

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

10/10/2017

304 E. Grand River, Board Chambers, Howell, MI 48843

7:30 PM

AGENDA

1. **CALL TO ORDER**
 2. **APPROVAL OF MINUTES**
Minutes of Meeting Dated: September 11, 2017
 3. **APPROVAL OF AGENDA**
 4. **REPORTS**
LCHD State Accreditation Presentation - Dianne McCormick
 5. **CALL TO THE PUBLIC**
 6. **RESOLUTIONS FOR CONSIDERATION**
-
- 07 **Information Technology**
RESOLUTION AUTHORIZING AN AGREEMENT WITH WINDSTREAM FOR REDUNDANT INTERNET SERVICES – INFORMATION TECHNOLOGY
-
- 08 **Information Technology**
RESOLUTION AUTHORIZING AN AGREEMENT WITH eSCRIBE SOFTWARE LTD. TO PROVIDE BOARD MEETING MANAGEMENT SOFTWARE - GENERAL GOVERNMENT/INFORMATION TECHNOLOGY
-
9. **CALL TO THE PUBLIC**
 10. **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 11, 2017 - 7:30 PM

ADMINISTRATION BUILDING - BOARD CHAMBERS
304 E. Grand River Avenue, Howell, MI 48843

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. CHILDS COMM. DOLAN COMM. GREEN COMM. BEZOTTE

1. **CALL to ORDER:** Meeting called to order by **COMM. DENNIS DOLAN AT 7:55 PM.**
2. **APPROVAL of MINUTES: MINUTES OF MEETING DATED: AUGUST 14, 2017**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: CHILDS / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED

3. **APPROVAL of AGENDA:**

MOTION TO APPROVE THE AGENDA, AS MODIFIED:
MOVED BY: BEZOTTE / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:**

➤ None.

5. **CALL TO THE PUBLIC:**

➤ None.

6. **RESOLUTIONS for CONSIDERATION:**

7. **PUCHASING:** Resolution Authorizing a Contract with DSS Corporation for Digital Imaging and Microfilming Services – Purchasing / General Government / Finance / Board

RECOMMEND MOTION TO: FINANCE
MOVED BY: BEZOTTE / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

8. **MSU EXTENSION:** Resolution to Amend the Memorandum of Agreement (MOA) with MSU Extension – MSU Extension / General Government / Finance / Board

RECOMMEND MOTION TO: FINANCE
MOVED BY: BEZOTTE / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

9. **INFORMATION TECHNOLOGY:** Resolution to Amend Resolution Number 2016-12-201 Authorizing Renewal of a One Year Enterprise IT Leaders Service Agreement Between Livingston County Information Technology and Gartner, Inc. – Information Technology / General Government / Finance / Board

RECOMMEND MOTION TO: FINANCE
MOVED BY: CHILDS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

10. **CALL TO THE PUBLIC:**

- **Matt Shane:** Informed the Committee of two upcoming programs: Connecting Entrepreneurial Communities will be on 10/4 & 10/5 and the Citizen Planner Training Program is underway; this is a multi-week process to learn planning processes.

11. **ADJOURNMENT:**

MOTION TO ADJOURN AT 8:02 PM.
MOVED BY: BEZOTTE / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED

Respectfully Submitted

NATALIE HUNT
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AGREEMENT WITH WINDSTREAM FOR REDUNDANT INTERNET SERVICES – INFORMATION TECHNOLOGY

WHEREAS, the County currently does not have Internet redundancy; and

WHEREAS, the current Internet service is becoming saturated and will soon become insufficient for County business; and

WHEREAS, Windstream is offering Livingston County a 1 Gb Ethernet service for \$2,240 a month and has waived installation charge; and

WHEREAS, Windstream has agreed to relocate the services in the future at no cost; and

WHEREAS, this contract would be for a three (3) year period; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into a three-year agreement with Windstream for Internet services for 1Gb Ethernet service for \$2,240 per month.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign any and all documents related to the above-referenced contract upon approval by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:

Amendment to Agreement

(Existing Service Location)

This Amendment ("AMENDMENT") is made as of this 21st day of September, 2017 to the Service Agreement bearing an Effective Date of _____ (the "Agreement"), by and between County Of Livingston ("Customer") and the Windstream legal entit(ies) providing the Services to Customer, as identified on Customer's bill ("Windstream").

A. Windstream and Customer hereby agree to amend the Agreement to: [check all that apply].

i. **Reconfigure services at the existing Service location, as follows:**

change channel assignments between voice/data [describe change and associated charges]:

change facility from one type to another (e.g., Techpath to PRI) [describe change and associated charges]:

change router equipment from one type to another [describe change and associated charges]:

ii. **Add an additional facility at the existing Service location (describe):**

Installing 1GB Internet circuit

iii. **Add a new Service to existing location (describe):**

iv. **Modify the Term of the Agreement to end as of** _____

v. Relocate the Service location from _____ to _____
There will be a one time non-recurring charge to Customer to relocate the facility(ies) and/or service(s) in connection with this relocation in the amount of \$ _____.

B. Attachment A to this Amendment, Quote # 1395195 which is incorporated by reference, sets forth the rates and other terms and conditions to apply to the additional facilities and/or Services ordered hereunder.

C. Except as modified by this Amendment, the terms and conditions set forth in the Agreement remain unchanged.

D. **This document may only be used for moves, adds, or changes. Under no circumstances, may Customer receive a credit of any kind through execution of this document.**

IN WITNESS WHEREOF, the undersigned have caused this Amendment to be executed by their duly authorized representative, to be effective as of the date first above written.

BY: _____
NAME: _____
TITLE: _____
DATE: _____

WINDSTREAM

BY: _____
NAME: _____
TITLE: _____
DATE: _____

Attachment A to Amendment
Rates for the new facilities and/or Services only

The Rate Schedule attached hereto (if applicable) sets forth the rates that will apply to the services added pursuant to this Amendment

Quote 1395195

Customer Name

Customer Name	County Of Livingston, #200423699	Proposal / Quote ID	1395195
Install Street Address	304 E GRAND RIVER AVE	City, State, Zip	HOWELL, MI, 48843-2323
Opportunity ID	1335032	Service Order Type	Upsell
Contract Term	36	Effective Date	09/21/2017

Bundled Services

Total Qty Price/Unit Total Price

Ethernet Internet Bundle

Bandwidth	1,000.0 Mbps	--	--
Transport Ethernet	1	--	--
Total Services			\$2,144.00

Included Total Qty Price/Unit Total Price

Internet

IP Addresses Block of 64 Charge	--	1	\$96.00	\$96.00
Total Features				\$96.00

Promotion

Product	Credit Amount	Duration of Credit
Promotional Credit	-1,000.00	6

Other Charges (Non-Recurring)

Included Total Qty Price/Unit Total Price

Access Loop

Local Loop Install Charge	--	1	\$0.00	\$0.00
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Internet

Data Installation Charge	--	1	\$0.00	\$0.00
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Total Other Charges (Non-Recurring) \$0.00

* Rates are subject to change on 30 days notice via bill message on customer's invoice.

** Additional charges apply for all local, long distance and 8XX features, network access charge, router maintenance, CPE maintenance and directory listings. For the current features pricing, go to <http://www.paetec.com/about-us/notice>.

*** Amounts listed are reasonable approximations based on initial proposal. Actual amounts shall depend on final lease amount set forth in the Customer's Lease Agreement.

Total Solution

Total Price

Total Monthly Recurring Charges	\$2,240.00
Total Non-Recurring Charges	\$0.00
Minimum Monthly Fee	\$2,073.33

This Proposal is subject to and controlled by the Windstream Service Terms and Conditions, which are incorporated herein by reference and attached hereto. Your signature constitutes your acceptance of the Proposal and your agreement to Windstream's Service Terms and Conditions.

CUSTOMER

Signature: _____

Printed Name: _____

Title: _____

Date: _____

WINDSTREAM

Signature: _____

Printed Name: _____

Title: _____

Date: _____

This offer is voidable by Windstream if not signed and returned to Windstream by 5th day of November, 2017

Letter of Agency

Contact Name:	Company Name:
Billing Address:	
City, State, Zip:	
Current Carrier:	Order Date:

Authorization to Change Service Provider(s)

On behalf of the Company, I hereby authorized Windstream Communications ("Windstream") and its operating affiliates* listed on Exhibit A to change my Company's provider(s) for the following services from my current telecommunications carrier(s) to Windstream for each of the telephone numbers listed below. Check all applicable services:

<input type="checkbox"/>	Local
<input type="checkbox"/>	Intrastate, IntraLATA Long Distance Service (also known as local toll)
<input type="checkbox"/>	Interstate, InterLATA and International Long Distance

I represent that I am at least eighteen years of age and that I have the authority to change telecommunications carriers for each of the telephone numbers identified below. I understand that I have the right to obtain telecommunications services individually. I also understand that I may designate only one local exchange carrier, one intraLATA carrier, and one interLATA carrier per telephone number.

I choose Windstream to act as my agent to carry out the change(s) and authorize Windstream to handle on my behalf all arrangements, including ordering, changing, and/or maintaining my service, with my local telephone company(s), interexchange carriers, equipment vendor(s), and consultant (s). By designating Windstream to act as my agent, I do not permit Windstream to change my service to a carrier other than Windstream. I understand, that there may be a fee to change from the Company's current telecommunications carrier(s) to Windstream.

INSTRUCTIONS: LIST ALL APPLICABLE BILLING TELEPHONE NUMBERS OR LIST THE MAIN BILLING TELEPHONE NUMBER BELOW AND ATTACH A DOCUMENT IDENTIFYING ALL ASSOCIATED TELEPHONE NUMBERS SUBJECT TO THIS LOA

Telephone Numbers:

I authorize Windstream to issue all necessary instructions on my behalf and confirm that my preferred provider for the telecommunications service(s) checked above will be changed for the telephone number(s) specified above. This agreement will remain in effect until revoked in writing by the Company.

Company Signature: _____ Date: _____

*Business Telecom of Virginia, Business Telecom, Cavalier Telephone Mid-Atlantic, Cavalier Telephone, Choice One Communications (of Connecticut, Maine, Massachusetts, New Hampshire, New York, Ohio, Pennsylvania, or Rhode Island), Connecticut Broadband, Connecticut Telephone & Communication Systems, Conversent Communications (of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, or Vermont), CTC Communications, CTC Communications of Virginia, DeltaCom Business Solutions, DeltaCom, EarthLink Business, EarthLink Carrier, Georgia Windstream, IntelliFiber Networks, LDMI Telecommunications, Lightship Telecom, McLeodUSA Telecommunications Services, Nebraska Windstream, Network Telephone, NuVox (Arkansas or Indiana), Oklahoma Windstream, PAETEC Communications of Virginia, PAETEC Communications, Talk America of Virginia, Talk America, Texas Windstream, The Other Phone Company, US LEC Communications, US LEC (of Alabama, Florida, Georgia, Maryland, North Carolina, Pennsylvania, South Carolina, Tennessee, or Virginia), US Xchange (of Illinois, Indiana, Michigan, or Wisconsin), Windstream (Communications Southwest, Accucomm Telecommunications, Alabama, Arkansas, Buffalo Valley, Communications Kerville, Communications Telecom, Communications, Concord Telephone, Conestoga, D&E Systems, D&E, Direct, EN-TEL, Florida, Georgia Communications, Georgia Telephone, Georgia, Iowa Communications, Iowa-Comm, IT-Comm, KDL, KDL-VA, Kentucky (East or West), Kerville Long Distance, Lakedale Link, Lakedale, Lexcom Communications, Lexcom Long Distance, Mississippi, Missouri, Montezuma, Norlight, North Carolina, NorthStar, NTI, Windstream of the Midwest, Ohio, Oklahoma, Pennsylvania, South Carolina, Southwest Long Distance, Standard, Sugar Land, Systems of the Midwest, or Western Reserve), or Windstream NuVox (of Indiana, Kansas, Missouri, Ohio, and Oklahoma)



ADDENDUM TO SERVICE TERMS AND CONDITIONS

This Addendum is entered between Windstream and its affiliates ("Windstream") and Livingston County ("Customer"), Proposal Number 1395195 and amends the Windstream Service Terms and Conditions ("Agreement") entered between Windstream and Customer ("Parties").

CUSTOMER RELOCATION

Pursuant to the Agreement, Customer will receive services and Windstream has agreed to provide Services to Customer at the Service Location at 304 E. Grand River, Howell MI, represented by the Proposal Number listed above.

Notwithstanding the foregoing, Customer has informed Windstream that prior to the expiration of the Minimum Term Commitment it may move to 300 S. Highlander Rd, Howell MI, and has requested that it be permitted to do so with waived move fees and no early termination charges or Liquidated Damages charges, as specified in the Agreement.

Windstream agrees to Customer's request, provided that Customer (i) selects Windstream as its provider of Services at such new location if it is serviceable by Windstream for a new Term commitment of equal to or greater than the original Term, and (ii) pays for Services rendered through the effective termination date at the current location.

The Agreement noted above and this Addendum constitutes the Parties' entire agreement. To the extent there is a conflict between this Addendum and the Agreement, this Addendum controls.

This Addendum may be executed in several counterparts, and all counterparts so executed shall constitute one binding agreement on the Parties hereto and each executed counterpart shall be deemed an original. Facsimile signatures shall be accepted as valid and binding for all purposes.

Windstream and Customer each aver that the signatories to this Addendum below have authority to sign this Addendum.

Hand-written modifications to this Addendum are not binding on either Windstream or Customer.

Livingston County

Windstream and its affiliates

By: _____
Name:
Title:
Date:

By: _____
Name:
Title:
Date:



Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz
Date: 10/4/2017
**Re: Resolution Authorizing an Agreement with Windstream for
Redundant Internet Services**

This is the County's first attempt to secure redundant Internet services in order to mitigate Internet outages to County Offices and departments. Over the last few years, citizen services provided by the County have become more dependent on Internet services as cloud based and remote access applications are increasingly utilized. Access to websites from the State of Michigan, Veterans Affairs, and more depend on Internet access. The loss of Internet access would result in the inability to provide citizen services.

Windstream was selected by the County following purchasing policy requirements. In addition to being the lowest bidder, Windstream has agreed to move its services at no cost in the event Internet services are relocated to the new Central Dispatch building. Central Dispatch relies on Internet access to communicate to mobile data computers (MDC) in all County public safety vehicles. Installing Internet directly to the Central Dispatch facility in the future lowers the risk of Internet failure and removes the necessity to rely on County fiber. The addition of a redundant Internet service greatly decreases the risk of service interruption to Central Dispatch operations.

One of the key requirements when selecting the Internet service was that the fiber transmission path has to be separate from our current Internet providers' path. Currently our existing Internet providers' path heads toward Brighton while Windstream's path is in Howell. Windstream met the path requirement.

The cost of service is \$2,440 per month for three-years with no cost to install. It will take Windstream no longer than 90 days to connect their fiber to the County data center.

If you have any questions then please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AGREEMENT WITH eSCRIBE SOFTWARE LTD. TO PROVIDE BOARD MEETING MANAGEMENT SOFTWARE - INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, Livingston County has a need to replace the Board Meeting Management program that has been in use since 2006 and is on a platform that is no longer supported by Microsoft; and

WHEREAS, Information Technology along with key stakeholders, considered 3 potential products; finding that the core functionality of each of the 3 products would satisfy the needs of Livingston County; and

WHEREAS, in accordance with the County's Purchasing Policy, quotes were obtained and evaluated; and

WHEREAS, supplied references for each product were contacted; and

WHEREAS, eSCRIBE Software Ltd. of Markham, Ontario, Canada was selected due to superior references and their highly competitive quote, that implements the eSCRIBE Meeting Management software at the cost of \$22,333 for the period of October 31, 2017 through December 31, 2018; and

WHEREAS, subsequent subscription fees are as follows, contracting for 5 years keeps the subscription fees constant; and

WHEREAS, funding for same was budgeted for and is available through the Information Technology Budget; and

Year	Product	Amount
Year 2	Meeting Management Software	\$15,800
Year 2	NEW Board Member Management Module	1 st Year Free
Year 3	Meeting Management Software	\$15,800
Year 3	Board Member Management Module (prorated)	\$2,250
Year 4	Meeting Management Software	\$15,800
Year 4	Board Member Management Module	\$3,000
Year 5	Meeting Management Software	\$15,800
Year 5	Board Member Management Module	\$3,000
5 Year (62 month) TCO		\$93,783

WHEREAS, eSCRIBE also markets a Video Streaming/Archival solution that integrates with Board Agendas; this product has been quoted at \$8,000 per year; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with eSCRIBE Software Ltd. to implement Board Meeting Management and Board Membership Management software at the initial not to exceed cost of \$22,333 for the period of October 31, 2017 through December 31, 2018, extending the contract

for a total of 62 months, ending December 31, 2022, a total of \$93,783, with an option for a subsequent five (5) year renewal.

THEREFORE BE IT RESOLVED that if the option to upgrade to the eSCRIBE Transparency Bundle is exercised, which includes the option for video live streaming and / or video archival, that the Livingston County Board of Commissioners approves a not to exceed annual cost of \$8,000 for years 1 through 5, with an option for subsequent five (5) year renewal.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:
SECONDED:
CARRIED:

Company	Implementation Costs	Agendas	Minutes	Boards & Commissions Management	Meeting Server / Encoder	Base System Implementation	Year 2 w/o Video	Year 3 w/o Video	Year 4w/o Video	Year 5 w/o Video	Implementation + 4 Years	5 Year - Quote Difference to lowest cost
Accela *		\$18,990	Included	\$8,400		\$27,390	\$27,390	\$27,390	\$27,390	\$27,390	\$136,950	\$45,800
w/7% discount		\$17,661		\$7,812		\$25,473	\$25,473	\$25,473	\$25,473	\$25,473	\$127,365	\$36,215
eScribe	\$3,900	\$15,800	Included	**		\$19,700	\$15,800	\$18,050	\$18,800	\$18,800	\$91,150	
Granicus		\$14,388	\$8,400	\$9,600	\$4,475	\$36,863	\$33,588	\$33,588	\$33,588	\$33,588	\$171,215	\$80,065

* 7% discount if agreement signed by 10/30/2017

** In development, will be released Jan. 2018. Year 1 free, subscription fee starting in 2019 at "purchase" cost, \$2,250.

Company	Video	Encoder	Total Video Implementation Costs	Year 2	Year 3	Year 4	Year 5	5 Year TCO	High Definition	High Definition Total
Accela *	\$11,960	Included	\$11,960	\$11,960	\$11,960	\$11,960	\$11,960	\$59,800	\$29,500	\$89,300
w/7% discount	\$11,228	Included	\$11,228	\$11,228	\$11,228	\$11,228	\$11,228	\$56,141	\$27,435	\$83,576
eScribe **	\$8,000	Included	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$40,000	-	\$40,000
Granicus	\$8,400	Included	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$42,000		\$42,000

Includes Software to process video, hosting of video, synchronization of agenda to video... Camera, microphones, recording hardware not included.

* Standard Definition option shown, High definition is additional \$5,900 per year

** Can be standard definition or high-definition.



Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz
Date: 10/3/2017
Re: Replacement of Board Meeting Management software

Livingston County has been using the current Board Meeting Management software since 2006. The platform that the software runs on is outdated and no longer supported by Microsoft and poses a security risk. We urgently need to replace the current software.

In order to choose a suitable replacement, IT worked with key stakeholders, Meeting / Resolution Administrators, to research replacement options. Three products were examined and demoed. References were contacted and quotes were obtained. eSCRIBE Software Ltd. of Markham, Ontario, Canada was selected based on the product's functionality, references and reasonable pricing.

Their contract spans 5 years, 2 months. This affords us a fixed subscription fee over the 62 month period. Initial implementation will be \$22,333 for the first 14 months (to align the renewals with a calendar year). The sixty-two (62) month Total Cost of Ownership (TCO) is \$93,783. Annual fees beyond the 5 years are capped at 3% or Michigan CPI, whichever is higher.

eSCRIBE also markets an integrated video streaming and/or archival solution that could be implemented for \$8,000 per year, should the board decide to do so.

If you have any questions regarding this matter please contact me.