

PUBLIC SAFETY COMMITTEE

FEBRUARY 4, 2021

4:00 P.M.

MINUTES

MEMBERS PRESENT:

Commissioners Tim Barnes, Wayne Ridge, Brian Droscha, Brandon Haskell, Mark Mudry, Dairus Reynnet and Jane Whitacre

ALSO PRESENT:

Commissioner Jeremy Whittum, Sheriff Tom Reich, Undersheriff Jeff Cook, Chief Deputy Adam Morris, Michael Armitage, Kelley Cunningham, Ryan Wilkinson, Jerri Nesbitt and John Fuentes

The Public Safety Committee met in virtual session on February 4, 2021, as permitted by PA 228 of 2020, as amended. The members made an announcement of the location from which they are attending remotely as follows:

Commissioner Barnes, their residence in the Village of Mulliken, Eaton County, MI
Commissioner Ridge, their residence in the City of Charlotte, Eaton County, MI
Commissioner Droscha, their residence in Eaton Township, Eaton County, MI
Commissioner Haskell, their residence in Delta Township, Eaton County, MI
Commissioner Mudry, their residence in Delta Township, Eaton County, MI
Commissioner Reynnet, their residence in the Village of Dimondale, Eaton County, MI
Commissioner Whitacre, their residence in Delta Township, Eaton County, MI

Chairperson Barnes called the meeting to order at 4:00 p.m.

The Pledge of Allegiance was given by all.

A request to add consideration of an appointment to the Community Corrections Advisory Board to the agenda was made by Controller Fuentes.

Commissioner Barnes moved to approve the addition with the addition of a Community Corrections Advisory Board appointment as item 10a. Commissioner Droscha seconded. Motion carried by unanimous roll call vote.

Commissioner Haskell moved to approve the minutes of the January 14, 2021 minutes, as presented. Commissioner Droscha seconded. Motion carried by unanimous roll call vote.

No limited public comment.

Sheriff Reich highlighted the major incidents that occurred in January 2021. Sheriff Reich praised the efforts of Deputy Turner and K-9 Tank in apprehending a suspect in Delta Township.

An update was provided on the revenue projections for the boarding programs. The Michigan Department of Corrections (MDOC) census is down due to a lack of parole violators being housed from other counties at present. Revenue projections remain consistent with the budgetary estimates. The jail census and court security reports were also presented and reviewed. Discussion held.

Director Armitage provided the monthly update for Central Dispatch. It was reported that in January 2021, dispatch incidents (6,977) were down by approximately 1,000 compared to January 2020.

Emergency Manager Wilkinson provided an update on the support efforts for the Health Department's vaccination program.

It was reported that the County will need to approve a subrecipient agreement with Ingham County to participate in the Homeland Security Grant Region One program. Discussion held.

Commissioner Haskell moved to recommend approval of a resolution to approve the Fiscal Year 2020 Homeland Security Grant Program Region One subrecipient agreement, to the Board of Commissioners.

Commissioner Droscha seconded. Motion carried by unanimous roll call vote.

It was also reported that the Local Planning Team met and recommended a project to acquire equipment for a portable data network from the Homeland Security Grant Fiscal Year 2019 allocation. Discussion held.

Commissioner Droscha moved to approve the local planning team portable data network project in the amount of \$1,500. Commissioner Haskell seconded. Motion carried by unanimous roll call vote.

A draft of the County Continuity of Operations Plan was presented and reviewed. It was reported that Mr. Wilkinson will be continuing discussions with other agencies to formalize agreements for possible alternative locations for County operations in the event County facilities become unavailable or unusable in an emergency. Discussion held.

A communication from Chief Judge Cunningham recommending District Judge O'Neill be appointed to the vacancy created by the retirement of District Judge Reincke on the Community Corrections Advisory Board was presented.

Commissioner Reynnet moved to recommend the appointment of District Judge Julie O'Neill to the Community Corrections Advisory Board for the duration of her term of office, to the Board of

Commissioners. Commissioner Droscha seconded. Motion carried by unanimous roll call vote.

There was no limited public comment.

Chairperson Barnes adjourned the meeting at 4:32 p.m.

The next regularly scheduled meeting of the Public Safety Committee will be held on Thursday, March 4, 2021 at 4:00 p.m.



Commissioner Tim Barnes
Chairperson, Public Safety Committee

JAIL COUNT SUMMARY

Jan-21

Day	Building Total	Eaton County Pop.	Female Inmates	MDOC	WRAP	% of Capacity	% of Eaton County Pop
1	176	143	24	2	31	47%	81%
2	176	143	24	2	31	47%	81%
3	176	143	24	2	31	47%	81%
4	177	144	24	2	31	47%	81%
5	170	139	23	2	29	45%	81%
6	171	140	23	2	29	46%	82%
7	168	137	22	2	29	45%	81%
8	166	135	21	2	29	44%	81%
9	166	134	21	3	29	44%	80%
10	167	135	21	3	29	45%	81%
11	166	134	21	3	29	44%	80%
12	171	138	21	3	30	46%	80%
13	171	138	21	3	30	46%	80%
14	169	134	20	5	30	45%	79%
15	171	136	18	5	30	46%	79%
16	167	133	18	5	29	45%	79%
17	169	135	18	5	29	45%	80%
18	169	135	18	5	29	45%	80%
19	167	133	18	5	29	45%	79%
20	172	135	18	7	30	46%	78%
21	168	131	17	6	31	45%	78%
22	166	128	17	7	31	44%	77%
23	164	128	17	6	30	44%	78%
24	166	130	17	6	30	44%	78%
25	165	129	17	6	30	44%	78%
26	162	124	17	7	31	43%	76%
27	161	123	17	7	31	43%	76%
28	153	123	17	1	29	41%	80%
29	154	124	16	1	29	41%	80%
30	157	128	16	2	27	42%	81%
31	158	129	16	2	27	42%	81%
TOTAL			602	119	919	45%	34%

Bldg Total

5179

Avg/Day

167

Eaton Cty. Total

3999

Avg/Day

129

Housing Total

119

Avg/Day

4

Female Total

602

Avg/Day

19

Court Security Screening Monthly Report 2021

	People Scanned	Guns Confiscated / Returned	Knives Confiscated / Returned	Chemical Agents	Other
January	1780	0	1	2	1
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Totals	1780	0	1	2	1

Juvenile Court Security Screening Monthly Report 2021

	People Scanned	Guns Confiscated / Returned	Knives Confiscated / Returned	Chemical Agents	Other
January	0	0	0	0	0
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Totals	0	0	0	0	0



Eaton County Central Dispatch

911 Courthouse Dr. | Charlotte MI 48813
Phone: 517-543-4913 | Fax: 517-543-3036

Michael Armitage, *Director*
Kelley Flynn, *Deputy Director*

Monthly Report January 2021

- N/A total telephone calls
 - N/A on emergency lines
 - N/A on non-emergency lines
- 2 text-to-911 sessions
- 6,977 incidents
 - 5,025 Law Enforcement
 - 1,285 EMS
 - 667 Fire
- 6 addresses issued

Training (all virtual):

- Two employees attended emergency medical dispatch training (for EMD certification).
- One employee attended CPR training.
- Four employees attended 40 hour dispatch training (required for state certification).
- Four employees attended 40 hour advanced dispatch training (required for state certification).

Technology and Radios:

- Over the years we had slowly acquired equipment for an additional work station. That equipment was all put together with a fully functional console position. This brings our fully equipped console stations to eight. This console will provide an space for 'overflow' situations when we may need more staff, in addition to training and to augment our social distancing efforts.

Operations:

- Congrats to Alissa and Jaden for completing the training program!
- We have one employee (with experience at another 911 center) who will be starting soon.
- Employees have been receiving their COVID-19 vaccines, as part of the 1b group.
- Dispatch assisted with communication planning and support, along with many other agencies, for the expected protest at the state capitol.

Outreach:

- Outreach has been limited due to current COVID-19 restrictions.

Rave Report:

Inbound 911 Calls	11,870
User Initiated Tickets	2
Safety Profile Pops	309
Guardian Profile Pops	0
Tickets With Chat	196
Tickets With Chat Response	30
Tickets With Video Sharing	0
Notes Added	0
Tickets with Notes Available	9
Tickets with RapidSOS Location	8,279
Tickets with RapidSOS Data	3,819
Facility Profile Pops	254
Panic Button Activity	19
Safety Profiles Created	35
Facility Profiles Created And Approved	0
Pending Approvals	2
Total Safety Profiles Created	8,292
Total Facility Profiles Created And Approved	63

Yours Truly,



Michael Armitage
Director

Eaton County Central Dispatch

Total Calls For Service

January 2021				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,285	18.4%	1,285	18.4%
Fire	667	9.6%	667	9.6%
Police	5,025	72.0%	5,025	72.0%
Total Calls	6,977	100.0%	6,977	100.0%

Eaton County Central Dispatch

EMS Calls For Service

January 2021				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Benton Twp. EMS	90	7.0%	90	7.0%
Delta Twp. EMS	426	33.2%	426	33.2%
Eaton Area EMS	462	36.0%	462	36.0%
Grand Ledge EMS	168	13.1%	168	13.1%
Vermontville EMS	13	1.0%	13	1.0%
Windsor Twp. EMS	104	8.1%	104	8.1%
Outside Agencies* <i>LIFE, LTEM, MARE, NEMS DLHE</i>	22	1.7%	22	1.7%
Total EMS Calls	1,285	100.0%	1,285	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Fire Calls For Service

January 2021				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	29	4.3%	29	4.3%
Benton Twp Fire	28	4.2%	28	4.2%
Charlotte Fire	72	10.8%	72	10.8%
Delta Fire	238	35.7%	238	35.7%
Eaton Rapids City	72	10.8%	72	10.8%
Eaton Rapids Twp.	73	10.9%	73	10.9%
Grand Ledge Fire	57	8.5%	57	8.5%
Hamlin Twp Fire	10	1.5%	10	1.5%
Olivet Fire	18	2.7%	18	2.7%
Roxand Twp. Fire	9	1.3%	9	1.3%
Sunfield Fire	21	3.1%	21	3.1%
Vermontville Fire	12	1.8%	12	1.8%
Windsor Fire	24	3.6%	24	3.6%
Outside Agencies*	4	0.6%	4	0.6%
<i>LTFD</i>				
Total Fire Calls	667	100.0%	667	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Police Calls For Service

January 2021				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	49	1.0%	49	1.0%
Charlotte Police	674	13.4%	674	13.4%
Eaton County Sheriff	2,922	58.1%	2,922	58.1%
<i>Delta</i>	1,764	35.1%	1,764	35.1%
<i>Out County</i>	1,063	21.2%	1,063	21.2%
<i>Animal Control</i>	95	1.9%	95	1.9%
Eaton Rapids Police	320	6.4%	320	6.4%
Grand Ledge Police	343	6.8%	343	6.8%
Michigan State Police	554	11.0%	554	11.0%
Olivet Police	13	0.3%	13	0.3%
Pottersville Police	135	2.7%	135	2.7%
Outside Agencies*	15	0.3%	15	0.3%
<i>LANS, ME, DNR</i>				
Total Police Calls	5,025	100.0%	5,025	100.0%

Eaton County New Builds

Date Issued	Certificate #	New Address	City	Zip Code	Permit Type
January 4, 2021	2021-2	3193 BELGIAN DR	LANSING	48917	NEW BUILD
January 4, 2021	2021-1	3209 BELGIAN DR	LANSING	48917	NEW BUILD
January 14, 2021	2021-3	11879 RANSOM HWY	DIMONDALE	48821	
January 18, 2021	2021-4	5804 HOUSTON RD	EATON RAPIDS	48827	NEW BUILD
January 25, 2021	2021-6	1827 SUNNYDALE	LANSING	48917	NEW BUILD
January 26, 2021	2021-5	1738 SUNNYDALE	LANSING	48917	NEW BUILD



Situation Report 65

COVID-19



@EatonCoEM



@EatonCoEM

Date/Time: 2-3-2021/4:30 pm
Report Version: ☐ Initial ☒ Update ☐ Final
MI CIMS Incident Name: 2020-01-28 Coronavirus Outbreak

Incident Facilities
EOC Activation Status: Level 3 – Monitoring and Assessment/Virtual
EOC Operational Hours: 24 hours virtually by Emergency Management
Vaccination Clinic – Opened at Lansing Mall. Days and Hours Vary. BY APPOINTMENT ONLY.
JIC Operational Hours: 8 am – 5 pm virtually
PPE Distribution Node: Demobilized
Non-congregate Shelter: Red Roof Inn located at 7412 W. Saginaw Highway, Lansing, Michigan

Affected Jurisdictions: Statewide
Declarations
Local: N/A
State: Major Disaster Declaration, DR-4994-MI, approved by the President on March 27th
Federal: 90 day extension of Public Health Emergency issued by HHS Secretary beginning October 2, 2020 - The President declared a national emergency invoking the Stafford Act on March 13th - Major disaster declaration, 4494-DR-MI, approved for state/all counties on March 27th
International: World Health Organization declares a pandemic on March 11th
Objectives: - Continue to establish a common operating picture amongst all stakeholders. - Logistics preparations for resurgence of COVID-19 and vaccination distribution planning. - Liaison and share information as requested by BEDHD with stakeholders for vaccination site planning

UPDATED KEY INFORMATION

Vaccine Update from BEDHD

- Webpage - [COVID-19 Vaccine Information](#)
- Lansing Mall Vaccination Clinic is open and is vaccinating by **APPOINTMENT ONLY**.
- Hours and days of operation vary throughout the month of February.
- Vaccination Clinic is at the former Old Navy (east entrance of mall) next to Dunhams and across from Shoe Carnival.
- Staffing includes personnel from BEDHD, the National Guard, and volunteers with medical and non-medical backgrounds.
- [Statewide COVID-19 Vaccine Tracking Board](#)

Memorandum on Maximizing Assistance from the Federal Emergency Management Agency

[Memorandum on Maximizing Assistance from the Federal Emergency Management Agency | The White House](#)

Safer Ways to Enjoy the Super Bowl

[Small Gatherings | CDC](#)

INCIDENT SUMMARY

Emergence

COVID-19 was identified in Wuhan, China in December 2019. COVID-19 is caused by the virus severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), a new virus in humans causing respiratory illness which can be spread from person-to-person. Early in the outbreak, many patients were reported to have a link to a large seafood and live animal market, however, later cases with no link to the market confirmed person-to-person transmission of the disease. Additionally, travel-related exportation of cases has occurred.

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person.

Transmission

COVID-19 is primarily transmitted from person-to-person through respiratory droplets. These droplets are released when someone with COVID-19 sneezes, coughs, or talks. Infectious droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. A physical distance of at least 1 meter (3 ft) between persons is suggested by the World Health Organization (WHO) to avoid infection, although some WHO member states have recommended maintaining greater distances whenever possible¹. Respiratory droplets can land on hands, objects or surfaces around the person when they cough or talk, and people can then become infected with COVID-19 from touching hands, objects or surfaces with droplets and then touching their eyes, nose, or mouth. Recent data suggest that there can be transmission of COVID-19 through droplets of those with mild symptoms or those who do not feel ill². Current data do not support long range aerosol transmission of SARS-CoV-2, such as seen with measles or tuberculosis. Short-range inhalation of aerosols is a possibility for COVID-19, as with many respiratory pathogens. However, this cannot easily be distinguished from “droplet” transmission based on epidemiologic patterns. Short-range transmission is a possibility particularly in crowded medical wards and inadequately ventilated spaces³. Certain procedures in health facilities can generate fine aerosols and should be avoided whenever possible

Symptoms

A wide range of symptoms for COVID-19 have been reported⁴. These include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- Nasal congestion or runny nose
- Muscle or body aches
- Sore throat

- New loss of smell or taste
- Nausea or vomiting
- Diarrhea

The estimated incubation period is between 2 and 14 days with a median of 5 days. It is important to note that some people become infected and do not develop any symptoms or feel unwell.

Illness Severity

Despite the important concerns about case fatality rates, most COVID-19 illnesses are – and we expect will continue to be – mild, and most patients will recover spontaneously with some supportive care, especially children and young adults. Data from several countries suggest that 14%-19% are hospitalized and 3%-5% will need intense care unit admission.

People at Higher Risk for Severe Illness

It is important to note that COVID-19 is a new disease, therefore there is limited information regarding risk factors for severe disease. In some cases, people who get COVID-19 can become seriously ill and develop difficulty breathing. These severe complications can lead to death. The risk of severe disease increases steadily as people age. Additionally, those of all ages with underlying medical conditions (including but not limited to heart disease, diabetes, or lung disease) appear to be at higher risk in developing severe COVID-19 compared to those without these conditions. As more data become available, additional risk factors for severe COVID-19 may be identified.

COVID-19: Everyday Preventive Actions

There are a number of ways to prevent the spread of COVID-19 infection. These include:

- Avoid touching your eyes, nose and mouth
- Avoid close contact with people who are sick
 - Remember that some people without symptoms can still spread the virus
- Stay at home when you are sick
- Cover your cough or sneeze with a tissue, then dispose of it properly
- Use a face covering when physical distancing is difficult or when going into closed spaces²
 - Physical distancing should be at least 1 meter (3 ft)
- Clean and disinfect frequently touched objects and surfaces
- Perform hand hygiene with soap and water or use alcohol-based hand rub
 - Hand Rub should contain at least 60% alcohol²
 - Hand washing should be done for at least 40-60 seconds based on WHO's recommendations

More information on COVID-19 guidance and the outbreak status can be found at:

<https://www.michigan.gov/coronavirus> or <https://www.cdc.gov/coronavirus>.

Date: 2-3-21	Positive Cases	Probable Cases *	Recovered Cases **	Active Cases	Deaths	In Quarantine
Eaton County	5,406	505	5,101	168	137	476

*Probable cases include individuals who have symptoms consistent with COVID-19 and an epidemiologic link to a confirmed case or a positive serology (antibody) test, but do not have a positive diagnostic laboratory test for COVID-19, and individuals with a positive serology (antibody) test for COVID-19 and an epidemiologic link to a confirmed case. BEDHD is reporting probable cases identified after April 5, 2020 to be consistent with the State. Data will be reflective of midday on the date listed. Data should be considered preliminary, and is subject to change based on case investigation.

**BEDHD's definition of recovered cases = persons with COVID-19 who are alive, and who have been released from isolation because their symptoms have improved, are fever-free, and sufficient time has passed since symptoms began.

EMERGENCY SUPPORT FUNCTION (ESF) STATUS

Nothing to report from ESFs #1, #3, #4, #7, #12, #13, #16

ESF #2 – Communications

- Central Dispatch administrative staff continues operating in a remote work environment. This includes the Director, Deputy Director, Administrative Assistant, Support Supervisor.

ESF #5 – Information and Planning

- Eaton County Emergency Management continues to support BEDHD with their operational architecture and with the newly opened vaccination site at the Lansing Mall.
- Situation Reports are being distributed once a week (Wednesday) along with BEDHDs weekly data report.

MSP/EMHSD GIS Dashboards

- [New Cases and Deaths by County](#)
- [New Cases Animation and New Deaths Animation](#)
- [Vaccinations](#)

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Resources Non-congregate Sheltering

- A non-congregate sheltering facility has been established to assist with those who can't quarantine or isolate at home or don't have a home in Delta Township.
- Those who are placed in this facility are following directives from the Barry-Eaton District Health Department.

- FEMA recently changed their extension requirements – part of which states that entities are no longer required to seek extensions for the pre-approval every 30 days.
- There will be a requirement for jurisdictions to send data about their sheltering every 30 days, which will need to include the bulleted info below.
 - Number of opened locations
 - Average length of stay
 - Total number of individuals sheltered in the previous 30 days
 - Population type (e.g., homeless, first responders, health care workers)
 - Estimated transition date to U.S. Department of Housing and Urban Development assistance

ESF #7 – Logistics and Resource Support

- The EOC is still able to fulfill resource requests IF you've exhausted other efforts through your regular supply chains/vendors and if we have the supplies available. Please follow the attached updated procedure for resource requests. The distribution node has not reopened and any resource pick-ups will take place in the parking lot of Central Dispatch.

ESF #8 – Public Health

- Vaccination Clinic is up and running!
- [BEDHD Coronavirus Page](#)
- The most recent BEDHD data report is attached to the email and can be found [here](#)
- Weekly communications and updates with schools are being conducted through Zoom meetings on Wednesdays at 10:00 am.

ESF #15 – External Affairs

- Updates for local COVID-19 cases are being distributed through subscriber community briefings and weekly data reports.

ADDITIONAL INFORMATION

Weather

Winter Weather Advisory issued **February 3** at 3:38PM EST until **February 5** at 7:00PM EST by NWS Grand Rapids MI

* WHAT...Snow expected. Total snow accumulations of 3 to 5 inches. Winds gusting as high as 40 mph late Thursday night and Friday. Wind chills only around zero on Friday.

* WHERE...Portions of central, south central and southwest Michigan.

* WHEN...From 4 PM Thursday to 7 PM EST Friday.

* IMPACTS...Plan on slippery road conditions. Patchy blowing snow could significantly reduce visibility. Hazardous conditions may impact the Thursday evening commute, with worse conditions expected for the Friday commutes.

Slow down and use caution while traveling.

<http://www.weather.gov>

NWS Forecast for: Charlotte MI

Issued by: National Weather Service Grand Rapids, MI

Last Update: 4:04 pm EST Feb 3, 2021

This Afternoon	Tonight	Thursday	Thursday Night	Friday	Friday Night	Saturday	Saturday Night	Sunday
								
Sunny	Increasing Clouds	Mostly Cloudy then Snow	Snow and Patchy Blowing Snow	Snow Showers Likely and Patchy Blowing Snow	Snow Showers Likely	Chance Snow Showers	Chance Snow Showers	Chance Snow Showers
High: 32 °F	Low: 21 °F	High: 34 °F	Low: 18 °F	High: 22 °F	Low: 13 °F	High: 17 °F	Low: 6 °F	High: 14 °F

Winter Weather Advisory

This Afternoon: Sunny, with a steady temperature around 32. West northwest wind around 6 mph.

Tonight: Increasing clouds, with a low around 21. West southwest wind 5 to 8 mph becoming south after midnight.

Thursday: Snow, mainly after 4pm. High near 34. South southeast wind 8 to 17 mph. Chance of precipitation is 80%. New snow accumulation of less than one inch possible.

Thursday Night: Snow. Patchy blowing snow after 1am. Low around 18. Breezy, with a south southeast wind 15 to 20 mph becoming west after midnight. Winds could gust as high as 38 mph. Chance of precipitation is 100%. New snow accumulation of around 3 inches.

Friday: Snow showers likely. Patchy blowing snow between 10am and noon. Cloudy, with a high near 22. Breezy, with a west southwest wind 17 to 20 mph, with gusts as high as 30 mph. Chance of precipitation is 60%. New snow accumulation of less than a half inch possible.

Friday Night: Snow showers likely, mainly before 1am. Cloudy, with a low around 13. Chance of precipitation is 60%. New snow accumulation of around an inch possible.

Saturday: A 30 percent chance of snow showers. Mostly cloudy, with a high near 17.

Saturday Night: A chance of snow showers. Mostly cloudy, with a low around 6.

Sunday: A chance of snow showers. Mostly cloudy, with a high near 14.

Sunday Night: A chance of snow showers. Mostly cloudy, with a low around 2.

Monday: A chance of snow showers. Mostly cloudy, with a high near 14.

Monday Night: A chance of snow showers. Mostly cloudy, with a low around 4.

Tuesday: A chance of snow showers. Mostly cloudy, with a high near 15.



Barry-Eaton District Health Department

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058
Phone: 269-945-9516 Fax: 517-543-7737

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813
Phone: 517-543-2430 Fax: 517-543-7737

Coronavirus (COVID-19) Data Report for Eaton County, MI

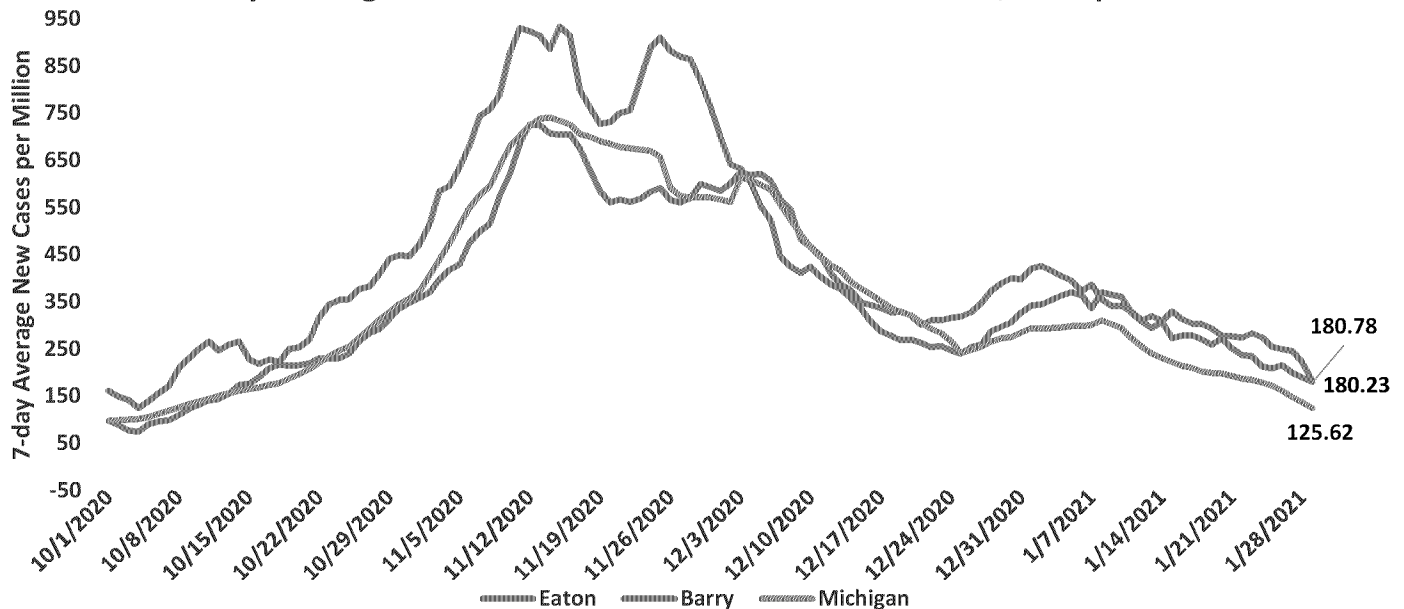
Report Date: 02/02/2021

This report contains preliminary data on persons testing positive for COVID-19. It may be revised as new information is gathered during case investigation. The health department plans to update this data report weekly each Tuesday. A similar report is prepared and released for Barry County, MI each Monday.

Summary Data

Total Cases: 5392 Recovered Cases: 5075 Active Cases: 184 Deaths: 137 In Quarantine: 470 Probable Cases: 500

7-day Average of New Confirmed and Probable Cases, Rate per 1m

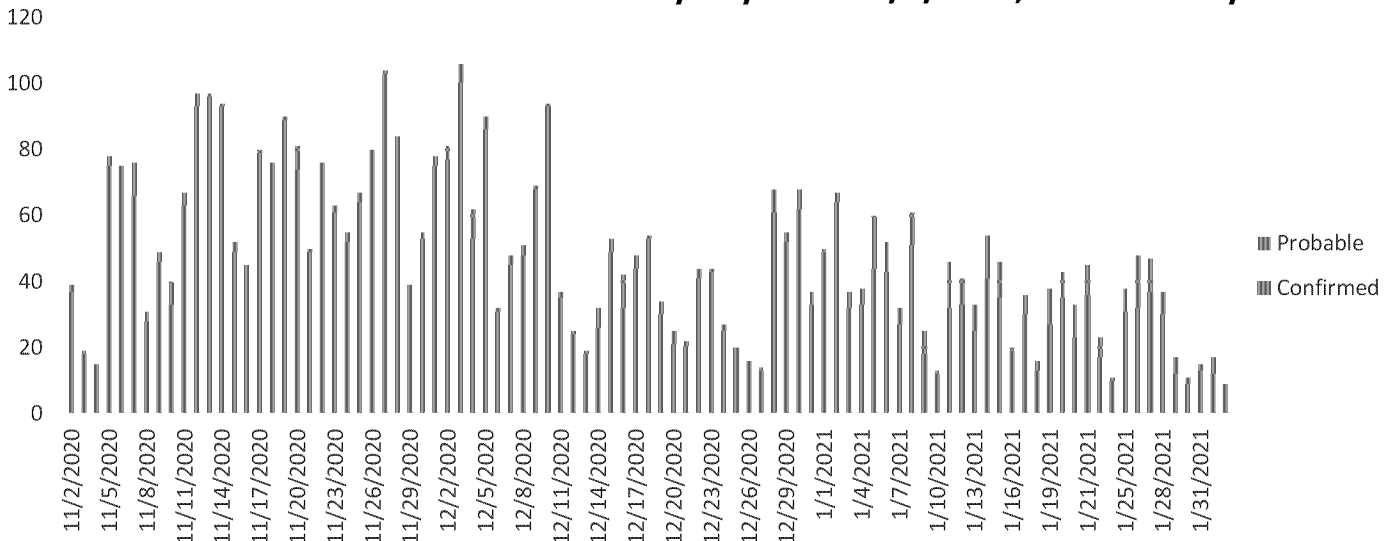


Source: Michigan Disease Surveillance System & Outbreak Management System (MDSS)

Active Cases = Total Cases - Deaths - Recovered Cases

For data on probable cases, visit Michigan's COVID-19 Data Website, at https://www.michigan.gov/coronavirus/0,9753,7-406-98163_98173---,00.html

Confirmed and Probable Cases by Day since 11/1/2020, Eaton County



www.barryeatonhealth.org

Be Active - Be Safe - Be Healthy

www.facebook.com/barryeatonhealth

Race	Cases	% Cases	% Pop	Deaths	Death Rate
White	4014	74.4%	87.50%	106	2.6%
Black or African American	400	7.4%	7.00%	15	3.8%
Asian	124	2.3%	2.50%	0	0.0%
Unknown/Other	854	15.8%	3.00%	16	1.9%
Ethnicity	Cases	% Cases	% Pop	Deaths	Death Rate
Hispanic/Latino	310	5.7%	5.50%	5	1.6%
Arab	25	0.5%	*	2	8.0%

*Data not available

Eaton County Breakdown by Age Data as of 02/02/2021				
Age Group	# Cases	% Cases	# Deaths	Death Rate
Cases 0-9	149	2.8%	0	0.0%
Cases 10-19	513	9.5%	0	0.0%
Cases 20-29	942	17.5%	1	0.1%
Cases 30-39	745	13.8%	0	0.0%
Cases 40-49	776	14.4%	1	0.1%
Cases 50-59	850	15.8%	8	0.9%
Cases 60-69	682	12.6%	22	3.2%
Cases 70-79	437	8.1%	39	8.9%
Cases 80+	298	5.5%	66	22.1%

Race and ethnicity are asked as separate questions on the disease investigation forms.

Persons who identify as Hispanic/Latino or Arab can identify as any race.

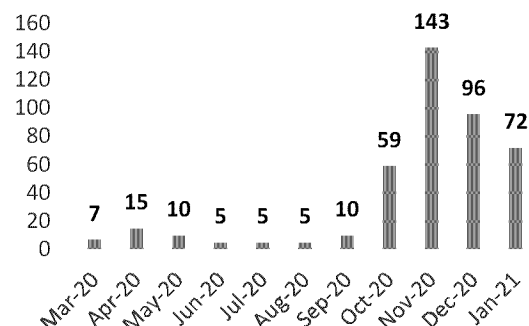
Hospitalization Data

Inpatient: 427 (7.2%)

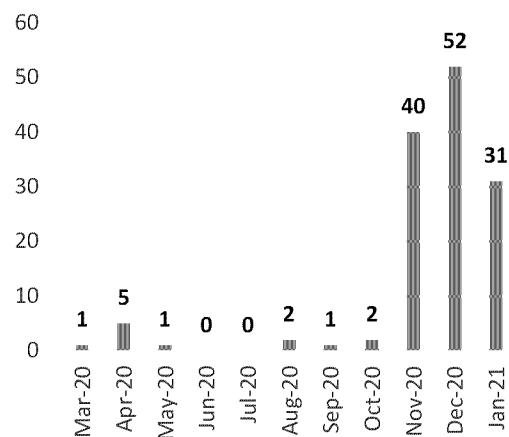
Died: 137 (2.3%)

Not Hospitalized: 5335 (90.4%)

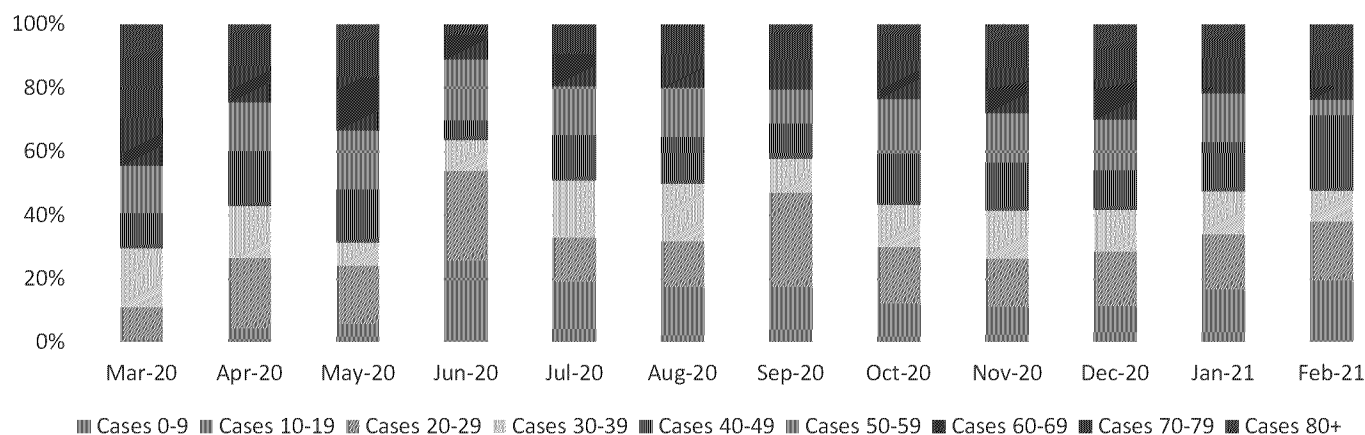
Eaton County Hospitalizations by Month



Deaths by Month, Eaton County



Eaton Percentage of COVID-19 Cases by Age Group, Each Month

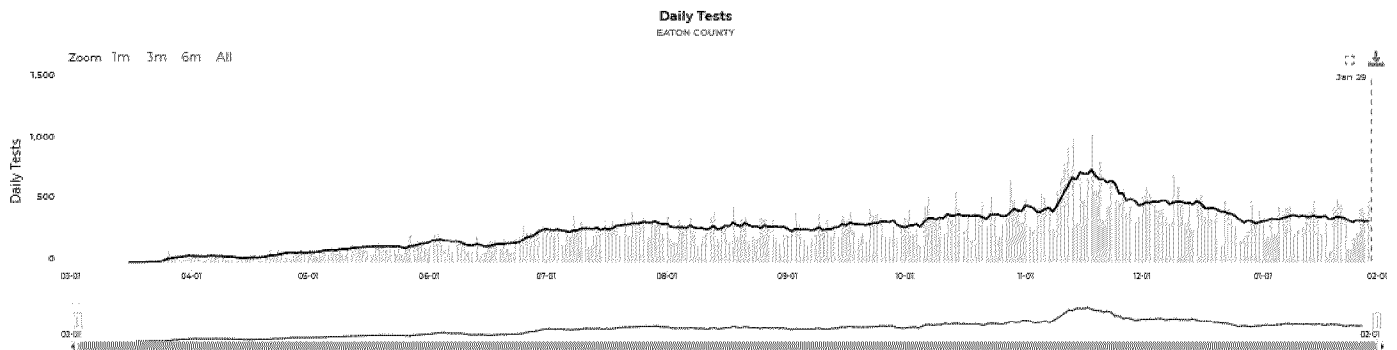
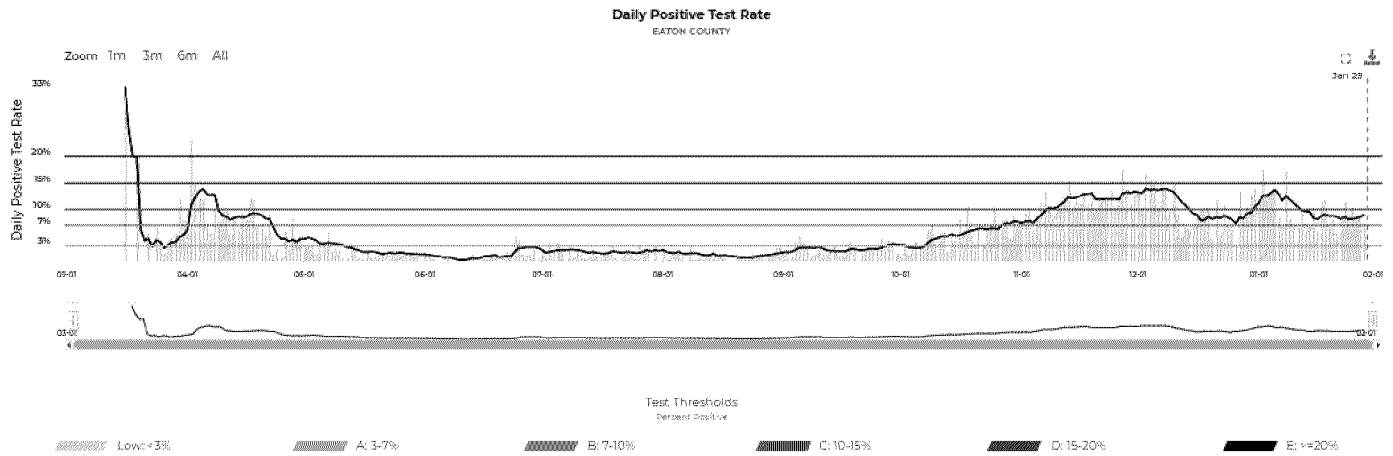


Testing Capacity and Positivity Rate - MiStartMap

Test Results

?
positive tests *

?
daily tests
administered *



Most recent data is from 1/28 and shows a positivity rate of 8.8%

EATON COUNTY BOARD OF COMMISSIONERS

February 17, 2021

**RESOLUTION TO APPROVE FY 2020 HOMELAND SECURITY GRANT PROGRAM
REGION 1 SUB-RECIPIENT AGREEMENT**

Introduced by the Public Safety Committee

WHEREAS, Eaton County is a member of Michigan State Police Region 1 for purposes of participation in the Homeland Security Grant Fund distribution; and

WHEREAS, Ingham County has agreed to act as the fiduciary agent for the Region 1 Board for the administration of this grant program; and

WHEREAS, in order to receive its allocation through this grant program the County is required to enter into a sub-recipient agreement with the fiduciary agent (Ingham County); and

WHEREAS, the Public Safety Committee has reviewed and is recommending the approval of the attached sub-recipient agreement.

NOW THEREFORE BE IT RESOLVED, the Eaton County Board of Commissioners approves entering into the Sub-recipient Agreement with Ingham County for the FY 2020 Homeland Security Grant Program.

**FY 2020 HSGP REGION 1 BOARD SUBRECIPIENT AGREEMENT
FEDERAL FUNDS FROM THE DEPARTMENT OF
HOMELAND SECURITY (CFDA 97.067)**

AGREEMENT TERM - SEPTEMBER 1, 2020 TO MAY 31, 2023

PART I

As part of the FY 2020 Homeland Security Grant Program (HSGP) the Region 1 Board has elected the County of Ingham, a municipal corporation and political subdivision of the State of Michigan (hereinafter "Ingham County") to serve as the Fiduciary Agent for Region 1.

As the Region 1's Fiduciary Agent, Ingham County (IRS/Vendor #38-6005629 and DUNS #361118110) agrees to be the Subrecipient on behalf of Region 1 for Fiscal Year (FY) 2020 Homeland Security Grant Program (HSGP) funds from the Federal Emergency Management Agency/Grant Operations passed through Michigan State Police Emergency Management and Homeland Security Division (Recipient) in a Subaward Grant Agreement bearing Grant No. EMW-2020-SS-00021 (hereinafter referred to as the "Grant Agreement.") Said Federal Grant Award is identified as follows:

- 1) Grant Name: Fiscal Year (FY) 2020 Homeland Security Grant Program.
- 2) Federal Award Identification Number (FAIN): EMW-2020-SS-00044-S01.
- 3) CFDA #97-067.
- 4) Federal Award Date: 9/11/2020
- 5) Subaward Performance Period: 09/01/2020 – 05/31/2023.
- 6) Funding:
 - a) Federal Funds Obligated by this Action: \$848,621.00.
 - b) Total Federal Funds Obligated to Subrecipient (i.e. Ingham County for Region 1): \$848,621.00.
 - c) Total Amount of Federal Award to Recipient: \$13,631,755.00.
- 7) No funding for research and development (R&D).
- 8) No Indirect Cost Rate.

Ingham County agrees to spend the FY 2020 HSGP funds received from the Recipient according to decisions made by Region 1 Board that are approved by the Recipient.

As the Subrecipient of FY 2020 HSGP grant funds received from the Recipient on behalf of Region 1, Ingham County agrees to the following:

- 1) To comply with all requirements listed in the Grant Agreement with the State of Michigan.

FY 2020 HSGP Region 1 Board Subrecipient Agreement

- 2) To comply with FY 2020 HSGP grant guidance.
- 3) To notify each jurisdiction within Region 1, at the end of each fiscal year, the dollar amount of equipment that has been turned over to that jurisdiction, to be listed on the jurisdiction's Schedule of Expenditures of Federal Awards.
- 4) To keep an up-to-date inventory of the equipment, which includes jurisdiction assigned and its physical location for up to three (3) years after the grant has been closed out.
- 5) To reimburse member counties for approved expenditures.

As part of the FY 2020 HSGP, Ingham County and/or member counties/townships/municipalities may purchase equipment that will be transferred to other jurisdictions within Region 1. Ingham County and member counties/townships/municipalities agree to the following:

- 1) To keep an up to date inventory of the equipment, which includes jurisdiction assigned and its physical location for up to three (3) years after the grant has been closed out.
- 2) Transfer ownership of equipment purchased with FY 2020 HSGP funds to jurisdictions in Region 1 at the direction of the Region 1 Board.
- 3) If Equipment is purchased by Ingham County on behalf of a jurisdiction in Region 1, said equipment shall be the responsibility of that jurisdiction, not Ingham County.
- 4) If equipment that has been purchased and transferred to a jurisdiction in Region 1 and is found to be ineligible on a State or Federal Audit, the jurisdiction to which it has been assigned shall reimburse Ingham County the amount State or Federal Auditors are requiring to be returned.
- 5) If equipment is misused by the jurisdiction to which it has been assigned, resulting in damage, destruction or an ineligible determination by auditors, that jurisdiction shall be financially responsible for the replacement of the equipment.
- 6) Ingham County will only reimburse with Grant Agreement funds eligible items for Planning, Training, Equipment, and Exercise costs when provided with an approved AAF and appropriate required reimbursement paperwork.

It is expressly understood and agreed that the members of Region 1 on whose behalf their representatives have signed this Agreement shall be subrecipient's of FY 2020 Homeland Security Grant Program funds allocated to the Region 1 Board through the Grant Agreement. As a subrecipient to the Grant Agreement, the jurisdiction whose representative is a signatory to this Agreement agrees that it is subject to and shall comply with the terms set forth in both this Part I and the attached Part II, both of which combined constitute the FY 2020 HSGP Region 1 Board Subrecipient Agreement (hereinafter referred to as the "Subrecipient Agreement") between Ingham County acting in its Fiduciary Agent capacity on behalf of the Region 1 Board and the signing jurisdiction, who is referred to in Part II as the "Subrecipient."

FY 2020 HSGP Region 1 Board Subrecipient Agreement

This Subrecipient Agreement is agreed to and approved by the Region 1 Board Chair by his/her signature below.

Bryan W. Wainwright
Printed Name

[Signature]
Signature

1-21-21
Date

This Subrecipient Agreement is agreed to and approved by Ingham County, which will act as the Fiduciary Agent for Region 1 Board. The individual or officer signing this a Subrecipient Agreement certifies by his or her signature that he/she is authorized to sign this Subrecipient Agreement on behalf of Ingham County.

Printed Name

Chairperson, County Board of Commissioners
Title

Signature

Date

The following jurisdiction in Region 1 (hereinafter referred to as the "Subrecipient") agrees to and approves this Subrecipient Agreement. The individual or officer signing this Subrecipient Agreement certifies by his/her signature that he or she is authorized to sign this Subrecipient Agreement on behalf of the jurisdiction he/she represents.

EATON COUNTY
Jurisdiction Name

Printed Name

Title

Signature

Date

Jurisdiction IRS #

Jurisdiction DUNS #

APPROVED AS TO FORM
FOR COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: Robert D. Townsend 12/11/2020

FY 2020 HSGP Region 1 Board Subrecipient Agreement

PART II

I. Statutory Authority

- A. Funding for the FY 2020 HSGP is authorized by Section 2002 of the Homeland Security Act of 2002, as amended (Public Law 107-296), (6 U.S.C. § 603).
- B. Appropriation authority is provided by the Department of Homeland Security Appropriations Act, 2020, (Public Law No. 116-93).
- C. The Subrecipient agrees to comply with all FY 2020 HSGP program requirements in accordance with the FY 2020 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual located at <http://www.fema.gov/homeland-security-grant-program>, the U.S. Department of Homeland Security (DHS) Standard Administrative Terms and Conditions located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, the FY 2020 HSGP Agreement Articles Applicable to Subrecipients included with the Grant Agreement packet, and the FY 2020 HSGP Michigan Supplemental Guidance provided electronically by Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD).
- D. The Subrecipient shall also comply with the most recent version of:
 - 1. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at <http://www.ecfr.gov>, select Title 2.
 - 2. FEMA Directive 108-1: Environmental Planning and Historic Preservation Responsibilities and Program Requirements

II. Award Amount and Restrictions

- A. Ingham County, acting as the Fiduciary Agent on behalf of and as a part of the Region 1 Board, has been awarded \$848,621.00 under the FY 2020 HSGP. The Grant Agreement shall be administered based on Ingham County's and/or Region 1 Board's policies and procedures, provided they conform to state and federal rules, laws, and/or regulations.
- B. The FY 2020 HSGP covers eligible costs from September 1, 2020, to May 31, 2023.
- C. HSGP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and/or safety duties or to supplant traditional public health and safety positions and/or responsibilities.
- D. At least \$212,156.00 of award funds must be dedicated towards Law Enforcement Terrorism Prevention Activities (LETPA). Activities eligible for use of LETPA-focused funds are outlined in the National Prevention Framework (and where capabilities are shared with the protection mission area, the National Protection Framework) located at <http://www.fema.gov/national-planning-frameworks>.

FY 2020 HSGP Region 1 Board Subrecipient Agreement

E. The FY 2020 HSGP includes the following four national priority area funding requirements:

1. Enhancing cybersecurity (including election security);
2. Enhancing the protection of soft targets/crowded places (including election security);
3. Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS;
4. Addressing emerging threats (e.g., transnational criminal organizations, weapons of mass destruction [WMDs], unmanned aerial systems [UASs], etc.).

At least \$42,432.00 award funds must be dedicated towards enhancing cybersecurity, at least \$42,432.00 must be dedicated towards the protection of soft targets/crowded places (including election security), and at least \$42,432 must be dedicated towards addressing emerging threats. All national priority area projects must be pre-approved by FEMA. Additional information on the FY 2020 HSGP national priority areas can be found in the FEMA Preparedness Grants Manual located at <http://www.fema.gov/homeland-security-grant-program>.

F. A maximum of \$424,310.00 of award funds may be used for personnel and personnel-related activities as directed by the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act of 2008 (Public Law 110-412). In general, the use of SHSP funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. A definition of personnel costs is provided in the FEMA Preparedness Grants Manual located at <https://www.fema.gov/media-library/assets/documents/178291>.G. A maximum of five percent (5%) of awarded funds, \$42,431.00, may be retained and used solely for management and administration (M&A) purposes associated with the HSGP award. M&A allowable costs are defined in the FY 2020 Homeland Security Grant Program Notice of Funding Opportunity, and the FEMA Preparedness Grants Manual located at <http://www.fema.gov/homeland-security-grant-program>.

H. The FY 2020 HSGP funds may only be used to fund projects which directly support one of the FY 2020 HSGP grant investments.

I. For any activities involving construction, demolition, ground disturbance, or installations of equipment, an Environmental and Historic Preservation (EHP) review must be completed.

Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.

J. In the event that DHS determines changes are necessary to the award document after an award has been made, including but not limited to changes to the period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.

III. Responsibilities of the Subrecipient

A. Grant funds must supplement, not supplant, state or local funds. Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and

FY 2020 HSGP Region 1 Board Subrecipient Agreement

audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

- B. Refer to the FY 2020 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual located at <http://www.fema.gov/homeland-security-grant-program> for a detailed list of allowable costs and program activities under the FY 2020 HSGP Agreement.
- C. The Subrecipient shall not use FY 2020 HSGP funds to generate program income.
- D. In addition to this Subrecipient Agreement, the Subrecipient shall complete, sign, and submit to Ingham County the following documents, which are incorporated by reference into this Subrecipient Agreement:
 - 1. Subrecipient Risk Assessment Certification
 - 2. Standard Assurances
 - 3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
 - 4. Audit Certification (EMD-053)
 - 5. Request for Taxpayer Identification Number and Certification (W-9)
 - 6. Other documents that may be required by federal or state officials
- E. The Subrecipient agrees to comply with all applicable federal and state regulations, including, but not limited to, the following:
 - 1. Make all purchases which use or are to be reimbursed with FY 2020 HSGP funds in accordance with federal, and local purchasing policies. The Federal Procurement Procedure citations are found at 2 CFR 200.318-326, and Appendix II; and are located at <http://www.ecfr.gov>.
 - 2. The Subrecipient is required to submit reports to Ingham County on the status of all projects and funding. Reporting must follow the format and schedule specified by the FY 2020 HSGP Grant Agreement's Recipient, State of Michigan Department of State Police Emergency Management and Homeland Security Division. It is understood that Ingham County is responsible for submitting the reports on behalf of Region 1 to the Recipient and shall require the Subrecipient to submit its reports by a specified date so Ingham County has adequate time to prepare Region 1's reports to the Recipient.
 - 3. Create and maintain an inventory of all equipment obtained with FY 2020 HSGP funds through this Subrecipient Agreement in accordance with 2 CFR, Part 200.313 located at <http://www.ecfr.gov>. Every odd calendar year, the Subrecipient must assist Ingham County to prepare an equipment inventory list and conduct a physical inventory that is reconciled to that list by June 30. The Subrecipient must supply a copy of this inventory to Ingham County for Ingham County's submission along with the inventory information of other Region 1 jurisdictions to the Michigan State Police, Emergency Management and Homeland Security Division, Audit Unit. The physical inventory must be submitted by Ingham County to the Audit Unit by July 31 of the same year the inventory is completed.

FY 2020 HSGP Region 1 Board Subrecipient Agreement

4. Comply with applicable financial and administrative requirements set forth in the current edition of 2 C.F.R., Part 200, including, but not limited to, the following provisions:
 - a. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
 - b. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three (3) years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
 - c. Retain all financial records, statistical records, supporting documents, and other pertinent materials for equipment purchases for three (3) years after their disposition.
 - d. Non-federal organizations which expend \$750,000 or more in federal funds from all federal sources during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and the requirements of the Government and Accountability Office's (GAO) Government Auditing Standards and Subpart F of 2 C.F.R., Part 200.
5. Comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds. NIMS information is available at <http://www.fema.gov/national-incident-management-system>. More information on complying with NIMS is available from the State NIMS Coordinator at www.michigan.gov/emhsd under Response and Recovery.
6. Subrecipient must carry out its programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Executive Order 13347.
7. Environmental and Historic Preservation Compliance. The federal government is required to consider the effects on the environment and/or historic properties of any federally funded activities and programs, including grant-funded projects. The EHP process ensures that federally funded activities comply with federal EHP regulations, laws, and executive orders as applicable. The goal of these compliance requirements is to protect the nation's environmental, historic, and cultural resources. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval. Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.
8. Comply with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) for grant-funded construction projects. The Subrecipient must ensure that contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Davis-Bacon wage determinations are published on the Wage Determinations Online website at <https://beta.SAM.gov>.

FY 2020 HSGP Region 1 Board Subrecipient Agreement

9. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.
10. Maintain a valid Data Universal Numbering System (DUNS) number during the performance period of this Subrecipient Agreement.
11. The Subrecipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient shall also require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the DHS Standard Administrative Terms and Conditions located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, specifically in the DHS Specific Acknowledgements and Assurances.

IV. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of the Grant Agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance.
- C. Provide any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient through payments to Ingham County, on behalf of Region 1 Board, in accordance with the Grant Agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of any or all Subrecipients of the FY 2020 HSGP Grant Agreement.

V. Reporting Procedures

The Subrecipient is required to submit information Ingham County needs to submit in reports to the Recipient on the status of all projects and funding. Such information must be submitted by the date specified by Ingham County in order to provide sufficient time for Ingham County to meet Recipient's deadlines for submittal of the required information reports for Region 1. Reporting must follow the format and schedule specified by the Recipient. Current forms and instructions are located at <http://www.michigan.gov/emhsd>, or can be requested by sending an email to EMD_HSGP@michigan.gov.

FY 2020 HSGP Region 1 Board Subrecipient Agreement

Reporting on funding status is mandated by the federal government. Failure to fulfill reporting requirements, in compliance with federal grant rules, shall result in the suspension of grant funding until reports are received and may jeopardize future federal funding.

VI. Payment Procedures

The Subrecipient agrees to prepare and submit to Ingham County the information needed for Ingham County to submit for the Region 1 Board the Reimbursement Cover Sheet (EMD-054) with all required supporting documentation attached, including proof of payment. The Subrecipient will not be reimbursed for funds until Ingham County, on behalf of the Region 1 Board receives funds for said reimbursement from the Recipient.

VII. Employment Matters

The Subrecipient shall comply with Title VI of the Civil Rights Act of 1964, as amended; Title VIII of the Civil Rights Act of 1968; Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act); the Age Discrimination Act of 1975; Titles I, II and III of the Americans with Disabilities Act of 1990; the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq.; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Subrecipient Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every subcontract entered into for the performance of this Subrecipient Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Subrecipient Agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this Subrecipient Agreement appears on the Federal Excluded Parties List System located at <https://www.sam.gov>.

VIII. Limitation of Liability

The parties to this Subrecipient Agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this Subrecipient Agreement. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

This is not to be construed as a waiver of governmental immunity for either party.

IX. Third Parties

This Subrecipient Agreement is not intended to make any person or entity, not a party to this Subrecipient Agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

FY 2020 HSGP Region 1 Board Subrecipient Agreement

X. Agreement Period

This Subrecipient Agreement is in full force and effect from September 1, 2020, to May 31, 2023. No costs eligible under this Subrecipient Agreement shall be incurred before the starting date of this Subrecipient Agreement, except with prior written approval. This Agreement package consists of two identical Subrecipient Agreements, simultaneously executed; each is considered an original having identical legal effect. This Subrecipient Agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of this Subrecipient Agreement. Upon any such termination, the Subrecipient agrees to return to Ingham County for returning to the Recipient any funds not authorized for use, and neither the Recipient or Ingham County shall have no further obligation to reimburse the Subrecipient.

XI. Entire Agreement

This Subrecipient Agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between Ingham County and the Subrecipient, whether expressed, implied, or oral. This Subrecipient Agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this Subrecipient Agreement may assign this Subrecipient Agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform Ingham County in writing immediately of any proposed changes of dates, budget, or services indicated in this Subrecipient Agreement, as well as changes of address or personnel affecting this Subrecipient Agreement. Changes in dates, budget, or services are subject to prior written approval of Ingham County. If any provision of this Subrecipient Agreement shall be deemed void or unenforceable, the remainder of this Subrecipient Agreement shall remain valid.

XII. Business Integrity Clause

Ingham County may immediately terminate this Subrecipient Agreement without further liability to either Ingham County, Region 1 Board or the Recipient or their employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of Ingham County, reflects on the Subrecipient's business integrity.

XIII. Freedom of Information Act (FOIA)

Much of the information submitted in the course of applying for funding under this Subrecipient Agreement, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, Ingham County, each Subrecipient agency Freedom of Information Officer, will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical

FY 2020 HSGP Region 1 Board Subrecipient Agreement

Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

XIV. Required Signed Documents

The Subrecipient will not be reimbursed for funds until all the following documents have been signed and returned to Ingham County for submittal to the Recipient:

- A. STANDARD ASSURANCES set forth in the attached Exhibit A.
- B. CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG FREE WORKPLACE REQUIREMENTS set forth in the attached Exhibit B.
- C. AUDIT CERTIFICATION set forth in the attached Exhibit C.
- D. REQUEST FOR TAX PAYER IDENTIFICATION NUMBER AND CERTIFICATION set forth in the attached Exhibit D.

XV. Compliance with Federal and State of Michigan Laws, Rules, Regulations and Policies

It is understood and agreed that Ingham County and Subrecipient shall comply with all applicable Federal and State of Michigan laws, rules, regulations and policies including but not limited to those set forth in the attached Exhibit E.

Eaton County

Continuity of Operations/Continuity of Government Plan



February 2021

Table of Contents

SUMMARY	2
INTRODUCTION	3
PURPOSE	3
OBJECTIVES	3
SITUATION AND SCOPE.....	3
ASSUMPTIONS.....	4
ESSENTIAL FUNCTIONS	4
AUTHORITIES AND REFERENCES.....	5
AUTHORITIES	5
REFERENCES.....	6
CONCEPT OF OPERATIONS.....	6
PHASE I – ACTIVATION	7
<i>Decision Process</i>	7
<i>Alert, Notification, and Implementation Process</i>	8
<i>Continuity Facilities</i>	8
PHASE II – CONTINUITY OPERATIONS	10
<i>Lines of Succession</i>	11
<i>Delegations of Authority</i>	13
<i>Critical Applications and Vital Records</i>	13
<i>Continuity Communications</i>	13
<i>Devolution</i>	14
PHASE III – RECONSTITUTION.....	14
HUMAN RESOURCES.....	15
ROLES & RESPONSIBILITIES	15
PLAN MAINTENANCE	16
TRAINING AND EXERCISE.....	16
ATTACHMENT #1: GLOSSARY AND ACRONYMS	17
GLOSSARY.....	17
ACRONYMS.....	18
ATTACHMENT #2: THREAT AND HAZARDS LISTING	19
ATTACHMENT #3: COMMUNICATIONS SUPPORT	20
EMPLOYEES.....	20
<i>Continuity Personnel</i>	20
<i>Non-continuity Personnel</i>	20
<i>County Leadership</i>	21
<i>Suppliers</i>	21
<i>Stakeholders</i>	21
ATTACHMENT #4: ALTERNATE SITE MEMORANDUM OF UNDERSTANDING	23

SUMMARY

The mission of the Eaton County Government is to provide quality public services in a timely and competent manner, and to work with the cooperation of the community and other local government units to create a vibrant and healthy physical, social and economic environment. To support this mission, our organization must be prepared to continue operations during any type of threat or emergency, and be able to effectively resume essential operations if they are interrupted. Included in this responsibility is the requirement to formulate guidance and establish common objectives for the organization to use in developing a viable, executable Continuity of Operations (COOP) plan, facilitate interagency coordination and oversee and assess the status of its COOP capabilities. This COOP plan provides the strategic guidance, objectives, performance measures, and resource requirements for maintaining operational functionality. As a part of the overall COOP plan, individual department annexes provide guidance for the continuity of essential functions, lines of succession, and critical resources or vital records needed that will enable the organization to provide vital services during a continuity event.

INTRODUCTION

Continuity of Operations (COOP) is an effort within an organization to ensure that its essential functions continue to be performed during a wide range of disasters until normal operations can be resumed. Ensuring the performance of an organization's essential functions supports that critical services continue to be provided and that applicable core capabilities continue to be delivered. Today's threat and hazard environment and the potential for no-notice emergencies, including natural hazards, technological hazards, and man-made hazards, have increased the need for robust continuity capabilities and planning across the whole community. An organization's and community's resiliency is directly related to the effectiveness of its continuity capability. The continuity capability outlined in this document promotes the organization to continue its essential functions across a broad spectrum of emergencies. The direction included in this plan follows the guidance outlined in the Continuity Guidance Circular.

PURPOSE

The goal of the Eaton County's continuity capability is to continue or resume the immediate essential functions and maintain those functions until normal operations can be resumed. The purpose of this document is to ensure that a capability exists to continue the essential functions of Eaton County Governmental Offices across a wide range of potential disasters. This plan provides a framework to direct and guide appropriate actions that would be taken to continue the essential functions and achieve orderly recovery/reconstitution from emergency situations.

OBJECTIVES

- Ensuring that an organization can perform its essential functions under all conditions;
- Reducing the loss of life and minimizing property damage and loss;
- Executing a successful order of succession with accompanying authorities in the event a disruption renders that organization's leadership unable, unavailable or incapable of assuming and performing their authorities and responsibilities of office;
- Reducing or mitigating disruptions to operations;
- Ensuring there are alternative solutions for which organizations can perform essential functions;
- Protecting personnel, facilities, equipment, records and other assets critical to the performance of essential functions in the event of a disruption;
- Achieving the organization's timely and orderly recovery and reconstitution from an emergency; and
- Ensuring and validating continuity readiness through a dynamic and integrated continuity test, training and exercise program and operational capability.

SITUATION AND SCOPE

An organization's continuity of operations plan is implemented when an organization loses access to a facility, loses services due to a reduction in the workforce, or loses services due to equipment or

systems failure. Eaton County is susceptible to a multitude of natural, technological, and man-made disasters. These disasters, depending on their scope and magnitude have the ability to damage the organization's facility, reduce the available workforce, and/or cause equipment and systems failure. The specific hazards Eaton County is susceptible to are outlined in the 2015 Tri-County Regional Hazard Mitigation Plan for Clinton, Eaton, Ingham Counties and Delta Charter Township in Mid-Michigan. A list of these hazards is included in Attachment #2. This plan is applicable to all organization staff, partners, and suppliers. Personnel working for Eaton County would be responsible for complying with this COOP plan.

The scope of this plan is to address the actions that would be taken and the resources that would be needed to operate the Eaton County Governmental Offices continuity capability. The plan is scalable and flexible depending on the needs of the incident.

ASSUMPTIONS

Planning requires assumptions based on statistics, history, behavior patterns and likely future trends. The following assumptions were made as consideration for the Eaton County COOP plan:

- A hazard may occur with little or no warning, and may escalate quickly.
- Hazard characteristics may differ by probability, magnitude, warning time and duration.
- Hazards may have cascading effects that may require their own unique approaches for continuity of operations.
- Hazards may damage the organization's facility, reduce the available workforce, and/or cause equipment and systems failure.
- Hazards may adversely impact the organization's ability to continue performing its essential functions and provide support to outside organizations and jurisdictions.
- The vulnerability of the organization depends on the probability of a continuity event occurring and the impact the event could have the organization's ability to operate.
- Current employees, outside personnel and resources located beyond the affected area will be available as necessary to continue essential functions.
- When the COOP capability is activated, the organization will implement the predetermined framework outlined in this plan utilizing trained and equipped personnel.
- The organization will provide operational capability within 12 hours of the event and be able to continue essential functions for 30 days or until normal operations can be resumed.

ESSENTIAL FUNCTIONS

Essential Functions refers to those process and functions that must be maintained under any and all circumstances. These essential functions may be performed on a day to day basis but also include those essential functions that are performed during an emergency including the responsibilities outlined in the Eaton County Emergency Operations Plan (EOP). Identified essential functions for Eaton County are located in each departmental annex. Functions were prioritized into five categories: Immediate, Necessary, Important, Postponed and Extended.

- **Immediate** priority functions are those functions that must be continued without interruption or resumed within 12 hours from a disruption.
- **Necessary** priority functions are those functions that must resumed within 12 to 72 hours following a disruption.
- **Important** priority functions are those functions that must be resumed within 72 hours to 1 week following a disruption.
- **Postponed** priority functions can be delayed until the immediate, necessary, and important functions are operational. These functions are resumed within one week to 30 days following a disruption.
- **Extended** priority functions are those functions that can be delayed for 30 days or more.

This prioritization is based on multiple factors or priorities that all influence how quickly the essential function must be performed. These priorities include:

- Whether the essential function is directly tied to ensuring life safety
- How quickly the essential function would need to be resumed
- Whether other essential functions depend on the essential function being completed
- How severe the impact of not conducting or delaying the performance of the essential function would be
- Whether the essential function is involved in multiple critical processes and services
- How high of a priority the essential function is for management

The essential functions that are directly tied to ensuring life safety, need to be resumed the quickest, support other essential functions, have the greatest severity when not completed, are involved in multiple critical processes and services and are a priority of management are the essential functions that would need to be recovered first. The processes, critical applications and vital records would be recovered following the prioritization of the essential functions they support.

AUTHORITIES AND REFERENCES

Authorities

Federal

- Continuity Guidance Circular (February 2018), Federal National Continuity Programs
- Presidential Policy Directive 8 – *National Preparedness*
- Presidential Policy Directive 40 – *National Continuity Policy*
- Presidential Policy Directive 21– *Critical Infrastructure Security and Resilience*

State

- Emergency Management Act, Act 390 of 1976

Local

- Eaton County Resolution 19-8-91 – Resolution Adopting the “Eaton County Emergency Operations Plan”
- Eaton County Resolution – Resolution adopting the “Eaton County COOP/COG Plan”
- Temporary Remote Work Policy and Agreement

References

Federal

- Federal Emergency Management Agency. (2018). *Continuity Guidance Circular*. Retrieved from <https://www.fema.gov/media-library/assets/documents/132130>
- Federal Emergency Management Agency. (2018). *Continuity Assistance Tool (CAT)*. Retrieved from <https://www.fema.gov/media-library/assets/documents/158679>
- U.S. Department of Homeland Security. (2015). *National Preparedness Goal, Second Edition*. Retrieved from
- <Http://www.fema.gov/media-library/assets/documents/25959>

Local

- Eaton County Emergency Management. (2020). *Eaton County Emergency Operations Plan*.
- Eaton County Emergency Management. (2015). *Tri-County Regional Hazard Mitigation Plan for Clinton, Eaton, Ingham Counties and Delta Charter Township in Mid-Michigan*.

CONCEPT OF OPERATIONS

It is the responsibility of local and county governments to ensure the preservation of our form of Government and continue performing its essential services. Additionally, Eaton County’s resiliency is directly related to the effectiveness of its continuity capability. The following sections outline the continuity capability for the Eaton County Governmental Offices and are designed to be an operational framework for all hazards that initiate a continuity of operations response.

It should be recognized that every situation will present different and unique challenges, complexities, and requirements. While extensive effort and years of experience from stakeholders have been brought into develop, coordinate and implement this plan, it should be recognized that this plan functions to provide guidance and should not be rigidly applied to every disaster or pre-planned event. The continuity event may necessitate that the specific details, tasks, assignments, and provisions contained in this plan be modified to effectively continue operations with the situation at hand.

This section outlines both the actions to take when the plan is implemented as well as the logistics support and resource requirements needed to implement and activate the plan. Logistics support and resource requirements necessary to implement the plan may include the alternate operating facility and capability, mission critical systems and resources, essential positions identified in the orders of succession, critical applications, vital records and communication resources.

Phase I – Activation

This phase starts with the occurrence of an event or trigger that may necessitate the activation of continuity operations. Activities that are performed in this phase include:

- Evaluating the situation and deciding whether to activate your organization's continuity capability
- Alerting and notifying all organization personnel of the continuity event
- Notifying county leadership of the disruption
- If necessary, relocating to an alternate site
- If necessary, devolving
- Accounting for all personnel needed to perform the essential functions
- Identifying available leadership within the organization

Decision Process

There are three main triggers that may prompt the need to activate the Eaton County Governmental Offices continuity capability. These three triggers include:

- Losing access to the facility (in part or in whole),
- Losing services due to a reduction in the workforce, and
- Losing services due to equipment or systems failure.

After one or multiple of these triggers have been reached, the Eaton County Controller, or his or her designee, will decide to activate the continuity of operations capability and determine the appropriate continuity response actions. Below is a decision matrix that may be utilized to support the decision-making process for continuity activation.

Decision Matrix for Continuity of Operations Plan Implementation		
	Work Hours	Non-Work Hours
Event with Warning	• Is the threat aimed at the facility or its surrounding area? • Is the threat aimed at agency personnel? • Are employees unsafe remaining in the facility and/or area?	• Is the threat aimed at the facility or its surrounding area? • Is the threat aimed at agency personnel? • Who should be notified of the threat? • Is it safe for employees to return to work the next day?
Event without Warning	• Is the facility affected? • Are personnel affected?	• Is the facility affected?

	• Have personnel safely evacuated, or are they sheltering-in-place? • What are instructions from first responders? • How soon must the organization be operational?	• What are instructions from first responders? • How soon must the organization be operational?
--	---	--

Alert, Notification, and Implementation Process

In the event that a disaster has occurred, contact will have to be made with all personnel from the Eaton County Governmental Offices. Contact information from all the organization's personnel including cell numbers, home numbers, e-mail addresses and home addresses will be managed using the already established notifications systems. These notification systems include departmental phone trees, email groups and Rave Alerts.

An attempt will be made to contact specific organization staff necessary to maintain the essential functions and ensure continuity personnel of Eaton County Governmental Offices via home or cell phone numbers. If contact cannot be made, a(an) Eaton County Governmental Offices representative should try to make physical contact with that specific individual at his/her place of residence. An attempt will also be made to notify non-continuity personnel of the organization's status as well as the organization's expectations for them.

Additionally, county leadership should be notified of the occurrence. Continuity personnel, non-continuity personnel and county leadership will all need different information about the disruption. Please see Attachment #3: Communications Support for more guidance on information to include and steps to take when contacting these different audiences.

Continuity Facilities

"Continuity facilities" is a comprehensive term that refers to both an alternate operating capability and alternate facility use. An alternate operating capability refers to work arrangements such as telework and mobile work concepts. An alternate facility is an operating site with sufficient space, equipment, infrastructure systems and logistical support to maintain operations for 30 days. Alternate facilities should provide:

- Sufficient space and equipment;
- The capability to perform essential functions within 12 hours and up to 30 days;
- Reliable logistical support, services and infrastructure systems
- Consideration for health and safety for personnel
- Interoperable communications
- Computer equipment and software
- Badge/Security access

In the event that the Eaton County Courthouse, 1045 Independence Blvd., Charlotte, Michigan is inaccessible, Eaton County Governmental Offices may use an alternate facility. If an alternate facility will be utilized consideration should be given to any logistics that would be needed to support the execution of the essential functions. This would include:

- Needed equipment
 - Identify what equipment/resources is/are pre-positioned at the alternate site and how it will be maintained
 - Identify what equipment/resources will need to be transported to the alternate site
- Information technology (IT), audiovisual (AV) and telecommunications (Telecoms) support at the alternate site
 - Identify contact information for AV and IT support staff, if needed or different from site point of contact
- Site provisions such as parking, dining facilities, and security
 - Identify contact information for facilities and security, if needed or different from site point of contact

Identified Primary Alternate Facility Locations	
Name of Alternate Site	1. Charlotte City Hall (Charlotte, MI) 2. Eaton County Fairgrounds (Charlotte, MI) 3. The Center (Charlotte, MI)
Point of Contact	1. Charlotte City Manager 2. Fair Office 3. Charlotte Chamber of Commerce
Phone Number	1. 517-543-2750 2. 517-543-4510 3. 517-541-2934
Complete Address of Site	1. 111 E. Lawrence Ave., Charlotte, Michigan 48813 2. 1025 Cochran Ave., Charlotte, Michigan 48813 3. 804 S. Cochran Ave., Charlotte, Michigan 48813
Equipment on Site	All facilities have adequate space, internet capability, tables, chairs, parking, restrooms, heating/air conditioning and are ADA accessible. The Eaton County Fairgrounds also contains an auditorium, kitchen, and dining hall.
Support Staff Contact Information	1. Technology Services, 517-543-4714

*Emergency Management will be discussing the development of written MOA/MOU with the identified facility locations for alternate facility usage.

In addition, the Eaton County Governmental Offices also has an alternate operating capability for personnel fulfilling key positions which includes telework. Continuity personnel have identified equipment and systems that allow them to perform their essential positions remotely. This information is located in each departmental annex.

Other departments within the Eaton County Governmental Complex that have continuity facilities and a Memorandum of Agreement/Understanding (MOA/MOU) enacted include:

Primary Alternate Facility	
Eaton County Central Dispatch	There are three alternate plans for Eaton County Central Dispatch to continue their essential functions. 1. Central Dispatch possesses the capability to operate out of the Emergency Operations Center if the threat or hazard directly affects the main dispatch floor. 2. Central Dispatch possesses the capability to have telecommunicators dispatch resources from home if the threat or hazard directly affects the dispatch building. 3. Michigan State Police Operations, 7119 N. Canal Rd., Dimondale, Michigan *Do not have written MOA/MOU
Eaton County Sheriff's Office (Corrections)	Departmental contingency plans include moving inmates to other County corrections facilities
Eaton County Sheriff's Office (Road Patrol)	The Road Patrol Division operations can operate out of the Delta Division offices and vice versa
Eaton County Technology Services	Hotsite (redundant data center) operations, 1045 Independence Blvd., Charlotte, Michigan
Emergency Operations Center	Delta Township Central Fire Station, 811 N. Canal Rd., Lansing, Michigan

Mission Critical Systems & Resources

Mission critical systems and resources are those systems, software, and resources that are needed to perform the essential functions. Identified mission critical systems and resources are located in each departmental annex.

Phase II – Continuity Operations

During this phase, the organization will be accounting for all organization personnel; performing essential functions; establishing communications with supporting organizations and supported organizations, customers, and stakeholders; and preparing for the reconstitution of the organization.

Lines of Succession

Lines or orders of succession are a formal, sequential listing of organization positions that identify who is authorized to assume an essential role if personnel who perform the essential positions including senior officials are unavailable or unable to perform their responsibilities. Eaton County Government follows the already established line of succession from its organization chart. See Attachment #5 for the organizational chart. The below chart provides a complete order of succession that lists key leadership positions and other essential positions with successors three deep. If the leader is capable, he or she will communicate the change to appropriate staff. If a leader cannot be reached or is unavailable to fulfill his or her role, the next sequential successor will automatically assume the leadership role and make notification to appropriate staff.

Essential Department	Lines of Succession
Board of Commissioners	Chairperson
	Vice Chairperson
	Chair of the Ways & Means Committee
Controller/Administrator	Controller/Administrator
	Deputy Controller/Administrator
	Technology Services Director
Circuit Court	Chief Judge
	Circuit Judge
	Trial Courts Administrator
Probate Court	Probate Judge
	Trial Court Administrator
	Probate Register
District Court	Presiding District Judge
	District Judge
	Trial Courts Administrator
Prosecuting Attorney	Prosecuting Attorney
	Chief Assistant Prosecuting Attorney
	Senior Assistant Prosecuting Attorney
Public Defender Administrator	Chief Public Defender
	Assistant Chief Public Defender
	Executive Assistant
Clerk/Deeds	Clerk

	Chief Deputy County Clerk
	Chief Deputy Register of Deeds
Drain Commissioner	Drain Commissioner
	Deputy Drain Commissioner
	Assessment Administrator
Sheriff	Sheriff
	Undersheriff
	Chief Deputy
Treasurer	Treasurer
	Chief Deputy Treasurer
	Foreclosure Coordinator
Community Development	Director of Community Development and Housing
	Planning and Zoning Administrative Assistant/Code Enforcement Officer
	Veteran Services Officer
Equalization	Director
	Deputy Director
	Description Specialist
Physical Plant	Director
	County Controller/Administrator
	Custodial Supervisor
Technology Services	Director
	Deputy Director
	Network Administrator
Central Dispatch	Director
	Deputy Director
	Systems Manager
Emergency Management	Emergency Manager
	Deputy Emergency Manager
	911 Systems Manager

Delegations of Authority

Delegations of authority identify who is authorized to act on behalf of county leadership for specified purposes and ensures that designated individuals have the legal authority to carry out those responsibilities. If county leadership is unavailable or unable to perform their responsibilities, the above-named successors are delegated the authority, in the order listed, to fulfill the leadership roles of their department.

Critical Applications and Vital Records

Vital records are those electronic and hardcopy documents, references, files that are needed to support the essential functions. Critical applications include information systems and data management software and equipment that support accessing and maintaining your vital records. Additionally, any record that would disrupt the organization's operations and information flow, cause considerable inconvenience, or require replacement or recreation at considerable expense may be considered vital records. Identifying, protecting, and ensuring access to these records and applications enables the performance of essential functions and the reconstitution to normal operations. These documents include any emergency or continuity operating documents and rights and interest records (e.g. the protection of the legal and financial rights of individuals who are directly affected by your organization's activities).

To safeguard these critical applications and vital records, back up mechanisms and redundancies are in place. See the below information and chart for the measures taken. Additionally, Eaton County Government utilizes anti-virus and host-based intrusion prevention software to protect all staff computers.

Most county records (and all current records) are digitally stored. Older birth, death and marriage records may only be in paper form. All are stored in the County Clerk vault at 1045 Independence Blvd., Charlotte, Michigan.

Back up mechanisms for accessing the organization's vital records include having records in the form of both hardcopy and electronic and remote access to the organization's drive. All departments should be able to access their appropriate drive remotely. When the employees are experiencing trouble accessing the drive remotely, personnel may contact Eaton County Technology Services directly or submit an incident support ticket via email to Eaton County Technology Services through their established email account. Vital files, records, and databases needed for each department are identified in each departmental annex.

Continuity Communications

After the initial notification is made to continuity personnel, non-continuity personnel and county leadership, regular communication will need to be maintained with these groups. The Eaton County Controller/Administrator is responsible for ensuring that all communication necessary to continue essential functions is maintained. The Eaton County Controller/Administrator is responsible for ensuring regular communication is established with personnel, a system is established to account for all personnel and a method is maintained for employees to submit inquiries.

Stakeholders and suppliers for county operations will need to be notified of the disruption and informed of how the disruption affects them. The Eaton County Physical Plant Director is responsible for notifying

suppliers of the disruption. The Eaton County Controller/Administrator or Deputy Controller/Administrator is responsible for ensuring the disruption is communicated to stakeholders and a process is established for stakeholders to submit inquiries. Additionally, if the County Emergency Operations Center (EOC) is activated, regular updates will need to be communicated with the EOC. The Emergency Manager is responsible for supplying status updates to the EOC.

Continuity personnel, non-continuity personnel, county leadership, suppliers and stakeholders will all need different information. Please see Attachment #3: Communications Support for more guidance on information to include and steps to take when contacting these different audiences.

Communication capabilities that will be used to keep all employees informed of continuity activities, to coordinate employees in order to carry out the essential functions, to remain in contact with all stakeholders and suppliers, and to coordinate with the EOC should be considered critical communications. By mirroring capabilities and IT systems used during day-to-day operations and choosing resilient communications and IT systems that are capable of operating under conditions that may involve power or other infrastructure disruptions, organizations further ensure the performance of essential functions in continuity situations.

Data and communication resources needed to support the execution of essential functions include:

- Email
- Cell phones
- Virtual meeting platform (Zoom)

Devolution

Devolution is the capacity to transfer statutory authority and responsibility of essential functions from an organization's primary operating staff and facility to other employees and facilities. Devolution planning supports overall continuity planning and addresses catastrophes and other all-hazards emergencies that render an organization's leadership and all personnel designated to perform essential functions unavailable or incapable of performing the essential functions from the primary site or any continuity facilities. During devolution, a different organization may perform your organization's essential functions until your organization can reassume its duties.

In the event that the Eaton County's leadership, personnel designated to perform essential functions, primary facility and continuity facilities are unavailable, essential functions support may be requested from adjacent counties or individuals per administrative code, legislation, etc. until Eaton County may reassume their performance.

Phase III – Reconstitution

Reconstitution is the process by which organizational personnel resume normal operations from the original or replacement facility. It embodies the ability of an organization to recover from an event that disrupts normal operations and consolidates the necessary resources so that the organization can resume its operations as a fully functional entity. Reconstitution involves the three main tasks of transitioning from continuity status to normal operations after the disruption, coordinating and planning for reconstitution regardless of the level of disruption and outlining the procedures for a smooth transition from a relocation site to a restored facility.

Reconstitution is a five-step process:

- Notify all personnel that the threat or actual emergency no longer exists or of the safety plan should there still be a threat (i.e., pandemic).
- Provide instructions for the resumption of normal or “new normal” operations.
- Supervise the orderly return to the normal operating facility.
- Report agency/department status, as appropriate.
- Conduct an After Action Review/Improvement Plan (AAR/IP) of continuity operations and develop a corrective action plan based on the AAR/IP.

HUMAN RESOURCES

From initial notification about a continuity event through reconstitution, Eaton County Government will support all staff. Eaton County will:

- Contact and account for all staff;
- Notify all continuity personnel of their activation and expected actions;
- Notify all non-continuity personnel of the continuity event and their expected actions;
- May provide guidance to all staff on individual emergency preparedness actions that can be taken to prepare themselves and their families;
- Communicate Eaton County’s human resource guidance for emergencies such as pay, leave, and other human resources flexibilities; and
- Communicate any known available emergency assistance.

ROLES & RESPONSIBILITIES

All employees have a role in the organization’s COOP effort. In addition, all county employees may be called upon to assist with the response and recovery effort of a disaster. Therefore, all employees will:

- Stay informed about the incident
- Provide needed contact information to receive alerts
- Follow the directions from leadership that guide the COOP response
- Assist with COOP plan development, maintenance, testing, training and exercises

Eaton County Leadership will:

- Activate the COOP capability and direct the COOP response and recovery effort
- Ensure all human resource matters are addressed including all employee communication
- Maintain a notification system to communicate with employees
- Ensure COOP plan development, maintenance, testing, training and exercises
-

Alternate Facility Operators will:

- Support Eaton County's COOP effort by providing an alternate facility when capable
- Assist with COOP plan development, maintenance, testing, training and exercises

PLAN MAINTENANCE

This plan shall be reviewed annually with all COOP team members. The COOP Coordinators are responsible for maintaining, updating, and distributing any changes to this plan as required based on improvement areas identified through drills, exercises, after action reviews, and/or changes to policy, mission, or organizational structure.

TRAINING AND EXERCISE

An effective training and exercise program facilitates the validation of an organization's continuity capabilities and its ability to perform essential functions during any emergency. Training familiarizes leadership and staff with the procedures and tasks they should perform when executing continuity plans and conducting essential functions. Exercises serve to assess and validate all the components of continuity plans, policies, procedures, systems, and facilities used to ensure continuance of essential functions and identify areas of improvement.

Eaton County will train new leadership and personnel on the organization's continuity capability and their respective roles and responsibilities. Additionally, Eaton County will exercise their plan at least once annually. Other training and exercises may supplement these as appropriate. Eaton County Emergency Management is responsible for initiating the training and annual exercise of the COOP plan.

ATTACHMENT #1: GLOSSARY AND ACRONYMS

Glossary

Continuity of Operations – An effort within individual organizations to ensure they can continue to perform their essential functions during a wide range of emergencies.

Continuity Personnel/Staff – The staff assigned the responsibility to continue essential functions from continuity facilities in the event that their primary operating facilities are threatened or have been incapacitated by an incident.

Delegations of Authority – The identification, by position, of the authorities for making policy determinations and decisions.

Devolution – Devolution requires the transition of roles and responsibilities for performance of essential functions through pre-authorized delegations of authority and responsibility. The authorities are delegated from an organization's primary operating staff to other employees internal or external to the organization in order to sustain essential functions for an extended period. Devolution is a continuity option instead of or in conjunction with relocation in order to ensure the continued performance of essential functions.

Essential Functions – A subset of all the organization's operational functions that encompass those critical areas of operation or functions that must be continued under any and all circumstances.

Essential Positions – Those positions needed to perform the essential functions and are therefore necessary or essential. The identified continuity personnel would fill and perform the role of the essential positions.

Hazard – A Hazard is a natural, technological or social phenomenon that poses a threat to people and their surroundings (in terms of both the natural and the built environment) that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Memorandum of Agreement/Understanding – A memorandum of agreement/understanding (MOA/MOU) is a written document describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective. An MOA serves as a legal document and describes the terms and details of the partnership agreement.

MI CIMS – A web-based information management system that provides a single access point for the collection and dissemination of disaster or event-related information. This system is utilized by the Hamilton County Emergency Management program.

Non-continuity Personnel/Staff – All staff that are not designated necessary to continue essential functions.

Order of Succession – Orders of succession are a formal, sequential listing of organization positions (rather than specific names of individuals) that identify who is authorized to assume a particular leadership or management role under specific circumstances.

Reconstitution – The process by which surviving and/or replacement organization personnel resume normal organization operations from the original or replacement primary operating facility.

Resiliency – The ability to adapt to changing conditions and withstand and rapidly recover from disruption due to emergencies.

Acronyms

AAR – After-Action Review

AV – Audiovisual

COG – Continuity of Government

COOP – Continuity of Operations

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

IT – Information Technology

MOA – Memorandum of Agreement

MOU – Memorandum of Understanding

VPN – Virtual Private Network

ATTACHMENT #2: THREAT AND HAZARDS LISTING

Eaton County is located within emergency management region one in Michigan. The table below is a chart from the 2019 Strategic Planning, THIRA & SPR Regional Workshop. All hazards listed below may occur and impact multiple jurisdictions.

Category	Type
Natural	Flood
Natural	Winter Storm / Ice Storm
Natural	Animal Disease / Agricultural Disease
Natural	Extreme Temperatures
Natural	Severe Storm / High Winds
Natural	Tornado
Natural	Pandemic – Human
Natural	Wildfire
Technological	Fuel Shortage
Technological	Hazmat Release – Chemical
Technological	Pipeline Explosion
Technological	Transportation Accident
Technological	Utility Interruption
Technological	Water Contamination
Human Caused	Active Shooter
Human Caused	Cyber Attack / Cyber Intrusion
Human Caused	Explosive Devices
Human Caused	Food/Water Contamination
Human Caused	Civil Disturbance
Human Caused	Chemical Attack

ATTACHMENT #3: COMMUNICATIONS SUPPORT

As discussed in the Alert, Notification, Implementation Process section found in Phase I – Activation and the Continuity Communications section found in Phase II – Continuity Operations, this attachment is meant to provide guidance on what information to include when notifying different groups. Please see below for the different issues or topics to address when notifying personnel, county leadership, suppliers, and stakeholders. Additionally, having pre-scripted messages will aid in communicating this information for all stakeholders. A sample pre-scripted message is below.

“This message is to inform you that the (state the nature of the emergency/disruption event and status of the organization i.e. open, delayed opening, scheduled leave policy, telework, activating the continuity capability). The Controller’s Office is currently gathering details of the event and status of our facilities. Please (describe how the employee will report their status to the organization) for accountability purposes. Please remain at home on standby or in your current location (if you are on leave or standby) and await further instructions as the situation unfolds. (e.g. your department head/elected official) will contact you by Time (if known) with more information.”

Employees

Continuity Personnel

Considerations to address when notifying continuity personnel:

- The nature of the incident/what happened
- Status of the organization
- Whether the continuity capability is activated
- How the employee will communicate whether they are able to report/work remotely
- If they need to report to an alternate location, when they need to report, where to report, what they need to bring, logistics of where to park and how to access the facility, etc.
- If they are working remotely, summary of how to do so and who to contact if they are having trouble accessing the network remotely
- Compensation/how their pay is affected

Non-continuity Personnel

Considerations to address when notifying non-continuity personnel:

- The nature of the incident/what happened
- Status of the organization
- Whether the continuity capability is activated
- How the employee will communicate their status (whether they were affected by the incident)
- Compensation/how their pay is affected/whether they should collect unemployment
- When they should report to work again

- Whether their job is affected

County Leadership

Considerations to address when notifying county leadership:

- The nature of the incident/what happened
- Status of the organization
- The impact the disruption will have on the community (hazards and economy)
- The steps the organization is taking
- The number of employees affected
- Timeframe for being back up and running

Suppliers

Considerations to address when notifying suppliers or vendors:

- The nature of the incident/what happened
- Status of the organization
- When they should resume deliveries/supplying a service
- Where they should ship/supply their service (especially if operating at an alternate facility)

Stakeholders

Considerations to address when communicating with stakeholders such as customers or the public:

- Status of the service
- Timeframe for being back up and running
- How they will be affected

If the incident is serious the news media will also likely be on scene or calling to obtain information. The media is also one method that stakeholders may learn about the disruption. Below are considerations to address when communicating with the media:

- The nature of the incident/what happened
- Number of injuries or fatalities
- The estimated cost
- The cause of the incident
- Who is responsible
- Actions that are being taken to become operational and/or prevent it from happening again
- Status of the service
- Timeframe for being back up and running

Another method for communicating this information to stakeholders is through social media. Having pre-scripted messages and a designated representative who will disseminate information, monitor the platforms, and respond to inquiries are best practice guidelines for creating a more effective and efficient communication process. Please note, if there is a disaster that affects the county and the Regional Operations Center is activated, all information released through public methods will be coordinated as one message through the established public information channels.

**ATTACHMENT #4: ALTERNATE SITE MEMORANDUM OF
UNDERSTANDING**

DRAFT



EATON COUNTY COMMUNITY CORRECTIONS

1045 Independence Blvd.
Charlotte, MI 48813
(517) 543-2999

Fax:
(517) 543-6364

Advisory Board

Hon. Janice K. Cunningham
Hon. Thomas Byerley
Sean Corbin
Tom Reich
Doug Lloyd
Steve Siegrist
Jeremy Whittum
Corey Bahm
John Boles
Matthew Newburg
Paul Brentar

Coordinator

Melanie Achenbach

Case Managers

Christy Gleason
Kasey McGraw
Peter Klein

Administrative Assistant

Rachelle Rasmussen

January 22, 2021

Eaton County Board of Commissioners
Jeremy Whittum, Chairperson
Brian Lautzenheiser, Vice-Chairperson
Tim Barnes, Commissioner
Blake Mulder, Commissioner
Terrance Augustine, Commissioner
Brandon Haskell, Commissioner
Jeanne Pearl-Wright, Commissioner
Jane Whitacre, Commissioner
Mark Mudry, Commissioner
Joseph C. Brehler, Commissioner
Brian Droscha, Commissioner
Darius Reynnet, Commissioner
Wayne Ridge, Commissioner
Jim Mott, Commissioner
Barbara A. Rogers, Commissioner

To the Eaton County Board of Commissioners:

According to the PA511 Statute, the CCAB is made up of the following members:

“(1) A county advisory board, regional advisory board, city-county advisory board, or city advisory board consists of the following:

- (a) One member who is a county sheriff, or his or her designee.
- (b) One member who is a chief of a city police department, or his or her designee.
- (c) One member who is a judge of the circuit court or his or her designee.
- (d) One member who is a judge of the district court or his or her designee.
- (e) One member who is a judge of the probate court or his or her designee.
- (f) One member who is a county commissioner or city councilperson. For a regional advisory board or a city-county advisory board, 1 county commissioner or



EATON COUNTY COMMUNITY CORRECTIONS

1045 Independence Blvd.
Charlotte, MI 48813
(517) 543-2999

Fax:
(517) 543-6364

Advisory Board

Hon. Janice K. Cunningham
Hon. Thomas Byerley
Sean Corbin
Tom Reich
Doug Lloyd
Steve Siegrist
Jeremy Whittum
Corey Bahm
John Boles
Matthew Newburg
Paul Brentar

Coordinator

Melanie Achenbach

Case Managers

Christy Gleason
Kasey McGraw
Peter Klein

Administrative Assistant

Rachelle Rasmussen

councilperson from each participating city and county shall serve as a member.

(g) At least 1 and not more than 3 members selected from the following service areas: mental health, public health, substance abuse, employment and training, or community alternative programs.

(h) One member who is a county prosecuting attorney or his or her designee.

(i) One member who is a criminal defense attorney and who may be a local public defender.

(j) One member who is from the business community.

(k) One member who is from the communications media.

(l) One member who is either a circuit court probation agent or a district court probation officer.

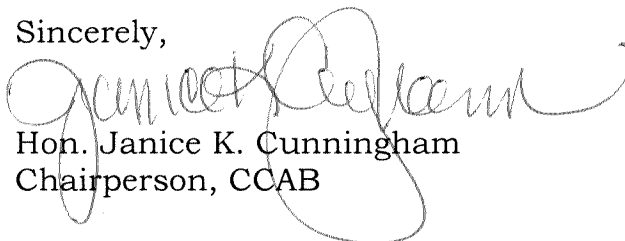
(m) One member who is affiliated with the applicable workforce investment board."

Due to the retirement of the Honorable Julie H. Reincke on 12/31/20, there is a vacant spot on the CCAB. There is no longer one member serving who is a judge of the district court or his or her designee.

On behalf of the Eaton County CCAB, I would like to recommend that the Honorable Julie A. O'Neill serve as the District Court Judge on the CCAB. Judge O'Neill is currently the presiding Judge over the Eaton County District Hybrid Court and would make an excellent addition to our Advisory Board.

Thank you for your consideration in advance.

Sincerely,



Hon. Janice K. Cunningham
Chairperson, CCAB