Finance Committee Minutes

3/16/2021
1:30 PM
Conf Rm F and Zoom ID#6084719153

Meeting called by:	Ray Steinke	**Note taker:**	Paul Bullock
Attendees:	Bill Routley, Jerri Strong, Marilynn Bradstrom, Mindy Taylor		

---------- Agenda Topics ----------

Call To Order	1:30 PM

Public Comment	NONE

Software Request Prosecutor's Office	Prosecutor

Discussion: The Committee reviewed a proposal from the Prosecutor to convert to the "Prosecutor by Karpel" case management system. The software would allow for paperless environment and would allow the information from the police agencies Zeurcher software to be seamlessly incorporated into the Prosecutor's files. The system would be customized to create reports and files that could be electronically sent to law enforcement, defendant's attorneys, the courts, etc.. A number of Michigan counties have gone to the system with excellent results. Total cost of the system for the first year would be $54,125 with annual maintenance starting in year two at $6,725. Karpel provides secure cloud-based data storage with end to end encryption. relieving the County of additional storage and security costs associated with onsite redundant storage. The software will also allow employees to work remotely if necessary.

Conclusions: **The Committee will recommend to the Board that the Prosecutor be authorized to begin the purchasing process for the Karpel system, with funding to come from Stimulus Relief Funds if appropriate.**

Administrator Agreement	Administrator

Discussion: The Committee reviewed the Administrator's employment agreement.

Conclusions: **The Committee instructed that a three year extension of the Administrator's Employment Agreement be placed on the April 1st Board Agenda for action, with a recommendation for approval.**

Other Business	NONE

Commissioner Per Diem and Travel

Discussion: The Committee reviewed and approved all Commissioner Per Diem and Travel.

Listed Bills

Discussion: The Committee reviewed all bills.

Conclusions: **The Committee will recommend that all bills be paid.**

Adjournment	2:10 PM

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Administrator Agreement	Administrator
Other Business	
Commissioner Per Diem and Travel	
Listed Bills	
Adjournment	

Paul Bullock

From:	Brian Thiede
Sent:	Wednesday, March 10, 2021 9:32 AM
To:	Paul Bullock
Subject:	RE: ProsecutorbyKarpel Quote

Paul,

The present records management for the prosecutor's office is ACT/JCT through PACC/PAAM. The annual fee has been running approximately $4,200 per year. As I understand, the proposed system replaces all of that as well as providing document handling and paperless files (more or less depending on taste).

My understanding of the interface between Zuercher and this system would be resident on our office end so that the licenses/support we already have included in the LE end of Zuercher would get all the data to us into a single pipeline that would then couple in with the Karpel software. Craig B had extensive discussions with them a couple of years ago and that is what I gleaned from that and from what I have learned about our existing, but unused, connection to Zuercher.

Brian

From: Paul Bullock <pbullock@mecostacounty.org>
Sent: Wednesday, March 10, 2021 9:15 AM
To: Brian Thiede <bthiede@mecostacounty.org>
Subject: RE: ProsecutorbyKarpel Quote

Thank you Brian,

Can you tell me if we would need to get the city and the SO on this, at $10,000/interface/agency, to make it work.

Also, please remind me what annual software would be done away with, and what that would save. Thank you.

Paul E. Bullock
Controller/Administrator
Mecosta County, Michigan

From: Brian Thiede <bthiede@mecostacounty.org>
Sent: Tuesday, March 9, 2021 3:42 PM
To: Paul Bullock <pbullock@mecostacounty.org>
Subject: ProsecutorbyKarpel Quote

Paul,

Attached is an updated detailed quote. Included is another piece not priced in previously. This piece is to fully integrate Zuercher directly into the prosecutor's office. This would allow for data from Zuercher to automatically populate related placeholders in the Karpel program so that defendant information, victim information etc would only need to be double checked, not reentered. As well, Chief Haynes and I have already gone through Zuercher to create a "Defendant" copy and we can do this as well for probation. When we are hooked together, my office will simply send those versions of the Zuercher reports to the defense as discovery and to probation for presentence reports. Presently there is a lot of

1

printing sorting, redacting (which the choices of what goes into the "Defendant" copy already does) scanning, emailing that would be eliminated.

I can say with reasonable confidence that there will be significant long term savings with this program. Particularly, if we see growth in the county, the efficiency of the legal assistant end of our operation should be able to increase to keep up with increased demand without increasing staff.

In any case, it's pretty cool too.

Brian

Brian E. Thiede

Mecosta County
Prosecuting Attorney
400 Elm Street
Big Rapids, MI 49307
231-592-0141

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9717 Landmark Parkway | St. Louis, MO 63127 | (314) 892-6300

INFORMATION TO THE MECOSTA COUNTY PROSECUTING ATTORNEY'S OFFICE FOR A CASE MANAGEMENT SOLUTION

Karpel Solutions
Contact: Brett White, Sales Executive
Phone: (314) 892-6300 x1133
bwhite@karpel.com

March 4, 2021

Executive Summary

Karpel Solutions will provide prosecutor case management software that meets your requirements and is specially configured to match your workflow needs.

We offer an array of advantages over competing vendors, for instance:

PROSECUTORbyKarpel is flexible to your needs
PROSECUTORbyKarpel's configurability distinguishes it from other case management systems. At Karpel, we realize that your agency is unique. You use different workflows, have different reporting needs, use different documents, follow different rules, and need different security privileges,

With PROSECUTORbyKarpel, you are not limited by the needs of "most" agencies. If given the project, we will work with you to learn and define your needs exactly, and then we will configure PROSECUTORbyKarpel to meet those needs.

You can configure PROSECUTORbyKarpel yourself
Besides performing the initial configurations of PROSECUTORbyKarpel for you, we will teach your administrators to configure the software as well. With other vendors, when your needs change, you would need to go through them for expensive customizations. PROSECUTORbyKarpel, on the other hand, can be configured without our assistance.

You still receive all the benefits of a COTS solution

Although PROSECUTORbyKarpel is completely configurable to your needs, from a technical perspective it is the same version that all Karpel's prosecution clients use, allowing you to take advantage of the knowledge, input, documents, and reports of our nationwide client base.

PROSECUTORbyKarpel has been proven by hundreds of prosecuting agencies
PROSECUTORbyKarpel's excellence can be attested to by some of the largest and smallest prosecuting offices in the country. We have worked with prosecuting agencies since our inception, meaning our development and project management teams are very familiar with and skilled in meeting the needs of agencies such as yours.

PROSECUTORbyKarpel includes superior client assistance
To choose PROSECUTORbyKarpel is to choose a vendor that offers extensive and ongoing training, bi-annual version upgrades, experienced project management, and flexible client assistance. Our retention rate, unsurpassed in our industry, attests to the satisfaction of our clients with our products and our service.

Feel free to contact me with any additional questions regarding this proposal at (314) 892-6300 x1133 or email me at bwhite@karpel.com.

Sincerely,

Brett White
Sales Executive

Introduction to Karpel Solutions

Karpel has successfully implemented PROSECUTORbyKarpel in over 450 agencies in 30 states. Our exclusive focus on the justice industry means our development and project management teams are very knowledgeable about the needs and requirements of prosecuting agencies such as yours and has great experience in meeting them.

All of our projects involve configuring PROSECUTORbyKarpel to meet our client's specific needs, and many of these implementations have also included large, even state-wide data sharing and data conversion components. Our extensive experience in each of these areas assures you that we have the ability to successfully create and configure your project as well. Our client retention rate, unsurpassed in our industry, attests to both the power of our software and the satisfaction of our clients with our services.

We use our sizeable research and development budget to enhance PROSECUTORbyKarpel according to client requests and our ongoing research into prosecutors' needs. Through our aggressive release cycle, we ensure that PROSECUTORbyKarpel is compliant with the latest technologies (e.g. SQL Server 2016, Windows 10). We are also a Microsoft Certified Partner, giving us the added advantage of having access to technical coordination and advisory services directly from Microsoft.

KARPEL QUICK FACTS:

- Privately held corporation
- Based in St. Louis, MO
- Founded in 1985
- Over 450 client agencies
- Extensive experience in creating data sharing and conversion projects
- Adhere to and conformant with national integration standards
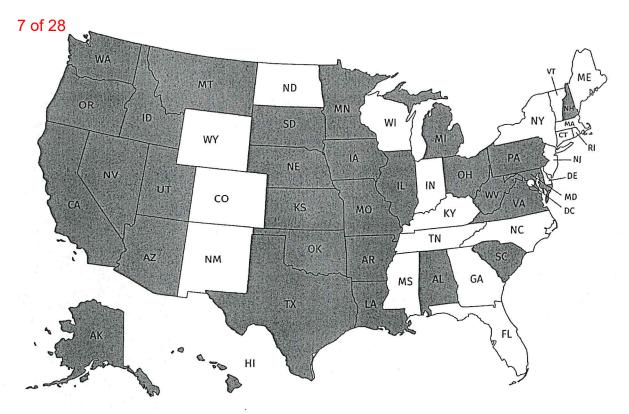- Compliant with latest technologies

Figure 1. *Blue states signify Karpel clients*

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Why Choose PROSECUTORbyKarpel?

PROSECUTORbyKarpel can be configured to employ your business rules, use your terminology, show the information you want, and generate the documents and reports that are important to you
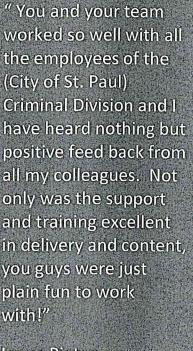
Prosecuting agencies have been the focus of our company since our inception. In fact, we support over 450 agencies, meaning we have acquired vast knowledge about the needs and requirements of these agencies and great experience in meeting them. Due to our vast client base, Karpel Solutions knowledge and experience enables PROSECUTORbyKarpel to come "out of the box" prepared to meet the data entry, reporting, tracking, documenting, and other needs of most prosecuting agencies.

Nevertheless, PROSECUTORbyKarpel is different from other case management solutions because, while it comes with most of your needed functionality intact, our focus is on providing you with a solution that is specifically aligned to your business processes and needs. PROSECUTORbyKarpel is a "hybrid" solution, meaning that it gives you all the advantages of a commercial product—regular releases, rapid response support team and a nationwide user base of your peers—with all the flexibility of a custom-developed application.

PROSECUTORbyKarpel can be completely customized to meet your unique prosecutor case management needs. If given this project, we will meet with you at the project start to discuss your needs and expectations, and we will configure PROSECUTORbyKarpel to meet those needs. With PROSECUTORbyKarpel, you can configure your screens, terminologies, drop-down menus, business rules, and more without modifying the source code. We will also create customized reports and automated documents for your agency, reporting on the information you need and using the format you want.

> " You and your team worked so well with all the employees of the (City of St. Paul) Criminal Division and I have heard nothing but positive feed back from all my colleagues. Not only was the support and training excellent in delivery and content, you guys were just plain fun to work with!"
>
> Laura Pietan
> Deputy City Attorney

Because configurations can be made without altering the source code, as your agency grows and your needs change, you can modify PROSECUTORbyKarpel yourself. Configurations you make will not decrease your compatibility with later releases of PROSECUTORbyKarpel.

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Implementation Description

Karpel's implementation team will work with you to find out your exact needs and configure your software accordingly

Project Overview

To enable both parties to communicate and establish project expectations and timelines, a Karpel project manager will hold an in-depth planning meeting with your agency's designated project manager at the start of the project. Depending on what is most convenient for you, we can hold this meeting online, over the phone, or live at your agency (for an additional charge). You will know and be able to give approval for our finalized plans because our project manager will send you a detailed project plan and communications plan.

To ensure all aspects of your project are completed exactly as you require, we will assign an experienced project management team that consists of a project manager, support resource, documentation specialist, and custom developer (if needed).

So that you can maximize use of your new software, you will receive administrator and end user training as part of your project. You can also receive continued training in the form of free webinars and an affordable yearly conference.

Following go-live, your agency and users will have continual access to our support resources for as long as you maintain a support contract.

> "I want to thank Karpel for the tremendous job they did converting our data. We now have a database that is usable and helpful for every employee of the office...Most importantly, Karpel has provided an effective tool that increases our ability to prosecute crime in our county."
>
> --Michael Hunt, Chief Trial Attorney, Jackson County, Missouri

Client Involvement during Implementation

To ensure your software meets all the goals and requirements you have for it, we seek your input and approval throughout the project. Our project management team will learn your specific goals, workflows, and needs for the software through a detailed planning meeting at the start of the project.

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So that your deliverables are created as you want them in the minimal amount of time, we seek your input prior to creating any template, document, dashboard, or other configuration. To ensure that the finished product meets your approval, we have you look over our work when we finish. You will always know exactly what we are doing and what you need to do as our project manager will communicate with your project manager regularly throughout the duration of the project. You largely control how quickly you go live, as the time you dedicate to the project is the key factor in how quickly it can be completed.

The following table helps you organize your efforts through describing the people you need, their responsibilities, and their involvement level. Allocate the roles as it makes most sense for you: for instance, one person can fill multiple roles, or multiple people can fill one role (increasing or decreasing their time commitment accordingly).

Role	Responsibilities
Project Manager	• Coordinate your resources to perform tasks assigned to your agency, as listed in Statement of Work and project plan • Coordinate appropriate personnel and resources for meetings, training, etc. • Serve as Karpel's primary contact throughout project. • Help develop and then approve the Project Plan • Approve and implement the Communication Management Plan & Change Management Plan • Review and sign off on project tasks • Approve and release payments according to payment milestones
PROSECUTORbyKarpel Administrator(s)	Receive administrator training in order to manage the system following implementation.
IT Staff	Provide permissions and workstation setup as needed.
Subject Matter Experts (SMEs)	• Review data • Define office workflows and procedures to aid in system configuration • Define and test documents and reports you want created • Define and test data exchanges and conversions (if applicable) • Receive document & report author training (if applicable)

What's Needed From Your Office for a Successful Project

- Sufficient time for review of data
    - Let's review the "Preload Workbook"

- Sufficient time for data conversion review
    - Verification of 10 cases per year you have used the legacy system
        - This will happen at least three times

- Sufficient time for document conversion
    - Review charging, motions, victim/witness, sentencing and disposition, and civil
        - Review each document by running an event to test document generation
        - 10 minutes per criminal document
        - 20 minutes per civil document

- Timeliness
    - Must be willing to stick to agreed upon timeline and dates
    - Decision-making attorney must respond to emails within 24 hours to keep project moving forward
    - Decision-making attorney must attend:
        - Project kickoff
        - Establishment of timeline
        - Interface definition meetings
        - Document review signoff
        - Data conversion signoff

- You must be able to provide data and document templates from current system within two weeks of contract signature

Professional Services

Software is only one piece of a successful solution implementation. Our client retention rate is due to both the power of our software and the quality of our professional services, some of which include:

- **client-designed solutions**—As a client, you influence the development of your software with your enhancement requests.

- **version upgrades at no additional cost**—You will receive all regular version upgrades, including major releases, at no additional cost for as long as you maintain a support agreement.

- **continued training**—Besides the in-depth training you receive as part of your implementation, you can receive continued training in the form of free webinars and an affordable yearly conference.

- **data conversions**—Take your data with you when you migrate to PROSECUTORbyKarpel. We have successfully converted agencies of all sizes and from all types of custom-built and commercial applications. If desired, we will convert yours as well.

Client Services

Through choosing PROSECUTORbyKarpel, you choose a quick response time, friendly service, and free version upgrades

When you experience difficulties with your software, you can quickly receive support via the method most comfortable for you, whether that is through calling or sending an email. If you call, you will nearly always reach a live person immediately, and, unlike many support centers, we won't funnel you through an automated menu system. Our client retention rate is largely due to the satisfaction of our clients with their support.

For as long as you maintain a support contract, you will have access to the following services:

- *Support Personnel:* Access support via telephone or email 24x7.
- *Version Releases*: Receive regular version releases, including major version releases annually
- *Patches*: Receive interim release fixes if necessary

Most support issues are resolved on the spot, while a few may take more time and research to solve.

Resolution times are clearly communicated to you.

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>
> " I appreciate the continued customer service and the PbK system which has changed the way that we do business for the better."
>
> David M. Stumbo
> 8th Circuit Solicitor, South Carolina
>
> ● ● ●

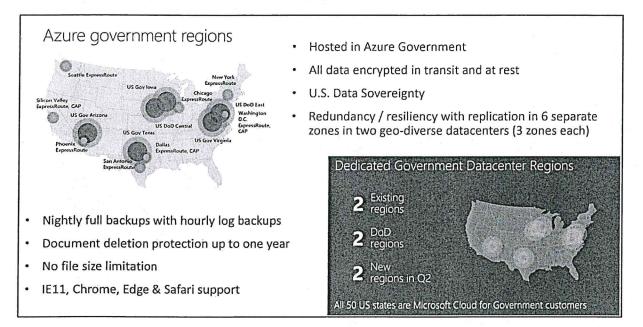**PROSECUTOR** by **KARPEL**

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HOSTEDbyKarpel

Karpel Solutions offers prospective clients our hosting environment for their **PROSECUTORbyKarpel** application within our cloud-based **HOSTEDbyKarpel.**

Several years ago, the cloud did not represent an acceptable option. However, in recent years 95% of clients are selecting our cloud-based option, including some of our largest installations such as King County WA with 356 users, City/County of Honolulu with 250 users, and Maricopa County AZ (Phoenix), with nearly than 1,000 users. Our hosted solution has a 99.5% uptime SLA and has a five-nines (99.999%) record over the last eight years. The solution is managed by our system administrators and engineers employed by Karpel Solutions. 24/7/365 monitoring is performed by our technicians and by other systems run by Karpel Solutions. Server maintenance occurs monthly during off hours (weekends) with client notification three business days prior to the scheduled maintenance. External penetration testing and uptime verification is performed by third party systems.

Additionally, every year Karpel Solutions employees with access to the corporate network go through a federal fingerprint check and security awareness training to remain CJIS compliant. Our hosted service includes offsite backup and disaster recovery services provided by replication between two geo-diverse datacenters.

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Karpel Solutions hosted services are provided through Microsoft's Azure Government Cloud. Microsoft's Azure Government Cloud is designed to meet the higher-level security and compliance needs for sensitive, dedicated, U.S. Public Sector workloads found in regulations such as United States Federal Risk and Authorization Management Program (FedRAMP), Department of Defense Enterprise Cloud Service Broker (ECSB), Criminal Justice Information Services (CJIS) Security Policy and Health Insurance Portability and Accountability Act (HIPAA). For more information regarding security and CJIS compliance, please go to https://azure.microsoft.com/en-us/support/trust-center/compliance/

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"We are working from home so having Karpel has been HUGE in getting this accomplished. I am so thankful your business card made it to my desk."
Tammy - Pickaway County Prosecuting Attorney's Office, Ohio

"Not sure I like working from home but so glad we can."
Keli - Tulsa County District Attorney's Office, Oklahoma

"I can't tell you how great it has been to be able to have staff work from home (be)cause we have such a great system."
Barbara - Polk County District Attorney's Office, Oregon

"LOVE having PbK, it's made this work wherever you are possible for our office. Appreciate all you guys do for us!
Sandy – Ramsey County Attorney's Office, Minnesota

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Pricing Proposal

Itemized and Total Cost

The following tables show the itemized and total cost for your solution.

Software Products/Licensing	Qty.	Price		Total
PROSECUTORbyKarpel	7	$2,250		$15,750
Total Software				**$15,750**

Installation Services	Qty.	Price		Total
PROSECUTORbyKarpel Installation and Configuration	1	$1,000		$1,000
Client Support Tool, Scanning Tool and System Compatibility Check (per computer)	7	$50		$350
Total Installation Services				**$1,350**

Professional Services	Qty.	Price		Total
Project Management		No Additional Cost		
Pre-Implementation Services (hours/online)	12	$150	1 trainer	$1,800
Data Conversion: ACT/JCT	1	$7,500		$7,500
Mock Go-Live and System Administrator Training (30 days prior to go-live, hours/online)	4	$150	1 trainer	$600
Document Template Setup/Conversion (Up to 100 Docs)	1	$2,500		$2,500
Total Professional Services				**$12,400**

Onsite Training Services	Qty.	Price		Total
On Site Training (days)	5	$1,200	1 trainer	$6,000
Total Onsite Training Services				**$6,000**

Customization Services	Qty.	Price		Total
Interface: Zeurcher (LE Referrals)	1	$10,000		$10,000
Total Customization Services				**$10,000**

Total One-Time Costs — $45,500

Annual Support Services	Qty.	Price		Total
PROSECUTORbyKarpel	7	$450		$3,150
Unlimited eDiscovery	1	$875		$875
Interface Annual Support	1	$2,000		$2,000
Hosted Services (per user/year)	7	$100		$700
Total Annual Support Services				**$6,725**

Estimated Travel Expenses — $1,900

Total First Year Cost	**$54,125**

Optional Items	**Price**
Interface: Law Enforcement RMS (per agency)	$10,000
Interface: Court	$10,000
Interface Annual Support (per interface)	*$2,000*
External Agency Portal (Limited Case Data View, Digital File Attachment, eSubpoena, eReferral)	$5,000
External Agency Portal Annual Support	*$1,000*
Document Template Conversion After 100 Documents (per document)	$25
Additional Storage After Included 2TB (per terabyte, per year)	$1,000

PLEASE NOTE: The cost of interfaces represents interface development and deployment from Karpel Solutions. There may be a cost from the other vendor that is not reflected here. Please check with the other vendor for details.

The cost of data conversion assumes data is provided in an acceptable format. Please check with your current vendor to determine if they will charge you for extracting your data.

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What you should know about researching Case Management Software vendors

Every agency deserves software that is easy to use, functional, intuitive, and responsive, as well as a vendor that stands behind its promises. The process of researching and selecting a software vendor can be difficult and time-consuming, but choosing the right vendor to provide software that fits your needs will make the effort worthwhile. Use the questions below to help you gather information, evaluate vendors, and make the right choice.

1. Karpel Solutions   2._____   3._____

Company Background | What you should know about a software vendor

	Karpel	Vendor 2	Vendor 3
How many years has the vendor been in business?	20+		
How many clients does the vendor have?	Over 450		
How many references can the vendor provide?	Over 450		
How often does a new update become available?	6 Months		
Can you take advantage of enhancements other clients have requested?	YES		
Has the vendor's software been acquired from buyouts or mergers?	NO		
How many employees does the vendor have?	Over 60		
What percentage of employees are devoted to development and support?	85%		
Does the vendor aggressively support data sharing?	YES		
Does the company meet strict CJIS compliance requirements?	YES		
Is the company involved in litigation with current/former clients?	NO		

References | What you should ask agencies about their current vendor

	Karpel	Vendor 2	Vendor 3
Was the project implemented in the timeframe the vendor promised?			
Was the project within the budget the vendor quoted at the time of signing?			
Were extra expenses discovered after contracts were signed?			
Did the agency receive all the functionality that was originally expected?			
When the agency calls support, what is the vendor's average response time?			
What is the average system uptime and availability?			
Do upgrades/enhancements require new installations on every PC?			
Is 100 percent of system support provided by the vendor or do they use a third party?			
Does the agency know of other sites using the same system?			
How long have you been using their software?			
Was contracting difficult? How long did it take?			

Pricing | What you should know about a software investment

	Karpel	Vendor 2	Vendor 3
How many user licenses did the vendor include in its pricing, and is it enough?			
Do you have an option for a perpetual license?	YES		
Does pricing include all travel and per diem for the vendor?	YES		
Does pricing indicate what second year support will be?	YES		
Is project management included in the pricing?	YES		
Does pricing include implementation and installation?	YES		
Is pricing fixed, or are there items that can change later?	FIXED		
Are upgrades/updates included with support fees?	YES		
Is on-site training included in pricing?	YES		
Does pricing include additional ongoing training and/or on-site assistance?	YES		
Is document template conversion included in pricing?	YES		
If you decide to part ways with the vendor, how much do they charge for YOUR data?	$1,000		

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Client Experience | How will the vendor work with you?

	Karpel	Vendor 2	Vendor 3
What is the vendor's Technical Support hours?	24x7		
How many updates does the vendor provide every year?	2		
How are enhancement requests handled by the vendor?			
Does the vendor host an annual Users' Conference?	YES		
Is the vendor committed to 100% of your data being converted?	YES		
Will the vendor work with your law enforcement and courts for interfaces?	YES		
Do those interfaces have standard, fixed costs?	YES		
Is the vendor open to building integrations with other applications affordably?	YES		
Can the vendor offer you up to $10MM in liability protection?	YES		
Does the vendor value clients of all sizes, from the very smallest, to the very largest?	YES		

Features & Functionality | What can the software do for you?

Does the software...

	Karpel	Vendor 2	Vendor 3
Integrate with Microsoft Outlook/Exchange/Office365 for email and calendaring?	YES		
Integrate with Microsoft Word?	YES		
Offer easy drag & drop from Windows and Outlook?	YES		
Offer integrated eDiscovery, with tracking and unlimited use?	YES		
Include integrated scanning, without additional plug-ins, or cost?	YES		
Integrate with Westlaw Legal Research?	YES		
OCR and index scanned documents and other files that are in the case?	YES		
Include hundreds of canned/ad-hoc reports?	YES		
Include Victim Services and automatically create the VOCA PMT?	YES		
Offer a Victim Portal?	YES		
Allow for easy use in the courtroom?	YES		
Include comprehensive financial tracking?	YES		
Include Evidence.com integration at no additional cost?	YES		
Have easy-to-use document management with a familiar Windows-type interface?	YES		
Have the ability to build your charge language automatically?	YES		
Allow you to build complex workflow easily?	YES		
Include two-way texting without any additional fees?	YES		
Have an external portal for users outside of your office?	YES		
Does that portal offer law enforcement the ability to upload files directly to cases?	YES		
Using that portal, can law enforcement easily create their own referrals?	YES		
Allow you to send electronic subpoenas to law enforcement?	YES		

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PROSECUTORbyKarpel / DEFENDERbyKarpel Requirements
By Number of Active Users

PROSECUTORbyKarpel (PbK) and DEFENDERbyKarpel (DbK) requires that certain hardware & software prerequisites be met in order for the application to properly and efficiently operate. Based on the number of users concurrently accessing PbK/DbK within an organization, the workstation and internet speed requirements listed in this document must be met - at minimum - in order to ensure a smooth user experience.

Organization tiers are defined by approximate number of users active in PbK/DbK:

- 1-10 users
- 11-25 users
- 26-50 users
- 51-75 users
- 76-100 users
- For greater than 100 users contact Karpel directly so that we can work with you to create a custom configuration based on your organization's needs

Although this document is intended to be adhered to as a list of requirements, we understand that some small variations will arise on a per-install basis. If you have any questions or concerns about portions of the requirements which apply to you, please contact us.

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Workstation configuration, connecting to hostedbykarpel.com (recommended)

Operating System	Windows 10
Memory	6GB
Processor	Intel Core i5-latest gen dual-core (or better)
Hard Drive	1x250GB 7.2kRPM SATA 3Gbps
Browser	Internet Explorer 11, Chrome, Edge, Firefox, Safari
Microsoft Office	Microsoft Word and Outlook 2013 or newer Desktop Versions
Internet connection speeds:	1-10 users: Minimum 20+ Mbps down / 10+ Mbps up
	11-25 users: Minimum 50+ Mbps down / 10+ Mbps up
	26-50 users: Minimum 100+ Mbps down / 20+ Mbps up
	51-75 users: Minimum 150+ Mbps down / 20+ Mbps up
	76-100 users: Minimum 200+ Mbps down / 100+ Mbps up

Workstation configurations, connecting to hostedbykarpel.com (minimum)*

Operating System	Windows 10
Memory	4GB
Processor	Intel Core2Duo dual-core 2.0GHz (or better)
Hard Drive	1x80GB 7.2kRPM SATA 3Gbps
Browser	Internet Explorer 11, Chrome, Edge, Firefox, Safari
Microsoft Office	Microsoft Word and Outlook 2013 or newer Desktop Versions
Internet connection speeds:	1-10 users: Minimum 10+ Mbps down / 10+ Mbps up
	11-25 users: Minimum 20+ Mbps down / 10+ Mbps up
	26-50 users: Minimum 30+ Mbps down / 20+ Mbps up
	51-75 users: Minimum 50+ Mbps down / 20+ Mbps up
	76-100 users: Minimum 100+ Mbps down / 100+ Mbps up

*Bear in mind that as **minimum** requirements to connect to the PROSECUTORbyKarpel application, these specifications are designed to present functionality, not performance. Workstations adhering to these specs will be able to use PROSECUTORbyKarpel, but they cannot be expected to perform at the same level as PCs which meet our listed recommendations. Please be aware and plan accordingly.

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Optional Features & Associated Requirements

Microsoft Exchange Server for Calendaring

Feature	Requirement
Exchange Server Version	Microsoft Exchange Server, Standard or Enterprise edition, 2013, 2016, 2019 or Office365 Karpel synchronization account (documentation on configuring this is available)

Scanners

Feature	Requirement
Scanning	Scanners with a TWAIN driver Note: Fujitsu scanners using ScanSnap **do not work**

Blob Storage Connectivity

Feature	Requirement
Port availability for users to access storage	A specific port between 50000-51000 will be assigned to the following URL *https://blob.hostedbykarpel.com:xxxxx*

Recommended PDF Applications

Feature	Requirement
PDF application recommended	Foxit
PDF applications supported (possible configuration modifications may be needed)	Adobe DC Professional

NetTranscripts

Feature	Requirement
NetTranscripts Integration for transcription of audio files to Word/PDF/RTF files	NetTranscripts Account

Jaspersoft

Feature	Requirement
Jaspersoft Reporting Server	Purchase of Jaspersoft Reporting Server module from Karpel

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<u>NOTICES</u>

Symantec Security Suite can cause issues with Hosted PbK. To fix this issue the hostedbykarpel.com domain must be added to the suites allow list.

If a proxy server or other Internet filtering device/service is in place, ask for the IPs from your Project Manager. These should be added to the allow list of the device/service.

December 2019 Karpel will no longer support Windows 7 as mainstream support has ended and the product is currently in extended support. If Windows 7 is in use it must have all updates / patches. We will not be able to guarantee Windows 7 will continue to work.

Internet Explorer 11 must have all updates / patches installed.

Internet Explorer 11 may have issues after January 12, 2020 running PbK/DbK on Windows 7. If issues occur Karpel will not be able to provide support if it is an Operating System issue.

Current end of life for IE 11 is August 17th, 2021 unless Microsoft publishes an updated schedule. Karpel does recommend users try Chrome, Firefox or Edge for a better experience.

Windows 10 Build 1803 is known to have performance issues with opening documents from a network file share. Make sure a newer version is installed or the following registry fix has been applied.
https://support.microsoft.com/en-us/help/4504548/slow-network-share-performance-using-windows-10-1803

- **<u>Workaround</u>**: In the computer's registry create a new DWORD32 called DirectoryCacheLifetime under HKLM\System\CurrentControlSet\Services\LanmanWorkstation\Parameters\ and setting it to 0 (Zero).

KARPEL SOLUTIONS

EMPLOYMENT AGREEMENT: AMENDED

THIS AGREEMENT, amended entered into this 5th day of April 2018, by and between the Mecosta County Board of Commissioners (here-inafter referred to as the County) and Paul E. Bullock (here-inafter referred to as the Employee).

WITNESSETH:

WHEREAS, the County requires the services of a County Controller/Administrator to assist the Board of Commissioners; and,

WHEREAS, the Employee desires to provide such services;

NOW THEREFORE, for and in consideration of the mutual covenants here-inafter contained, IT IS HEREBY AGREED by and between the parties as follows:

1. **Employment** The Employee is hereby employed as the County Controller/Administrator to the Board of Commissioners effective January 1st, 1996.

2. **Duties** The Employee shall perform all duties as outlined in the attached Job Description.

3. **Compensation** The Employee shall be compensated for his services on a bi-weekly basis, based upon a yearly salary for 2019, 2020, and 2021, as established in the annual Salary Resolution. In the event of termination of employment, the Employee shall be paid pro-rated to the effective date of his termination.

4. **Benefits** The Employee shall receive insurance and other economic fringe benefits, equal to or greater than those provided for under the Mecosta County Personnel Policy.

5. **Employee's Best Efforts** The Employee agrees that at all times he will faithfully and to the best of his ability, experience, and talents, perform all the duties that may be required of him. The Employee shall report to the Mecosta County Board of Commissioners and/or such other representatives as may be designated by the County.

6. **Compliance With the Law** The Employee shall perform all of his respective duties and obligations in complete compliance with all applicable federal, state, and local statutes, laws, ordinances, rules and regulation, and shall adhere to all policies and procedures adopted by the County.

7. **Modification of Agreement** Modifications, amendments or waivers of any provision of this Agreement may be made only by the formal resolution of the County, and shall be reduced to writing and signed by the parties hereto.

8. **Disregarding Titles** The titles of the paragraphs set forth in this Agreement are inserted for convenience or reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

9. **Complete Agreement** This Agreement constitutes the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof,

supersede any and all prior agreements, oral or written, between the parties, if any. It is understood and agreed that this Agreement shall supersede and take precedence over any other document, handbook, benefit plan or other material which could otherwise be construed as being contractual in nature, whether in existence prior to, currently, or subsequent to the execution of this Agreement, unless such other document, handbook, plan of material is made expressly applicable to the Employee by the formal resolution of the County. It is further understood that no County personnel has the authority to enter into any employment agreement with the Employee for any specified period of time, or to make any agreement contrary to the provisions herein, except when the same is approved by the County through a formal resolution.

10. **Return of Property** Upon termination of employment, the Employee shall return all documents, correspondence, files, papers or property of any kind, in all type or nature pertaining to the County, which the Employee may have in his possession or control, and to sign a statement verifying return of such property.

11. **Agreement Term** The term of this agreement shall be for a period of approximately three year(s) commencing July 31, 2018. The Employee shall be notified at least one hundred and twenty days prior to the termination of this Agreement that this contract will be extended or terminated. If no action is taken prior to that one hundred and twenty day period, this contract will automatically be renewed for one more year. Prior to July 1st of any year The Board of Commissioners may offer to extend the agreement term for a period not to exceed three years from the following July 31st.

12. **At Will Termination** Should the Employee be terminated for any reason other than just cause, the Employee shall be entitled to one (1) month severance pay for each year of service, not to exceed nine (9) months in total.

13. **Invalid Provisions** If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceablity of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the this 5th day of April 2018.

IN THE PRESENCE OF:

_____
Witness

_____
William Routley, Chairman
Mecosta County Board of Commissioners

_____
Witness

_____
Paul E. Bullock
Controller/Administrator
Mecosta County, Michigan

TRAVEL VOUCHER

COUNTY OF MECOSTA

Date: Mar 16 2021

Pay to: Ray Steinke

Date	From	To	Reason for Travel	Miles Traveled
~~3-3-21~~	~~Mull Brook Twp~~			
3-8-21	Morley	MillBrook Twp	Twp Meet	34
3-8-21	Morley	Hinton Twp	Twp Meet	17
3-10-21	"	Aetna Twp	" "	6
3-11-21	"	DeerField	" "	6

Charge to: Travel Expense
General Ledger 101-101-810.000

TOTAL MILES	63
x	0.575
TRAVEL TOTAL	$35.28

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Ray Steinke
Signed by Employee

Signed by Dept Head or Deputy if check is for Dept Head

VOUCHER

COUNTY OF MECOSTA

Commissioners

Date _____ 12-Mar-21

Pay to: Jerrilynn Strong
District 2 County Commissioner
1137 17 Mile Road
Remus, Michigan 49340

DATE	ITEMS	AMOUNT	
2/1/2021	AREA AGENCY ON AGING	~~$25.00~~	146
2/2/2021	FINANCE	$25.00	
2/2/2021	PERSONNEL	$25.00	
2/4/2021	COMMISSIONER MEETING	$25.00	
2/16/2021	ROAD COMMISSION	$25.00	
2/16/2021	FINANCE	$25.00	
2/18/2021	EMS	$25.00	
2/18/2021	COMMISSIONER MEETING	$25.00	
2/25/2021	AAA WEBINAR	~~$25.00~~	186

TOTAL _____ ~~$225.00~~

Charge to: Per Diem
Account #: 101 101 705.000

$ 175⁰⁰

Finance Committee Approval _____

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Jerrilynn Strong
Signed

TRAVEL VOUCHER

COUNTY OF MECOSTA

Department: Date: _____ 3/12/2021

Pay to: Jerrilynn Strong
                 District 2 County Commissioner
                 1137 17 Mile Road
                 Remus, Michigan 49340

Date	From	To	Reason for Travel	Miles Traveled
2/16/2021	HOME	BIG RAPIDS	ROAD COMMISSION	25
2/16/2021	BIG RAPIDS	HOME	ROAD COMMISSION	25

Lodging Parking/Meals	Event			Amount
			Total Other	$0.00

	TOTAL MILES	50
	x	0.56
	MILEAGE TOTAL	$28.00
	Meals/Parking Total	$0.00
	Total Reimbursement	$28.00

Charge to:

~~Insert Line item if Travel Reimbursement~~
~~Insert line item if Conference Expense~~

101-101-810.000
Travel

RECEIVED
MAR 16 2021
BOARD OF
COMMISSIONERS

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Jerrilynn Strong
Signed   Employee

_____
Signed   Authorizing Department Head