

EATON COUNTY BOARD OF COMMISSIONERS

MEMBERS

Tim Barnes
Blake Mulder
Terrance Augustine
Brandon Haskell
Jeanne Pearl-Wright
Trevor Youngquist
Mark Mudry
Joseph Brehler



MEMBERS

Brian Droscha
Jacob Toomey
Scott Hansen
Brian Lautzenheiser
Jim Mott
Frank Holmes
Barbara Rogers

1045 Independence Blvd, Charlotte, MI 48813

EATON COUNTY BOARD OF COMMISSIONERS/INFORMATION TECHNOLOGY & COMMUNICATION COMMITTEE

WEDNESDAY, MAY 3, 2023, 4:00 P.M.

BOARD OF COMMISSIONERS' ROOM, COUNTY COURTHOUSE, CHARLOTTE

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Agenda Additions and Changes.
4. Approval of the April 5, 2023 Meeting Minutes.
5. Limited Public Comment.
6. Incident Response Plan Document Update.
7. MMRMA Risk Avoidance Program (RAP) Grant.
8. Communication Initiatives.
 - Position Request
9. Technology Projects Update.
10. Miscellaneous.
11. Limited Public Comment.
12. Adjournment.

A quorum of the Board of Commissioners may be present at this meeting.

**INFORMATION TECHNOLOGY AND COMMUNICATION
COMMITTEE MEETING
WEDNESDAY, APRIL 5, 2023
4:00 P.M.
MINUTES**

MEMBERS PRESENT: Commissioners Brian Droscha, Barbara Rogers, Frank Holmes, Jacob Toomey, Brandon Haskell, Mark Mudry and Scott Hansen.

ALSO PRESENT: Commissioners Mott, Technology Services Deputy Director Nathan Nighbert, Community Development Director Claudine Williams, Controller/Administrator Connie Sobie, Elizabeth Walby - Technical Services Specialist.

The April 5, 2023 regular meeting of the Information Technology and Communication Committee was called to order at 4:12 p.m. by Chairperson Droscha.

The Pledge of Allegiance was given by all.

Commissioner Haskell moved the approval of the agenda. Seconded by Commissioner Rogers. Carried unanimously.

Commissioner Haskell moved to approve the March 1, 2023 meeting minutes. Commissioner Toomey seconded. Motion carried unanimously.

There was no public comment.

Mr. Nighbert provided an update of the ROBIN grant application process. The grant was submitted. There were 154 applications totaling \$1.32 billion with 72 out of the 83 counties participating in grant program applications. Based on the number of applications submitted there may be additional time needed for the State to review.

Mr. Nighbert discussed proposed Commissioner Board Room technology improvements including: microphone enhancements to allow for raise hand automation for the chair to recognize commissioners requesting to comment; Audio Visual upgrades to include monitors that will allow commissioners to view presentations directly at their desk; live streaming via YouTube; and an active microphone indicator at each desk. It was noted individual microphones be controlled by each commissioner, so commissioners will need to ensure they have activated their microphone before speaking. The proposed projects do not require a budget amendment due to current cost savings within the computer fund.

Mr. Nighbert also provided an update of technology projects including: website review and improvements; additional security cameras at the Health Department; and Equalization Department scanning project.

Mr. Nighbert presented quotes for Board of Commissioners' Room technology upgrades including a tabletop active microphone light at each commissioner seat, additionally there will be virtual "raise your hand" button at each commissioner seat that will activate indicator on meeting moderator panel, so that moderator can see who wants to speak; tabletop monitors for each Commissioner's seat that will display presentations and meeting materials being presented; technology to broadcast/streaming/recording meetings through YouTube. Mr. Nighbert provided a detailed description of the technology.

Chairman Droscha moved to approve the implementation of the microphone upgrades to as presented. Seconded by Commissioner Haskell. Motion carried unanimously.

Chairman Droscha moved to approve the technology for live streaming the meetings via YouTube. Seconded by Commissioner Toomey. Commissioners Haskell and Toomey opposed. Motion carried.

Chairman Droscha moved to approve the addition of monitor displays at each commissioner seat. Seconded by Commissioner Rogers. Commissioners Haskell and Toomey opposed. Motion carried.

Chairman Droscha moved to approve the purchase of microphones for the proposed stadium monitors utilizing existing savings within the Computer Fund. Seconded by Commissioner Haskell. Motion carried unanimously.

There was no public comment.

Chairperson Droscha adjourned the meeting at 4:26 p.m.

The next regularly scheduled meeting of the Information Technology & Communication Committee will be held on Wednesday, May 3, 2023 at 4:00 p.m., in the Board of Commissioner Room of the Courthouse located at 1045 Independence Blvd, Charlotte, MI 48813.

Brian Droscha, Chairperson

County of Eaton - Action Request



Date of Request: _____

Committee: _____

Requesting Department: _____

Submitted By: _____

Agenda Item: _____

Proposed Date Going to
Board of Commissioners: _____

Action Requested:

Summary of Request:

If Resolution requested, is a draft included? Yes No

Fiscal Impact

Total Cost: _____ Included in current budget: Yes No N/A

If not included in current budget, provide funding source

General Fund: _____

Special Revenue Fund: _____

New Activity: _____

Grant: _____

Other Funding Source: _____

Supporting Documentation Attached: Yes No

Administrative Review

Recommended

Not Recommended

Without Recommendation

Committee Action

Approved and referred to: _____

Denied

No Action

Other: _____



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

**RISK AVOIDANCE PROGRAM
&
CERTIFICATION AND ACCREDITATION
PROGRAM
GUIDELINES**

Revised: August 17, 2022

Michigan Municipal Risk Management Authority

Risk Avoidance Program and Certification and Accreditation Program

Guidelines

Section 1. Purpose and Scope

These guidelines set forth the procedures, rules, and other criteria used to administer grants provided to members of Michigan Municipal Risk Management Authority (MMRMA). The success of MMRMA depends heavily upon an effective partnership with its members. To encourage the partnership, MMRMA has created the Risk Avoidance Program (RAP) and Certification and Accreditation Program (CAP).

Established in 1997, the Risk Avoidance Program (RAP) is designed to increase members' awareness of loss control measures and to encourage innovation in loss control programs. Started in 2016, the Certification and Accreditation Program (CAP) was added to support professional certification and accreditation programs.

The purpose of the RAP and CAP programs are to:

- A. Advance member retention.
- B. Foster utilization of the grant program as an effective risk management tool by all members (following the first year of continuous membership).
- C. Link Risk Control recommendations and guidance to the awarding of grants.
- D. Link awarding of grants to claims experience with claims frequency being of equal concern as compared to claims severity.
- E. Promote fairness in the application of the grants program, i.e., a risk avoidance project funded for one member will be awarded to other members who apply seeking funds (amount of funding may vary depending upon member contributions, scope of project, etc.), to develop similar or like projects, grant funding availability permitting.

Section 2. Eligibility for Grants

- A. All Individual and State Pool Members of MMRMA are eligible to submit grant applications following the first year of continuous membership.
- B. Should an Individual or State Pool member terminate its MMRMA membership and subsequently return, that member is immediately eligible to submit grant applications upon formal membership reinstatement.
- C. Should an Individual or State Pool Member provide a provisional ninety (90) day Notice of Termination pursuant to the Joint Powers Agreement, no new grant applications will be considered during the ninety-day period. However, any grants awarded prior to the Notice of Termination will be honored.

- D. Any Individual or State Pool Member that terminates its membership shall have no right to grant funds and any grants awarded and not disbursed prior to termination are cancelled.

Section 3. Grant Types

- A. Standard RAP Grants

Standard RAP Grants are a set of specific grants that address significant ongoing loss exposures hazards. It has been determined that these recurrent grants have a substantial impact in reducing or avoiding loss. These grants, that often begin with the submission of a grant request from a member to fund an innovative project, typically involve supporting the purchase of certain equipment or devices that, when deployed, will help avoid or mitigate loss. Standard grants also support specific education or training programs. Claim history and loss exposures are periodically analyzed in relationship to the various Standard Grants to make certain the grants continue to be relevant. Standard Grants are awarded using specific cost sharing formulas developed for each grant. In addition, dollar aggregate limits and member limits are included for certain grants in order to make grant funding available to a broader cross section of the membership. Cost sharing also fosters stronger member commitment to the program. The total amount of Standard Grants awarded is limited by the overall RAP budget provided by the Board of Directors. Appendix A includes the current list of Standard RAP Grants along with the funding formulas and cost sharing requirements.

- B. CAP Grants

Certification and Accreditation Grants support programs for professional education, training, and formal recognition through a structured accreditation or certification program. These programs are typically offered through independent professional service organizations or government agencies. Certification and accreditation involves advanced education including training curricula and exams based on criteria and standards for industry best practices. It is believed that achieving accreditation is a reflection of member commitment that will, in turn, reduce claims. Appendix B includes the current list of eligible certification and accreditation programs along with the funding formulas and cost sharing requirements.

- C. Other RAP Grants

Members are encouraged to submit other grant applications for programs or projects to reduce the frequency and severity of loss. Consideration of these grant applications is based on the criteria described in Section 5 below. Grant applications in this category may reflect the use of cutting-edge technology or innovative programs not yet in mainstream or significant use across the membership.

- D. RAP Projects

RAP Projects include risk control programs designed to benefit multiple members. Project applications are prepared by the Membership Services Department based on (1) an analysis of exposures and loss data, (2) issues identified in field service activity, or (3) programs suggested by the Risk Control Advisory Committees. These efforts typically involve group information, education, and training programs. RAP projects are funded separately through MMRMA's in-house operation budget.

Section 4. Roles and Responsibilities

A. MMRMA Members

Members submit grant applications to the Membership Services Department. The applications are prepared in accordance with these guidelines using the attached forms and procedures. Applications must be signed by the official Member Representative.

B. Risk Managers

The Regional Risk Managers and In-House Risk Managers actively promote the grant program with current and prospective new members. They also provide suggestions for grant applications based on the exposures, hazards, and related data gathered as part of the annual membership renewal process.

C. Risk Control Advisory Committees

The Risk Control Advisory Committees identify potential projects for grant funding based on the knowledge of individual committee members and as a result of the programs and activities carried out by the committees in their various fields of expertise.

D. MMRMA Membership Services Department

1. The Risk Control Consultants provide information to members concerning potential grant funding to address issues identified in field visits, best practices reviews, and risk control recommendations. The consultants are available to assist members in preparing grant applications.
2. The Membership Services Department establishes a schedule and sets deadlines for the submission of grant applications. The department receives grant applications and screens the material for completeness and alerts the member to any omissions or additional required information. The applications are forwarded the Membership Committee for consideration.

E. Membership Committee

1. The Membership Committee administers the grant program pursuant to the budget provided by the Board of Directors.
2. The committee prepares and implements grant guidelines, application forms, and related procedures.
3. The committee establishes criteria for evaluating applications and acts to approve or deny applications in accordance with those criteria.
4. The committee meets to consider grant applications on a quarterly basis each year (March, May, August, and November).

Section 5. Grant Selection Criteria and Considerations

The proposed project should present an approach to solving a specific risk management problem or set of related problems and/or demonstrate the potential for significant reduction of an identifiable high liability risk. The impact of the project should be identifiable and measurable and take the following criteria into account:

- A. Statistics or other available data demonstrating the severity or extent of the problem(s) will enhance the possibility of grant approval.
- B. The project's plan of action must have a high probability of solving the problem(s).
- C. Project reflects best or better practices generally known to address both frequency and severity to solve the problem or greatly reduce the risk of serious claims occurring following implementation.
- D. The project should demonstrate a solution to a problem(s) and must not duplicate similar efforts already undertaken by the member.
- E. The budget for the project and time expended must be realistic and accomplished in a reasonable period of time.

In addition, consideration will be given those projects that offer a unique or innovative approach to risk control. Innovative projects for which members seek grant funds, may over time, become approved under the grant program's Standard Grants criteria. Attention will be given to projects that:

- F. Address new and emerging loss exposures.
- G. Use new or advanced technology to address risk control issues.
- H. Involve a partnership between members.
- I. Involve members that are sharing in the funding of the project with other MMRMA members or independent organizations.
- J. Are based on recommendations of Risk Control Consultants following loss control site visits or claims follow-up identifying high frequency/high exposure; high frequency/low exposure; or low frequency/high exposure claims.
- K. Correlate directly to claims the member, the membership or the service area/profession has previously experienced i.e., medical care facilities, jails, etc., as identified through loss data.
- L. Targeted by the Board/Risk Control as a service area experiencing higher losses, i.e., medical care facilities or jails, and with a Board-designated level of aggregate grant funding available to members who apply for funding to address the designated risk.
- M. Focus on a particular type of risk as identified by Risk Control Consultants as an emerging trend, high exposure trend or high frequency risk across the membership.
- N. Identified as a risk that will increase in magnitude, frequency, or severity, if left unaddressed.
- O. Relate to a maintenance-related area of exposure for which the member seeks funding under hardship status. Project must address an imminent danger or a catastrophic loss

with supporting financial documentation reflecting economic hardship, and/or, the potential for MMRMA and its reinsurers to experience higher costs once the loss exceeds the member's Self-Insured Retention (SIR). A condition of this type would be high frequency/high exposure or severity that loss probability is at or close to 100%.

This new project (non-standard), grant would be known as the Maintenance Assistance Grant (MAG). The MAG grant would allow a member to request funding for maintenance related projects, with the following funding limitations:

- Each MAG funding request will be limited to 25% of total project cost and a maximum grant award of \$50,000.
- Total funding to be awarded annually under MAG (which may include multiple MAG grants), to be limited to 10% or less of the Member's annual contribution.

As an example, a member's hardship/maintenance project totals \$600,000; 25% of 600,000 is \$150,000 and the annual contribution for the Member is \$300,000. The maximum amount the member could request is 10% of \$300,000 which equates to \$30,000.

To qualify under the MAG criteria, the member would be required to include the entity's F-65 with the grant application along with other financial documentation that supports the need for funding under hardship status. These documents may include confirmation of (or lack of) capital improvement funds, level of indebtedness, annual current/prior operating budget(s) under which project would otherwise be funded, need to levy additional millage, or sell assets, inability to pay creditors, etc.

Section 6. Required Application Content

A project manager(s) and other employees involved in the project's implementation must be identified. A timetable, along with status dates, may be required for projects of 60 days or more in duration.

Members must provide a complete description of the proposed project. Data and information documenting the problem should be presented. The description must closely follow the application form. The description must include the project's goals and plan of action or activities to be used in accomplishing the goals, objectives, and expected results. Attachments must be included to further communicate the scope and benefits of the project.

Supplemental information is required including written materials, cost estimates, invoices, product specification guides, or any other documents supporting the information presented in your application.

A projected start-up date and completion date should be provided. If such dates cannot be firmly established, an estimate of the start/completion must be included.

If the benefit of the project exceeds the member's geographic area, information on what geographic area it would serve or what other members would benefit should grant funds be provided.

If public agencies, nonprofit organizations, or community groups will be involved in the project's management, implementation, or funding, a description of how each is involved, along with documentation of their commitments, should be included.

The portion of the project for which the applicant is seeking RAP assistance should be stated, identifying funding by the member or other sources. In addition, the budget included for the project should be reduced to line-item expenses and supported by attaching invoices or cost estimates.

The applicant may request a specific grant amount. MMRMA requires cost sharing by the member for the project described in the application (not including funds received from other sources such as community foundations and other grants). Projects will not be funded in their entirety (100%).

Aside from an application lacking the project's clearly stated purpose and design, another frequent reason for rejection is a poorly written description. The applicant should not completely rely upon his or her own judgment. Assistance in developing and writing the proposal is encouraged. Prior to preparing or submitting an application, members may consult with the Risk Control staff on the planning of the project and application process. APPLICATIONS MUST BE TYPED.

Applications must be submitted to MMRMA's Membership Services Department. A Risk Control Consultant will conduct an initial review of each application. The merits of the application will also be evaluated in coordination with MMRMA underwriting and/or claims personnel.

MMRMA reserves the right to reject applications that do not contain a complete description of the project and its intended risk reduction benefit, are missing signatures, budgetary information, supporting documentation, or are otherwise incomplete.

Section 7. Grant Funding Exclusions

Grant funding is not available to fund routine operations or projects related to maintenance issues (with exception of the Maintenance Assistance Grant (MAG) as noted in Section 5), or lack thereof. Grants are not intended to supplement local funding when member budgets should cover the cost of financing a governmental operation.

The intent of MMRMA's grant program is to prevent or mitigate third party liability losses or damage or losses related to member-owned property. Although the safety of its members' employees is important, projects intended to improve workplace safety or reduce workers' compensation losses are not eligible for funding.

Section 8. Selection Process

Upon the recommendations of Risk Control, the Membership Committee will approve or deny the application based on the merits, projected benefits of the project, and compliance with these guidelines.

The Membership Committee will provide rationale when denying a grant application, noting how the application or project did not comply with RAP grant guidelines. The Committee may indicate a need for additional information to better understand the project and accordingly, postpone an approval or denial to a future meeting. Among examples for which a grant may be denied: the project will not mitigate risk or liability, project is maintenance-related for which a hardship does not exist (except as set forth in 5. O. Maintenance Assistance Grant), funding is requested for routine operations, or funding is requested for a project unrelated to the coverages MMRMA provides the member.

The applicant has the obligation to use funds granted in compliance with the approved application. Failure to do so will result in the discontinuance of future funds, and an obligation for reimbursement of funds granted.

For further information, please contact:

Cara Ceci
Member Resources Manager
Michigan Municipal Risk Management Authority
14001 Merriman
Livonia, MI 48154
800-243-1324; FAX 734-513-0318
cceci@mmrma.org

List of Appendices:

Appendix A - Standard Grant Guidelines

Appendix B - CAP Grant Guidelines

Appendix C - RECTify Cybersecurity Vulnerabilities Grant Executive Summary

APPENDIX A

STANDARD GRANT GUIDELINES

MMRMA Risk Avoidance Program (RAP)

Standard Grant Guidelines

The following list is a guide to be used by the Membership Committee in reviewing grant requests fairly and consistently. This list does not guarantee or entitle MMRMA members to funding of their projects. Each project must be submitted on Standard RAP/CAP Grant Application form and will be considered individually by the Membership Committee. This list does not restrict RAP funding to only the projects listed. Funding requests for projects that are not specifically listed in the following document must be submitted on a New Project Application Form. Please contact the MMRMA Risk Control Department if you have specific questions relating to this document.

Please note:

- Costs that can be included in funding requests are shipping/handling, installation, and training costs associated with the operation of new software and equipment. (11/9/16)
- RAP funding will NOT cover the costs associated with the purchase of additional warranties and multi-year service agreements. (11/9/16)
- Multi-Year Payment Plans – Members who enter into multi-year payment plans with vendors must submit an executed Purchase Agreement with their grant application. Funds will be approved and distributed in full and the member will be ineligible for additional funding for same equipment/project for the term of their Purchase Agreement. Members must submit proof of first-year payment in order for approved grant funds to be paid. This eliminates the need for members to apply for grants each year of their payment plan. (5/24/2021)
- In order for any product or service to be considered for funding, the associated invoice MUST contain a clear line-item cost per component. If the line item cost on an invoice is \$0, MMRMA will assume that the cost is part of the overall project and will not consider separate funding. (5/10/19)

Automatic External Defibrillators

50% up to \$1,500 – Restricted to jail or detention locations only. (5/22/08)

Back Up Cameras for Vehicles

50% up to a maximum of \$200 per vehicle. Vehicles manufactured after 2018 are not eligible for funding. (5/10/19)

Body Scanners for Corrections

1/3 up to a maximum of \$50,000 per member. (8/17/22)

Body Worn Video Cameras

\$250 per camera. All municipal departments eligible. (5/11/22)

Bola Wrap

\$500 per unit with the number of units purchased to be verified by Membership Services.
(5/24/2021)

Bumper Guards

50% up to \$500 per vehicle with a maximum of \$5,000 per member. (8/14/13)

Concrete Scarifier

50% up to \$2,500 per unit with an aggregate maximum of \$5,000 or 2 units per member.
(8/14/13)

Court Compliance Safety

50% funding with an aggregate maximum of \$20,000 for security related equipment as recommended by the Michigan State Court Administrator's Office. (8/17/22)

Cyber Security

1. **General Cyber Security Training** (6/3/20) – 50% funding with a maximum aggregate of \$25,000 per member.
2. **Two Factor Authentication** (6/3/20) – 50% funding with a maximum aggregate of \$10,000 per member.
3. **Vulnerability Assessment/Penetration** Testing (6/3/20) – 50% funding with a maximum aggregate of \$10,000 per member.

Data Storage

50% up to a maximum \$50,000 per member. Funding is limited to body camera and in car camera systems associated with various municipal departments. Funding may be applied to yearly fees associated with cloud systems until maximum aggregate (\$50,000) is reached.
(5/11/22)

Digital Cameras and Security

50% funding up to \$100,000 in aggregate maximum funding per member for security and related equipment or systems. Contact Risk Control for additional information. (5/11/22)

Funding is limited to retrofitting currently scheduled (included on property list at renewal) locations only. New construction projects are excluded from funding. Funding is limited to automatic door locks/badge ID access systems; digital cameras and associated components; lighting related to parking lots and similar security; fencing as it relates to securing member property; panic buttons/duress alarms. Ballistic/bullet proof glass is not eligible for funding. Detailed invoices will be required prior to payment being issued. (5/11/22)

Electronic/Digital Fingerprinting (Livescan, etc)

50% up to \$8,000 per member. (8/17/22)

Electronic Prisoner Monitoring /Cell Check System

An electronic device and system that captures and records the presence and location of corrections officers throughout a jail.

50% funding up to an aggregate maximum of \$5,000. (7/1/16)

Updated: August 17, 2022

Emergency Generators

Emergency generators for sewer pump/lift stations; water pumping stations; and member facilities that maintain food operations/storage and/or medication refrigeration. Members requesting funding for projects related to sewer operations must carry sewer back-up coverage with MMRMA.

50% funding up to \$15,000 per generator with a maximum aggregate of \$50,000 per member. (5/11/22)

Emergency Medical/Priority Dispatch

Allows 911 operators to dispatch emergency first responders and through the use of scripted key questions, provides necessary information needed by the emergency first responders.

50% funding up to an aggregate maximum of \$10,000. (5/18/12)

Emergency Medical Responder Active Shooter Kits

Kits include the purchase of body armor, first responder carry bag, and various medical components including: tourniquet holder, triage tape dispenser, color-coded triage tape, C-A-T tourniquets, emergency trauma dressing, compressed gauze, vent chest seals, nitrile gloves, and trauma shears. Funding is only available to equip Medical First Responders involved with Rescue Task Force operations.

75% up to a maximum of \$2,500 per member. (5/11/22)

Equipment Continuation/Assurance Plans for Law Enforcement

Annual fees associated with multi-year payment plans for the cost of replacing/updating/maintaining equipment over the course of the agreement.

25% of the yearly costs. Members must apply yearly to receive funding. (5/11/22)

Field/Arena Fencing and/or Netting

1/3 funding up to an aggregate maximum of \$25,000 per member for the retrofitting of existing facilities/fields only. New construction projects are not eligible for funding. (8/16/17)

Fire Pit Rings

50% up to \$125 per unit with an aggregate maximum of \$10,000. (8/14/13)

General Risk Management and Leadership Training

50% of the tuition/fee for general or leadership training as recommended by Risk Control and not qualifying for RAP funding under the Certification and Accreditation Program (CAP). Includes training conferences/programs such as:

- ATV Training for Patrol Officers
- Corrections Officer Training School (CTO)
- Corrections Supervision
- Critical Incident/Issues Supervisor Training
- FBI-LEEDA Training – Any course provided under this program.
- Field Training Officer (FTO)

- First Line Supervisor Training
- FTO Supervision
- MACNLOW Supervision Training
- Managing Risk: Making Sound Planning and Zoning Decisions
- Master Plan Process
- Michigan Public Service Training Institute
- Michigan Association of Municipal Clerks
- Planning and Zoning 101 for Inspectors and CE Officers
- Planning and Zoning Essentials
- Police Executive Development Series (PEDS)
- Site Plan Review
- Snowmobile Training for Patrol Officers

In Car Cameras (Funding available for any municipal department)

\$1,000 per camera with a maximum of \$50,000 per member. Contact Risk Control for additional information. (5/11/22)

Jet Vector Sewer Cleaner Communication Radio System

Communication equipment specific to jet vector sewer equipment only.

50% up to \$5,000 per unit. (5/11/22)

Lift Free Health Facilities – Assistive Lifting Devices for Patient Transfer

A mobile assistive lifting device for the transference of a patient/resident in a health care facility from one place to another, such as from a bed to a wheelchair or when using a bathtub or lavatory. This means of portability greatly reduces the risk of injury from falls.

50% up to \$5,000 per unit with a maximum funding of \$10,000 per member. (5/11/22)

Mail Scanners for Corrections

1/3 funding up to a maximum of \$30,000 per member. (8/17/22)

Mileage and Lodging Assistance for Training

- Must be directly related to training supported by RAP/CAP or sponsored by MMRMA.
- Mileage reimbursement is only applicable for member employees utilizing their personnel vehicles for travel and any approved grants funds will be paid directly to the member entity.
- Mileage will be calculated from the address of the municipality as listed on the MMRMA Coverage Overview / or County Seat to Training Location and utilizing the current IRS Approved Mileage Rate.
- Tiered Reimbursement System
 - 201 to 500 miles round trip – 25% reimbursement of mileage and lodging expenses (excludes meals and other incidentals).
 - 501 or more miles round trip – 50% reimbursement of mileage and lodging expenses (excludes meals and other incidentals).
- ❖ Members may include this funding request as part of their overall grant application for associated training if applicable.

Non-Transport Lifting Devices and Stair Chairs

50% up to \$1,000 for non-transport bariatric lifting and patient handling devices and "stair chairs" with a limit of one device per station. (8/20/14)

Passenger Surveillance Cameras

50% up to \$1,500 per vehicle with a maximum of 10 vehicles per member. Funding is limited to retrofitting existing fleet vehicles only. New vehicle purchases do not qualify for funding. (7/1/16)

Portable Pump

Portable pumps utilized by water/sewer departments in the event of a pump station failure or critical maintenance issue. Pumps may also be utilized in emergency flooding situations to help mitigate potential property damage.

50% funding up to a maximum of \$25,000 per member. Members requesting funding for sewer related operations must carry sewer backup coverage with MMRMA. (5/11/22)

Power DMS Policy Management

50% funding up to \$10,000 per member for initial funding of first year implementation costs. Continuation/subscription fees are not eligible. Funding is one-time only. (6/3/20)

Power Load Systems

25% funding up to a maximum of \$25,000 per member. Does not include funding for power cots. (6/3/20)

Pre Plan Software

Computer software for pre-emergency site planning, hazardous materials identification, and MIOSHA Firefighter Right-to-Know compliance.

50% funding up to \$10,000 and an aggregate maximum of 10 software licenses. (5/18/12)

Prisoner Restraint Chair

50% up to \$1,000 per unit. Funding is limited to restraint chairs only. (8/17/22)

Reality Based Training Equipment

50% up to a maximum of \$3,500 for safety equipment and conversion gun equipment. (5/22/08)

SCADA Control System Software

50% funding up to \$7,000 per site with a maximum per member aggregate of \$30,000. (8/14/13)

Sewer Cameras

50% up to a maximum of \$20,000 in aggregate funding per member. Contact Risk Control for additional information.

Member must carry sewer coverage with MMRMA to be eligible for funding. (5/11/22)

Stop Sticks

50% up to a maximum of percentage of fleet units per member with maximum funding of \$2,250, regardless of the size or type of unit purchased. Although no price maximum was set, the average cost of a typical tire deflation device is between \$400 and \$600. (2/17/05)

Taser Alternative Force

\$500 per unit. Funding based upon prior review and approval by Senior Risk Control Consultant for Law Enforcement. (8/19/15)

50% for the training suits subject to the discretion and recommendation of the Risk Control Department. (5/22/08)

Thermal Imaging Cameras

50% up to an aggregate maximum of \$5,000 per member. (8/14/13)

Training Simulators

Training simulators associated with driving, firearms, etc.

50% up to \$50,000 per member. (5/11/22)

Vehicle Monitoring Systems

This is a GPS vehicle monitoring system. Vehicles, such as DPS, are outfitted with a signal device that tracks the speed, location, route traveled, specific time, how many times a vehicle was on a certain road, and fuel consumption. This information helps reduce the amount of time the vehicles are on the road and provides documentation to assist the member in defending claims.

1/3 funding up to an aggregate maximum of \$20,000. (8/16/17)

Video Arraignment

50% up to \$5,000 per member. (7/1/16)

Video Laryngoscope

50% up to \$500 per unit with maximum funding of \$4,000 per member (8 units). (8/19/15)

APPENDIX B

CERTIFICATION AND ACCREDITATION GRANT GUIDELINES

Certification and Accreditation Program (CAP)

Grant Guidelines

The following list is a guide to be used by the Membership Committee in reviewing grant requests fairly and consistently. This list does not guarantee or entitle MMRMA members for funding of their projects. Each project must be submitted as a full application and will be considered individually by the Membership Committee. This list does not restrict RAP funding to only the projects listed. Please contact the MMRMA Risk Control Department if you have specific questions relating to this document.

Certification and accreditation programs MUST be specially identified in the following document to qualify for funding. Funding requests for programs not listed may be submitted for consideration utilizing a New Project Grant Application Form.

NOTE: Funding for the following is limited to initial certification and accreditation only. Continuing Education Units/Credits (CEU) that are required to maintain certification and accreditation status are NOT eligible for funding under MMRMA's Certification and Accreditation Program (CAP) (3/2/16). The cost of textbooks or resource materials are included as part of the overall project cost and will be eligible for reimbursement (8/16/17).

A. Individual/Personal CAP Grants

75% reimbursement of tuition/registration fees upon successful completion of the following:

1. Administration/Zoning

- Citizen Planner Certification
- Zoning Administrator Certification
- Certified Public Manager (CPM)
- Master Municipal Clerk (MMC)
- Associate in Risk Management (ARM)
- Michigan Certified Professional Treasurer

2. Human Resources

- Certified Labor Relations Leader (CLRL)
- SHRM Certified Professional (SHRM-CP)
- SHRM Senior Certified Professional (SHRM-SCP)

3. Parks and Recreation

- Certified Playground Safety Inspection (CPSI) Certification
- Certified Park and Recreation Professional (CPRP) Certification
- Certified Park and Recreation Executive (CPRE) Certification
- Aquatic Facility Operator (AFO) Certification
- Certified Therapeutic Recreation Specialist

4. Fire/EMS

Incident Safety Officer (ISO)
Health and Safety Officer Certification (HSO)
Executive Fire Officer Program (EFOP)
Chief Fire Officer (CFO)
Fire Staff and Command School
Blue Card Command (Added: March 2015)
NFPA Fire Inspector I (Added: November 2015)
Michigan State Police Fire Investigation School (Added: November 2015)
NFPA Plan Examiner (Added: March 2016)
NFPA Fire Inspector II (Added: March 2016)
Commission on Fire Accreditation International (CFAI) Accreditation
Commission on Accreditation of Ambulance Services (CAAS)
Accreditation

5. Law Enforcement

Public Agency Training Council
Force Science Certification
Certified Taser
MACP New Chiefs School
Police Staff and Command School
FBI National Academy
Shield Leadership Institute Command Level Courses
Controlled F.O.R.C.E. Training Management Systems

6. Facilities Management

Facility Management Professional (FMP)
Sustainability Facility Professional (SFP)
Certified Facility Manager (CFM)

7. Cyber Security

GIAC Certified Intrusion Analyst (GCIA)
GIAC Continuous Monitoring Certification (GMON)
Certified Information Systems Security Professional (CISSP)
Certified Chief Information Officer (CCISO)
ICMA Cybersecurity Leadership Academy

B. Departmental CAP Grants

75% reimbursement of implementation/installment fees with a yearly maximum aggregate of \$15,000 per member for the following programs:

1. **American Public Works Association Accreditation (APWA)**
2. **Michigan Law Enforcement Accreditation Program (MLEAP)**

APPENDIX C

RECTify CYBERSECURITY VULNERABILITIES GRANT EXECUTIVE SUMMARY

RECTify Cybersecurity Vulnerabilities Grant

REMEDiate EMERGING CYBERSECURITY THREATS

EXECUTIVE SUMMARY

Overview – 20,000+ chances for a bad day

In 2021 there were 20,141 publicly disclosed common vulnerabilities and exposures (CVE), averaging over 55 new vulnerabilities documented every single day of the year. Tens of thousands more vulnerabilities remain yet unreported. Even more will be created in coding errors in various software upgrades and patches to be released in 2022 and future years.

The Problem

The lack of time, resources, skill, knowledge, and money is often the enemy of even the most skilled or well-meaning technology department or professional. Conversely, threat actors have all these precious resources to their advantage. They leverage this advantage to exploit new vulnerabilities within minutes or hours and develop tools that intelligently crawl the internet probing every device they can find for opportunities to infiltrate private networks, extract data, and hold hostage information and reputations of these organizations.

A corollary to the problem is the challenge MMRMA has had in securing cybersecurity reinsurance. Markel, a reinsurance partner, is exiting this space within the reinsurance market. The proposed RECTify Cybersecurity Vulnerabilities Grant serves to underscore the priority MMRMA places upon providing resources to members beyond cybersecurity coverage, to address cybersecurity emerging and ongoing threats.

The Solution

MMRMA has developed several standard grant opportunities centered on cybersecurity. The existing grants focus on helping members improve their employee cyber security training, deploy two-factor authentication to strengthen credential vulnerabilities, and assess and test their network perimeter vulnerability with penetration testing.

Missing from this equation is a grant that incentivizes and provides financial resources to monitor, identify, and remediate emerging cybersecurity vulnerabilities. It is proposed that the MMRMA Board of Directors earmark \$1 million (*less than 25% of the current*) of excess RAP/CAP grant funds to create a new rapid response, RECTify Grant, to be administered by the Membership Services team.

Grant Administration

The Membership Services team shall create a new RECTify Grant Request Form including comprehensive instructions that members shall complete to request grant funds. The Membership Services team shall receive and validate each grant request to ensure the following criteria is met:

Grant Criteria

1. Must mitigate a documented CVE listed in the National Vulnerability Database (NIST.ORG)

2. NVD publish date equal to or less than 6 months from date of application to incentivize the rapid remediation of threats.
3. CVSS v3 or v2 Score greater than 6.9. This equates to vulnerabilities that are rated as HIGH or CRITICAL

Grant Award Formulary

- Award 1 – 100% up to \$5,000
- Award 2 – 75% up to \$5,000
- Award 3 – 50% up to \$5,000
- Total Potential Funding Per Member = \$15,000

Awarding Grant Funds

Considering the rapid pace with which new cybersecurity vulnerabilities are identified, the Membership Services team shall evaluate each grant application upon receipt and approve as soon as practicable, each complete and eligible grant request not to exceed the member maximum. Members shall submit receipts for goods or services related to RECTifying the CVE(s) identified in the grant application, including an attestation of remediation. Members shall be reimbursed according to the grant rules and criteria once the receipts and attestation are received and validated by the Membership Services team. RECTify grant funds shall be awarded on a first-come, first-served basis not to exceed the total earmarked balance.

Glossary:

NVD: National Vulnerability Database

CVE: Common Vulnerabilities and Exposures is a list of publicly disclosed computer security flaws. When someone refers to a CVE, they mean a security flaw that's been assigned a CVE ID number. Security advisories issued by vendors and researchers almost always mention at least one CVE ID.

CVSS: The Common Vulnerability Scoring System provides a numerical (0-10) representation of the severity of an information security vulnerability.

CVSS v2.0 Ratings

| SEVERITY | BASE SCORE RANGE |
|----------|------------------|
| LOW | 0.0 - 3.9 |
| MEDIUM | 4.0 - 6.9 |
| HIGH | 7.0 - 10.0 |

CVSS v3.0 Ratings

| SEVERITY | BASE SCORE RANGE |
|----------|------------------|
| NONE | 0.0 |
| LOW | 0.1 - 3.9 |
| MEDIUM | 4.0 - 6.9 |
| HIGH | 7.0 - 8.9 |
| CRITICAL | 9.0 - 10.0 |

Communications Director - Controller's Office

Bargaining Unit-General Non-Union

EATON COUNTY

Job ID -

Established Date: May XX, 2023

Revision Date: May XX, 2023

General Summary:

Under the direction of the County Controller/Administrator. The Communications Director is a member of the Executive Leadership team and is responsible for the leadership, management, and planning of the strategies and actions which promote the mission, vision, and goals of the County through internal and external communications, marketing and branding, strategic partnerships, and image development. Works closely with departments and elected officials relative to their communication needs.

Essential Functions:

1. Develops and executes long-term marketing strategies designed to promote the County's mission and brand positioning, including internal and external advocacy and quality control of the County's brand.
2. Directs the planning, development, editorial content, production, and evaluation of promotional campaigns and County collateral (print, website, electronic).
3. Oversees the ongoing development and maintenance of the County's external website and social media strategy to include components for measuring and assessing performance and effectiveness.
4. Plans, develops and implements comprehensive marketing initiatives, including competitive positioning, marketing and advertising strategy, and consistent brand image.
5. Ability to getting ahead of a story and preserving the public perception of the County in a crisis.
6. Provides leadership in the planning, development, and direction of communication strategies and long-range public relations programs. Collaboratively works with the County's leaders to develop and plan public relations/media relations activities that are designed to elevate public awareness and visibility of the County (locally, regionally, and nationally).
7. Develops and maintains effective working relationships with media representatives. Acting as the official County media contact/spokesperson as required and/or requested by the Controller. Provides strategic communications and media relations counsel, writing, and presentation support to the Controller and other senior administrators at the County;
8. Interacting with the public using courtesy, tact, and discretion at all times.
9. Working with the Freedom of Information Act (FOIA) Coordinator any other applicable staff to supply appropriate and accurate information as required.

10. Emergency response experience such as crises or setbacks with an eye on maintaining consistency across releases and understanding the importance of timing in setting messages.
11. Protects sensitive and confidential information as needed.
12. Serving as liaison by participating and providing support to the Controller's Office, County Board of Commissioners, Committees, County staff, special projects and programs as directed.

Other Functions

13. Performs other duties as assigned.

Knowledge Skills and Abilities:

- Proven ability to interact effectively, cooperatively, confidentially, and tactfully with internal and external stakeholders.
- Ability to perform responsibilities in a timely and efficient manner as well as be reliable, resourceful, tactful, self-starting, flexible, and cooperative.
- Knowledge and understanding in principles of copywriting, graphic design, layout and publishing as it relates to communications for a municipal government;
- Knowledge and expertise in copywriting and copy editing;
- Knowledge and computer skills, with demonstrated proficiency in Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint and desktop publishing applications;
- Demonstrated knowledge and proficiency with communications technologies such as social media platforms and experience with social media marketing/outreach;
- Ability to be a lead communication, marketing and design professionals as needed;
- Ability to maintain the integrity and perception of our County through crisis situations to preserve the County's reputation;
- Ability to develop contacts with media members, influencers and community leaders;
- Ability to interact with internal and external stakeholders using courtesy, tact, and discretion at all times;
- Ability to work with protected sensitive and confidential information and maintain the integrity of this information;
- Ability to work with leaders across a diverse municipal organization.
- Excellent written, presentation, verbal, and coaching skills.
- Ability to use digital and new media channels to engage, compel, and call to action key constituents.
- Ability to rapidly design and adapt strategies, plans, and messaging to achieve mission goals.

MINIMUM QUALIFICATIONS/EXPERIENCE:

Education and Experience:

- Bachelor's Degree with course work in communications, marketing, journalism, public administration, political science, business administration or a related field, and four years of experience at a similar administrative level (*experience in a municipal setting and/or a masters degree or higher preferred*);

- Associate's degree with an equivalent combination and six years of experience at a similar administrative level (*experience in a municipal setting preferred*)
- Working knowledge of graphic, web, and social media applications and tools, including MS Office Suite, and Website management.
- Valid State of Michigan Driver's License.

Other Requirements:

FLSA Status: Non-Exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Physical Requirements: *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

- Ability to access all County Locations.
- Ability to enter and access information from a computer.

Working Conditions:

- Works in office conditions.