 Annually

Operating Supplies – Includes Bouyes, absorbent supplies, and disposable supplies that cannot be billed to replace = \$500.00 Annually

Equipment Maintenance - \$50.00 (Yearly Hydro/Flow Test of 20 2216 PSI Units) = \$1,000.00 Annually

Equipment Maintenance - \$100.00 (Yearly Hydro/Flow Test of 4 6000 PSI Units) = \$400.00 Annually

Equipment Maintenance - \$102.50 (Yearly Fit & Flow Test of 10 SCBA Units) = \$1,025.00 Annually

Equipment Replacement - (Yearly replacement of Units that cannot be calibrated and are needed to perform job duties) = \$2,500.00

Insurance - \$484.00 every other month (6 Payments) (35% of Premium) = \$2,904.00 Annually

Gas & Oil - \$100.00 average per month (12 Months) = \$1,200.00 Annually

Vehicle Maintenance - \$296.24 (Yearly DOT of 4 Units such as CBRNE, City Truck, HAZMAT Trailer, & CBRNE Trailer) = \$1,184.00 Annually

Vehicle Maintenance – Repairs made to keep apparatuses safe for use (Average Yearly Repairs of 4 Units such as CBRNE, City Truck, HAZMAT Trailer, & CBRNE Trailer) = \$1,200.00 Annually

Communications – Accountability App (Currently Active911), antennas, batteries, & programming. = \$1,000.00 Annually

Training - \$40 per Member (20 Roster Max for 8-hour /HAZMAT Refresher annually) = \$800.00 Annually

Training - \$155 per Member (20 Roster Max for 24 HAZMAT Training) = \$3,100.00 Annually

EXHIBIT C

TRANSFER OF HAZARDOUS WASTE TEAM VEHICLES BILL OF SALE

THIS BILL OF SALE is executed on _____, by and between County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (hereinafter referred to as the “Seller”) and Genesee County Association of Fire Chiefs, a 501(c)(3) corporation, whose principal place of business is located at 117 High St., Grand Blanc, MI, with mailing address of P.O. Box 90783, Burton, Michigan (hereinafter referred to as the “Purchaser”).

Seller hereby agrees to transfer to Purchaser all rights, title, and interest, in the following property:

- 2000 GMC C-Series City Truck: VIN # 1GDJ7H1C0YJ508848**
- 2004 Haulmark Trailer Th85x20WT3: VIN # 16HGB20234H121626**
- 2006 Hackney Trailer: VIN # 1HHEST3126E009166**
- 2007 Spartan Tractor: VIN # 4S7HT2D957C056876**

For and in consideration of a total purchase price of \$1.00 and Purchaser’s assumption of all liability and responsibility for operating the Genesee County Hazardous Materials Response Team in accordance with local, state, and federal law and regulations.

The transfer of property shall take effect immediately upon execution of this Bill of Sale by both parties. Upon signing this Bill of Sale, the above-mentioned property shall belong exclusively to the Purchaser, and the Seller shall have no further responsibility for, liability towards, or interest in said property.

The Seller hereby affirms that the above information about this property is accurate to the best of its knowledge, and by signing below certifies it is the lawful owner of the property with the ability to sell it as Seller sees fit.

IN WITNESS WHEREOF, the parties executed this Bill of Sale on the below stated date(s).

Genesee County Association of Fire Chiefs

COUNTY OF GENESEE

By: _____
Gilbert Burwell
President,
Genesee County Association of Fire
Chiefs, Michigan Association

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

Date: _____

Date: _____

Exhibit E

Invoice

Genesee County Association of Fire Chiefs

General Fund

Invoice number: 102024

Date: October 1, 2024

PO Box 90783

Burton, MI 48509-0783

Phone: (810) 8770317

Email: burdette@twp.grand-blanc.mi.us

To: Genesee County Sheriff Office
Emergency Management and Homeland Security
1101 Beach St
STE G25
Flint, MI 48502

QTY	DESCRIPTION	COMMENTS	UNIT PRICE	TOTAL	GL Code
11	Employee Physicals	Blood and Pulmonary function test	\$ 705.00	\$ 7,755.00	101-300
1	Liability Insurance from VFIS	2024 operational period	\$ 1,933.70	\$ 1,933.70	101-300
1	Training	Joshua Hect	\$ 139.50	\$ 139.50	101-300
1	Equipment Repair	Cylinder recert and batteries	\$ 1,036.00	\$ 1,036.00	101-300
1	Fuel for vehicles		\$ 276.18	\$ 276.18	101-300

TOTAL DUE \$ 11,140.38

Please remit payment to:
Genesee County Association of Fire Chiefs
PO Box 90783
Burton, MI 48509-0783

If you have any questions please contact the Treasurer Bob Burdette at the above listed email or phone number.

PLEASE REMIT PAYMENT WITHIN 45 DAYS OF THE ISSUE DATE
Please return a copy of this invoice with your payment!

Please provide the following information for our email distribution list and return with payment!

Name of Representative: _Chief Robert Burdette_

Email: _burdette@twp.grand-blanc.mi.us_

Phone Number: _(810) 877-0317_

Invoice

Genesee County Association of Fire Chiefs

General Fund

Invoice number: 101425

Date: October 14,2025

PO Box 90783

Burton , MI 48509-0783

Phone: (810) 8770317

Email: finance@gencofirechiefs.org

To: Genesee County Sheriff Office
Emergency Management and Homeland Security
1101 Beach St
STE G25
Flint, MI 48502

QTY	DESCRIPTION	COMMENTS	UNIT PRICE	TOTAL
2	Employee Physicals	Blood and Pulmonary function test	\$ 521.00	\$ 1,042.00
1	Liability Insurance from VFIS	2024-25 operational period	\$ 1,465.00	\$ 1,465.00
1	Training	Tyler Balula	\$ 48.00	\$ 48.00
1	Equipment Repair	Gas monitor repair, batteries, 5 total charges	\$ 4,472.38	\$ 4,472.38
1	Equipment Replacement	Encapsulating suits	\$ 8,286.12	\$ 8,286.12
1	Vehicle Repairs	others totaling 4 total chrges	\$ 3,284.09	\$ 3,284.09
1	Professional Service	member alerting program Active 911	\$ 315.00	\$ 315.00

TOTAL DUE \$ 18,912.59

Please remit payment to:
Genesee County Association of Fire Chiefs
PO Box 90783
Burton, MI 48509-0783

If you have any questions please contact the Treasurer at finance@gencofirechiefs.org

PLEASE REMIT PAYMENT WITHIN 45 DAYS OF THE ISSUE DATE

Please return a copy of this invoice with your payment!

Please provide the following information for our email distribution list and return with payment!

Name of Representative: _Chief Robert Burdette_

Email: _finance@gencofirechiefs.org

Phone Number: _____

DESCRIPTION: FY24 AND 25 FIRE CHIEFS OUTSTANDING INVOICES

GL #	DESCRIPTION	Increase/(Decrease)
2832-426.00-801.000	PROFESSIONAL SERVICE CONTRACTS	30,053.00



Genesee County

Staff Report

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

File #: RES-2025-2858

Agenda Date: 2/11/2026

Agenda #: 3.

To: Dale K. Weighill, Governmental Operations Committee Chairperson

From: Christopher R. Swanson, Sheriff

RE: Approval of a purchase order to Handtevy (Pediatric Emergency Standards, Inc.), in an amount not to exceed \$5,834.00, for the purchase of Medication Management software for use in the field across the Office of the Sheriff Genesee County Paramedics Division

BOARD ACTION REQUESTED:

Approval of entering a PO to (new) vendor Handtevy (Pediatric Emergency Standards, Inc.) for the FY25/26 in the amount of \$5834.00 per provided Quote Q-20650 for the purchase of Access to Medication Management software, Unlimited Clinical Updates included, Clinical and Technical support; customization and setup for our Genesee County Paramedics division to be paid from the following accounts: 2110-313.00-933.001 (\$3,445.00) and 2110-313.00-801.000 (\$2,389.00). No General Funds.

BACKGROUND:

This purchase includes the customization and setup for the Handtevy Mobile (one-time fee); along with quick start training, Admin and mobile user workshops. Simplify complex medication and treatment administration with Handtevy Mobile's award-winning features at your fingertips. Dramatically improve time to treatment, accuracy, and outcomes for your patients.

DISCUSSION:

None

IMPACT ON HUMAN RESOURCES:

None

IMPACT ON BUDGET:

\$5834.00 total impact split between the following Annual Software and Professional Service Contracts accounts (Budget Amendment in process*): \$3,445.00 from 2110-313.00-933.001 and \$2,389.00 from 2110-313.00-801.000.

IMPACT ON FACILITIES:

None

IMPACT ON TECHNOLOGY:

IT will assist in the download/installment of the app on the Genesee County Paramedics assigned

iPads for use in the field.

CONFORMITY TO COUNTY PRIORITIES:

Using technology to quickly assist our Medics in emergency patient care; making communities safe.

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 Office of Genesee County Sheriff to authorize an expenditure, in the form of a purchase order, to purchase Handtevy Mobile medication management software for FY25/26, at a total cost not to exceed \$5834.00 to be paid from accounts (software and contract services): 2110-313.00-933.01 (\$3,445.00) and 2110-313.00-801.000 (\$2,389.00), with no general funds being used, 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 Governmental Operations Committee of this Board), and the Chief Financial Officer is directed to record the attached budget amendment.



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? _____

- a. 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.
- b. 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.

25-03789 12/18/25



Quote

Company Info: Pediatric Emergency Standards, Inc.
11860 W. State Road 84 Suite B1
Davie, FL 33325

Expiration Date: 1/31/2026
Quote Number: Q-20650

Phone: (954) 944-1114
FAX: (954) 653-3792

Account Name: Office of Genesee County Sheriff
Account #: 121541

Client Contact: Sean Clayton
Account Rep: Jessica Barrios

Bill To: 1002 Saginaw Street
Flint, MI 48502

Ship To: 1002 Saginaw Street
Flint, MI 48502

Product Code	Description	Quantity	List Price	Unit Price	Total
HMPS25	Customization and Setup for Handtevy Mobile (One Time Fee)	1.000	\$1,790.00	\$1,790.00	\$1,790.00
HMPA25	Annual access to Handtevy Mobile. Access to Medication Management Software, Unlimited Clinical Updates Included, Clinical and Technical support	1.000	\$3,445.00	\$3,445.00	\$3,445.00
QST25	Handtevy Quick Start Training includes: - One Virtual Hybrid Handtevy Instructor Course Seat - Maximize Handtevy Mobile User Workshops - Live - Handtevy Administrator Workshops - Live	1.000	\$599.00	\$599.00	\$599.00

Subtotal \$5,834.00
Total Price \$5,834.00
Tax \$0.00
Shipping and Handling \$0.00
Total \$5,834.00

To place an order, please email or fax a copy of the signed Quote and Purchase Order to: accounting@handtevy.com or (954) 944-1114.

PES requires execution of a Purchase Order for all sales above \$5,000 before applicable freight and taxes. The undersigned, on behalf of Customer, represents that he or she has the authority to sign this Quote and/or Purchase Order, and is bound hereby and agrees to the terms, conditions and pricing denoted and attached. Taxes, shipping and handling fees are estimates only and are subject to change at the time of order. Customer may provide PES with a tax exemption certificate, if applicable.

It is our customers responsibility to provide the most up-to-date and accurate protocol set. Additional fees will apply in the event a protocol set was submitted in error once customization has been initiated.

<hr/> <p>(Print Name)</p> <hr/>	<hr/> <p>(Title)</p> <hr/>
<hr/> <p>(Authorized Signature)</p> <hr/>	<hr/> <p>(Effective Date)</p> <hr/>

From: [Terry, James](#)
To: [Kline, Shelly](#)
Cc: [Keech, Concettina](#); [Dawisha, Mike](#)
Subject: Approval - Traumasoft and Handtevy
Date: Wednesday, December 17, 2025 5:02:42 PM

Shelly,

Good afternoon. After reviewing both TraumaSoft and Handtevy, I am ok with you moving forward in the purchasing process.

I spoke with Capt Cronkright and have asked to be kept in the loop as this moves forward. County IT will help deploy the Apps to the iPads when you get to that phase.

Thank you,

James Terry, CPA, C|CISO, CISSP
CISO | Chief Information Security Officer
Genesee County
(810) 257-3007 Help Desk
(810) 237-6103 Direct
[Book time with James](#)

Kline, Shelly

Subject: FW: Hello from Handtevy! 🖱

From: Cronkright, Richard Captain <RCronkright@geneseecountymi.gov>
Sent: Thursday, December 4, 2025 9:32 AM
To: Kline, Shelly <SKline@geneseecountymi.gov>
Subject: Re: Hello from Handtevy! 🖱

It has a training module that one dose doe not have and it is Customizable

Get [Outlook for iOS](#)

From: Cronkright, Richard Captain <RCronkright@geneseecountymi.gov>
Sent: Thursday, December 4, 2025 9:30:29 AM
To: Kline, Shelly <SKline@geneseecountymi.gov>
Subject: Re: Hello from Handtevy! 🖱

Yes, that is correct. More features

From: Cronkright, Richard Captain <RCronkright@geneseecountymi.gov>
Sent: Thursday, December 4, 2025 9:06 AM
To: Kline, Shelly <SKline@geneseecountymi.gov>
Subject: Re: Hello from Handtevy! 🖱

That's the only two companies I know that have this app

Get [Outlook for iOS](#)

From: Cronkright, Richard Captain <RCronkright@geneseecountymi.gov>
Sent: Thursday, December 4, 2025 9:02:56 AM
To: Kline, Shelly <SKline@geneseecountymi.gov>
Subject: Re: Hello from Handtevy! 🖱

Yes I have one from first dose

Get [Outlook for iOS](#)

From: Kline, Shelly <SKline@geneseecountymi.gov>
Sent: Thursday, December 4, 2025 9:02:08 AM
To: Cronkright, Richard Captain <RCronkright@geneseecountymi.gov>
Subject: RE: Hello from Handtevy! 🖱

By chance do you have any add'l quotes, as you know it'll be kicked back from Purchasing!

****Upcoming OOO Notice****

12/26, 12/29-1/2/2026

(Returning on 1/5/2026)

J. Michelle (Shelly) Kline

Office Manager

Office of Genesee County Sheriff

Phone: 810-341-5022

Fax: 810-237-6169

Email: skline@geneseecountymi.gov



1002 S. Saginaw St.

Flint, MI 48502

From: Cronkright, Richard Captain <RCronkright@geneseecountymi.gov>

Sent: Thursday, December 4, 2025 8:53 AM

To: Kline, Shelly <SKline@geneseecountymi.gov>

Subject: Fw: Hello from Handtevy! 🙌

Good morning,
Can you get this into the system

Get [Outlook for iOS](#)

From: Jessica Barrios <jbarrios@handtevy.com>

Sent: Thursday, December 4, 2025 8:49:27 AM

To: Clayton, Sean <SClayton@geneseecountymi.gov>

Cc: Cronkright, Richard Captain <RCronkright@geneseecountymi.gov>

Subject: Re: Hello from Handtevy! 🙌

Warning: Unusual sender <jbarrios@handtevy.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good morning Sean,

It was great meeting with your team today and hearing everyone's feedback!

I've attached a quote for your first year of Handtevy, which includes a one-time customization fee and one seat in our CAPCE-accredited Hybrid Instructor Course.

Kline, Shelly

From: Schoening, Katie
Sent: Monday, December 15, 2025 10:57 AM
To: Kline, Shelly
Subject: RE: FW: Hello from Handtevy! 🙌

Thank you. This will work.

Katie Schoening, ARM | Risk Manager | 810.257.2628 | 324 S. Saginaw, Flint, MI 48502 |
kschoening@geneseecountymi.gov



GENESEE COUNTY
OFFICE OF FISCAL SERVICES

We would like to emphasize the discussion and attachments set forth above are from a risk management perspective only and is NOT legal advice. Risk Management response based on data provided only.

Confidentiality Notice: This email may contain confidential and privileged information. If you have received this message by mistake, please notify me immediately by replying to this message or telephoning me, and do not review, disclose, copy or distribute. Thank you!

From: Kline, Shelly <SKline@geneseecountymi.gov>
Sent: Monday, December 15, 2025 10:50 AM
To: Schoening, Katie <KSchoening@geneseecountymi.gov>
Subject: FW: FW: Hello from Handtevy! 🙌
Importance: High

Katie

This vendor has already been added; I just need to do a PO request* however, I did reach out to them and let them know we also needed to COI; she just sent it to me; I told her that Gen Co Sheriff's Office was sufficient; I haven't looked at it in detail*

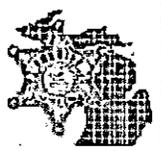
Just letting you know and providing you what you need*

****Upcoming OOO Notice****

12/26, 12/29-1/2/2026

(Returning on 1/5/2026)

J. Michelle (Shelly) Kline
Office Manager
Office of Genesee County Sheriff
Phone: 810-341-5022
Fax: 810-237-6169
Email: skline@geneseecountymi.gov



1002 S. Saginaw St.

Flint, MI 48502

From: Jessica Barrios <jbarrios@handtevy.com>
Sent: Monday, December 15, 2025 10:41 AM
To: Kline, Shelly <SKline@geneseecountymi.gov>
Cc: Clayton, Sean <SClayton@geneseecountymi.gov>
Subject: Re: FW: Hello from Handtevy! 🌟

Warning: Unusual sender <jbarrios@handtevy.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good morning Shelly,

Hope you had a great weekend!

I've attached a COI for you to review. Please let me know if you have any questions or if you need anything else.

Thanks so much,
Jessica



Jessica Barrios
Senior Business Development Manager
Email: jbarrios@handtevy.com
Direct: 954-526-8519
Main: 954-944-1114 ext. 1020
www.Handtevy.com     



On Fri, Dec 12, 2025 at 11:01 AM Jessica Barrios <jbarrios@handtevy.com> wrote:
Ok great! I'll have my team work on it now!





hinckleymedical

GCSO Paramedic Division - OneDose® Plus

Genesee County Paramedics

1002 S Saginaw St

Flint, MI 48502

Genesee County

Reference: 20251104-101024445

Quote created: November 4, 2025

Quote expires: May 3, 2026

Quote created by: Cameron Weber

cweber@hinckleymed.com

+16127597245

Richard Cronkright

rcronkright@co.genesee.mi.us

(810) 424-4456

Comments from Cameron Weber

- Unlimited Personnel and Devices under the Office of Genesee County Sheriff
- Unlimited User Trainings and Admin Support on Protocol Updates

Milestone 1

Small Group Testing Period

Target Date: 2-3 weeks from receiving protocol set

Provide early access to verify accuracy of protocols and functionality

Milestone 2

OneDose Go Live

Target Date: TBD

Implement all protocols/guidelines; activate login for Android, iOS, and web-based access

Products & Services

Item & Description	Quantity	Unit Price	Total
OneDose® Agency Premium Subscription	1	\$4,250.00 / year	\$4,250.00 / year for 3 years
OneDose® Implementation and Setup	1	\$950.00	\$950.00
Annual subtotal			\$4,250.00
One-time subtotal			\$950.00
Total			\$5,200.00
Total contract value			\$13,700.00

DESCRIPTION:

GL #	DESCRIPTION	Increase/(Decrease
2110-313.00-933.001	ANNUAL SOFTWARE CHARGE	3,445.00
2110-313.00-801.000	PROFESSIONAL SERVICE CONTRACTS	2,389.00

From: [IT - Helpdesk](#)
To: [Kline, Shelly](#)
Subject: Request : ##RE-44591## raised by you was closed
Date: Monday, December 22, 2025 2:39:32 PM
Attachments: [happy.png](#)
[sorrow.png](#)

ServiceDeskPlus

Acknowledgment Mail For You!

Dear Kline, Shelly,

Request raised by you was closed. The title of the request is :

FW: Hello from Handtevy!

Resolution is :

James ok'd the purchasing and install.

[View Request](#)

We hope you liked our service. How would you rate it? Your feedback will help us improve our service.

 Satisfied

 Not Satisfied

Note : This is an automated mail. Do not reply to this mail.

Sys Admin Team.





Genesee County

Staff Report

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

File #: RES-2026-0026

Agenda Date: 2/11/2026

Agenda #: 4.

To: Delrico J. Loyd, Governmental Operations Committee Chairperson

From: Helen Davis, 67th District Court Administrator

RE: Approval of a Legal Self-Help Center grant award from the State Court Administrative Office, in the amount of \$53,650.00, for 67th District Court to establish a Legal Resource Center, the term of this grant is from October 1, 2025, through September 30, 2026

BOARD ACTION REQUESTED:

67th District Court respectfully requests approval to accept the Legal Self-Help Center grant award through the State Court Administrative Office in the amount of \$53,650 for fiscal year 2026, October 1, 2025, through September 30, 2026.

BACKGROUND:

67th District Court is the 3rd busiest district court in Michigan. Many litigants are self-represented, often without adequate understanding of the legal process, limiting their abilities to effectively represent themselves in court. A Legal Self-Help Center will create a more equitable legal system by closing a service gap in the community, creating autonomy for residents, and strengthening the Court's ties to the area.

DISCUSSION:

Legal Self-Help Centers provide services to those who are seeking to solve legal problems by providing legal information, forms, resources, guidance, and referrals.

These services are designed to help educate and empower individuals to effectively advocate for themselves within the legal system. The Agreement between the State Court Administrative Office and 67th District Court was signed on December 9, 2025, by Court Administrator Helen Davis. Due to the short period of time between notification from the State of the award and the deadline for signature, there was not enough time to submit a resolution and get it on the Board's agenda during that timeframe. Therefore, the Agreement was signed prior to the item being placed on the Board's agenda.

IMPACT ON HUMAN RESOURCES:

The Legal Self-Help Center grant includes funds for a part-time paralegal to work an average of 24 hours per week. Wages will be 100% funded by the grant.

IMPACT ON BUDGET:

The Legal Self-Help Center grant is in the amount of \$53,650. The grant does not require a match.

A budget amendment is attached to this request.

IMPACT ON FACILITIES:

The grant budget includes funds for office furniture and supplies including such things as tables, chairs, work surfaces, etc. There may be a need for those items to be assembled.

IMPACT ON TECHNOLOGY:

The IT Department would be needed in order to set up the part-time paralegal with access to a computer, etc.

CONFORMITY TO COUNTY PRIORITIES:

A Legal Self-Help Center will allow for full access to courts in order to build trust in the community towards government.

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 67th District Court Administrator to authorize accepting the Legal Self-Help Center grant award from, and entering into a grant agreement with, the State Court Administrative Office, in the total amount of \$53,650 for the period commencing October 1, 2025, through September 30, 2026, to provide funding for a Legal Resource Center for the 67th District Court, is approved (a copy of the memorandum request and supporting documentation being on file with the official records of the February 11, 2026 meeting of the Governmental Operations Committee of this Board), the 67th District Court Administrator is authorized to execute any grant agreements on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
517-373-0128

Thomas P. Boyd
State Court Administrator

October 31, 2025

***Transmitted via email to**
Vhaley@geneseecountymi.gov

Hon. Vikki Bayeh-Haley
67th District Court
630 S. Saginaw Street
Flint, MI 48502

Re: FY26 Legal Self-Help Center Grant Program – Award Determination

Dear Hon. Vikki Bayeh-Haley:

Congratulations! I am pleased to inform you that your organization has been awarded a fiscal year 2026 grant in the total amount of **\$53,650.00** from the Legal Self-Help Center Grant program administered by the State Court Administrative Office (SCAO).

To accept this award, the authorizing official for your organization must sign the Grant Agreement via our DocuSign system. The Grant Agreement becomes effective when fully executed and terminates on **September 30, 2026**, with final reporting due by no later than **October 9, 2026**. If you find that you are unable to spend your entire grant award, please let us know as soon as possible.

I, the Justices, and the staff at the Michigan Supreme Court appreciate your commitment to the expansion of legal self-help services in Michigan. If you have any questions about the grant or need assistance, please email JFAC@courts.mi.gov.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd".

Thomas P. Boyd
State Court Administrator

CC: Helen Davis; HDavis2@geneseeCountyMI.gov

**State Court Administrative Office
Legal Self-Help Center Grant**

Agreement Between

**STATE COURT ADMINISTRATIVE OFFICE
(SCAO)**

and

GRANTEE:

67th District Court

Contract Number: SCAO-2026-070

Grant Amount: \$53,650

1. DEFINITIONS GOVERNING AGREEMENT

The definitions below govern the terms used in this Agreement.

- 1.01 The term “Agreement” as used in this document means the Agreement between the State Court Administrative Office (the “SCAO”), located in Lansing, MI and the Grantee located at 630 South Saginaw Street, Flint, MI 48502, and includes any subsequent amendments thereto.
- 1.02 The term “Approved Expenses” means all Program Expenses that have been timely reported to the SCAO and verified by the SCAO as an eligible expense not subject to recoupment from grantee.
- 1.03 The term “Authorizing Official” means the individual, named by the application organization, who is authorized to act for the Grantee and to assume the Grantee’s obligation imposed by laws, regulations, requirements, and conditions that apply to grant awards.
- 1.04 The term “Confidential Information” means confidential and/or Proprietary Information belonging to the SCAO which is disclosed to the Grantee or which the Grantee otherwise learns of during the course of or as the direct or indirect result of rendering its Services for the SCAO.
- 1.05 Confidential or Proprietary Information is information not generally known to third parties or to others who could obtain economic value from their disclosure or use of the information. This includes all proprietary technical, financial, or other information owned by the SCAO or any of its vendors, including by way of illustration, but not limitation, computerized data, codes, programs and software, written material, inventions, whether or not patented or patentable, designs, works of authorship, works subject to or under copyright protection, trade secrets or trademark, protected material, performance standards concepts, formulae, charts, statistics, financial records and reports of the SCAO or any entity otherwise affiliated with the SCAO.
- Confidential or Proprietary Information also includes all confidential and proprietary material that the Grantee may design, author, create, distribute or produce during the term of this Agreement when rendering Services thereunder. “Confidential Information” also includes all individualized, nonaggregated data relating to individuals, including, but not limited to, personally identifiable information (“PII”) and information protected by the Health Insurance Portability and Accountability Act. All information gained during the course of Grantee’s retention should be presumed confidential unless the information is clearly identified otherwise or the circumstances of disclosure demonstrate it not to be confidential.
- 1.06 The term “Effective Date” means the date upon which this Agreement becomes effective, which is the date the Agreement is signed by both Parties. If the Parties do not sign the Agreement on the same date, the latest specified date will become the Agreement’s effective date.
- 1.07 The term “Employee Benefits” means any and all Employee Benefits the State Court Administrative Office provides to its employees, including, but not limited

to, workers' compensation benefits, retirement benefits, pension benefits, insurance benefits, fringe benefits, educational and/or training benefits, holiday pay, paid breaks, sick pay, vacation pay, or other such benefits.

- 1.08 The term "Equipment" includes tangible property, excluding real property, with a useful life of at least one year.
- 1.09 The term "Grant Amount" is the amount specified as "Grant Amount" on the first page of this Agreement.
- 1.10 The term "Grantee" as used in this Agreement includes the Grantee(s)/party(ies) with which the SCAO is contracting.
- 1.11 The term "Inventions, Patented and/or Copyrighted Materials" means such writings, inventions, improvements, or discoveries whether or not under an existing copyright, copyright application, patent, or patent application, trademark or trademark application, or any other third party intellectual property right that were written, invented, made, or discovered by the Grantee, including its employees and/or subcontractors under this Agreement.
- 1.12 The term "Liabilities" means any and all liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses, including, but not limited to, fees and expenses of attorneys, expert witnesses, and other consultants.
- 1.13 The term "Parties" refers to all parties to the Agreement, including the SCAO and all other parties.
- 1.14 The term "Program Expenses" means all expenses including, but not limited to, license fees and all other types of fees, memberships and dues, insurance premiums, copying costs, telephone costs and all other types of costs, all salary and expenses incurred by the Grantee, and all other compensation paid to the Grantee's employees or subcontractors that the Grantee hires, retains or utilizes for the Grantee's performance under this Agreement. This term includes allowable program costs that have been preapproved by the SCAO and are articulated in the approved program budget in WebGrants. This term also includes Travel Expenses as defined below.
- 1.15 The term "Services" refers to the goods, services, program activities, projects, and initiatives that the Grantee agrees to develop or deliver under this Agreement, as described in the Scope of Services, Scope of Work, and all descriptions of services in any attachments and amendments to the Agreement.
- 1.16 The term "SHCGP" refers to the Legal Self-Help Center Grant Program which is the subject of this Agreement.
- 1.17 The term "Taxes" refers to any and all federal, state, and local taxes, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees for which Grantee is responsible.
- 1.18 The term "WebGrants" refers to the web-based grant management system used by the SCAO.
- 1.19 The term "Travel Expenses" means expenses Grantee incurs for travel including lodging, mileage, and meals that the Grantee incurs in the reasonable fulfillment of

the terms of this Agreement. Travel expenses may not exceed the state rate or your local rate, whichever is the lesser expense.

- 1.20 The term “Work Product” refers to documents, reports, programs, manuals, tapes and videos and any Intellectual Property prepared under this Agreement, including training materials, power point presentations and/or any other written or electronic materials prepared under this Agreement and amendments thereto. It also includes computer data such as programs and software in various stages of development and source codes and object codes, and any other work product prepared by the Grantee under this Agreement and amendments thereto.

2. PERIOD OF AGREEMENT

2.01 This Agreement shall commence upon the Effective Date.

2.02 This Agreement terminates on **September 30, 2026**.

3. AGREEMENT AMOUNT AND BUDGET

This Agreement incorporates the Grantee’s approved grant application request and most recently approved budget in WebGrants. The SCAO agrees to provide funding in an amount not to exceed the Grant Amount. In no event does this Agreement create for the Grantee’s benefit a lien against or entitlement to any other funds of the SCAO or the Michigan Supreme Court.

4. RELATIONSHIP

4.01 No employer/employee relationship exists between the Parties. Further, no employee or agent of the Grantee is an employee of the SCAO. The Grantee is an independent contractor, not an employee of the SCAO.

4.02 The SCAO is not obligated either under this Agreement or by implication to provide, and is not liable to the Grantee for failure to provide, the Grantee with Employee Benefits. The Grantee is not eligible for and will not receive any Employee Benefits from the SCAO.

4.03 The Grantee is responsible for payment of all Taxes arising out of the Grantee’s Services in accordance with this Agreement.

4.04 The Grantee shall not direct the work or utilize the working time of any SCAO employee under this Agreement. To the extent that the Grantee seeks the assistance of any SCAO employee to perform the Grantee’s responsibilities under this Agreement, the Grantee must provide prior written approval from the State Court Administrator or his/her designee.

4.05 The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO’s behalf.

5. SIGMA SYSTEM FOR AWARD MANAGEMENT

The Grantee must register or update their account in the State of Michigan SIGMA Vendor Self Service to receive distribution of this SHCGP grant administered by the SCAO. The SIGMA Vendor Self Service website is <https://sigma.michigan.gov/PRDVSS1X1/Advantage4>

6. CHANGE IN GRANTEE CONTACT

The Grantee must notify the SCAO of any changes in Grantee's contacts identified in Section 33, including changes in names, mailing addresses, e-mail addresses, and telephone numbers.

7. USE OF FUNDING

- 7.01 Payments from the SHCGP funds may only be used to cover program expenses incurred on or after October 1, 2025 through September 30, 2026 that are related to the operation and delivery of services for a legal self-help center. See the SHCGP Guidelines for further information regarding eligible expenses. Grantee agrees to comply with all SHCGP Guidelines. These Guidelines are attached as **Attachment B** and may also be accessed via WebGrants https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26_shcgrantprogramdetails-final.pdf
- 7.02 SHCGP funds cannot be used to pay expenses that will be or have been reimbursed by the Grantee or another funding source program.
- 7.03 The Grantee must develop and implement effective internal controls to ensure that funding decisions under the SHCGP award constitute eligible uses of funds.
- 7.04 The Grantee must submit expenditure reports, along with documentation to support the reported expenditures, in WebGrants, on the dates listed below:
- January 16, 2026 (reporting period of 10/1/25 – 12/31/25)
 - April 10, 2026 (reporting period of 1/1/26 – 3/31/26)
 - July 10, 2026 (reporting period of 4/1/26 – 6/30/26)
 - October 9, 2026 (reporting period of 7/1/26 – 9/30/26)
- 7.05 To ensure that expenditures are proper and in accordance with the terms and conditions of the award and approved project budgets, the Grantee's fiscal reports under this Agreement must include a certification, signed by an official who is authorized to legally bind the Grantee. The Grantee must certify that to the best of its knowledge reports are true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes set forth in the award's terms and conditions, and have been incurred by the Grantee. The Grantee is aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject the Grantee to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.
- 7.06 The Grantee may request to amend the approved grant budget by submitting a Contract Amendment in WebGrants. The SCAO must approve any request to amend the grant budget.
- 7.07 Equipment purchases authorized under this agreement become the property of the Grantee. The SCAO maintains no ownership interest in equipment purchased by the Grantee. The Grantee is solely responsible for securing appropriate insurance on all equipment. The Grantee assumes responsibility for all depreciation expenses

for equipment, unless specifically authorized in the Grantee's most recently approved budget, included as **Attachment D**.

8. PAYMENT PROCESSING

- 8.01 The Grantee agrees to lawfully use the grant funds for the purposes and under the conditions specified in this Agreement and in the SHCGP Guidelines.
- 8.02 Unless otherwise pre-approved in writing by the SCAO under the notice provisions of Section 33, only program Services and Program Expenses outlined in the approved budget incurred during the grant period are eligible for approval. Program Expenses incurred that are not identified in Grantee's approved original or amended budget or are incurred outside the grant period of October 1, 2025 through September 30, 2026 will not be approved.
- 8.03 The Grantee is aware that this is a lump-sum grant awarded at the beginning of the grant period and all Expenses are subject to eligibility determination and approval by the SCAO. Grantee's reported Program Expenses that are not approved by the SCAO are subject to recoupment.
- 8.04 Approved Travel Expenses cannot exceed the lesser of the Grantee's published travel rates or allowable State of Michigan travel rates.
- 8.05 Any unobligated balance of grant funds held by the Grantee at the end of the Agreement period will be returned to the SCAO via a check payable to the State of Michigan and mailed to MSC Finance, PO Box 30052, Lansing, MI 48909. Grantee shall provide notice to the SCAO upon mailing of the check.

9. SCOPE OF SERVICES

The Grantee shall use reasonable best efforts and devote such time, attention, skill, knowledge, and professional ability as necessary to most effectively and efficiently carry out and perform the Services.

10. STATEMENT OF WORK

The Grantee agrees to undertake, perform, and complete the Services described in their approved grant application attached to this Agreement as **Attachment D**. This includes the delivery of legal self-help services. The Grantee may not assign the performance of Services under this Agreement to any other entity or person who is not an employee or volunteer of the Grantee except with prior written approval of the SCAO. If performance is so assigned, all requirements in this Agreement shall apply to such performance and the Grantee shall be responsible for the performance of such Services.

11. DATA REPORTING REQUIREMENTS

- 11.01 The Grantee agrees to timely provide all applicable data, including complete and accurate reports as identified in **Attachment A** related to this Agreement and upload all relevant data via WebGrants.
- 11.02 When any required report is 30 calendar days past due, a delinquency notice may be sent notifying the Grantee that it has 15 calendar days to comply with the reporting requirement. When any required report is 45 calendar days past due, the Grantee's funding award, minus the total amount from Grantee's approved

expenditure reports, may be rescinded and the SCAO will send a notice of recoupment notice to the Grantee. The Notices will be sent as provided in Section 33 of this Agreement.

12. STAFF AND VOLUNTEER TRAINING

Grantee agrees to use reasonable best efforts to ensure all program staff or volunteers complete self-help training provided by Michigan Legal Help, if offered.

13. Michigan Legal Self-Help Center GUIDELINES

The Grantee shall use their best efforts to follow and engage in the activities outlined in the Michigan Legal Self-Help Center Guidelines adopted by the SCAO. The operational guidelines are included here as **Attachment C** and are available online at <https://www.courts.michigan.gov/48cbfe/siteassets/reports/special-initiatives/justice-for-all/final-shc-guidelines.pdf>

14. RIGHTS TO WORK PRODUCT AND INTELLECTUAL PROPERTY

- 14.01 All reports, programs, manuals, tapes, listings, documentation, and any other work product created under this Agreement, and amendments thereto (the "Work Product"), belong to the Grantee. Any Work Product created under this Agreement shall be used for the public good.
- 14.02 The Grantee grants the SCAO a perpetual, royalty-free, unlimited license to the Work Product for non-commercial purposes to use, display, reproduce and distribute final versions of such Work Product as the SCAO sees fit.
- 14.03 The Grantee may publish or distribute any printed or visual reports or press releases relating to the services provided under this Agreement but may not include information about the SCAO or its role without the SCAO's permission as outlined in Section 26.02.
- 14.04 The Grantee shall safeguard the Grantee's property, materials and Work Product. The SCAO is not responsible and will not be subject to any Liabilities for any claims related to the loss, damage, or impairment of Grantee's property, materials, and/or Work Product.
- 14.05 The Grantee shall promptly disclose in writing to the SCAO all Inventions, Patented and/or Copyrighted Materials jointly with the SCAO or singly by the Grantee or the Grantee's employees or agents while engaged in Services under this Agreement. As to each such disclosure, the Grantee shall specifically point out the features or concepts related to the Inventions, Patented and/or Copyrighted Materials that are new, unique, or different such that they may qualify for copyright, patent, or other intellectual property protection. Further, upon the SCAO's request, the Grantee shall assist the SCAO in determining and acquiring copyrights, patents, or other such intellectual property protection for any Inventions, Patented and/or Copyrighted Materials for which the SCAO desires to obtain such protection.
- 14.06 The Grantee warrants that as of the Effective Date of this Agreement, there are no such Inventions, Patented and/or Copyrighted Materials for which the Grantee seeks protection or which the Grantee desires to remove from this Agreement. Further, the Grantee warrants that its performance under this Agreement will not

infringe upon or misappropriate any third party's Inventions, Patented and/or Copyrighted Materials.

14.07 Section 14 of this Agreement survives termination or expiration of this Agreement.

15. INSURANCE

The Grantee is self-insured/has procured insurance in an amount and scope sufficient to cover all claims and Liabilities related to the Grantee's Services, Grantee's performance of or failure to perform as required under the Contract and as required by law.

16. RECORD MAINTENANCE/RETENTION AND INSPECTION

16.01 All record retention guidelines set by the SCAO and/or the Grantee must be adhered to if they require additional years beyond the retention guidelines stated herein. The Grantee's accounting system must be maintained to keep grant records separate from the Grantee's other financial records.

16.02 The Grantee agrees to maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this Agreement, as required. The Grantee must assure that all terms of this Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained in accordance with generally accepted accounting principles and will be kept for at least five years after the SCAO's final payment to the Grantee. The Grantee is responsible for the costs to retain these records.

16.03 If an audit begins before the five-year period expires, and it extends past that period, the Grantee must retain all records until the audit is complete.

17. AUTHORIZED ACCESS

The Grantee must permit, upon reasonable notification and at reasonable times, access by authorized representatives of the MSC, the SCAO, the Michigan Department of Treasury and State Auditor General, or any of their duly authorized representatives, to records and documentation related to this Agreement, as authorized and required by law. The SCAO and/or an outside team may conduct on-site monitoring visit(s), evaluations and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, if requested. The Grantee shall work cooperatively with the monitoring, audit, and/or evaluation team to permit full review of the program. Based on the audit, the SCAO may adjust payments. If the audit reveals that the SCAO overpaid the Grantee, the Grantee must immediately refund those amounts to the SCAO.

18. CONFIDENTIALITY INFORMATION

18.01 In the performance of its obligations under this Agreement, the SCAO may disclose Confidential or Proprietary Information pertaining to the SCAO's past, present, and future activities to the Grantee. The Grantee agrees to limit access of Confidential or Proprietary Information to those of its employees who have a need for such access and such employees are bound to the Confidentiality provisions in this Contract. The Grantee shall not disclose Confidential or Proprietary Information to any third party without prior approval from the SCAO, unless disclosure is required by law or court order.

- 18.02 If disclosure of Confidential or Proprietary Information is required by law or court order, the Grantee must notify the SCAO within five (5) business days as provided in Section 33 of this Agreement before disclosure and shall reasonably cooperate with the SCAO to narrowly tailor disclosure and obtain protective orders or other relief as appropriate.
- 18.03 The Grantee agrees to return all Confidential or Proprietary Information to the SCAO immediately upon the termination of this Agreement and permanently delete any electronic copies of the data stored by the Grantee within 30 calendar days after the conclusion of this Agreement. If requested by the SCAO, the Grantee will provide written confirmation that deletion has been completed.
- 18.04 Section 18 of this Agreement survives termination or expiration of this Agreement.

19. NOTIFICATION OF CRIMINAL OR ADMINISTRATIVE INVESTIGATIONS

If the Grantee becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this Agreement, the Grantee shall immediately notify the SCAO of the investigation or charge as provided in Section 33 of this Agreement.

20. AGREEMENT/REDUCTION/SUSPENSION/TERMINATION

- 20.01 The SCAO and/or the Grantee may reduce the project budget, suspend, or terminate this Agreement without further liability or penalty to the SCAO under any of the following circumstances:
 - A. If any of the terms of this Agreement are not adhered to by the Grantee.
 - B. If the Grantee fails to make progress satisfactory to the SCAO toward the project goals, objectives, or strategies set forth in this Agreement, including but not limited to a determination by the SCAO after expenditure reports due April 10, 2026 are submitted, in its sole discretion, that project funds are not reasonably likely to be fully expended by the termination date.
 - C. If the Grantee proposes or implements substantial changes to the Scope of Services/Work such that, if originally submitted, the application would not have been selected for funding.
 - D. The Grantee submits false certification or falsifies any other report or document required hereunder.
 - E. If the Grantee is convicted of any activity referenced in **Section 19** of this Agreement during the term of this Agreement or any extension thereof.
 - F. If the SCAO terminates this Agreement under **Section 20.01**, the Grantee is not eligible for the SCAO grant funding for two years. After the two-year period, the Grantee must verify in writing with the SCAO that the Grantee has corrected the issues
 - G. If funding for this Agreement becomes unavailable to the SCAO due to appropriation or budget shortfalls.

Each Party has the right to terminate this Agreement without cause, including termination by the Grantee if the Grantee has indicated that they do not plan to spend all or some of the grant funds. If the Grantee is the terminating party, the

Grantee must notify the SCAO in writing of such termination in accordance with Section 33 of this Agreement. The Grantee will still be required to fulfill the grant reporting requirements under **Attachment A** as required by the terms of the grant and as otherwise directed by the SCAO. The termination date of this Agreement will be the date that the Grantee has met all grant reporting requirements as determined by the SCAO.

Any unused Grant Amount funds are subject to recoupment from Grantee.

- 20.02 Any funds received by the Grantee that are expended in a manner that does not comply with applicable federal and state laws, guidelines, rules, and regulations shall be returned to the State of Michigan. Any amounts subject to recovery must be repaid within 120 calendar days of receipt of any notice of recoupment.

21. FINAL REPORTING UPON TERMINATION

Should this Agreement be terminated by either party, within 30 calendar days after the termination, the Grantee shall provide the SCAO with all financial and other reports required as a condition of this Agreement. The Grantee shall immediately return to the SCAO any grant funds paid to the Grantee in excess of Grantee's approved expenses.

- 21.01 If this Agreement is terminated by the SCAO for the Grantee's failure to meet the grant management requirements, the Grantee shall not be eligible to seek future grant funding from the SCAO.

22. INDEMNITY

The Grantee agrees to indemnify, defend, and hold harmless the SCAO, the Michigan Supreme Court (the "MSC"), and their respective agents, officers, and employees (the "SCAO, the MSC, and related entities") from any Liabilities that may be imposed upon, incurred by, or asserted against the SCAO, the MSC, and related entities by reason of Grantee's Services provided and/or the Grantee's failure to provide such Services under this Agreement without limitation.

- 22.01 In the event any action or proceeding is brought against the Grantee by reason of any claim covered under this Agreement, the Grantee will, at the Grantee's sole cost and expense, resist or defend the action or proceeding.
- 22.02 In the event that the Grantee consists of more than one entity/individuals, all Liabilities of the Grantees under this Agreement are joint and several.
- 22.03 Section 22 of this Agreement survives termination or expiration of this Agreement.

23. COMPLIANCE WITH LAWS

The Grantee shall comply with all applicable laws, ordinances, ethics rules and codes of the federal, state, and local governments and the judiciary, and shall save and hold the SCAO harmless with respect to any damages arising from any violation of the same by the Grantee.

24. MICHIGAN LAW

This Agreement shall be subject to, and shall be enforced and construed under, the laws of the state of Michigan. Further, the Parties agree to litigate any disputes arising directly or

indirectly from the Agreement in the Court of Claims in the state of Michigan, or if the Court of Claims cannot take jurisdiction over the dispute then by the circuit court determined appropriate by the SCAO.

25. CONFLICT OF INTEREST

The Grantee presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, that would conflict in any manner or degree with the performance of this Agreement. The Grantee is not subject to any nondisclosure, noncompetition, or similar clause with current or prior clients or employers that will interfere with the performance of this Agreement. The SCAO will not be subject to any Liabilities for any such claim.

26. PROHIBITION ON USE OF THE SCAO FOR PROMOTIONAL OR MARKETING PURPOSES

26.01 The Grantee is not permitted to utilize the SCAO's or the MSC's name, logo or other images, or website information for promotional or marketing purposes.

26.02 The Grantee shall not issue press releases, make public statements about or share any of the terms of this Agreement with any third party without doing all of the following: 1) Disclosing to the SCAO the complete content of the intended communication; 2) obtaining the SCAO's written consent; and 3) obligating the third party to abide by the terms of the Confidentiality provisions in this Agreement, including obtaining a written agreement if requested by the SCAO.

27. DEBT TO STATE OF MICHIGAN

The Grantee covenants that it is not, and will not become, in arrears to the State of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the State of Michigan or its subdivisions, including real property, personal property, and income taxes.

28. DISPUTES

The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this Agreement within 10 business days of discovery of the alleged breach. Notice must be provided by both electronic mail and by an overnight delivery service that can track and confirm delivery as provided in Section 33 below.

29. AMENDMENT TO AGREEMENT

Any changes to the approved budget or project plan must be approved by SCAO via an amendment request submission in the WebGrants system. An example of a budget amendment is the Grantee requesting to move money from one approved line item in the budget to another approved line item in the budget, and the SCAO approving the requested budget amendment. The SCAO and the Grantee must also notify the other party in WebGrants of any changes in project directors, program judges, agency contacts, financial officers, or authorizing officials, including changes in names, mailing addresses, e-mail addresses, and telephone numbers..

30. ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties. It does not include any other written or oral agreements, except the following:

- A. Data Reporting Requirements (Attachment A)
- B. FY26 Legal Self-Help Center Grant Program Guidelines (Attachment B)
- C. Michigan Self-Help Center Guidelines (Attachment C)
- D. Grant Application and Budget

31. PROGRAM REVIEW OR SITE VISIT

The SCAO may review the Grantee's performance onsite. As part of the review, the SCAO may interview team members, observe staff meetings, review files, review data, and review financial records.

32. SEVERABILITY

If any provision of this Agreement or of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement.

33. DELIVERY OF NOTICE

33.01 Written notices and communications required under this Agreement shall be delivered in one of two forms to all of the individuals listed below: (1) by electronic mail, with confirmation of delivery receipt; or (2) by overnight delivery sent by a nationally recognized overnight delivery service, upon written confirmation of delivery from the service to the following:

The Grantee's contacts are:

Hon. Vikki Bayeh-Haley
630 S. Saginaw Street
Flint, MI 48502
VHaley@GeneseeCountyMI.gov
810-686-6472

AND

Helen Davis
630 S. Saginaw Street
Flint, MI 48502
HDavis2@GeneseeCountyMI.gov
810-766-8964

The SCAO's contacts are

Samantha M. Bigelow
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
BigelowS@courts.mi.gov

517-373-2234

AND

Emilie Tarsin
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
TarsinE@courts.mi.gov
517-373-1903

AND

Alicia Moon, General Counsel
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
MoonA@courts.mi.gov
517-373-1294

AND

Chris Stickney, Grant Officer
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
StickneyC@courts.mi.gov
517-373-6956

34. GRANTEE'S AUTHORIZING OFFICIAL

- 34.01 The Grantee's "Authorizing Official" is the individual who signs this Agreement. The "Authorizing Official" is an official of the Grantee who has the legal authority to, is authorized to, and can legally sign contracts on behalf of the Grantee and bind the Grantee to the terms of the contracts, including this Agreement. The Authorizing Official may not be a judge or other state employee. By signing below, the Grantee and Grantee's Authorizing Official warrant that the Authorizing Official has the actual authority to sign the Agreement on behalf of the Grantee.
- 34.02 Only one person may sign this Agreement as the Grantee's Authorizing Official. The Grantee might have more than one individual who is authorized to enter into binding contracts for the Grantee that is receiving funds, or the Grantee's local rules might provide that multiple people must sign contracts. In either case, the Authorizing Official's signature on this Agreement represents the mutual agreement and acceptance of this Agreement by all persons who are authorized to enter into binding contracts for the Grantee.

35. COUNTERPARTS

This Agreement may be executed by electronic signature in any number of counterparts, each of which when so executed will be deemed an original, and all of which together, will constitute one and the same agreement. Signatures sent electronically, by DocuSign, or by similar means (including scanned images of signatures forwarded by e-mail) will have the same binding effect as original signatures.

The remainder of this page is intentionally left blank.

SIGNATURES OF PARTIES
Legal Self-Help Center Grant
CONTRACT NUMBER: SCAO-2026-070

36. SIGNATURE OF PARTIES

36.01 This Agreement is not effective unless signed by both Parties.

36.02 The signatures on this Agreement are electronic through the DocuSign system.

36.03 Selecting from the dropdown menu confirms that the Agreement can now be sent to the Grantee's Authorizing Official for signature.

Agreement is ready for Grantee's Authorizing Official's signature.

36.04 The DocuSign system requires an agent of the SCAO to send this Contract to the Deputy State Court Administrator for review and signature.

Agreement is ready for SCAO's Authorizing Official's signature.

67th District Court

State Court Administrative Office

Helen Davis

Elizabeth Rios-Jones

Authorizing Official's Signature

SCAO Official's Signature

Helen Davis

Elizabeth Rios-Jones

Authorizing Official's Name

SCAO Official's Name

Court Administrator

Deputy State Court Administrator

Authorizing Official's Title

SCAO Official's Title

12/9/2025

1/7/2026

Date Signed by Authorizing Official

Date Signed by SCAO Official

Attachment A: Data Reporting Requirements

Data Collection Activities

For this grant period, each grantee will be required to collect some data regarding access to the self-help center services provided. Grantees must submit data collection reports, along with their expenditure reports, via the WebGrants system. The deadlines for reporting are as follows:

- April 10, 2026 (reporting period of Effective Date – 3/31/26)
- October 9, 2026 (reporting period of 4/1/26 – 9/30/26)

What Data Must be Collected?

For this grant cycle, grantees may satisfy your data reporting requirements through any of the following options:

1. Michigan Legal Help Survey Instruments

If your organization does not currently have a data collection process in place, you may utilize the Michigan Legal Help (MLH) user survey instruments that may be delivered pre- and post-service delivery. A staff survey is also provided to capture the service delivery experience from the self-help center staff perspective. Data collected via the MLH surveys may be reported directly by MLH to satisfy data reporting requirements under this agreement. These survey instruments may be found in Appendix A of the FY26 Legal Self-Help Center Program Guidelines accessible at https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26_shcgrantprogramdetails-final.pdf

Please contact Michigan Legal Help's Statewide Self-Help Center Coordinator, Charlie Campbell at Ccampbell@lsscm.org for additional details.

2. New or Existing Organizational Data Collection

If your organization is currently collecting data regarding the delivery of self-help center services or establishing a new data collection system, you can satisfy your data reporting requirements by reporting your data collection statistics. However, to aid in the standardization of data collection and analysis, grantees must ensure that their data collection includes information substantially similar to information collected on the standardized pre- and post-service survey instruments.

Attachment B: FY 26 Legal Self-Help Center Grant Program Guidelines

*** NOTE: These guidelines are also accessible online at**
https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26_shcgrantprogramdetails-final.pdf

Michigan Supreme Court
State Court Administrative Office

**Legal Self-Help Centers
Grant Program Guidelines
FY 2026**

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I. Self-Help Center Services in Michigan

Legal Self-Help Centers provide services to those who are seeking to solve legal problems by providing legal information, forms, resources, guidance, and referrals. These services are designed to help educate and empower individuals to effectively advocate for themselves within the legal system. The first¹ self-help center in Michigan was established in 2002. Since that time, Michigan has taken a decentralized approach to opening and operating self-help centers.

The Michigan Justice for All Commission (Commission), created by the Michigan Supreme Court in 2021, is working to ensure that everyone in Michigan can access legal services. The Commission is working to expand and enhance effective, efficient, and sustainable self-help center services across Michigan.

II. Grant Announcement

a. Summary

As part of its effort to achieve 100% access to justice, the Commission continues to advocate for resources to expand legal assistance and self-help services throughout Michigan. With funding from the Legislature, the State Court Administrative Office (SCAO) established a grant program to expand legal self-help services in Michigan. The grant program will continue to award funds each year that funds are available.

Eligibility

Nonprofit and governmental organizations in Michigan are eligible to apply. Grant funds may be used for a broad category of expenditures necessary to establish, continue, or enhance legal self-help center operations or services. See Section VI for additional details.

Grant Period

Contingent on the appropriation and receipt of funds, the FY 2026 grant program period will start on October 1, 2025, and end September 30, 2026.

These guidelines set forth the administrative and programmatic requirements for the SCAO legal self-help center grant program for FY 2026.

b. Michigan Legal Help and Support for Legal Self-Help Centers in Michigan

As part of the Michigan Advocacy Program, Michigan Legal Help (MLH) is a statewide program which operates the michiganlegalhelp.org website. MLH has provided support for self-help centers in Michigan for over ten years and is available to provide support to grantees, as appropriate. MLH is the host of the Michigan Self-Help Center Alliance which serves as a network hub for all legal self-help centers in Michigan (mishcalliance.org).

¹ Legal Assistance Center located in Grand Rapids, MI. <https://legalassistancecenter.org/>

MLH staff will assist new centers established under this program with planning meetings; creating and executing a timeline to open a center; outreach, including brochures for the community and signage for the center (for centers that choose to partner with MLH); selecting appropriate equipment for the center; and initial navigator training for staff working at a self-help center. Existing centers can expect MLH, through the Michigan Self-Help Center Alliance, to provide ongoing training and updates on changes to the law or forms. The Alliance is the host of a statewide data collection system for participating self-help centers. MLH staff will assist centers in implementing existing tools, reporting using those tools, and assist with other data collection issues that may arise.

c. Grant Process Timeline

The following is the timeline for the fiscal year 2026 grant cycle:

- Application Opens: May 27, 2025
- Application Closes: July 27, 2025, at 11:59 pm EDT
- Application Review and Award Notification Period: August 2025
- Grantee Contracting and Disbursements: August - September 2025
- Grant Period Begins: October 1, 2025
- Report Due: January 16, 2026 (reporting period 10/1/25 – 12/31/25)
- Report Due: April 10, 2026 (reporting period 1/1/26 – 3/31/26)
- Report Due: July 10, 2026 (reporting period 4/1/26 – 6/30/26)
- Grant Period Ends: September 30, 2026
- Final Report Due: October 9, 2026 (reporting period 7/1/26 – 9/30/26)

d. Grant Submission Instructions

All grant application materials must be submitted via email to JFAC@courts.mi.gov no later than 11:59 pm EDT on July 27, 2025. **Late applications will not be accepted or reviewed.** Please use the following subject line for your emailed materials “FY26 Self-Help Center Grant Application Materials.”

e. Grant Program Contact

Please email JFAC@courts.mi.gov with any grant program questions.

III. Selection Process and Criteria

a. Grant Review Panel

All timely submitted grants will be reviewed by a panel of individuals and considered for funding.

b. Grant Considerations

Legal self-help services may take many forms. Organizations applying for the grant should assess and articulate their ideal plan for offering legal self-help services in their community. The proposed plan should seek to maximize resources to serve all self-represented litigants and specifically those who belong to underserved geographic and demographic populations. While not a requirement to receive funding, applications that discuss plans for sustainability through funding and/or community support may be given priority.

c. Maximum Grant Award

The maximum grant award for the fiscal year 2026 program is \$100,000 for grant proposals establishing a new self-help center and \$75,000 for proposals to expand or continue services of existing centers.

For purposes of this grant program, an “existing center” is a legal self-help center that has been recognized by and partners with Michigan Legal Help.

Unless otherwise determined by the SCAO, all grants will be disbursed in a lump-sum payment up front subject to expenditure reporting.

d. Notification

The SCAO will send applicants written notice via email of the decision regarding the grant application. A grant decision cannot be appealed, but does not prohibit resubmission of an application in a subsequent funding cycle.

e. Grant Agreement and SIGMA Registration

All applicants receiving a grant award determination must sign a grant agreement before disbursement of any grant funds. The grant agreement will be sent for signature via DocuSign. Additionally, all grantees are required to become a registered vendor in the State of Michigan’s SIGMA financial system. You may access the SIGMA Vendor Self Service website at <https://sigma.michigan.gov/PRDVSSIX1/Advantage4>.

IV. Grant Application Guidelines and Requirements

a. Program Criteria

All applicants must agree to and meet the following criteria:

- comply with application process requirements;
- comply with Self-Help Center Best Practices adopted by the SCAO;
- comply with grant program and data reporting requirements (see section V);
- comply with required staff and volunteer training provided by Michigan Legal Help;

- not use grant funds to supplant existing funding for new or existing self-help center operations;
- agree to a SCAO audit of financial records related to the grant program, if requested.

b. Application Format and Content

The grant application must contain the following items listed below:

1. Legal Self-Help Centers Grant Application FY 2026
2. Grant Application – Budget Worksheet (must be prepared using the provided budget detail worksheet)
3. Budget Line-Item Narrative (must be prepared using the provided budget line-item narrative document)
4. An Appendix containing relevant supporting documentation. Each item in the Appendix must be clearly labeled.

c. Fiscal Management

Budget Components and Template

All applicants must complete the provided budget template, which includes the following components:

- Accounting
- Contractual
- Equipment
- Travel
- Personnel (i.e. salaries and fringe benefits)
- Operating Expenses
- Other

See the budget terminology below for additional details and description of these items.

Supplanting of Existing Funds

Grant funds are intended to provide grantees with additional funding for expenditures that would otherwise be unfunded given existing resources. Therefore, grant funds may not be used on expenditures that would replace existing funding received for operating the self-help center.

Advertising / Promotional Materials. Upon request by partnering programs, MLH will provide MLH and center-specific branded materials such as signage and brochures at no cost to a Self-Help Center. Since these materials are provided by MLH, they are not a permitted expenditure under this grant program.

Commingling Grant Award Money

Grant awards must be maintained in a distinct account or tracked separately through the organization's accounting system. Under no circumstances may these funds be commingled with other organizational revenues.

Budget Revisions

Any request to modify the approved Budget Line-Item Narrative, either through an increase/decrease in dollar amounts or by modifying line-items, must be communicated to and approved by the SCAO by emailing JFAC@courts.mi.gov.

V. Data Collection Requirements

Standardizing data collected by legal self-help centers is critical to statewide and long-term data sharing efforts. Robust statewide data regarding the legal self-help center services provided will assist in design and development of effective self-help center services, as well as ongoing advocacy efforts.

MLH Standardized Self-Help Center Surveys

MLH developed three online surveys (see Appendix A for additional details) to assist self-help centers standardize data collection. Self-help centers may partner directly with MLH to utilize a central survey platform (hosted by the Alliance) to administer surveys and collect data. MLH will provide participating self-help centers with custom survey links and access to an online data dashboard containing the center's survey data. For each reporting period, MLH will report the survey data results to SCAO on behalf of grantees, which will satisfy the grantee's quarterly data reporting requirements. All grantees are encouraged, but not required, to partner with MLH for data collection and reporting.

Please contact MLH Self-Help Center Coordinator, Charlie Campbell (ccampbell@mplp.org) with any questions regarding the details of the MLH data collection and reporting assistance program.

Independent Data Collection and Reporting

Grantees may choose to independently collect and report data. However, to aid in the standardization of data collection and analysis, grantees must ensure that their data collection includes information substantially like information collected on the standardized pre- and post-service survey instruments (see Appendix A for more details). Grantees are encouraged, but not required, to share their data with MLH, in their capacity as the host of the Alliance, to assemble and analyze comprehensive statewide self-help center data.

VI. Budget Terminology

Accounting

Fees paid for contractual services by persons or organizations that perform the activities of designing and maintaining financial, staff, program, or property records. This includes summarizing, analyzing, verifying, controlling, and certifying expenditures and receipts. Costs incurred for the performance of financial audits and agreed upon procedures are also appropriate.

Contractual

Amounts paid for services rendered by persons who are not on payroll. This category also includes the services of an interpreter to make accommodations under the American Disabilities Act. The self-help center is responsible for determining if the relationship is that of a contractual nature or employee per IRS regulations.

Equipment

Equipment includes items necessary for the operation and provision of the self-help center program services proposed under the grant. Examples include, but are not limited to, the following:

- **Office** –adding machines, phones, copy machines, computers, software, and equipment maintenance contracts
- **Furniture** – desks, chairs, filing cabinets, tables, display easels.

Funding Sources

- **SHC Grant Funds** – Financial support received from the SCAO under the Self-Help Center grant program. This does not include any grant funding the organization receives from other sources.
- **Agency Funds** – Financial support contributed to the center by itself or an umbrella organization.
- **Other Grant Funds** – This includes any grant funds the organization receives for the center other than those provided by the SCAO legal self-help center grant program.
- **In-Kind** – Support that is given in which no cash transaction is realized. Examples of in-kind support are volunteer time, donated office space, and donated furniture.

Operating Expenses

- **Insurance** – Liability insurance that protects the center in the event of property loss or damages.
- **Maintenance** – Expenditures for repairs and maintenance services that are not provided directly by personnel or landlords.
- **Postage** – Examples: bulk mailings, postage stamps, and express mail.
- **Printing** – Expenditures for job printing, brochures, newsletters, and binding.
- **Rent** – Expenditures for office space or self-help facilities.

- **Supplies** – Expenditures for all supplies that are necessary for the operation of the center. Examples: pens, paper, printer paper, etc.
- **Telephone and Internet** – Expenditures for telephone service including both local and long-distance charges and internet service provider fees. This line item is also appropriate for website hosting fees.
- **Utilities** – Expenditures for services usually provided by public utilities such as water, sewage, electricity, gas, and garbage.

Other

Expenses that are not related to any of the previously mentioned categories. These must be itemized and described separately.

Personnel

- **Wages** – Gross (before federal, state, local taxes) amounts paid to employees. These amounts can be paid on an hourly or salary basis.
- **Benefits** – Amounts paid by the center on behalf of employees for fringe benefits. These amounts are not included in gross salary but are over and above and are generally not paid directly to employees. Examples: health insurance, dental insurance, life insurance, employer paid FICA and Medicare, worker compensation, unemployment insurance, disability insurance, and retirement plans.

Travel

Grant funds may be used to reimburse travel expenses incurred as a result of the regular duties or training of staff. Reimbursements using grant funds may not exceed the approved SCAO rates.² Any reimbursements over these amounts must be paid by other sources.

² The schedule of approved travel rates can be accessed at <https://www.courts.michigan.gov/siteassets/court-administration/resources/travel.pdf>

Appendix A – MLH Standardized Data Collection Survey Instruments

- **Pre-Service Delivery**
- **Post-Service Delivery**
- **Staff Survey**

Please answer these questions about you and the help that you need. We will use your answers to improve our service. You do not have to answer the questions to use the self-help center. You will not be identified individually.

* How many times have you visited **this** center before today?

- Never or 0 times
- 1 time
- 2 times
- 3 times
- More than 3 times
- Prefer Not to Answer

What topic(s) do you want to discuss today? Please select all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Family | <input type="checkbox"/> Education |
| <input type="checkbox"/> Personal Safety | <input type="checkbox"/> Farmworkers |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Voting and Civil Rights |
| <input type="checkbox"/> Money, Debt, and Consumer Issues | <input type="checkbox"/> Wills and Life Planning |
| <input type="checkbox"/> Public Assistance | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Income Tax | <input type="checkbox"/> Going to Court |
| <input type="checkbox"/> Crime, Traffic, and ID | <input type="checkbox"/> MiFile |
| <input type="checkbox"/> Employment | |

Other (please specify)

What is your zip code? Enter 00000 if you prefer not to answer.

Which of the following do you most identify?

- Female
- Male
- Not Listed
- Prefer Not to Answer

Are you of Hispanic, Latino, or of Spanish origin?

- Yes
- No
- Prefer Not to Answer

How would you describe yourself?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Not Listed
- Prefer Not to Answer

What is your annual household income before taxes?

- Under \$15,000
- \$15,000 to \$24,999
- \$25,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,000
- \$150,000 to \$199,999
- \$200,000 and over
- Prefer Not to Answer

Including yourself, how many people live in your household?

- 1
- 2
- 3
- 4
- Prefer not to answer

Other (please specify)

How old are you?

- Under 18
- 18-24
- 25-44
- 45-64
- 65+
- Prefer Not to Answer

Tell us about your experience today. We will use your answers to improve our service. Answers are confidential and all data is reported as a group.

Did someone help you during your visit to the center?

Yes

No

Did your visit to the center help you understand the **next step** in your legal issue?

Yes

No

Unsure

Before visiting the center, how confident **were** you that you could handle your legal issue without a lawyer?

Not confident at all

0

1

2

3

4

Very confident

5

After visiting the center, how confident **are** you that you can handle your legal issue without a lawyer?

Not confident at all

0

1

2

3

4

Very confident

5

Would you recommend the center to a friend or relative?

Yes

No

Unsure

Which topic did you get the most help with today? Please choose the one option that best fits.

- Family
- Personal Safety
- Housing
- Money, Debt, and Consumer Issues
- Public Assistance
- Income Tax
- Crime, Traffic, and ID
- Employment
- Other (please specify)
- Education
- Farmworkers
- Voting and Civil Rights
- Wills and Life Planning
- Immigration
- Going to Court
- MiFile

Is there anything else you'd like us to know about your experience? How could we improve?

Staff Survey. Complete this form after each session.

How long did the user wait?

- 0 minutes or No Wait Time
- 1 to 4 minutes
- 5 to 9 minutes
- 10 to 14 minutes
- 15 to 20 minutes
- Over 20 minutes

How long did you spend with the patron?

- Less than 5 minutes
- 5 to 14 minutes
- 15 to 29 minutes
- 30 to 44 minutes
- 45 to 60 minutes
- Over 60 minutes

Legal reason(s) for visit? Please select all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Family | <input type="checkbox"/> Education |
| <input type="checkbox"/> Personal Safety | <input type="checkbox"/> Farmworkers |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Voting and Civil Rights |
| <input type="checkbox"/> Money, Debt, and Consumer Issues | <input type="checkbox"/> Wills and Life Planning |
| <input type="checkbox"/> Public Assistance | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Income Tax | <input type="checkbox"/> Going to Court |
| <input type="checkbox"/> Crime, Traffic, and ID | <input type="checkbox"/> MiFile |
| <input type="checkbox"/> Employment | |

Other (please specify)

What service did you provide? Please select all that apply.

	Referral to community organization	Referral to legal aid	Referral to other lawyer
Direct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guide to Legal Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued: What service did you provide? Please select all that apply.

- Forms completion
- Forms review
- Procedural legal information
- Substantive legal information
- Non-substantial

Other (please specify)

Attachment C: Michigan Self-Help Center Operating Guidelines

*** NOTE: These guidelines are also accessible online at**
<https://www.courts.michigan.gov/48cbfe/siteassets/reports/special-initiatives/justice-for-all/final-shc-guidelines.pdf>



Michigan
Justice for All Commission

Legal Self-Help Center Guidelines

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About Legal Self-Help Services

Across Michigan, just as across the nation, there are vast unmet civil legal needs. For most, traditional legal representation is out of reach. As a result, 70–80% of people who appear in civil court are not represented by a lawyer but represent themselves. The self-represented encounter a legal system that was not designed for them and remains complex, opaque, and unwelcoming. This is our Justice Gap.

Work is ongoing on many fronts to meet this challenge. Efforts are underway to expand legal aid services and pro bono legal services for those with low income. Courts are working to simplify their processes and become more accessible. Access to personal legal self-help services is essential in meeting the civil legal needs of the public.

Legal self-help services make available to those who are seeking to solve basic legal problems or to use courts on their own access to legal information, forms, resources, guidance, and referrals. These resources help educate and empower them to more effectively use and to better advocate for themselves within the legal system.

With origins in the late 1990s, legal self-help services have grown over the years. In some places such as California, New York, and Maryland, self-help services are widely available and their effectiveness well-demonstrated. In other parts of the country, the development of legal self-help services has been less comprehensive, developing within some courts and communities, and not at all in others.

Self-Help Services in Michigan

The Michigan Justice for All Commission (JFAC), created by the Michigan Supreme Court in 2021, has undertaken to assure that everyone in Michigan is able to access the legal services they need when they need them. Toward that goal, the JFAC Self-Help Center Work Group is working to expand and enhance effective, efficient, and sustainable self-help center services across Michigan.

Michigan is fortunate to have Michigan Legal Help (MLH), a nationally recognized online legal self-help platform, as the backbone of legal self-help services for the people of Michigan. The Michigan Legal Help website, and its companion Spanish site, Ayuda Legal de Michigan, offer articles on a wide variety of substantive and procedural legal topics along with the ability to use document assembly toolkits to prepare legal forms and court filings. The MLH Guide to Legal Help directs users to resources on the site and other sources of additional legal services, for individuals who might need more assistance with a legal issue. Existing and new Michigan self-help centers can build their services with Michigan Legal Help at the core and can further leverage that tool by helping the public to make the best possible use of Michigan Legal Help.

Michigan is also fortunate that the Michigan Supreme Court's State Court Administrative Office (SCAO) provides a suite of legal forms for use by courts, lawyers,

and the public. Many, not initially designed for public use, will be part of a comprehensive plain language forms revision project to make them simpler and more user friendly in the coming years.

Even with these resources, many without the technology tools and skills to work effectively online risk being left behind. It is also true that often people just need or want to talk to someone about their unique circumstances; someone who will listen to their needs, answer their questions, and help them better understand the path to legal problem solving. For that reason, it is essential to assure that staffed, effective legal self-help centers are available to everyone in Michigan.

Currently across Michigan, 28 counties have self-help centers, located in 58 separate sites. Existing centers are diverse – located in courts, law libraries, public libraries, and community centers. Many are affiliated with Michigan Legal Help and use it exclusively. Many are in libraries; some are in law libraries. A few centers are independent, nonprofit organizations. The services offered are diverse as well, ranging from busy, robustly staffed centers to those with some dedicated staff to those consisting of unstaffed computer kiosks.

These Guidelines are designed to serve as an outline of best practices for self-help centers in Michigan with the expectation that they will be used to expand and enhance effective, efficient, and sustainable self-help center services across Michigan. Recognizing that we all must begin where we are, the intention is to help start new centers, expand and elevate existing centers, and to support the important services they all provide.

Core Principles of Self-Help Services

- **Commitment to Public Service**
Self-help centers must be focused on meeting the legal needs of the public and should be a source of neutral, accurate, and reliable legal information and guidance.
- **Commitment to Excellence**
Self-help centers must assure that they have the legal expertise to support the services they provide and assure that individuals with sufficient knowledge and training are responsible for the design, scope, implementation, delivery, and oversight of self-help services.
- **Commitment to Respect**
Self-help centers must provide service that is welcoming, kind, respectful, empathetic, and empowering. Self-help center patrons should feel seen, heard, and understood.

- **Commitment to Neutrality**

Self-help services must be neutral such that that all persons seeking assistance receive the same level of service and such that others do not influence the services provided.

- **Commitment to Clarity**

All self-help center communications, including forms, resources, tools, signage, and materials must be clear, simple, and accessible following the principles of plain language writing and user-centered design.

Self-Help Center Programs and Services

I. Self-Help Center Services

a. Eligibility for Services

Self-help services should be available to all unrepresented persons, without income limitations or other criteria for service. Self-help centers must not discriminate based on race, color, national origin, religion, age, physical or mental disability, sex, gender identity, sexual orientation, marital status, pregnancy, or parenthood.

b. Fees for Services

Basic legal self-help services must be free including legal information, resources, guidance, and referrals. Some reasonable costs for resources (such as copies) may be charged to recoup costs expended by the center for providing those resources.

c. Scope of Services

Self-help centers should help with as broad a range of substantive legal areas as they can competently and effectively provide, prioritizing areas of greatest need. Each self-help center should intentionally identify and make clear the types of legal issues with which they are able to help.

Areas of greatest need include family matters such as divorce, custody, paternity, child support, and parenting time. Additional areas include housing matters such as eviction, security deposits, and repairs; consumer matters such as responding to a claim for debt, garnishments, and payment plans, as well as small claims cases. Requests for assistance with guardianships and probate indicate a growing need in these areas.

Self-help services should be limited to civil matters, although some matters filed in criminal cases such as a request to waive fines and fees or a request for expungement of a criminal conviction are quasi-civil and are appropriate areas for self-help assistance.

Self-help centers should not assist in the filing of general civil cases for which it would be necessary to craft a unique complaint consistent with the applicable jurisdictional requirements and the elements of the cause of action that form the basis of the complaint.

d. Legal Information v. Legal Advice

Self-help centers may provide general legal information, define legal terms and concepts, explain a legal process, describe procedural options, explain what a form may be used for and what it requires, and review forms for completeness. Self-help centers may not recommend a course of action, suggest what someone should or ought to do, predict an outcome, prepare the substance of a form or pleading, or suggest that someone has no legal remedy. Self-help centers may act as scribes, helping people who can't read or read English complete legal forms by reading questions and recording answers.

Self-help center staff may provide legal information, but not legal advice. Staff should be well trained on this distinction and how to manage those limitations in interactions with patrons.

e. No Attorney-Client Relationship, Waiver

Self-help centers should make clear that they are not providing legal advice, legal representation, or taking responsibility for any aspect of a patron's legal matter or case and that no attorney-client like relationship is suggested or created when services are provided. This can be accomplished by disclosure of these limitations in signage, a service agreement or waiver, and/or by direct communication to each patron. Self-help centers should be cognizant that where conversations and how conversations with patrons occur may affect perceptions of the limits of self-help center services.

f. Confidentiality

Communications with self-help center patrons should be private to the extent that information shared with self-help center staff should not be communicated publicly, with the opposing party to the case or matter, or with the court. Self-help center communications with patrons are not confidential in the same way that attorney-client communications are confidential.

Some affiliated organizations such as libraries have stricter duties of confidentiality. This provision is not intended to supersede those duties or to limit communication with courts about general procedural issues.

g. Limits on All Self-help Center Staff and Volunteers

Self-help center staff and volunteers regardless of education, experience, or license, including paralegals and licensed attorneys, are subject to the same limitations on self-help services. This includes providing legal information only, refraining from creating or suggesting an attorney-client relationship, and assuring appropriate self-help center confidentiality.

Should a self-help center offer legal clinics, workshops, or lawyer-for-the-day programs, the role and scope of services provided by the lawyers involved should be clearly defined both internally for the self-help center and for the public who participate in such programs. In addition, it should include, where appropriate, clear agreements about those legal services.

h. Assistance Limited to Self-Represented Persons

Self-help center assistance should not be provided to persons who are represented by an attorney. The self-help center may assist persons receiving limited representation by an attorney with the parts of their case or matter for which they are responsible.

i. Referrals – Legal

Self-help centers should offer referrals to other legal services such as legal aid, legal clinics, and to attorneys when the assistance needed is beyond the scope or capacity of the self-help center. The self-help center should not refer to individual attorneys or firms, but should refer to the local or state bar lawyer referral service or to an established list of attorneys providing limited scope legal services.

Lawyers or others who volunteer at the self-help center, including at clinics or workshops, should be prohibited from referring matters to themselves, their firms, or other individual attorneys or firms.

j. Referrals – Community Services

Self-help centers should maintain or have access to a directory of community services that may be able to assist with patrons' non-legal needs and refer patrons to these services when appropriate. Examples include housing assistance, domestic violence services, disability advocacy, alternate dispute resolution services, discrimination agencies and advocates, and the like.

II. Service Delivery

a. Delivery Channels

Self-help centers should provide services in person, either directly or remotely. Other remote delivery channels may also be appropriate including services by phone, email, text, chat, or video conference. Self-help centers should be intentional in their choice of service delivery channels to assure that they have the capacity, expertise, and technology to effectively deliver services by the chosen methods.

b. Customer Service

Self-help centers must provide excellent customer service, to engage with those needing assistance in ways that are welcoming, kind, respectful, empathetic, and empowering. The self-help center should be the place where people are and feel seen, heard, and understood. The self-help center should be a source of neutral, accurate, and reliable legal information and guidance.

Self-help center staff should be trained and familiar with the challenges faced by people attempting to solve legal problems and use the courts on their own. This includes understanding the impact and effect of stress, trauma, and varied cultural and economic circumstances on capacity, problem solving, and the ability to self-represent. The SHC Coordinator will provide trainings on these topics.

c. Accessibility

Self-help center services should be accessible to persons with disabilities. Self-help center design should use the physical configuration of the space and technology to eliminate barriers to service. If possible, self-help centers should try to assist patrons with a preferred language other than English through staff or a translation tool such as Language Line.

III. Program Integrity and Quality Assurance

a. Legal Resources

Self-help centers should have access to the legal resources and reference materials needed to support the services provided.

b. Education and Training

Self-help centers will assure that all staff and volunteers have access to the initial and ongoing education and training necessary to support the self-help services provided. This should include an understanding of the justice gap, the access to justice movement, the needs and challenges of the self-represented, the self-help center service model, providing high-quality customer service, Michigan court structure and jurisdiction, the relevant aspects of civil procedure, and the substantive and procedural aspects of the areas of legal assistance provided by the self-help center. The SHC Coordinator/SHC Alliance will facilitate these trainings.

c. Program Development/Innovation

Self-help centers that offer forms or resources other than those provided by Michigan Legal Help should have a process for form and resource development, review, and quality assurance.

d. Complaints

Self-help centers should have a process for receiving and addressing patron complaints. Self-help centers that are programs of courts, libraries, or others may use that organization's complaint process.

IV. Program Evaluation

Data Collection and Reporting

The Self-Help Center Alliance will create a common framework for self-help center data collection to allow for the compilation of statewide data about self-help center services to advocate for and support funding for self-help center services. Self-help centers should cooperate with statewide data collection and reporting efforts including alignment with standard data metrics and processes.

Self-Help Center Operations

I. Operational Models

Self-help centers are nonprofit programs offering legal self-help services to persons who are not represented by counsel. Self-help centers can operate as programs and services provided by courts, public libraries, law libraries, universities, or as independent, nonprofit organizations. The stakeholder community seeking to offer self-help services should be intentional in selecting the operational model that best meets the needs of their community and with the understanding that the choice of operational model will impact funding, structure, and other operational needs.

II. Facilities

a. Location

The self-help center location should be selected to best meet the needs of the community it intends to serve. Options include locations at or near a courthouse, at or near court related services, or at locations familiar to the public such as libraries and community centers. Consideration should be given to public access including hours, security, parking, and bus service.

b. Hours

Self-help centers should offer consistent hours, make clear the hours during which staff assistance is available, and make sure that the self-help center hours are posted and easy for the public to find. Self-help center hours should be aligned with community needs and the self-help center capacity. Consideration should be given to staffing for high volume hours which may include normal business hours, lunch hours, and evening and weekend hours.

c. Space

Self-help centers should be clearly visible and easily accessible, ideally close to the building entrance or, if not, have clear, visible signage

directing the public to the self-help center location. Self-help centers should be configured and furnished in a way that supports the service delivery model and meets the needs of the public and the staff including adequate and functional furnishings, equipment, and supplies. Space and configuration consideration should be given to the possible need for patrons to wait for service, take time to complete paperwork and use computers, and be accompanied by their children.

d. Equipment and Technology

Self-help centers should have the equipment and technology needed by patrons and staff. This would include, at a minimum, computers, printers, copiers, scanner, and adequate internet service. Where appropriate, the self-help center may wish to offer public wi-fi to support patron devices and have the capacity to fax documents. Consideration should be given to the IT services that will be necessary to install, support, and maintain self-help center technology.

Self-help centers should have the software needed to support both patron services and staff operational needs. Electronic access to court records where available and to court registers of actions (where available) is essential to effective legal self-help services.

e. Security

Self-help centers should have safety, security, and emergency plans that provide for protocols and training in case of fire, threat, or another emergency, and/or follow the security and emergency plans for the building they occupy.

III. Staff

Self-help centers should have staff with the education, training, skills, and experience needed to provide quality self-help services. Self-help center staff may include attorneys, paralegals, and/or other trained staff.

Self-help centers should have a director to manage and oversee the services and operations of the self-help center.

The director should be familiar with the challenge of access to justice, the needs of self-represented litigants, court structure and jurisdiction, court processes, rules, and procedures, and the substantive legal areas in which the self-help center provides services.

IV. Volunteer Program

Trained, supervised volunteers can help to provide self-help services. Using volunteers can be an effective way to leverage limited staff to expand self-help center services. A self-help center using volunteers should have a structured volunteer program that includes recruitment, training, supervision, management,

and recognition. Such a program may include interns who volunteer for academic credit.

A self-help center using volunteers should be prepared to and able to commit the time necessary to sustain the program. Time and resources will be needed to recruit and train volunteers, manage volunteer schedules, and supervise volunteers. The volunteer program should be structured to assure consistency and continuity. Self-help centers should be aware of and plan for the staffing and infrastructure needed to develop and sustain a volunteer program.

Experienced and skilled staff should assure adequate supervision of volunteers when serving the public to assure that the public receives quality service and addresses any needs that are beyond the skills of volunteers.

V. Marketing and Communication

MLH provides marketing materials (SHC-specific brochures and signage, and generic business cards) free of charge to all SHCs wishing to use them. Otherwise, self-help centers should develop and maintain the tools, resources, and capacity to effectively communicate their services to the public and to stakeholders. They should also employ the principles of plain language and user-centered design to assure communications are accessible and easy to understand.

VI. Stakeholders, Relationships, and Collaboration

a. Stakeholders

Positive, ongoing relationships with self-help center stakeholders are essential for success. Stakeholders who understand and support the self-help center can help communicate the availability of self-help center services and advocate for support of the self-help center in the community. Stakeholders can also provide a valuable perspective to aid in identifying community needs and evaluating self-help center programs and services.

Self-help centers should identify their key stakeholders. Stakeholders may include courts, including Friends of the Court, legal aid providers, libraries, community social service providers – particularly including those providing domestic violence, housing, and 211 services, as well as neighborhood associations, faith communities and organizations, and others.

Having identified key stakeholders, self-help centers should work to develop and sustain ongoing collaborative relationships based in an understanding of one another's goals, needs, programs, and services. Regular and ongoing communication with key stakeholders will assure positive and sustainable working relationships. The self-help director

should lead in creating and sustaining relationships and assuring regular communication.

b. Relationships with Courts

Self-help centers should develop and sustain strong working relationships with the courts in their community. Regular communication and collaboration is essential to keep the self-help center informed of changes in court operations. In addition, a working relationship with the court is imperative to assure that the self-help center receives feedback about the quality and effectiveness of their services, and that the unique voice offered by self-help center leadership and staff is present and considered in the development of court operations and functions. Court and self-help center representatives should meet regularly to exchange information and ideas.

c. Other Community Relationships

Self-help centers should develop mutually supportive relationships with community organizations where members of the public are served. By exchanging program information and promotional materials, self-help centers can be well positioned to refer and receive referrals from community organizations.

d. Michigan Self-Help Center Alliance

Self-help centers should actively participate in the Michigan Self-Help Center Alliance to facilitate professional development of self-help center staff; increase collaboration, coordination, and communication among centers; access shared resources including education, training, and tools for communication and outreach; and support the effort to expand and fund self-help center services across Michigan.

State Court Administrative Office Legal Self-Help Centers Grant Application FY 2026

Type of Grant Application:

- New Self-Help Center
- Existing Self-Help Center¹

Name and Address of Applicant Organization

67th District Court of Genesee County
 630 S. Saginaw Street
 Flint, MI 48502
 810-766-8968

Organization Type:

- Government Non-Profit

Key Contact(s) for Grant Application

Name: Judge Vikki Bayeh-Haley

Title/Role: Judge

Email: VHaley@GeneseeCountyMI.gov

Phone: 810-686-6472

Name: Helen Davis

Title/Role: Court Administrator

Email: HDavis2@GeneseeCountyMI.gov

Phone: 810-766-8964

Total Grant Project Budget:

\$ 53,650.00

Grant Amount Requested:

\$ 53,650.00

¹ For purposes of this grant program, an "existing center" is a legal self-help center that has been recognized by and partners with Michigan Legal Help.

SIGMA Account Information

All grantees are required to be a registered vendor in the State of Michigan’s SIGMA financial system. You may access the SIGMA Vendor Self Service website at <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.

If you are currently a registered vendor, please provide your SIGMA vendor ID.

SIGMA Vendor ID _____

Grant Agreement - Authorizing Official (required)

Please provide the following details for the individual authorized to sign the grant agreement in the event your organization is selected as a grant recipient. The Authorizing Official must be a person who is authorized to enter into a binding contract for your organization.

Name: Judge Vikki Bayeh-Haley

Title: Judge

Email: VHaley@GeneseeCountyMI.gov

Address: 630 S. Saginaw Street
Flint, MI 48502

Grant Agreement – Reviewing Official (optional)

In the event your organization is selected as a grant recipient, the grant agreement document will be sent via the DocuSign system. You may designate one individual as a “reviewer” that will receive the grant agreement for review before it is sent to your organization’s authorizing official for signature.

Name: Judge William Crawford

Title: Chief Judge

Email: WCrawford@GeneseeCountyMI.gov

Address: 630 S. Saginaw Street
Flint, MI 48502

1. Please tell us about your organization and why you are interested in beginning or continuing to host a legal self-help center.

There are 100 District Courts in the State of Michigan and the 67th District Court of Genesee County, Michigan is the third busiest in the state. The 67th District Court handles all civil cases up to \$25,000 in claims, landlord-tenant matters, and misdemeanor criminal cases as well as the majority of traffic violations. Of the over 95,000 cases heard by the 67th District Court in 2024, the vast majority of the litigants were self-represented, often without an adequate understanding of the legal process, limiting their abilities to effectively represent themselves in court.

It is due to the high levels of socioeconomic disadvantages that Genesee County residents face, the increasing number of legal cases heard annually, and the strong belief that no one should be denied the right to properly represent themselves that the 67th District Court of Genesee County, Michigan is interested in beginning a Legal Self-Help Center. We believe a Legal Self-Help Center will create a more equitable legal system by closing a service gap in the community, creating autonomy for residents, and strengthening the court's ties to the area. The 67th District Court's Chief Judge, the Honorable William Crawford encapsulated this sentiment perfectly when he stated, "we believe that full access to courts will build trust in the community towards government and alleviate fears people have about representing themselves."

2. Please identify all key program staff who would be working with the self-help center, including their contact information. Provide a brief overview of their role with the self-help center.

TBD-Navigator with part-time status and no fringe benefit options, will be responsible for assisting clients with understanding their rights and responsibilities in a civil legal matter of their concern. The assigned Navigator will also assist clients with completing legal documentation in connection with their concerns with having their matter heard in District Court. This position will be filled once funding for the program has been secured and contact information will be updated accordingly following hire.

Grant billing and coordination duties will be dispersed amongst existing Genesee County employees.

3. (For Existing Self-Help Centers Only)

Please provide an overview of your current legal self-help center operations:

Service Delivery Model:

Please indicate the methods in which your center provides services (select all that apply).

computer kiosk

- on-site staff / volunteer
- virtual (i.e. Zoom/Phone) MLH Remote Legal Navigator site
- other (please describe)

Due to the sensitive nature of the information being shared, the 67th District Court Legal Self-Help Center will be an in-person only opportunity for current residents of Genesee County to access legal documentation assistance with completing all paperwork in connection with their legal concerns.

Service Hours:

Please list the days and hours during which services are provided.

The proposed operating hours of operation for the program are 9:00am to 3:00pm every Tuesday, Wednesday, Thursday. When the proposed hours of operation coincide with a holiday, the program will not be available to the public those days and the staffing costs will reflect that decrease in hours.

Services Provided:

Please provide a general description of the services currently provided at your legal self-help center.

Due to the sensitive nature of the information being shared, the 67th District Court Legal Self-Help Center will be an in-person only opportunity for patrons to access legal documentation assistance with completing all paperwork in connection with their legal concerns. The program will NOT be filing documentation for patrons at this time but will assist them with completing the legal forms necessary to apply for fee waivers as needed or requested and providing patrons with directions on how to independently file completed paperwork as well as the next steps in the legal process that the patrons should expect.

4. Grant Proposal

Please provide an overview of how you intend to utilize funds from this grant program to establish, continue, or enhance legal self-help center operations or services. The proposal must include a plan to expend all funds within the grant program timeline.

(The FY26 Program Guidelines outline eligible expenditures.)

**** New Self-Help Center Programs ****

Proposals for new programs should include a description of the proposed service delivery model, service hours, and the services to be provided.

**** Existing Self-Help Center Programs ****

Proposals should identify any changes in your current service delivery model, service hours, or services described above.

Due to the sensitive nature of the information being shared, the 67th District Court Legal Self-Help Center will be an in-person only opportunity for patrons to access legal consultation and receive necessary assistance with completing all paperwork in connection with their legal concern. We believe that having an in-person program will also ensure a higher level of understanding of their personal legal issues amongst clients. The program will NOT be filing documentation for patrons at this time but will assist with completing the legal forms necessary to apply for fee waivers as needed or requested and providing patrons with directions on how to independently file completed paperwork as well as the next steps in the legal process that the patrons should expect.

The target population for the program will consist of all patrons who request assistance with District Court matters. This will be the extent of the program's assessment/screening process since the 67th District Court recognizes the immense need of Genesee County's population to have barrier free access to needed services as the median income for an individual is approximately \$36,000/annually, almost half the median income for the State of Michigan. Genesee County continues to have lower than average employment rates with only 55% of its residents currently employed and the county also maintains a post high school education success rate 10% lower than the rest of the state. Due to these alarming socioeconomic concerns, the 67th District Court has identified the entirety of the population that requests assistance with legal documentation for District Court matters as the Legal Self-Help Center's targeted service population.

The program will assist patrons with legal documentation assistance in civil matters, including but not limited to consumer defense and landlord/tenant matters. Patrons are responsible for providing proof of economic hardship for all filing fee waiver requests and/or any additional information needed by the courts upon filing. The program will boast a part-time Navigator to assist a minimum goal of 750 clients for an average of 24 hours a week for the duration of the fiscal year following hire.

The 67th District Court plan for program sustainability includes diversifying funding sources for subsequent years beyond Fiscal Year 2026 through private grants from local, state, and national foundations such as the Ruth Mott Foundation, Community Foundation of Greater Flint, the Anna Paulina Foundation, and other funding opportunities as they are identified. The long-term goals for the program include a minimum of a 10% increase in the number of clients served annually.

5. **(For New Self-Help Centers Applications Only)**

Please provide an overview of why the proposed services are needed within your target community.

The 67th District Court of Genesee County, Michigan heard over 95,000 cases in 2024 in a county with a population estimated to be only 406,000 by the 2020 United States Census. The target population for the program will consist of all patrons who request assistance with District Court matters. This will be the extent of the program's assessment/screening process since the 67th District Court recognizes the immense need of Genesee County's population to have barrier free access to needed services as the median income for an individual is approximately \$36,000/annually, almost half the median income for the State of Michigan. Genesee County continues to have lower than average employment rates with only 55% of its residents currently employed and the county also maintains a post high school education success rate 10% lower than the rest of the state. Due to these alarming socioeconomic concerns, the 67th District Court has identified the entirety of the patrons who request assistance with District Court matters as the Legal Self-Help Center's targeted service population.

6. **Fees**

Do you intend to charge any fees for services provided to legal self-help center patrons that are funded by this grant?

No Yes *(please describe below)*

It is due to the high levels of socioeconomic disadvantages that Genesee County residents face, the increasing number of legal cases heard annually, and the strong belief that no one should be denied the right to properly represent themselves that the 67th District Court of Genesee County, Michigan will not be charging clients for services, but rather relying on community support and grant funding to maintain the program.

7. **Budget**

Applicants must provide grant application budget details by completing both required documents below:

- a. Budget Worksheet (provided)
- b. Budget Line-Item Narrative (provided)

8. **Accounting**

Please provide a brief description of the accounting system employed by your organization and the individuals and/or entities responsible for the accounting process.

All Legal Self-Help Center invoices will be entered by 67th District Court staff in BS&A Software prior to the payment being processed by Genesee County Fiscal Services via check through the ACH Payment System currently being utilized by the county.

9. Articles of Incorporation

If your organization is a nonprofit, please provide the Articles of Incorporation.

10. Audit Report

If your organization is a 501(c)(3), please provide a copy of your most recent audit report. A certified review of financials may be provided in lieu of an audit report, if unavailable.

11. Other

Provide any other relevant information that you believe the review panel should know when deciding on your application.

Attached to this grant application are two letters of support from Legal Services of Eastern Michigan and the President of the Mallory, Van Dyne, Scott Bar Association, Trachelle C. Young, Esq.

12. (optional) Letters of Support

Please attach one or more letters of support from a community partner.

**State Court Administrative Office
 Legal Self-Help Centers Grant Application FY 2026
Budget Line-Item Narrative (Required)**

Applicant Organization: 67th District Court of Genesee County

SHC Grant Budget Total: \$53,650.00 (Total SHC Grant Budget Request)

INSTRUCTIONS:

For each budget category listed below, please indicate the total SHC grant funds amount from your budget worksheet and provide a description of the intended use of the funds budgeted for the line-item. Two examples are provided below for illustration purposes only.

<i>EXAMPLE</i>				
	Total Budget	SHC Grant Funds	Agency Funds	Other Grants In-Kind
<i>Personnel - Wages/Salaries</i>	\$21,840.00	\$21,840.00	\$0	\$0
<p><i>SHC grant funds will be used to employ one PTE at a rate of \$14.00/hr to provide 1-1 assistance patrons for 30 hours each week. This PTE is charged 100% to this grant. This salary will cover the period of October 1, 2025 through September 30, 2026.</i></p>				

EXAMPLE

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<i>Equipment</i>	\$6,600	\$3,300	\$3,300	\$0	\$0

Additional equipment is needed to expand the existing capacity of the self-help center. Two additional workstations will be added. The organization will provide funding for the costs associated with installation of one of the new workstations. Grant funds will be used for remaining expenses.

SHC Funds will be used to purchase the following items for the new workstation:

- *1 all-in-one desktop computer*
- *1 printer/scanner*
- *1 headset*
- *1 adjustable desk*
- *1 desk chair*

INSTRUCTIONS:

For each budget category listed below, please indicate the total amount from your budget worksheet and provide a description of the intended use of the funds budgeted for the line-item.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Personnel - Wages/Salaries	\$33,000	\$33,000	\$0	\$0	\$0

A part-time Paralegal with CP, ACP, CLA, or PP credentials will be employed at a rate of \$22.00-26.00/per hour for an average of 24 hours per week for 52 weeks and a total of upwards of \$33,000 for the 2026 Fiscal Year. This employee's wages will be 100% funded by the SHC Grant for the 2026 Fiscal Year. The funding source for their wages will be altered the following fiscal year to accommodate the goals of the program.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Personnel - Fringe Benefits	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to allow for Fringe Benefits for the proposed Legal Self-Help Center 2026 Fiscal Year as staff will hold part-time status, so additional benefits are not scheduled or required at this time. Any future Fringe Benefits will be based on need and program growth, and the funding source will be altered following the fiscal year to accommodate the goals of the program.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Contractual	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to allow for Contractual Items for the proposed Legal Self-Help Center 2026 Fiscal Year as services will be provided by 67th District Court employee(s) so additional services are not scheduled or required at this time. Any future Contractual Services will be based on need and program growth, and the funding source will be altered following the fiscal year to accommodate the goals of the program.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Equipment	\$10,650.00	\$10,650.00	\$0	\$0	\$0

The following Equipment items will be purchased using 100% SHC Grant funding for the 2026 Fiscal Year:

- *Adjustable Height Table*
- *Worksurface (48wx24D) (3)*
- *Worksurface (54Wx24D)*
- *Worksurface Bracket (7)*
- *Panel/Screen 64H (5)*
- *Panel End Assembly 64H (5)*
- *Preconfigured Panel (5)*
- *Chairs (4)*
- *Installation costs*
- *Misc/Unanticipated Items*

The funding source for Equipment items will be altered following the fiscal year to accommodate the goals of the program.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Travel	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to allow for travel for the proposed Legal Self-Help Center 2026 Fiscal Year as no professional conferences or travel are scheduled or required at this time.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Operating Expenses - Rent	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Rent for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Operating Expenses - Maintenance	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Maintenance for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget and there will be no particular staff member assigned to the Legal Self-Help Clinic due to the multiple building maintenance location demands of the Maintenance Staff.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Operating Expenses - Utilities	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Utilities for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Operating Expenses - Phone/Internet	\$0	\$0	\$0	\$0	\$0
<p><i>The 67th District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Phone/Internet Services for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.</i></p>					

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Operating Expenses - Supplies	\$10,000	\$10,000	\$0	\$0	\$0
<p><i>The following supplies will be purchased with 100% SHC Grant funding:</i></p> <ul style="list-style-type: none"> • <i>General Office Supplies (staplers, paper supplies, thumb tacks, etc.)</i> • <i>Locking File Cabinets to increase the safety of clients' private information</i> <p><i>The funding source for the Fringe Benefits will be altered following the fiscal year to accommodate the goals of the program.</i></p>					

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Operating Expenses - Printing	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to utilize grant funds for the Operating Cost of Printing for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Operating Expenses - Postage	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to utilize grant funds for the Operating Cost of Postage for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Operating Expenses - Insurance	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Insurance for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
Other	\$0	\$0	\$0	\$0	\$0

The 67th District Court does not anticipate the need to utilize grant funds for the "Other" costs for the proposed Legal Self-Help Center 2026 Fiscal Year as the Court currently allots for this expense from the Court's General Fund.

DESCRIPTION: Budget Amendment for new Fund for Legal Self Help Grant

GL #	DESCRIPTION	Increase/(Decrease)
2933-286.00-558.000	STATE PARTICIPATION	\$ 53,650.00
2933-286.00-702.000	SALARIES & WAGES	\$ 28,465.45
2933-286.00-709.000	SOCIAL SECURITY	\$ 2,177.61
2933-286.00-728.000	RETIREMENT	\$ 2,277.24
2933-286.00-729.000	WORKERS COMPENSATION	\$ 22.77
2933-286.00-730.000	UNEMPLOYMENT	\$ 56.93
2933-286.00-801.004	SERV CONT GENERAL	\$ 20,650.00

Changes

REV	EXP	DIFF
\$53,650.00	\$ 53,650.00	\$ -

Rev

Exp.
Exp.
Exp.
Exp.
Exp.
Exp.



Genesee County

Staff Report

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

File #: RES-2026-0034

Agenda Date: 2/11/2026

Agenda #: 5.

To: Delrico J. Loyd, Governmental Operations Committee Chairperson

From: Helen Davis, 67th District Court Administrator

RE: Approval of a grant award from the State Court Administrative Office, in the amount of \$70,000.00, for 67th District Court to establish an Operation Drive Program; the budget for this grant is attached

BOARD ACTION REQUESTED:

67th District Court respectfully requests approval to accept the Operation Drive grant award through the State Court Administrative Office in the amount of \$70,000 for the period of January 1, 2026, through September 30, 2027.

BACKGROUND:

67th District Court has a large number of misdemeanor traffic offenses. From January 2024 through October of 2025, the Court processed approximately 5000 Drove While License Suspended, Drove While Unlicensed, and Drove Without a Cycle Endorsement cases. By implementing a specialized docket, recidivism will be reduced and allow defendants who are otherwise safe drivers to obtain a valid driver's license or proper endorsement.

DISCUSSION:

There is a need to provide defendants guidance on how to address underlying issues that led to a driver's license suspension, guidance on how to address traffic tickets and warrants, and guidance on obtaining a valid driver's license or endorsement. Operation Drive is designed to help individuals participating in the judicial process with structure, information, and encouragement to obtain a full and valid license.

IMPACT ON HUMAN RESOURCES:

The Operation Drive grant includes funds to cover partial wages and fringe of a District Court Specialist II.

IMPACT ON BUDGET:

The Operation Drive grant is in the amount of \$70,000. The grant does not require a match. A budget amendment is attached to this request.

IMPACT ON FACILITIES:

None

IMPACT ON TECHNOLOGY:

None

CONFORMITY TO COUNTY PRIORITIES:

Operation Drive will provide efficient and equitable justice through the impartial application of law and procedure. The Program will enhance public safety and build a better community by providing all court users with civility, dignity, and respect.

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 67th District Court Administrator to authorize accepting the Operation Drive grant award from, and entering into a grant agreement with, the State Court Administrative Office, in the total amount of \$70,000 for a period commencing January 1, 2026, through September 30, 2027, to provide funding in support of Operation Drive for 67th District Court, is approved (a copy of the memorandum request and supporting documentation being on file with the official records of the February 11, 2026 meeting of the Governmental Operations Committee of this Board), the Chairperson of this Board is authorized to execute any grant agreements on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

December 5, 2025

Honorable William H. Crawford II, Chief Judge
Cc: Honorable Jeffrey Clothier, District Judge
67th District Court
630 S. Saginaw St.
Flint, MI 48502

Re: Operation Drive Award Notification
67th District Court – Flint

Dear Chief Judge Crawford II:

Congratulations! I am pleased to inform you that your court has been awarded a grant totaling \$70,000 for the Operation Drive program administered by the State Court Administrative Office (SCAO).

This award is effective January 1, 2026, and terminates on September 30, 2027. Your court's contract will be emailed via DocuSign to your court administrator. Please sign and return the contract no later than December 26, 2025. Additionally, please submit your revised budget, based on your court's actual award, in WebGrants by December 26, 2025. Instructions for revising your budget will be attached to the message your court administrator receives from WebGrants. If you cannot spend your full grant award, please notify us as soon as possible so that we may consider other applicants.

I, the Justices, and the staff at the Michigan Supreme Court appreciate your efforts assisting individuals with restoring their driving privileges.

If you have any questions about the grant or need assistance, please contact Bobbi Morrow, Court Analyst, at 517-373-2173 or MorrowB@courts.mi.gov.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd".

Thomas P. Boyd
State Court Administrator

cc: Court Administrator

**Michigan Supreme Court
State Court Administrative Office
Operation Drive**

Grantee Name: 67th District Court
Contract Number: SCAO-2026-107
Grant Amount: \$70,000.00

1. DEFINITIONS GOVERNING AGREEMENT

The definitions below govern the terms used in this Agreement.

- 1.01 The term “Agreement” as used in this document means the Agreement between the State Court Administrative Office (the “SCAO”) and Grantee and includes any subsequent amendments thereto.
- 1.02 The term “Confidential Information” means confidential and/or proprietary information belonging to the SCAO which is disclosed to the Grantee or which the Grantee otherwise learns of during the course of or as the direct or indirect result of rendering its Services for the SCAO.

Confidential or Proprietary Information not generally known to third parties or to others who could obtain economic value from their disclosure or use of the information. This includes all proprietary technical, financial, or other information owned by SCAO or any of its vendors, including by way of illustration, but not limitation, computerized data, codes, programs and software, written material, inventions, whether or not patented or patentable, designs, works of authorship, works subject to or under copyright protection, trade secrets or trademark – protected material, performance standards concepts, formulae, charts, statistics, financial records and reports of the SCAO or any entity otherwise affiliated with the SCAO.

Confidential or Proprietary Information also includes all confidential and proprietary material that the Grantee may design, author, create, distribute, or produce during the term of this Agreement when rendering Services thereunder. “Confidential Information” also includes all individualized, non-aggregated data relating to individuals, including, but not limited to, personally identifiable information (“PII”) and information protected by the Health Insurance Portability and Accountability Act. All information gained during the course of Grantee’s retention should be presumed confidential unless the information is clearly identified otherwise or the circumstances of disclosure demonstrate it not to be confidential.

- 1.03 The term “Employee Benefits” means any and all employee benefits the SCAO provides to its employees, including, but not limited to, workers’ compensation, retirement, pension, insurance, fringe, educational training, holiday/sick/vacation pay benefits, or any other similar benefits.
- 1.04 The term “Grant Amount” is the amount specified as “Grant Amount” on the first page of this Agreement and includes any increases or reductions under Section 17.

- 1.05 The term “Grantee” as used in this Agreement includes the Grantee(s)/party(ies) with which the SCAO is contracting and the employees with which the SCAO is contracting.
- 1.06 The term “Grantee’s agents” as used in this Agreement includes the Grantee’s agents, subcontractors, vendors, and subrecipients.
- 1.07 The term “Liabilities” means any and all liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses, including, but not limited to, fees and expenses of attorneys and litigation related to the Services provided.
- 1.08 The term “Parties” includes the SCAO, Grantee, and all of their employees.
- 1.09 The term “Pre-existing Inventions, Patented and/or Copyrighted Materials” means such writings, inventions, improvements, or discoveries whether or not under an existing copyright, patent or copyright/patent application or any other third party intellectual property right that were written, invented, made, or discovered by the Grantee, including its employees, and/or subcontractors while engaged in Services under this Agreement.
- 1.10 The terms “Program Expenses” and “Expenses” mean all expenses including, but not limited to, license fees and all other types of fees, memberships and dues, automobile and fuel expenses, insurance premiums, copying costs, telephone costs and all other types of costs, and all salary and expenses incurred by the Grantee, and all other compensation paid to the Grantee’s employees or subcontractors that the Grantee hires, retains or utilizes for the Grantee’s performance under this Agreement. This term includes allowable program costs as articulated in WebGrants, which are contained on the “eligible expense” list of the Operation Drive Program Guide and in the program budget. This term also includes Travel Expenses as defined below.
- 1.11 The term “Services” refers to the goods, services, program activities, projects, and initiatives that the Grantee provides under this Agreement, as described in the Scope of Services, Scope of Work, and all descriptions of services in any attachments and amendments to the Agreement.
- 1.12 The term “Taxes” refers to any and all federal, state, and local taxes, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees for which Grantee is responsible.
- 1.13 The term “Travel Expenses” means expenses Grantee incurs for travel including lodging, mileage, and meals that the Grantee incurs in the reasonable fulfillment of the terms of this Agreement. Reimbursable Travel Expenses must be approved by SCAO before they are incurred.
- 1.14 The term “WebGrants” refers to the web-based grant management system used by SCAO.
- 1.15 The term “Work Product” refers to reports, programs, manuals, tapes, and videos, including training materials, power point presentations or any other written or electronic materials prepared under this Agreement and amendments thereto. It also includes computer data such as programs and software in various stages of development and source codes and object codes, and any other work product prepared by the Provider under this Agreement and

amendments thereto.

2. PARTIES

This Agreement is between the SCAO and the 67th District Court (Grantee).

3. AMOUNT AND GRANT PROGRAM

- 3.01 The SCAO will reimburse the Grantee up to \$70,000.00 for the Grantee's expenses under this Agreement.
- 3.02 The grant funding is from the Operation Drive grant award.
- 3.03 The Grantee must implement and operate the Grantee's Operation Drive program in compliance with the *Operation Drive Program Guide* issued by the SCAO. The Grantee agrees to design and deliver services that align with the objectives, structure, and operational standards outlined in the Guide. This includes, but is not limited to, providing individuals with guidance on how to address underlying issues that led to a driver license suspension, guidance on how to maintain the individuals' responsibility to regain driving privileges, and guidance on how to address traffic tickets, warrants, court appearances, and payment of fees and fines.
- 3.04 The Grantee must consult with the 44th District Court when developing, implementing, and administering the Grantee's Operation Drive program.

4. PERIOD OF AGREEMENT

- 4.01 This Agreement covers Services rendered during the grant period beginning on January 1, 2026, and ending on September 30, 2027, at 11:59 p.m. ("Agreement Period"), unless the Parties agree in a signed writing to an amendment in accordance with Section 25.
- 4.02 Unless indicated otherwise in this Agreement, this Agreement is effective until all obligations have been satisfied by both Parties.

5. TERMS

This Agreement contains the entire agreement between the Parties. It does not include any other written or oral agreements, except the following, which are incorporated by reference:

- A. Operation Drive Quarterly Report (see Attachment 1),
- B. Approved grant budget
- C. Operation Drive Program Guide, including the list of eligible and ineligible expenses.

6. RELATIONSHIP AND DUTIES

- 6.01 No employer/employee relationship exists between the Parties. Further, no employee or subrecipient of the Grantee is an employee of the SCAO. The Grantee is an independent contractor, not an employee of the SCAO.
- 6.02 The SCAO is not obligated either under this Agreement or by implication to provide and is not liable to the Grantee for failure to provide the Grantee with Employee Benefits. The Grantee is not eligible for and will not receive any Employee Benefits from the SCAO.
- 6.03 The Grantee is responsible for payment of all Taxes arising out of the Grantee's Services in accordance with this Agreement.
- 6.04 The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO's behalf.
- 6.05 Except for the Grant Amount, the SCAO and the Michigan Supreme Court (MSC) have no financial obligation to the Grantee.
- 6.06 The Grantee agrees to comply with all of the Agreement terms, including the reporting requirements, assurances, eligible/ineligible expense list, conditions on expenses, and approved grant budget.

7. REIMBURSEMENT AND BUDGET

- 7.01 This is a reimbursement-based grant.
- 7.02 The Grantee's Expenses are eligible for reimbursement only if the Grantee incurred the Expenses during the time period that this Agreement is effective. Further, the Grantee's Expenses are eligible for reimbursement only after the Grantee has paid the Expenses. Consumable expenses are eligible for reimbursement only if the item can reasonably be consumed (and the Grantee incurred the expense) during the time period that this Agreement is effective.
- 7.03 The Grantee's Expenses are eligible for reimbursement only if included on the eligible expense list, are reasonable and necessary (as determined solely by the SCAO), and in the approved budget.
- 7.04 The Grantee's Expenses are eligible for reimbursement only after the Grantee has exhausted all other available funding options that were designated for the project. Examples of potential other available funding options include local court or county funding, federal funding (not including other SCAO-administered grants awarded to the Grantee), participant fees, and funding from nonprofit organizations. The Grantee is not required to first spend funds that were not designated for the project. Once the Grantee has exhausted all other available funding options that were designated for the project, then the grant funds under this Agreement can be used. If the Grantee has other available funding options that were designated for the project but relies on the grant funding under this Agreement before

exhausting the other options, the SCAO may reduce the reimbursement amount by an amount that is equal to the other available funding options.

- 7.05 The Grantee's Expenses are eligible for reimbursement only if the Grantee is on time and in compliance with the grant reporting requirements in Attachment 1 and as otherwise required under this Agreement.
- 7.06 Reimbursements for Travel Expenses (such as mileage) may not exceed the lesser of the Grantee's published travel rates or allowable state of Michigan travel rates and must be approved by the SCAO prior to incurring the expense.
- 7.07 The Grantee must request Expense reimbursement on a quarterly basis (see Attachment 1). The request to reimburse each Expense must include the hourly rate or cost per unit, amount of hours worked or number of units, a description of Services provided, the date of the Expense, the amount requested, and proof that the Grantee has paid the Expense.
- 7.08 All Expense reimbursement is subject to the SCAO's approval.
- 7.09 Supplanting of existing funds or co-mingling of funds is not allowed and is not reimbursable expense.
- 7.10 The Grantee agrees to receive payments by electronic funds transfer through Michigan's Statewide Integrated Governmental Management Application (SIGMA) vendor payment system. The Grantee must sign up through the online vendor system to receive reimbursement payments via electronic funds transfers or direct deposits. To register, go to the Department of Technology, Management, and Budget's [website](#).

8. RELIGIOUS PROGRAMMING

- 8.01 If the Grantee contracts for any activities under this Agreement, the Grantee may not spend grant funds on (a) religious based programming or (b) programs that discriminate based on religion.
- 8.02 Before the Grantee refers a person to, or provides a person with, a program with a religious component, the Grantee must do the following: (1) allow the person to choose whether to participate in the program, (2) ensure that a person who chooses to not participate is not penalized, and (3) provide at least one secular option.

9. ASSIGNMENT

The Grantee may not assign any portion of this Agreement except with prior written approval of the SCAO. If performance is so assigned, all requirements in this Agreement shall apply to such performance and the Grantee shall be responsible for the performance of such Services.

10. SUBCONTRACTING

- 10.01 The Grantee may enter written contracts for activities under this grant.
- 10.02 The Grantee must provide the SCAO with copies of all contracts if the SCAO requests them.
- 10.03 The Grantee must provide the SCAO with copies of all contracts before requesting reimbursement for contracted work. All contracts must be uploaded in WebGrants.
- 10.04 The Grantee must provide a copy of this Agreement to all entities with which it contracts for services.

11. CONFIDENTIAL INFORMATION

- 11.01 The Parties do not expect that medical and treatment information will be obtained, shared or used under this Agreement. However, if medical and treatment information is obtained, shared or used under this Agreement, all medical and treatment information of participants served under this Agreement is confidential. The SCAO and the Grantee agree that this information will not be disclosed except as allowed by law.
- 11.02 The Grantee agrees to comply with the Health Insurance Portability and Accountability Act (HIPAA), 42 CFR Part 2, and the Michigan Mental Health Code. These requirements, *inter alia*, include:
 - A. The Grantee and Grantee's agents must not share information that is protected under HIPAA, 42 CFR Part 2, or the Michigan Mental Health Code (the "Protected Information"). The Grantee is liable for the unauthorized use or disclosure of Protected Information. This includes Protected Information that the SCAO provides to the Grantee.
 - B. The Grantee must include terms in any procurement contract and subrecipient subcontract that the Grantee's agents must not share Protected Information. This includes Protected Information that the SCAO provides to the Grantee.
 - C. The Grantee must have written policies and procedures about using and disclosing Protected Information. The policies and procedures must include provisions that restrict Grantee's employees' access to Protected Information.
 - D. The Grantee must also have a policy to report to the SCAO unauthorized use or disclosure of Protected Information.
- 11.03 The SCAO may disclose Confidential Information to the Grantee during this Agreement's term. The Grantee agrees not to disclose Confidential Information to any third party without prior approval from the SCAO. If disclosure of Confidential Information is required by law or court order, the Grantee must notify the SCAO within five business days as provided in the *Delivery of Notice* Section of this Agreement before disclosure—and shall reasonably cooperate with the SCAO to (1) narrowly tailor required disclosures and (2) support SCAO's efforts to obtain protective orders or other appropriate relief.

11.04 This section survives the termination or expiration of this Agreement.

12. RIGHTS TO WORK PRODUCT, PRE-EXISTING INVENTIONS, AND IMPROVEMENTS

12.01 All Work Product shall belong to and is owned by the SCAO and is subject to copyright or patent only by the SCAO. The SCAO shall have the right to obtain from the Grantee original materials produced under this Agreement and shall have the right to distribute those materials.

12.02 The SCAO shall have copyright, property, and publication rights in all Work Product developed in connection with this Agreement.

12.03 The SCAO grants the Grantee a royalty-free, nonexclusive license to use any Work Product developed in the course of executing this Agreement that is not Confidential and Proprietary Information as defined in this Agreement. However, the Grantee shall not publish or distribute any Work Product relating to the Services provided under this Agreement.

12.04 The Grantee shall safeguard the Grantee's property, materials and Work Product. The SCAO is not responsible and will not be subject to any Liabilities for any claims related to the loss, damage, or impairment of Provider's property, materials and/or Work Product.

12.05 The Grantee shall promptly disclose in writing to SCAO all Pre-existing Inventions, Patented and/or Copyrighted Materials used to provide Services under this Agreement.

12.06 The Grantee shall assist the SCAO in determining and acquiring copyrights, patents, or other such intellectual property protection for any Work Product for which the SCAO desires to obtain such protection.

12.07 The Grantee warrants that, during the time period that this Agreement is effective, there are no Pre-existing Inventions, Patented and/or Copyrighted Materials for which the Grantee seeks protection or which the Grantee desires to remove from the Agreement provisions before entering into this Agreement. Further, the Grantee warrants that its performance under this Agreement will not infringe upon or misappropriate any third party's patents, copyrights or other intellectual property rights.

12.08 The Grantee further warrants that, during the time period that this Agreement is effective, the Grantee has obtained all material licenses, authorizations, approvals and/or permits required by law to conduct its business generally and to perform its obligations under this Agreement.

13. INSURANCE

The Grantee, if a non-governmental and non-self-insured entity, must procure commercial liability insurance or ensure that an adequate amount of money is set aside in its local budget to cover all reasonable claims related to the Grantee's and Grantee's agents' Services under this Agreement. If the Grantee contracts with

14. LIABILITY

- 14.01 The Grantee is responsible for Liabilities and Expenses that result from the Grantee's performance or nonperformance under this Agreement. This subsection does not waive governmental immunity as provided by law.
- 14.02 The Grantee warrants that, before entering into this Agreement, it is not subject to any liabilities or expenses that may interfere with Agreement performance.
- 14.03 The SCAO is not responsible for Liabilities and Expenses that result from the Grantee's or Grantees' agents' performance, nonperformance, or property.
- 14.04 If Grantee contracts with a private third party to carry out the Grantee's responsibilities under this Agreement, then in that contract Grantee will require the private third parties to indemnify SCAO and the MSC, including their officers, and employees (the "SCAO, MSC and related entities") from any Liabilities that may be imposed upon, incurred by, or asserted against the SCAO, MSC and related entities arising from the acts or omissions of the private third party under such contact. Any private third party who will not agree to such provisions may not be utilized by Grantee to perform services under this Agreement. This subsection does not waive governmental immunity as provided by law.

15. FINANCIAL RECORDS, RETENTION, AND INSPECTION

- 15.01 The Grantee agrees that all its Expenses conform to the standard financial procedures of the Grantee's funding unit.
- 15.02 The Grantee must maintain financial records that follow Generally Accepted Accounting Principles (GAAP).
- 15.03 The Grantee must maintain an accounting system with grant financial records that are kept separately from the Grantee's other financial records.
- 15.04 The Grantee must retain all financial records related to this Agreement for at least five years after the SCAO's final reimbursement to the Grantee. The Grantee is responsible for the costs to retain these records.
- 15.05 If an audit begins before the five-year period expires, and it extends past that period, the Grantee must retain all records until the audit is complete. Based on the audit, the SCAO may adjust reimbursement payments. If the audit reveals that the SCAO overpaid the Grantee, the Grantee must immediately refund those amounts to the SCAO.
- 15.06 The Grantee agrees that the MSC, the SCAO, the Michigan Department of Treasury, the State Auditor General, and these parties' authorized representatives may upon notification audit and copy the Grantee's grant financial records.

16. GRANT REPORTING

The Grantee agrees to timely provide all applicable performance measurement data, including complete and accurate reports as identified in Attachment 1 related to this Agreement so that the SCAO can meet its reporting requirements. Further, the Grantee agrees to follow the grant reporting requirements in Attachment 1.

17. INCREASES AND REDUCTIONS IN GRANT AMOUNT

17.01 When Grantee cannot spend some or all allocated grant funds, these funds should be reallocated to other courts who can spend them. This ensures that courts can address as many of the communities' needs as possible. The Grantee acknowledges that its failure to spend, provide proof of expenditures, or request reimbursement of Grant Award expenditures by the financial claims report due dates may trigger the reallocation process outlined in Section 17.04. Therefore, the Grantee agrees to provide all financial claims on the schedule outlined in Attachment 1. Failure of the Grantee to submit all financial claims by their due dates will jeopardize Grantee's grant funding and subject the Grantee to the procedures set forth in the below subsection.

17.02 The SCAO will monitor Grantee's progress and expenditure of its Grant Amount. Grantee must use its best efforts to utilize the full amount of funds awarded.

17.03 If Grantee has made satisfactory progress towards utilization of its Grant Amount and SCAO or Grantee determines at any time during the Agreement Period that Grantee could benefit from additional grant funds such that its Grant Amount should be increased, Grantee must submit a reallocation amendment request through WebGrants, stating the amount of additional grant funds needed, explaining how the additional amount was determined, and outlining the court's plan to utilize the additional amount, if awarded.

17.04 If Grantee fails to show satisfactory progress towards utilization of its Grant Amount, as determined by SCAO in its sole discretion, SCAO will implement the following Grant review process:

A. SCAO will notify Grantee that it appears that Grantee is not making satisfactory progress toward spending its Grant Amount and will request an explanation from Grantee as to its lack of progress.

B. Grantee must, within 10 business days from the date of the notice, provide an explanation to SCAO for its lack of satisfactory progress and outline its plan for fully spending the Grant Amount during the Agreement Period, or if Grantee cannot fully spend the Grant Amount, Grantee must request a reduction in the Grant Amount which aligns with its plan. This information must be submitted by emailing a letter to Bobbi Morrow at morrowb@courts.mi.gov. Failure to provide this information within the time specified by SCAO will result in a reduction in the Grant Amount

based on the claims information already submitted by Grantee and using any other criteria SCAO determines to be relevant.

- C. SCAO will determine whether the Grant Amount should remain as initially awarded or be reduced and notify Grantee of the decision. SCAO has the sole authority to reduce the Grant Amount, and the amount of the reduction could be more than the Grantee's requested reduction amount. If SCAO's decision is to reduce the Grant Amount, Grantee will submit a budget revision in WebGrants by the date specified by SCAO showing how the reduced Grant Amount will be allocated for the remaining Agreement Period. If Grantee does not submit this budget revision, SCAO may reduce Grantee's budget in WebGrants and allocate the new amount in its discretion.
 - D. For communications other than those made through WebGrants, all notices will be sent as provided in the *Delivery of Notice* Section below.
- 17.05 If Grantee determines on its own that it will not fully spend the entire Grant Amount during the Agreement Period, the Grantee must submit a reallocation request to SCAO in WebGrants identifying how much of the Grant Amount the Grantee intends to spend during the Agreement Period, and how much the Grantee would like to return to SCAO. Then, the procedures in Section 17.04(C) will be followed.
- 17.06 In all cases, the Grantee must fully comply with the reporting requirements found in Attachment 1, and the Grantee's obligations under the Agreement will remain in effect until Grantee fully complies.
- 17.07 This Section survives termination of this Agreement.

18. SUSPENSION OR TERMINATION OF AGREEMENT

- 18.01 The SCAO and/or the Grantee may immediately reduce the project budget, or suspend or terminate this Agreement without further liability or penalty to the SCAO under any of the following circumstances:
- A. If any of the terms of this Agreement are not adhered to by the Grantee/subrecipients.
 - B. If the Grantee proposes or implements substantial changes to the Scope of Services/Work such that, if originally submitted, the application would not have been selected for funding.
 - C. If the Grantee is not certified or submits false certification or falsifies any other report or document required hereunder. Grantees that are funded with Swift and Sure Sanctions Probation Program funds are exempt from certification requirements in Section 24.

- D. If the Grantee is charged with or convicted of any criminal activity or offenses during the term of this Agreement or any extension thereof.
- E. If funding for this Agreement becomes unavailable to the SCAO due to appropriation or budget shortfalls.
- F. If the Grantee does not comply with an Agreement term, including the reporting requirements, assurances, eligible/ineligible expense list, conditions on expenses, and approved grant budget.
- G. If any report from Section 16 is at least 45 days late.

18.02 Each Party may terminate this Agreement without cause subject to the conditions below. If the Grantee is the party attempting to terminate the Agreement, the Chief Judge of the Grantee must notify the SCAO in writing of such termination. The Grantee's obligations under the Agreement cannot be terminated, however, until Grantee fulfills all the grant reporting requirements under Attachment 1 as required by the terms of the grant and as otherwise directed by the SCAO. Grantee's obligations under this Agreement will not be terminated until Grantee has met all grant reporting requirements as determined by the SCAO.

18.03 If this Agreement is terminated, the SCAO will make payments to the Grantee for allowable reimbursable expenses not covered by previous payments or other state or federal programs if the costs are adequately documented and appropriately authorized. The Grantee shall immediately refund to the SCAO any funds not authorized for use and any payments or funds advanced to the Grantee in excess of allowable reimbursable expenditures.

18.04 If the SCAO terminates this Agreement under Section 18, with the exception of termination stated in Section 18.01(E), the Grantee is not eligible for SCAO grant funding for two years. After the two-year period, the Grantee must verify in writing with SCAO that the Grantee has corrected the issues.

19. COMPLIANCE WITH LAWS

The Grantee agrees to comply with all federal, state, and local laws and applicable ethics, rules, and canons.

20. MICHIGAN LAW

This Agreement shall be subject to, and shall be enforced and construed under, the laws of the state of Michigan. Further, the Parties agree to litigate any disputes arising directly or indirectly from the Agreement in the Court of Claims in the State of Michigan or if the Court of Claims cannot take jurisdiction over the dispute, then by the Michigan circuit court determined appropriate by the SCAO.

21. CONFLICT OF INTEREST

The Grantee certifies that the Grantee presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, that would conflict in any manner or degree with the performance of this Agreement.

22. DEBT TO STATE OF MICHIGAN

The Grantee covenants that it is not, and will not become, in arrears to the state of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the state of Michigan or its subdivisions, including real property, personal property, and income taxes.

23. AGREEMENT DISPUTE

The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this Agreement within 10 business days of discovery of the alleged breach as provided in Section 26 of this Agreement.

24. PROGRAM REVIEW OR CERTIFICATION SITE VISIT

The SCAO may review the Grantee onsite. As part of the review, the SCAO may interview the program's team members, observe staff meetings and status review hearings, review case files, review data, and review financial records.

25. AMENDMENT

25.01 The Parties may amend this Agreement only in writing signed by both Parties.

25.02 The SCAO and the Grantee must submit a budget/project amendment through WebGrants. An example of a budget amendment is the Grantee requesting to move money from one approved line item in the budget to another approved line item in the budget, and the SCAO approving the requested budget amendment. The SCAO and the Grantee must also notify the other party in WebGrants of any changes in project directors, program judges, agency contacts, financial officers, or authorizing officials, including changes in names, mailing addresses, e-mail addresses, and telephone numbers.

26. DELIVERY OF NOTICE

26.01 Unless otherwise specified in this Agreement, written notices and communications required under this Agreement shall be delivered in one of two forms: (1) by electronic mail; or 2) by overnight delivery sent by a nationally recognized overnight delivery service to the following:

26.02 The Grantee's contact person is:

Helen Davis
67th District Court

Chief Judge William H. Crawford II
630 S. Saginaw St.
Flint, MI 48502
HDavis2@geneseecountymi.gov

26.03 The SCAO's contacts are:

Bobbi Morrow
Court Analyst
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
morrowb@courts.mi.gov

and

Ryan Gamby
Field Services Director
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
Gambyr@courts.mi.gov

27. NONDISCRIMINATION

During the performance of this Agreement, the Grantee agrees—

- A. To comply with all state and federal nondiscrimination laws and regulations, as may be amended from time to time.
- B. Not to participate directly or indirectly in the discrimination prohibited by any state or federal nondiscrimination law or regulation, such as federal laws or regulations as set forth in Appendix B of 49 CFR part 2.
- C. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the SCAO.
- D. That, in the event a Grantee fails to comply with any nondiscrimination provisions in this Agreement, the SCAO will have the right to impose such Agreement sanctions as it determines are appropriate, including but not limited to withholding payments to the Grantee under the Agreement until the Grantee complies; and/or cancelling, terminating, or suspending this Agreement or a contract or funding agreement, in whole or in part.

28. GRANTEE'S AUTHORIZING OFFICIAL

28.01 The Grantee's "Authorizing Official" is the individual who signs this Agreement. The "Authorizing Official" is an official of the Grantee who has the legal authority to, is authorized to, and can legally sign contracts on behalf of the Grantee and bind the Grantee to

the terms of the contracts, including this Agreement. The Authorizing Official may not be a judge or other state employee. By signing below, the Grantee and Grantee's Authorizing Official warrant that the Authorizing Official has the actual authority to sign the Agreement on behalf of the Grantee.

- 28.02 Only one person may sign this Agreement as the Grantee's Authorizing Official. The Grantee might have more than one individual who is authorized to enter into binding contracts for the Grantee that is receiving funds, or the Grantee's local rules might provide that multiple people must sign contracts. In either case, the Authorizing Official's signature on this Agreement represents the mutual agreement and acceptance of this Agreement by all persons who are authorized to enter into binding contracts for the Grantee.

The remainder of this page is intentionally left blank.

SIGNATURES OF PARTIES
Operation Drive
CONTRACT NUMBER: SCAO-2026-107

29. SIGNATURE OF PARTIES

29.01 This Agreement is not effective unless signed by both Parties.

29.02 The signatures on this Agreement are electronic through the DocuSign system.

29.03 The DocuSign system requires an agent of the Grantee to send this Agreement to the Grantee's Authorizing Official for the Authorizing Official's review and signature. Selecting the dropdown below confirms that the Agreement can be sent to the Grantee's Authorizing Official for signature.

Agreement is ready for Grantee's Authorizing Official's signature.

29.04 The DocuSign system requires an agent of the SCAO to send this Agreement to the Deputy State Court Administrator for review and signature. Selecting the dropdown below confirms that the Agreement can be sent to the Deputy State Court Administrator for signature.

Agreement is ready for SCAO's Authorizing Official's signature.

67th District Court

State Court Administrative Office





Authorizing Official's Signature

SCAO Official's Signature

Dale Weighill

Elizabeth Rios-Jones

Authorizing Official's Name

SCAO Official's Name

Chairperson, Genesee County Board of Commissioners

Deputy State Court Administrator

Authorizing Official's Title

SCAO Official's Title

1/15/2026

1/16/2026

Date Signed by Authorizing Official

Date Signed by SCAO Official

**OPERATION DRIVE GRANT
REPORTING REQUIREMENTS
January 1, 2026, through September 30, 2027**

PROGRAM REPORT DUE DATES	
April 10, 2026	Report progress made during January 1, 2026 , through March 31, 2026 .
July 10, 2026	Report progress made during April 1, 2026 , through June 30, 2026 .
October 10, 2026	Report progress made during July 1, 2026 , through September 30, 2026 .
January 10, 2027	Report progress made during October 1, 2026 , through December 31, 2026 .
April 10, 2026	Report progress made during January 1, 2027 , through March 31, 2027 .
July 10, 2026	Report progress made during April 1, 2027 , through June 30, 2027 .
October 10, 2026	Report progress made during July 1, 2027 , through September 30, 2027 .

FINANCIAL CLAIM REPORTS DUE DATES	
April 10, 2026	Submit reimbursement claim for expenses incurred between January 1, 2026 , through March 31, 2026 .
July 10, 2026	Submit reimbursement claim for expenses incurred between April 1, 2026 , through June 30, 2026 .
October 10, 2026	Submit reimbursement claim for expenses incurred between July 1, 2026 , through September 30, 2026 .
January 10, 2027	Submit reimbursement claim for expenses incurred between October 1, 2026 , through December 31, 2026 .
April 10, 2026	Submit reimbursement claim for expenses incurred between January 1, 2027 , through March 31, 2027 .
July 10, 2026	Submit reimbursement claim for expenses incurred between April 1, 2027 , through June 30, 2027 .
October 10, 2026	Submit reimbursement claim for expenses incurred between July 1, 2027 , through September 30, 2027 .

The court must submit an itemized invoice and supporting documentation to WebGrants by the due dates listed above. The supporting documentation must include (if applicable):

Personnel and Fringe: Signed timesheets and official reports from the court’s accounting or payroll software. Examples include, but are not limited to, general ledger, revenue and expenditure reports, payroll reports, and pay stubs.

Contractual and Supplies: Dated and itemized invoices or receipts with proof of payment. Proof of payment must include name of vendor, date, amount, and check or ETF number. Examples include, but are not limited to, copies of checks or official reports from the Court’s accounting software.

Travel: Employee travel must be documented with the same requirements as Personnel and Fringe. Contractor travel must be documented with the same requirements as Contractual and Supplies. Copies of the Traveler’s receipts are required for all travel.

Operation Drive Quarterly Report

Court Name:

Enter Court Name

Court Number:

Enter Court Number

SIGMA Court ID:

Enter SIGMA Court ID number

Staff Name:

Enter Staff Name completing the quarterly report.

Referrals	
Description	Measurement
Referrals Made to Program List the total number of individuals referred to the program during the reporting period.	Number
Accepted Referrals List the total number of individuals that were referred to and accepted into the program during the reporting period.	Number
Denied Referrals List the total number of individuals that were referred to but denied entry into the program during the reporting period.	Number
Source of Referrals List the total number of individuals referred by each of the sources listed below during the reporting period.	
Prosecutor	Number
Defense Attorney	Number
Judge	Number
Probation Officer	Number
Defendant	Number
Court Clerk/Staff	Number
Family Member	Number
Other	Number
License Status Upon Admission List the aggregated license status for all participants upon their admission to the program during the reporting period.	
Unlicensed	Number
Suspended	Number
Revoked	Number
Restricted	Number

Demographics	
Description	Measurement
<p>Age List the total number of participants accepted into the program during the reporting period for each of the age groups listed below.</p>	
16 - 25 years old	Number
26 - 35 years old	Number
36 - 45 years old	Number
46 - 55 years old	Number
56 - 65 years old	Number
66 years and older	Number
Unknown	Number
<p>Race List the total number of participants accepted into the program during the reporting period for each of the categories identified below.</p>	
American Indian or Alaska Native	Number
Asian	Number
Black or African American	Number
Native Hawaiian or Pacific Islander	Number
White	Number
Other	Number
Unknown	Number
<p>Gender List the total number of participants accepted into the program during the reporting period for each of the categories identified below.</p>	
Male	Number
Female	Number
Gender Diverse	Number
Unknown	Number

Program Operations	
Description	Measurement
<p>Individuals Served List the total number of participants who participated in the program during the reporting period.</p>	Number

Offense Type	
<p>Report the following information for every offense for which a participant was admitted into the program during the reporting period.</p> <p>1. Offense Name: Provide the full name of the statutory description of the offense.</p> <p>2. PACC Code: Include the corresponding PACC code for each offense.</p> <p>3. Admission Count: If multiple participants were admitted to the program for the same offense and PACC code, report the total number of participants admitted under that offense.</p> <p>Add additional lines as necessary</p>	
Offense (PACC Code)	Number
Number of Remote Review Hearings	
<p>Identify the total number of remote review hearings the court conducted for the program during the reporting period.</p>	Number
Average Length of Time in Program	
<p>A participant's time in the program is calculated from their date of admission to their date of discharge. For this metric, calculate the average length of time (in months) that participants spend in the program.</p>	
Less than 6 months	Number
6 – 12 months	Number
1 year or more	Number
Successful Completions	
<p>A successful completion of the Operation Drive Program means the participant received a valid driver's license upon their discharge. Identify the total number of successful completions from the program during the reporting period.</p>	Number

<p>Unsuccessful Discharge An unsuccessful discharge from the Operation Drive Program means the participant did not receive a valid driver's license at the time of their discharge. Identify the total number of unsuccessful discharges from the program during the reporting period.</p>	<p>Number</p>

Miscellaneous	
Description	Measurement
<p>Organization Collaboration Identify any agencies the court collaborated with while operating the Operation Drive during the reporting period. This may include the prosecuting attorney, MIDC, nonprofit organizations, etc.</p>	<p>Free Text</p>
<p>Marketing Describe tools, press releases, materials, or other approaches to marketing the program during the reporting period.</p>	<p>Free Text</p>
<p>Community Impact Describe how the program has made an impact on the community and/or members of the community.</p>	<p>Free Text</p>
<p>Challenges Explain what challenges or barriers you experienced during this reporting period.</p>	<p>Free Text</p>
<p>Successes Share any qualitative successes your program may have experienced during the reporting period.</p>	<p>Free Text</p>

DESCRIPTION: Budget Amendment for new Fund for Operation Drive Grant

GL #	DESCRIPTION	Increase/(Decrease)
2932-286.00-558.000	STATE PARTICIPATION	\$ 29,826.72
2932-286.00-702.000	SALARIES & WAGES	\$ 11,269.10
2932-286.00-709.000	SOCIAL SECURITY	\$ 862.09
2932-286.00-718.000	Medical Insurance	\$ 3,936.06
2932-286.00-723.000	Post-Retirement	\$ 486.16
2932-286.00-725.000	Optical Insurance	\$ 24.31
2932-286.00-726.000	Dental Insurance	\$ 277.67
2932-286.00-727.000	Life Health Insurance	\$ 81.34
2932-286.00-728.000	Retirement	\$ 901.53
2932-286.00-729.000	Workers Compensation	\$ 9.02
2932-286.00-730.000	Unemployment	\$ 22.54
2932-286.00-801.004	SERV CONT GENERAL	\$ 10,673.21
2932-286.00-958.014	CSA	\$ 1,283.70

Changes

REV	EXP	DIFF
\$29,826.72	\$ 29,826.72	\$ -

Rev

Exp.



Genesee County

Staff Report

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

File #: RES-2026-0131

Agenda Date: 2/11/2026

Agenda #: 6.

To: Delrico J. Loyd, Governmental Operations Committee Chairperson

From: Jerome Threlkeld, Organizational Development Coordinator

RE: Approval of resolution recognizing March 2026 as Women's History Month in Genesee County

BOARD ACTION REQUESTED:

Approval of resolution recognizing March 2026 as Women's History Month in Genesee County

BACKGROUND:

At their January 2025 meeting, the Genesee County's Diversity, Equity, and Inclusion Commission approved the attached resolution declaring March 2026 as Women's History Month.

DISCUSSION:

Members of the Genesee County Diversity, Equity & Inclusion Commission met with community members to co-curate this resolution being proposed to the Genesee County Board of Commissioners.

IMPACT ON HUMAN RESOURCES:

IMPACT ON BUDGET:

IMPACT ON FACILITIES:

IMPACT ON TECHNOLOGY:

CONFORMITY TO COUNTY PRIORITIES:

Inclusive, Collaborative Culture - Members of the Genesee County Diversity, Equity & Inclusion Commission met with community members to co-curate this resolution being proposed to the Genesee County Board of Commissioners.

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

LADIES AND GENTLEMEN:

WHEREAS, Congress overwhelmingly passed a resolution in 1987 declaring March to be Women's History Month, which proclaimed that American women of every race, class, and ethnic background have made historical contributions to the growth and strength of the nation in countless recorded and unrecorded ways; that American women have played and continue to play a critical economic, cultural, and social role in every sphere of our nation's life by constituting a significant portion of the labor force working in and outside of the home; American women have played a unique role throughout our history by providing the majority of the nation's volunteer labor force and have been particularly important in the establishment of early charitable philanthropic and cultural institutions in this country; and that American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement, not only to secure their own right of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements to create a more fair and just society for all; and

WHEREAS, women in Genesee County have similarly been integral to every facet of community life, including as physicians who modeled excellence and service, such as Dr. Vivian Lewis, MD, who was the first Black woman to serve as a physician at Hurley Medical Center after completing her pediatric residency in 1963, and Dr. Evelyn "Effie" Golden, who was the first woman to intern at Hurley in 1936 and went on to a nearly 50-year career prioritizing health for children,

seniors, and the working class; and

WHEREAS, women in Genesee County have become leaders in the legal profession, starting with Ruth Winegarden Berger, who began practicing law in 1929 and including the Honorable Judge Elza Papp, who became the first woman to serve as assistant prosecutor in Genesee County in 1947 and went on to serve as the first woman district judge in 1965; and

WHEREAS, women in Genesee County continue to lead in new arenas, such as through the promotion of Kariann Nelson to the position of Genesee County Sheriff Captain in 2020 after having excelled as a paramedic and in leading staff within the department.

NOW, THEREFORE, BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, hereby recognizes the month of March 2026 as Women's History Month in Genesee County and encourages the celebration of Women's History Month, participation in community events, sharing stories, and learning about the struggles women have faced and the contributions they have made to our county and nation.

BE IT FURTHER RESOLVED, that the Genesee County Clerk/Register is directed to provide one copy of this Resolution to each city, village, and township within Genesee County and to each County Clerk in the State of Michigan.