



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE  
Initial Regular Meeting**

November 10, 2025  
6:00 p.m.  
White Lake Charter Township Hall  
7525 Highland Road  
White Lake, MI 48383

**AGENDA**

- 1. Call to Order** (Chairperson)
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes** (none)
- 5. Reports** (none)
  - A. Administrative Report (none)
  - B. Committee Reports (none)
  - C. Financial Report (none)
  - D. Audits (none)
- 6. Old Business** (none)
- 7. New Business**
  - A. Resolution 2025-1-Adopt Initial Bylaws
  - B. Resolution 2025-2-Elect Initial Officers
  - C. Resolution 2025-3-Retain Legal Counsel
  - D. Resolution 2025-4-Adopt Ethics and Conflict of Interest Policy
  - E. Resolution 2025-5-Format for Agendas, Minutes, and Resolutions
  - F. Resolution 2025-6-Designate Chief Administrative Officer

- G. Resolution 2025-7-Obtain Employer Identification Number
- H. Resolution 2025-8-Designate Financial Institution as Depository
- I. Resolution 2025-9-Adopt Investment Policy
- J. Resolution 2025-10-Adopt Disbursement Policy
- K. Resolution 2025-11-Designate Accountant
- L. Resolution 2025-12-Authorize Issuance of Request for Proposals for Audit Services
- M. Resolution 2025-13-Confirm Tax Exempt Status
- N. Resolution 2025-14-Authorize Chairperson to Accept Gifts or Grants
- O. Resolution 2025-15-Designate Place for Meeting Notices and Responsible Person
- P. Resolution 2025-16-Adopt Freedom of Information Act Procedures and Guidelines and Public Summary
- Q. Resolution 2025-17-Designate Domain Name and Contracts with Service and Internet Providers
- R. Resolution 2025-18-Adopt Regular Meeting Schedule for 2025
- S. Resolution 2025-19-Adopt FY 2025-2026 Budget and Appropriations Time Schedule
- T. Resolution 2025-20-Adopt Public Hearing Date for Recommended Budget
- U. Resolution 2025-21-Obtain Insurance for Directors and Officers
- V. Resolution 2025-22-Adopt Anti-Fraud Policy
- W. Resolution 2025-23-Designate Executive Director

**8. Public Comment** (if any)

**9. Other Business**

**10. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval by the executive committee of the Authority.



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-1**

**Adopt Initial Bylaws**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the following bylaws are hereby adopted as the initial bylaws governing the conduct of the Executive Committee pursuant to section 4.9 of the interlocal agreement creating the Authority and the Executive Committee:

**Courts and Law Enforcement Management Information System (CLEMIS)  
Authority**

**Executive Committee**

**BYLAWS**

(as of November 10, 2025)

**ARTICLE 1**

**PURPOSE AND DEFINITIONS**

1.1. **Organization.** The Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) is organized as a Michigan public body corporate and special authority under an interlocal agreement (the “**Interlocal Agreement**”) between Oakland County, the Charter Township of Bloomfield, the Charter Township of White Lake, and each other public agency that becomes a Participant under the Interlocal Agreement pursuant to the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124.501 to 124.512 (the “**Act**”), for the purpose described in section 2.1 of the Interlocal Agreement and any other purposes authorized by law.

1.2. **Name.** The name of the Authority is: “Courts and Law Enforcement Management Information System (CLEMIS) Authority”. The Authority may use the abbreviated name of “CLEMIS Authority”.

1.3. **Purpose.** The purpose of the Executive Committee is to:

- (1) exercise the powers of the Authority;
- (2) manage and direct on behalf of the public the functions or services performed under the Interlocal Agreement;

- (3) oversee compliance by the Authority with rules and procedures applicable to the Authority under the C.J.I.S. Policy Act, 1974 PA 163, as amended, MCL 28.211 to 28.215; and
- (4) perform other functions and responsibilities vested in the Executive Committee under the Interlocal Agreement.

1.4. **Authority Board.** The Executive Committee acknowledges that the authority board of the Authority (the “**Authority Board**”) is required to review the annual audit of the Authority under section 4.2 of the Interlocal Agreement. The Executive Committee also acknowledges that the Authority Board may review the acts of the Executive Committee if required by law, pursuant to section 4.2 of the Interlocal Agreement. The Executive Committee further acknowledges that the Authority Board may advise the Executive Committee on matters relating to the Authority, including the Authority’s budget and amendments to the Interlocal Agreement.

1.5. **Definitions.** Unless otherwise stated in these bylaws, a term used in these bylaws has the meaning defined in the Interlocal Agreement and the Act.

## ARTICLE 2 OFFICES

2.1. **Principal Office.** The initial principal office of the Authority is 51111 Woodward Ave Ste 723, Pontiac, MI 48342-5037. The principal office also is the registered office of the Authority. The secretary is the registered agent of the Authority unless another individual is designated as the resident agent of the Authority by the Executive Committee.

2.2. **Other Offices.** The Executive Committee may establish and maintain offices at such other places as the Executive Committee may designate or as the business of the Authority requires.

## ARTICLE 3 MEMBERS OF THE EXECUTIVE COMMITTEE

3.1. **Membership.** The nine members of the Executive Committee (each a “**Committee Member**”) together constitute the body empowered by law to govern the Authority. To serve as a Committee Member of the Executive Committee, a person must be a member of the Authority Board.

3.2. **Appointment.** The Executive Committee consists of the following nine members of the Authority Board:

- (1) the member of the Authority Board appointed by the County Executive under section 4.1(a)(5) of the Interlocal Agreement; and
- (2) eight members appointed by the County Executive, including all of the following:

- (A) two members of the Authority Board representing cities, townships, or villages;
- (B) one member of the Authority Board representing counties; and
- (C) five members of the Authority Board representing other Public Agencies.

3.3. **Initial Terms.** The initial terms of office of the Committee Members appointed under section 3.2(2) are as follows:

- (1) two Committee Members appointed for a term of four years;
- (2) two Committee Members appointed for a term of three years;
- (3) two Committee Members appointed for a term of two years; and
- (4) two Committee Members appointed for a term of one year.

3.4. **Terms.** After the initial terms under section 3.3, subsequent appointments of Committee Members appointed under section 3.2(2) will be for terms of four years.

3.5. **Oath of Office.** Before entering upon the duties as a Committee Member, each Committee Member must take and subscribe to the oath of office required by section 1 of article 11 of the Michigan Constitution of 1963. A copy of each oath of office must be filed with the clerk of Oakland County.

3.6. **Vacancy.** A Committee Member's position becomes vacant upon the happening of any of the following events before the expiration of the Committee Member's term:

- (1) the Committee Member is no longer a member of the Authority Board;
- (2) the death of the Committee Member;
- (3) the resignation of the Committee Member;
- (4) the removal of the Committee Member from office;
- (5) the ceasing of the Committee Member to be a resident of the state of Michigan;
- (6) the conviction of the Committee Member of any infamous crime or any offense involving a violation of the Committee Member's oath of office;
- (7) the decision of a competent tribunal declaring the Committee Member's appointment void; or
- (8) the refusal or neglect of the Committee Member to take his or her oath of office, or to give or renew any official bond or to deposit the oath or bond in the manner and which the time prescribed by law.

3.7. **Notice of Vacancy.** The secretary shall notify the Executive Committee of a vacancy. The secretary shall notify the Executive Committee of the expiration of a Committee Member's term at least 90 days before the expiration of the term.

3.8. **Resignation.** A Committee Member may resign by providing written notice of the resignation to the secretary, or to the chairperson if the secretary is resigning or the position of secretary is vacant.

3.9. **Compensation.** A Committee Member will receive no compensation for the performance of his or her duties. A Committee Member may engage in private or public employment, or in a profession or business. A Committee Member may be reimbursed by the Authority for expenses incurred (such as travel and meals) relating to the performance of official duties of the Authority pursuant to a policy adopted by the Executive Committee.

#### ARTICLE 4 OFFICERS

4.1. **Chairperson.** The Committee Member appointed by the County Executive under section 4.5(b)(1) of the Interlocal Agreement is the chairperson of the Executive Committee. The chairperson is the presiding officer of the Executive Committee.

4.2. **Officers.** The Executive Committee shall elect Committee Members to serve as officers in the following positions: vice-chairperson, secretary, and treasurer. The Executive Committee may elect a Committee Member as another officer such as an assistant secretary, assistant treasurer, or other officer. The Executive Committee shall prescribe the duties of the other officers. The other officers also shall perform other duties and functions as required by these bylaws or by resolution of the Executive Committee.

4.3. **Election of Officers.** The Executive Committee shall elect the initial vice-chairperson, secretary, and treasurer of the Authority at the initial meeting of the Executive Committee. After the initial election of officers, officers other than the chairperson will be elected by the Executive Committee on an annual basis.

4.4. **Term.** The vice-chairperson, secretary, and treasurer each will be elected to a one-year term, and each may continue to serve until a successor is appointed or elected and qualified.

4.5. **Vacancy.** If a vacancy occurs in one of the officer positions other than chairperson, the Executive Committee shall elect a replacement to serve in the position for the remainder of the unexpired term of the position. A Committee Member vacating his or her position as a Committee Member also vacates his or her position as an officer of the Executive Committee.

4.6. **Resignation.** An officer may resign from his or her position as an officer by written notice to the secretary, or to the chairperson if the secretary is resigning or the secretary position is vacant.

4.7. **Vice-Chairperson.** The Executive Committee shall elect from among the Committee Members a vice-chairperson. The vice-chairperson performs the duties of the chairperson in the absence or incapacity of the chairperson. If the office of the chairperson is vacant, the vice-chairperson is the acting chairperson of the Executive Committee.

4.8. **Secretary.** The Executive Committee shall elect from among the members of the Executive Committee a secretary. The secretary shall do all of the following:

- (1) keep the minutes of the meetings of the Executive Committee;
- (2) see that all notices are given under these bylaws and applicable laws;
- (3) keep a register of the mailing address, phone number, and email address of each Committee Member; and
- (4) perform all other duties incident to the office of secretary and other duties assigned by the Executive Committee.

4.9. **Treasurer.** The Executive Committee shall elect from among the Committee Members a treasurer. The treasurer shall do all of the following:

- (1) have charge and custody over the funds and any securities of the Authority;
- (2) maintain the financial records of the Authority, including records of receipts and disbursements;
- (3) deposit funds and securities received by the Authority in depositories authorized by the Executive Committee; and
- (4) perform all other duties incident to the office of treasurer and other duties assigned by the Executive Committee.

4.10. **Executive Director.** (a) The Executive Committee shall appoint an individual to serve as the executive director of the Authority (the “**Executive Director**”) to serve as the Authority’s chief executive officer administer all programs, funds, personnel, contracts, and all other administrative functions of the Authority, subject to oversight of the Executive Committee. The Executive Director will receive compensation as determined by the Executive Committee. All terms and conditions of the Executive Director’s employment, including length of service, must be specified in a written contract between the Executive Director and the Authority. The Executive Director will serve at the pleasure of the Executive Committee, and the Executive Committee may remove or discharge the Executive Director by a vote of at least a majority of the Committee Members.

(b) The Executive Director shall exercise the functions and responsibilities of the Executive Director under the Interlocal Agreement, including

approving or denying a request from a Public Agency to become a Participant, and perform other functions and responsibilities vested in the Executive Director under the Interlocal Agreement.

(c) Unless otherwise designated by the Executive Committee, the Executive Director shall serve as the chief administrative officer of the Executive Committee, including for both of the following purposes:

- (1) the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a; and
- (2) the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 to 15.246 (“**FOIA**”), including as FOIA coordinator for the Authority.

(d) The Executive Director may designate another employee of the Authority to act on the Executive Director’s behalf in accepting and processing requests for public records of the Authority and in approving a denial under section 5 of FOIA, MCL 15.235.

4.11. **Staff Assistance.** (a) The Executive Director and other staff of the Authority shall assist the officers of the Authority in performing their duties.

## ARTICLE V COMMITTEES

5.1. **Finance Committee.** A finance committee of the Authority is hereby established as an advisory body (the “**Finance Committee**”). The Finance Committee will consist of a number of Authority Board members designated by a resolution of the Executive Committee. The Executive Committee will appoint the members of the Finance Committee. As directed or requested by the Executive Committee, the Finance Committee will advise the Executive Committee not less than once per year on fees and other charges sufficient to pay the expenses of the CLEMIS System and the Authority.

5.2. **Audit Committee.** The Executive Committee may establish a dedicated audit committee for the purpose of overseeing the accounting and financial reporting processes of the Authority and audits of its financial statements and making recommendations to the Authority Board on approval of the annual audit. If an audit committee is established, the Executive Committee shall establish specific duties and obligations for the audit committee and standards and qualifications for membership of that committee. The Executive Committee may require at least one member of an audit committee to be specifically knowledgeable about financial reports.

5.3. **Other Committees.** The Executive Committee may by resolution establish other special or permanent committees composed of Committee Members or members of the Authority Board, or both, to assist or advise the Executive Committee in the discharge of its duties. A committee’s purpose,



membership, duties, and responsibilities must be provided in a resolution adopted by the Executive Committee.

5.4. **Committee Meetings.** (a) Each committee shall elect from among its members a committee chairperson and a committee vice-chairperson. The committee chairperson shall preside over meetings of the committee. If the committee chairperson is absent, the vice-chairperson shall preside over meetings of the committee.

(b) If a committee established by the Executive Committee under this article functions only in an advisory capacity and does not determine whether items will or will not be referred for action by the Executive Committee, the committee is not required to meet in compliance with the Open Meetings Act, 1976 PA 267, as amended, MCL 15.261 to 15.273 (the “**OMA**”). If a committee established by the Executive Committee is not purely advisory or determines whether items will or will not be referred for action by the Executive Committee or the Authority Board, or both, the committee shall meet in compliance with the OMA.

5.5. **Reports.** Each committee established by the Executive Committee shall report on its activities to the Executive Committee.

5.6. **Advisory Groups.** The Executive Committee may establish advisory groups consisting of individuals representing parties to the Interlocal Agreement and persons or entities to which the Authority provides services to advise the Executive Committee on matters relating to the Authority, including a user advisory group.

## ARTICLE VI MEETINGS

6.1. **Open Meetings.** The Executive Committee shall comply with the OMA. Meetings of the Executive Committee must be held in a place available to the general public. Public notice of the time, date, and place of meetings of the Executive Committee must be given in the manner required by the OMA. All decisions of the Executive Committee must be made at a meeting open to the public. Except as otherwise provided under the OMA, all deliberations of Committee Members constituting a quorum of the Executive Committee must take place at a meeting open to the public. Committee Members may not email, text, instant message, or use other forms of electronic communications to make a decision or deliberate toward a decision.

6.2. **Regular Meetings.** (a) The Executive Committee shall hold regular meetings not less than quarterly at the times, dates, and places within the state of Michigan determined by the Executive Committee. At a regular meeting, in addition to any other matters properly brought before the Executive Committee, the order of business shall be as follows:

- (1) Call to Order;

- (2) Roll Call;
- (3) Approval of Agenda;
- (4) Approval of Minutes;
- (5) Public Comment;
- (6) Reports;
- (7) Old Business;
- (8) New Business;
- (9) Other Business; and
- (10) Adjournment.

(b) At the first meeting of the calendar year, the Executive Committee shall set the dates, times, and places of the regular meetings of the Executive Committee for the coming year. Within ten days after this first meeting, the secretary shall post a public notice stating the dates, times, and places of its regular meetings.

(c) For a change in schedule of regular meetings of the Executive Committee, the secretary shall post within three days after the meeting at which the change is made a public notice stating the new dates, times, and places of the regular meetings. For a rescheduled regular meeting, the secretary must post at least 18 hours before the meeting a public notice stating the date, time, and place of the meeting. The 18-hour notice requirement is not satisfied if the public cannot access the notice during any part of the 18 hours.

**6.3. Special Meetings.** (a) The chairperson may, when the chairperson deems it expedient, necessary, or appropriate, authorize or instruct the secretary to call a special meeting of the Executive Committee to transact any business designated in the notice of the special meeting. The chairperson shall authorize or instruct the secretary to do the same upon written request of three Committee Members.

(b) The chairperson or the Committee Members calling the special meeting shall fix the time, date, and place for the special meeting. Not less than one day before the date of the special meeting, the secretary shall deliver notice of the special meeting to each Committee Member by overnight delivery or email.

(c) For a special meeting, the secretary must post at least 18 hours before the meeting a public notice stating the date, time, and place of the meeting.

(d) At a special meeting, no other business may be considered other than the business stated in the notice of the special meeting. However, if a quorum of Committee Members are present at the special meeting, any business may be transacted.

6.4. **Public Notice.** Public notice of a meeting of the Executive Committee must include the Executive Committee's full name, telephone number, and address, and the time, date, and location of the meeting. The public notice must be posted at a publicly accessible location at the principal office of the Authority. In addition, notice of any meeting of the Executive Committee must be on a portion of the Authority's website that is fully accessible to the public through a prominent and conspicuous link on the Authority's website's homepage that clearly describes its purpose.

6.5. **Quorum.** Five Committee Members is a quorum for the transaction of Executive Committee business. Fewer than five Committee Members may meet and adjourn to some other time or until a quorum is established.

6.6. **Voting.** The Executive Committee shall act at a meeting of the Executive Committee by a vote of at least five Committee Members. Committee Members may not engage in proxy or weighted voting. All resolutions presented to the Executive Committee for action must be in writing and made a part of the Executive Committee's records. Except as otherwise required by law and these bylaws, the Executive Committee may vote by live voice vote. Any Committee Member may demand a roll call vote. If a Committee Member is participating in a meeting remotely pursuant to section 6.10(b), all votes of the Committee Members at the meeting must be a record roll call vote.

6.7. **Rules of Order.** Unless inconsistent with the OMA, these bylaws, or by resolution of the Executive Committee, the rules contained in the current edition of Robert's Rules of Order Newly Revised govern the business of the Executive Committee.

6.8. **Closed Session.** The Executive Committee may meet in a closed session only in compliance with the OMA.

6.9. **Reconvened Meeting.** A meeting of the Executive Committee recessed for more than 36 hours may be reconvened only after the secretary posts public notice of the reconvened meeting at least 18 hours before the reconvened meeting.

6.10. **Committee Member Participation.** (a) Except as provided in section 6.10(b), to participate in a meeting of the Executive Committee, a Committee Member must be physically present at a meeting held within a physical location.

(b) A Committee Member unable to participate in person in a meeting of the Executive Committee due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor of the state of Michigan or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public body if the meeting were held in person, may participate remotely in and vote on business before the Executive Committee using electronic means if all of the following apply:

- (1) the electronic means used provides for two-way communications;
- (2) the Committee Member participating in the meeting remotely makes a public announcement at the outset of the meeting, to be included in the meeting minutes, that the Committee Member is participating in the meeting remotely; and
- (3) if the Committee Member is participating in the meeting remotely for a purpose other than for military duty, the Committee Member's announcement under section 6.10(b)(2) must further identify specifically the Committee Member's physical location by stating the county, city, township, or village and state from which the Committee Member is participating in the meeting remotely.

(c) If the Executive Director is aware before a meeting of the Executive Committee that a Committee Member will participate remotely in a meeting of the Executive Committee, the Executive Director or a designee of the Executive Director shall notify the public on the Authority's website of the remote participation of the Committee Member and provide information on how to contact the Committee Member sufficiently in advance of the meeting to provide input on any business that will come before the public body.

**6.11. Meeting Minutes.** The secretary shall prepare minutes of each meeting of the Executive Committee in compliance with the OMA. The presiding officer and the secretary shall sign all minutes for meetings of the Executive Committee.

**6.12. Public Attendance.** (a) Individuals may attend meetings of the Executive Committee otherwise open to the public, except as otherwise provided in the OMA. The Executive Committee shall not require an individual as a condition of attending a meeting of the Executive Committee to register or otherwise provide the individual's name or other information or otherwise to fulfill a condition precedent to attendance.

(b) An individual who commits a breach of peace at a meeting of the Executive Committee may be removed and excluded from the meeting for a breach of peace committed at the meeting.

(c) An individual attending a meeting of the Executive Committee may tape-record, videotape, broadcast live on radio, and telecast live on television a meeting of the Executive Committee but must minimize the possibility of disrupting the meeting, subject to any rules adopted by the Executive Committee to minimize the possibility of disruption.

**6.13. Public Comment Policy.** (a) An individual wanting to address a meeting of the Executive Committee may do so by making comments during the public comment portion of the agenda for each meeting.

(b) An individual wanting to address the Executive Committee must first state his or her name and address by including that information on a public comment card prepared by the Executive Committee and submitted to the secretary. Before speaking, the individual should state his or her name and address.

(c) Public comments should be addressed to the Executive Committee as a body. Public comment is not an opportunity for dialogue or a question-and-answer period.

(d) The comment time for each individual providing public comment is limited to three minutes. The presiding officer may grant additional time with the approval of the Committee Members. The chairperson may shorten the time allotted to each individual providing public comment depending on the number of individuals who have submitted a public comment card. Individuals providing public comments may not pool their time or yield time to another individual.

(e) Members of the public submitting written comments to the Executive Committee must provide their name, address, and signature on a submitted document.

**6.14. Contact Information.** Each Committee Member shall register the Committee Member's mailing address, email address, and telephone number with the secretary.

**6.15. Notice to Committee Members.** In addition to notice requirements under the OMA, notice of any meeting of the Executive Committee stating the time, date, place, and purpose of the meeting or notice of cancellation of a meeting shall be given to each Committee Member by: (1) mailing a written notice of the meeting to the address designated by a Committee Member at least three days before the meeting; (2) personally delivering written notice of the meeting to a Committee Member at least two days before the meeting; (3) verbally notifying a Committee Member of the meeting at least two days before the meeting in person, by telephone, or by electronic means of verbal communication; or (4) electronically transmitting notice of the meeting to a Committee Member at least two days before the meeting by electronic mail or other form of electronic communication directed to the email address designated by the Committee Member. A Committee Member may waive notice of any meeting by written or electronically transmitted statement sent by the Committee Member. The attendance of a Committee Member at a meeting of the Executive Committee constitutes a waiver of notice of the meeting.

## ARTICLE VII POWERS AND DUTIES

**7.1. Functions and Responsibilities.** (a) The Executive Committee shall exercise the functions and responsibilities of the Executive Committee under the Interlocal Agreement, including exercising the powers of the Authority, and perform

other functions and responsibilities vested in the Executive Committee under the Interlocal Agreement and applicable law.

(b) A Committee Member shall discharge his or her position in a nonpartisan manner, in good faith, and with the degree of diligence, care, and skill that an ordinarily prudent person would exercise under similar circumstances in a like position. In discharging his or her duties, a Committee Member, when acting in good faith, may rely upon any of the following:

- (1) the opinion of legal counsel for the Authority;
- (2) the report of an independent appraiser selected by the Executive Committee; or
- (3) financial statements represented to the Committee Member to be correct by the officer of the Executive Committee having charge of the books of account of the Authority or stated in a written report by an auditor or a certified public accountant, or a firm of certified accountants, to reflect the financial condition of the Authority.

7.2. **Fiscal Year.** The fiscal year of the Authority begins on October 1 and ends on the following September 30.

7.3. **Fees and Charges.** The Executive Committee shall establish fees and other charges sufficient with other resources to pay the expenses of the CLEMIS System and the Authority. When establishing fees and other charges, the Executive Committee shall consider any recommendations made by the Finance Committee.

7.4. **Uniform Budgeting and Accounting Act.** The Executive Director shall prepare all budgets and budget amendments and the Executive Committee shall approve all budgets and budget amendments for the Authority for each fiscal year of the Authority. When preparing and approving the budget and budget amendments, the Executive Director and the Executive Committee shall comply with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a.

7.5. **Admission of Participants.** Consistent with section 9.1 of the Interlocal Agreement, the Executive Committee may adopt procedures governing the admission of Participants.

7.6. **Freedom of Information.** The Executive Committee shall comply with the FOIA. The Executive Committee shall make available to the public a writing prepared, owned, used, in the possession of, or retained by the Executive Committee in the performance of an official function, as provided under the FOIA.

7.7. **Record Retention.** The Executive Committee shall retain and dispose of its books, papers, or records in compliance with section 491 of The Michigan Penal Code, 1931 PA 328, as amended, MCL 750.491, and other applicable Michigan law, including any record retention schedules required under Michigan law.

7.8. **Notice of Withdrawal by Oakland County.** By a vote of at least three-fourths of the Committee Members, the Executive Committee may waive the notice period required by Oakland County to withdraw as a party to the Interlocal Agreement under section 10.3 of the Interlocal Agreement.

7.9. **Disposition Upon Termination.** Upon termination of the Interlocal Agreement, the Executive Committee shall direct the distribution of title to all property and assets owned by the Authority, which may include transfer of the property and assets to Oakland County.

## ARTICLE VIII CONTRACTS, FUNDS, GIFTS, AND GRANTS

8.1. **Contracts.** The Executive Committee may authorize the Executive Director to enter into any contract, to execute and deliver any instrument, or to acknowledge any instrument required by law to be acknowledged on behalf of the Authority, consistent with these bylaws and applicable law.

8.2. **Loans.** No loans may be contracted on behalf of the Authority and no evidence of indebtedness may be issued in the name of the Authority unless authorized by a resolution of the Executive Committee.

8.3. **Checks, Drafts, and Orders.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Authority shall be signed by the Executive Director or the treasurer, or consistent with any disbursement policy adopted by the Executive Committee.

8.4. **Deposits.** Money of the Authority must be deposited in one or more financial institutions designated by the Executive Committee in compliance with 1932 (1st Ex Sess) PA 40, as amended, MCL 129.11 to 129.16, and other applicable law.

8.5. **Investments.** Money of the Authority may be invested pursuant to an investment policy adopted by the Executive Committee in compliance with 1943 PA 20, as amended, MCL 129.91 to 129.97, and other applicable law. The Executive Committee may authorize the Authority to enter into a contract to place surplus money of the Authority in an investment pool pursuant to the Surplus Funds Investment Pool Act, 1982 PA 367, as amended MCL 129.111 to 129.118, the Local Government Investment Pool Act, 1985 PA 121, as amended, MCL 129.141 to 129.150, or other applicable law.

8.6. **Grants.** The chairperson or Executive Director on behalf of the Authority may solicit and accept grants from any public or private source, including the state of Michigan or federal government or any agency of the state of Michigan or the federal government.

8.7. **Audits.** (a) The Executive Committee shall obtain an independent audit of the financial records, accounts, and procedures of the Authority on an annual basis, and as otherwise required by Michigan law.

(b) An audit must be provided to the Authority Board, the Executive Committee, each of the parties to the Interlocal Agreement, and be made available to the public.

8.8. **Reports.** (a) The Executive Director shall periodically report his or her activities as required by the Executive Committee.

(b) The Executive Committee shall provide annual reports in compliance with any applicable requirements under applicable laws or regulations.

(c) The Executive Director shall report to the Executive Committee any gifts, grants, assistance funds, or contributions accepted on behalf of the Authority.

## ARTICLE VII LEGAL REPRESENTATION AND INSURANCE

7.1. **Legal Representation.** (a) If the validity of the Authority or the Interlocal Agreement or an action or activity within the scope of the Act or the Interlocal Agreement is challenged in a legal proceeding where a member of the Authority Board, a member of the Executive Committee, or another officer of the Authority (each a “**Protected Person**”) is named as a defendant, to the fullest extent permitted by law and from funds lawfully available to the Authority, the cost of legal representation of the Protected Person is the responsibility of the Authority, not the Protected Person.

(b) To the fullest extent permitted by law and from funds lawfully available to the Authority, the Authority shall reimburse a Protected Person for costs incurred by the Protected Person, including attorney fees and settlement costs, resulting from any legal challenge or proceeding related to the implementation of the Act or the Interlocal Agreement.

(c) A Protected Person may request that the Authority defend the Protected Person in a proceeding relating to the activities or omissions of the Protected Person under the Act or the Interlocal Agreement and the Authority shall assume defense of the Protected Person at the Authority’s own reasonable cost, to the fullest extent permitted by law and from funds lawfully available to the Authority, unless a conflict under applicable law or rules prohibits the Authority from defending the Protected Person, in which case the Protected Person may retain counsel and the Authority is responsible for the reasonable costs of representing the Protected Person to the fullest extent permitted by law and from funds lawfully available to the Authority.

(d) If a Protected Person retains counsel and the Authority is responsible for the reasonable costs of representing the Protected Person in



connection with a legal proceeding, the Protected Person may be defended by counsel as each Protected Person determines and the Authority shall pay all reasonable and necessary costs of the defense, including reasonable attorney fees, to the fullest extent permitted by law and from funds lawfully available to the Authority.

7.2. **Insurance.** (a) The Executive Committee may authorize the purchase and maintenance of insurance on behalf of any individual who is, or was, a member of the Authority Board, a Committee Member, officers, employees, or agents of the Executive Committee, or is, or was, serving at the request of the Authority Board or Executive Committee as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, authority, intergovernmental entity, or other enterprise against any liability asserted against the individual and incurred by the individual, in any capacity or arising out of the individual's status.

(b) The Executive Committee may authorize the purchase and maintenance of directors and officers insurance, liability insurance, cyber liability insurance, and other forms of insurance, on behalf of the Authority.

## ARTICLE VIII CONFLICT OF INTEREST

8.1. **Ethics and Conflicts of Interest.** The Executive Committee shall adopt ethics policies governing the conduct of the members of the Authority Board, the Executive Committee, the Executive Director, and the officers and employees of the Authority. The policies must be no less stringent than those provided for public officers and employees under 1973 PA 196, as amended, MCL 15.341 to 15.348. Members of the Authority Board, the Executive Committee, the Executive Director, and the officers and employees of the Authority will be deemed to be public servants under 1968 PA 317, as amended, MCL 15.321 to 15.330, and are subject to any other applicable laws with respect to conflicts of interest. The Executive Committee shall establish policies and procedures requiring disclosure of relationships that may give rise to conflicts of interest.

8.2. **Fiduciary Duty.** The members of the Authority Board, the Executive Committee, and the Executive Director are under a fiduciary duty to conduct the activities and affairs of the Authority in the best interests of the Authority, including the safekeeping and use of all Authority money and other Authority assets for the benefit of the Authority. The members of the Authority Board, the Executive Committee, and the Executive Director shall discharge this duty in good faith, with the care an ordinarily prudent individual in a like position would exercise under similar circumstances.

ARTICLE IX  
AMENDMENTS

9.1. **Amendments.** These bylaws may be modified, amended, or repealed, and new bylaws may be adopted by the affirmative vote of five Committee Members at any regular meeting of the Executive Committee. At a special meeting of the Executive Committee, these bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by the affirmative vote of at least five Committee Members if a notice setting forth the proposed changes to the bylaws is provided in accordance with the notice requirements for special meetings. Committee Members must receive an advance copy of any proposed amendments to these bylaws.

**Secretary's Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

---

*(signature of secretary)*

---

*(printed name of secretary)*  
Secretary

122486.000003 4904-6108-8376.1



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-2**

**Election of Initial Officers**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the following members of the Executive Committee are elected as the initial officers of the Executive Committee for terms expiring on November 9, 2026:

Vice-Chairperson \_\_\_\_\_;

Secretary \_\_\_\_\_; and

Treasurer \_\_\_\_\_.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

\_\_\_\_\_  
(signature of secretary)

\_\_\_\_\_  
(printed name of secretary)  
Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-3**

**Retention of Legal Counsel**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that Dykema Gossett PLLC is hereby designated as the initial legal counsel of the Authority;
- that the chairperson of the Executive Committee is authorized to sign an engagement letter of the Authority engaging Dykema Gossett PLLC to provide legal services to the Authority; and
- that the chairperson of the Executive Committee is authorized to waive on behalf of the Authority any conflict of interest Dykema Gossett PLLC may have as a result of its representation of the Oakland County Executive in connection with the formation of the Authority.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

---

*(signature of secretary)*

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*(printed name of secretary)*

Secretary



## COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM (CLEMIS) AUTHORITY

### EXECUTIVE COMMITTEE

#### RESOLUTION 2025-4

##### Adopt Ethics and Conflict of Interest Policy

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that following ethics and conflict of interest policy is adopted and applies to members of the Executive Committee, the authority board of the Authority, and to officers and employees of the Authority:

#### **Ethics and Conflict of Interest Policy**

Members of the authority board (the “**Authority Board**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”), members of the executive committee of the Authority (the “**Executive Committee**”), officers of the Authority, and employees of the Authority (each a “**Covered Individual**”) are subject to, and shall comply with, this ethics and conflict of interest policy (the “**Policy**”).

#### ARTICLE I

##### ETHICS

- 1.1. **Nondisclosure of Confidential Information.** A Covered Individual shall not divulge to an unauthorized person confidential information acquired in the course of employment or service in advance of the time prescribed for its authorized release to the public.
- 1.2. **Personal Opinions.** A Covered Individual shall not represent his or her personal opinion as that of the Authority.
- 1.3. **Appropriate Use of Personnel, Property, and Funds.** A Covered Individual shall use personnel resources, property, and funds under the Covered Individual’s official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- 1.4. **Solicitation.** A Covered Individual shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the Authority, which tends to influence the manner in which the Covered Individual performs official duties.
- 1.5. **Restricted Business Transactions.** A Covered Individual shall not engage in a business transaction in which the Covered Individual may profit from his or

her official position or authority or benefit financially from confidential information that the Covered Individual has obtained or may obtain by reason of that position or authority. Instruction not done during regularly scheduled working hours, except for annual leave or vacation time, is not considered a business transaction under this section 1.5 if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with the Authority.

- 1.6. **Violations.** (a) A Covered Individual who has knowledge that another Covered Individual other than the chairperson of the Executive Committee has violated this Policy may report the existence of the violation to the chairperson of the Executive Committee. A Covered Individual who has knowledge that the chairperson of the Executive Committee has violated this Policy may report the existence of the violation to the vice-chairperson of the Executive Committee.

(b) A Covered Individual who reports or is about to report a violation of this Policy is not subject to any of the following sanctions because they reported or were about to report a violation of this Policy:

- (1) dismissal from employment or office;
- (2) withholding of salary increases that are ordinarily forthcoming to the Covered Individual;
- (3) withholding of promotions that are ordinarily forthcoming to the Covered Individual;
- (4) demotion in employment status; and
- (5) transfer of employment location.

- 1.7. **Reports.** The chairperson of the Executive Committee shall report regularly to the Executive Committee on any violations of this Policy.

## ARTICLE II CONFLICT OF INTEREST

2.1. **Restrictions on Participation in Authority Contracts.** Except as provided in section 2.3, a Covered Individual shall not be a party, directly or indirectly, to any contract between the Covered Individual and the Authority, other than an employment contract between the Covered Individual and the Authority.

2.2. **Restrictions on Soliciting Authority Contracts.** (a) Except as provide in section 2.3, a Covered Individual shall not directly or indirectly solicit any contract between the Authority and any of the following:

- (1) the Covered Individual, excluding an employment contract between the Covered Individual and the Authority;

- (2) any firm, including a partnership, co-partnership, limited liability company, or other unincorporated association of which the Covered Individual is a partner, member, officer, or employee;
- (3) any corporation in which the Covered Individual is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000.00 if the stock is listed on a stock exchange, or of which the Covered Individual is a director, officer, or employee; or
- (4) any trust of which the Covered Individual is a beneficiary or trustee.

(b) A Covered Individual shall not take any part in the negotiations for a contract described in section 2.2(a), the renegotiation or amendment of the contract, or in the approval of the contract, and shall not represent either party in the transaction.

**2.3. Exceptions to Restrictions Under 2.1 and 2.2.** (a) The restrictions under sections 2.1 and 2.2 do not apply to any of the following contracts:

- (1) a contract between two or more public entities;
- (2) a contract awarded by the Authority to the lowest qualified bidder, other than a Covered Individual, upon receipt of sealed bids pursuant to a published notice. Except as authorized by law, the notice does not bar any qualified person, firm, corporation, trust, or other entity from bidding. This section 2.3(a)(2) does not apply to amendments or renegotiations of a contract or to additional payments made under a contract that were not authorized by the contract at the time of award by the Authority; or
- (3) a contract for public utility services where the rates are regulated by the state of Michigan or the federal government.

(b) The restrictions under sections 2.1 and 2.2 do not apply to a Covered Individual who is paid for working an average of 25 hours per week or fewer for the Authority, but the Covered Individual shall meet all of the following requirements:

- (1) the Covered Individual shall promptly disclose any financial interest in a contract with the Authority to the Executive Committee and the disclosure must be made a matter of record in the official proceedings of the Executive Committee and posted on a publicly accessible internet website maintained by the Authority;
- (2) unless the Covered Individual making the disclosure under section 2.3(b)(1) will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract, and the Covered Individual files a sworn affidavit to that effect with the Executive Committee, or unless the contract is for emergency repairs or services, the disclosure must be made in either of the following manners:

- (A) the Covered Individual promptly discloses in writing to the chairperson of the Executive Committee, or if the chairperson is the public servant who is party to the contract, to the secretary of the Executive Committee, the financial interest in the contract at least seven days prior to the meeting at which a vote on the contract will be taken. A disclosure under this section 2.3(b)(2)(A) must be made public in the same manner as a public meeting notice and be posted on a publicly accessible internet website maintained by the Authority; or
  - (B) the Covered Individual discloses the financial interest at a public meeting of the Executive Committee. The vote on the contract must be taken at a meeting of the Executive Committee held at least seven days after the meeting at which the disclosure is made. If the amount of the direct benefit to the Covered Individual is more than \$5,000.00, disclosure must be made as provided under this section 2.3(b)(2)(B);
- (3) the contract is approved by a vote of not less than two-thirds of the full membership of the Executive Committee in open session without the vote of the public servant making the disclosure; and
- (4) the Executive Committee discloses all of the following summary information in its official minutes:
  - (A) the name of each party involved in the contract;
  - (B) the terms of the contract, including duration, financial consideration between parties, facilities, or services of the Authority included in the contract, and the nature and degree of assignment of employees of the Authority for fulfillment of the contract; and
  - (C) the nature of any financial interest.
- (c) If two-thirds of the members of the Executive Committee are not eligible under this Policy to vote on a contract or to constitute a quorum, a member of the Executive Committee may be counted for purposes of a quorum and may vote on the contract if the member of the Executive Committee will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member of the Executive Committee files a sworn affidavit to that effect with the Executive Committee. The affidavit must be made a part of the public record of the official proceedings of the Executive Committee and posted on a publicly accessible internet website maintained by the Authority.
- (d) Sections 2.1 and 2.2 do not prevent a Covered Individual from making or participating in a governmental decision of the Authority to the extent that the Covered Individual's participation is required by law. As used in this section 2.3(d), "**governmental decision**" means a determination, action, vote, or



disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by members of the Executive Committee is required and by which the Authority effectuates or formulates public policy.

**2.4. Restrictions on Conflicting Employment Interests.** Except as provided in section 2.6, a Covered Individual shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Covered Individual's official duties for the Authority or when that employment may tend to impair the Covered Individual's independence of judgment or action in the performance of official duties for the Authority.

**2.5. Additional Restrictions.** Except as provided in section 2.6, a Covered Individual shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuing of permits or certificates, or other regulation or supervision relating to a business entity in which the Covered Individual has a financial or personal interest.

**2.6. Exceptions to Restrictions Under Sections 2.4 and 2.5.** (a) Sections 2.4 and 2.5 do not apply and a Covered Individual may vote on, make, or participate in making a governmental decision if all of the following occur:

- (1) the requisite quorum necessary for official action on the governmental decision by which the Authority Board or Executive Committee on which the Covered Individual serves is not available because the participation of the Covered Individual in the official action would otherwise violate sections 2.4 or 2.5;
- (2) the Covered Individual is not paid for working more than 25 hours per week for the Authority; and
- (3) the Covered Individual promptly discloses any personal, contractual, financial, business, or employment interest the Covered Individual may have in the governmental decision and the disclosure is made part of the public record of the official action of the Authority Board or the Executive Committee on the governmental decision.

(b) Additionally, if the governmental decision involves the awarding of a contract, sections 2.4 and 2.5 do not apply and a Covered Individual may vote on, make, or participate in making the governmental decision if the Covered Individual will directly benefit from the contract in an amount less than \$250.00 or less than 5% of the public cost of the contract, whichever is less, and the Covered Individual files a sworn affidavit containing that information with the Authority Board if the Authority Board is making the governmental decision or the Executive Committee if the Executive Committee is making the governmental decision. The affidavit required by this section 2.6(b) must be made a part of the public record of the

official action on the governmental decision and be posted on a publicly accessible internet website maintained by the Authority.

(c) As used in this section 2.6(c), “**governmental decision**” means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by members of the Authority Board or the Executive Committee is required and by which the Authority effectuates or formulates public policy.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*  
Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-5**

Format for Agendas, Resolutions, and Minutes

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the following format for agendas, resolutions, and minutes of the Executive Committee are approved:

*<Format for Agenda>*

**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**[REGULAR/SPECIAL] MEETING**

[Date of Meeting]  
[Time of Meeting]  
[Meeting Location Name]  
[Meeting Location Address]  
[CITY], MI [Zip Code]

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
- 5. Public Comment**
- 6. Reports**
  - A. Administrative Report
  - B. Committee Reports (if any)
  - C. Financial Report (if any)

D. Audits (if any)

**7. Old Business**

**8. New Business**

**9. Other Business**

**10. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval by the executive committee of the Authority.

<Format for Minutes>

**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

[Date of Meeting]

[Time of Meeting]

[Meeting Location Name]

[Meeting Location Address]

[CITY], MI [Zip Code]

**MINUTES**

☐ Proposed Minutes   ☐ Approved Minutes

**Meeting Type:** ☐ Regular   ☐ Special

**1. Call To Order**

The meeting was called to order by \_\_\_\_\_ at \_\_:\_\_.m.

**2. Roll Call**

Executive committee member attendance:

[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

[Name], Member  
[Name], Member

☐ Present    ☐ Absent  
☐ Present    ☐ Absent

\*By teleconference or video conference (due to military duty or medical condition).

Other attendees: [Name], [Name], . . . and [Name].

**3. Approval of Agenda** *(if items are added, they should be included under other business)*

Moved by:

Supported by:

Yes: \_\_\_\_ No: \_\_\_\_

**4. Approval of Minutes** *(from prior meeting)*

Moved by:

Supported by:

Yes: \_\_\_\_ No: \_\_\_\_

**5. Public Comment** (if any)

[The executive committee heard comments from \_\_\_\_\_ related to  
\_\_\_\_\_.]

**6. Reports**

**A. Administrative Report**

The executive committee received a report from \_\_\_\_\_ related to  
\_\_\_\_\_.

**B. Committee Reports** (if any)

[[There were no committee reports.]/[The executive committee received a report  
from the \_\_\_\_\_ committee related to \_\_\_\_\_].]

**C. Financial Report** (if any)

The executive committee received a report from \_\_\_\_\_ related to financial  
matters of the Courts and Law Enforcement Management Information System  
(CLEMIS) Authority (the “**Authority**”).

**D. Audits** (if any)

[[There were no audits]/[\_\_\_\_\_ from \_\_\_\_\_ presented an  
audit of \_\_\_\_\_ to the executive committee.]]

**7. Old Business**

[Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yes: \_\_\_\_ No: \_\_\_\_]

**8. New Business**

Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yes: \_\_\_\_ No: \_\_\_\_

**9. Other Business**

[Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yes: \_\_\_\_ No: \_\_\_\_]

**10. Adjournment**

Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yes: \_\_\_\_ No: \_\_\_\_

**CERTIFICATION OF MINUTES**

Proposed minutes respectfully submitted,

\_\_\_\_\_  
[Secretary Name]  
Secretary

\_\_\_\_\_  
Date

Approved by the executive committee on [date of approval meeting].

\_\_\_\_\_  
[Secretary Name]  
Secretary

\_\_\_\_\_  
Date

<Format for Resolution>

**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION [YEAR]-[NUMBER]**

[Subject of Resolution]

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that  
....

- [...];
- [...]; and
- [...].

**Secretary’s Certification:**

I certify that this resolution was adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on \_\_\_\_\_.

\_\_\_\_\_  
[Secretary Name]  
Secretary

**Secretary’s Certification:**

I certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

By: \_\_\_\_\_  
(signature of secretary)

\_\_\_\_\_  
(printed name of secretary)  
Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-6**

Designate Chief Administrative Officer

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the chairperson of the Executive Committee is designated as the chief administrative officer of the Authority;
- that the chairperson is the chief administrative officer of the Authority for purposes of the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a (the “**UBAA**”), and shall assure compliance with the UBAA; and
- that the chairperson is the chief administrative officer of the Authority for purposes of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 to 15.246 (“**FOIA**”), is designated as the FOIA coordinator for the Authority, the Authority Board, and the Executive Committee, and shall assure compliance with FOIA.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

---

*(printed name of secretary)*  
Secretary





**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-7**

**Obtain Employer Identification Number**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the chairperson of the Executive Committee, with the assistance of legal counsel, is directed to obtain from the Internal Revenue Service an employer identification number for the Authority.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

---

*(signature of secretary)*

---

*(printed name of secretary)*  
Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-8**

**Designate Financial Institution**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the chairperson and the treasurer of the Executive Committee are authorized to take action necessary to designate Huntington Bancshares Incorporated (“**Huntington Bank**”) as the depository of funds of the Authority;
- that the chairperson and the treasurer are both authorized to execute on behalf of the Authority the documents, resolutions, or other authorizations, and make subsequent changes, as required by Huntington Bank, to establish Huntington Bank as the depository of the Authority, manage depository accounts, and obtain treasury management and other related services from Huntington Bank;
- that the chairperson and the treasurer are both authorized to sign checks and other instruments and withdrawal orders and to designate other persons with that authorization; and
- that Huntington Bank will remain the depository of the funds of the Authority until otherwise directed by the Executive Committee.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-9**

**Adopt of Investment Policy**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the Executive Committee adopts the following as the investment policy of the Authority:

**Investment Policy**

**ARTICLE I**

**PURPOSE AND SCOPE**

- 1.1. **Purpose.** The purpose of this policy is to establish as the policy of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) the investment of public money in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the Authority and complying with applicable laws governing the investment of public money, including 1943 PA 20, as amended, MCL 129.91 to 129.97a (“**Act 20**”).
- 1.2. **Scope.** This policy applies to the money of the Authority, including any of the following funds of the Authority:
  - (a) the general fund;
  - (b) special revenue funds; and
  - (c) other funds created by the executive committee of the Authority (the “**Executive Committee**”), unless specifically exempted by the Executive Committee.

**ARTICLE II**

**STANDARD OF PRUDENCE**

- 2.1. An investment must be made with judgment and care, under circumstances prevailing at the time of the investment, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of the person’s capital and the probable income to be derived.

### ARTICLE III OBJECTIVES

- 3.1. **Primary Objectives.** The primary objectives of the Authority's investment activities are, in priority order: (1) safety; (2) liquidity; and (3) return on investments.
- 3.2. **Safety.** The safety of principal is the foremost objective of the Authority's investment activities. Investments of the Authority must be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio of investments. To attain this objective, the Authority will diversify its investments by investing money among a variety of securities offering independent returns and Financial Institutions.
- 3.3. **Liquidity.** Next, the Authority's investment portfolio must remain sufficiently liquid to enable the Authority to meet all requirements for disbursement of money and operating requirements and that might be reasonably anticipated.
- 3.4. **Return.** Finally, the Authority's investment portfolio must be structured with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles commensurate with the Authority's investment risk constraints and the cash flow characteristics of the Authority's investment portfolio.

### ARTICLE IV AUTHORIZATION AND DELEGATION

- 4.1. Authorization to manage the investments of the Authority is derived from the interlocal agreement creating the Authority between Oakland County, Bloomfield Township, White Lake Township, and other participating public agencies effective October 31, 2025 (the "**Interlocal Agreement**") and the bylaws of the Authority. Management responsibility for the investments of the Authority is hereby delegated to the treasurer of the Authority, who is responsible for all transactions undertaken and must establish a system of controls to regulate the activities of other Authority officials, and their procedures in the absence of the treasurer. The treasurer is hereby designated as the investment officer of the Authority. Agents for the Authority, vendors, and Financial Institution staff may assist the treasurer in exercising the treasurer's duties under this policy.

### ARTICLE V ETHICS AND CONFLICTS OF INTEREST

- 5.1. Officers and agents of the Authority engaged in the investment process shall refrain from personal business activity that could conflict with proper execution of the Authority's investments or that could impair their ability to make impartial investment decisions. Officers and agents of the Authority engaged in the investment process shall disclose to the chairperson of the

Authority any material financial interests in Financial Institutions that conduct business within Michigan, and also shall disclose any large personal financial or investment positions that could be related to the performance of the Authority.

## ARTICLE VI FINANCIAL INSTITUTIONS

- 6.1. **Authorized Financial Institutions.** Money of the Authority must be deposited in a Financial Institution that is a qualified depository of public money under Michigan law. A Financial Institution receiving money of the Authority for deposit shall sign an acknowledgement of receipt of this investment policy and agreement to comply with this investment policy as required under section 6 of Act 20, MCL 129.96, and in the form provided in attachment A.
- 6.2. **Definition.** For purposes of this agreement, “**Financial Institution**” means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in Michigan under the laws of Michigan or the United States.

## ARTICLE VII AUTHORIZED INVESTMENTS

- 7.1. Consistent with Act 20, the Authority may invest in any of the following:
- (a) bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States;
  - (b) certificates of deposit, savings accounts, or depository receipts of a Financial Institution, but only if the Financial Institution complies with section 7.2;
  - (c) certificates of deposit obtained through a Financial Institution as provided in section 7.5;
  - (d) deposit accounts of a Financial Institution as provided in section 7.6;
  - (e) commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase;
  - (f) repurchase agreements consisting of instruments listed in section 7.1(b), subject to the requirements of section 7.8;
  - (g) bankers’ acceptances of United States banks;

- (h) obligations of the state of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service;
  - (i) subject to section 8.1, mutual funds registered under the Investment Company Act of 1940, 15 USC 80a-1 to 80a-64, with authorization to purchase only investment vehicles that are legal for direct investment by a public corporation and that are limited to securities whose intention is to maintain a net asset value of \$1.00 per share, but a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
    - (i) the purchase of securities on a when-issued or delayed delivery basis;
    - (ii) the ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned; or
    - (iii) the limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
  - (j) obligations described in sections 7.1(a) to 7.1(l) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124.501 to 124.512;
  - (k) investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, as amended, MCL 129.111 to 129.118, subject to the requirements of section 8.1; or
  - (l) investment pools organized under the local government investment pool act, 1985 PA 121, as amended, MCL 129.141 to 129.150, subject to the requirements of section 8.1.
- 7.2. Except as provided in section 7.5, the Authority shall not deposit or invest its money in a Financial Institution that is not eligible to be a depository of money belonging to the state of Michigan under Michigan laws or regulations or United States laws or regulations.
- 7.3. Assets acceptable for pledging to secure deposits of Authority money are limited to assets authorized for direct investment under section 7.1.
- 7.4. By resolution, the Executive Committee may authorize the treasurer to enter into written agreements with other public corporations to pool or coordinate the Authority money to be invested under this article 7 with the money of other public corporations. An agreement permitted under this section 7.4 must include all of the following:

- (a) the types of investments permitted to be purchased with pooled funds;
- (b) the rights of members of the pool to withdraw money from the pooled investments without penalty;
- (c) the duration of the agreement and the requirement that the agreement shall not commence until at least 60 days after the public corporations entering into the agreement give written notice to an existing local government investment pool organized under the Local Government Investment Pool Act, 1985 PA 121, as amended, MCL 129.141 to 129.150, in those counties where such a pool is operating and accepting deposits on or before September 29, 2006;
- (d) the method by which the pool will be administered;
- (e) the manner by which the public corporations will respond to liabilities incurred in conjunction with the administration of the pool;
- (f) the manner in which strict accountability for all money will be provided for, including an annual statement of all receipts and disbursements; and
- (g) the manner by which the public corporations will adhere to the requirements of section 5 of Act 20, MCL 129.95, relating to investment policies.

7.5. In addition to the investments authorized under section 7.1, by resolution the Executive Committee may authorize the treasurer to invest Authority money in certificates of deposit in accordance with all of the following conditions:

- (a) the money is initially invested through a Financial Institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146;
- (b) the Financial Institution arranges for the investment of the money in certificates of deposit in one or more insured depository institutions, as defined in 12 USC 1813, or one or more insured credit unions, as defined in 12 USC 1752, for the account of the Authority;
- (c) the full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States;
- (d) the Financial Institution acts as custodian for the Authority with respect to each certificate of deposit; and
- (e) at the same time that the money of the Authority is deposited and the certificate or certificates of deposit are issued, the Financial Institution receives an amount of deposits from customers of other

insured depository institutions or insured credit unions equal to or greater than the amount of the money initially invested by the Authority through the Financial Institution.

- 7.6. In addition to the investments authorized under section 7.1, by resolution the Executive Committee may authorize the treasurer to invest Authority money in deposit accounts that meet all of the following conditions:
- (a) the money is initially deposited in a Financial Institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, as amended, MCL 21.146;
  - (b) the Financial Institution arranges for the deposit of the money in deposit accounts in one or more insured depository institutions, as defined in 12 USC 1813, or one or more insured credit unions, as defined in 12 USC 1752, for the account of the Authority;
  - (c) the full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States;
  - (d) the Financial Institution acts as custodian for the Authority with respect to each deposit account; and
  - (e) on the same date that Authority money is deposited under section 7.6(b), the Financial Institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the money initially deposited by the Authority in the Financial Institution.
- 7.7. If the Authority initially invests its money through a Financial Institution that maintains an office located in Michigan, the Authority may invest the money in certificates of deposit as provided under section 7.5.
- 7.8. If the Authority invests in a repurchase agreement under this article 7, the Authority shall enter into a Master Repurchase Agreement with the Financial Institution.
- 7.9. For purposes of this article 7, “**Master Repurchase Agreement**” means a contract that a governmental entity enters into with a Financial Institution or other person governing a repurchase transaction that contains provisions comparable to those outlined in the Securities Industry and Financial Markets Association’s form Master Repurchase Agreement.

## ARTICLE VIII

### INVESTMENT POOLS AND MUTUAL FUNDS

- 8.1. Before investing in an investment pool or mutual fund, and on a continuing basis after investing in an investment pool or mutual fund, the treasurer shall develop a questionnaire that is responsive to each of the following:



- (a) a description of eligible investment securities, and a written statement of investment policy and objectives;
- (b) a description of interest calculations and how interest is distributed and how gains and losses are treated;
- (c) a description of how the securities are safeguarded, including the settlement process, and how often the securities are priced and the investment pool or mutual fund audited;
- (d) a description of who may invest in the investment pool or mutual fund;
- (e) a schedule for receiving statements and portfolio listings;
- (f) an indication whether reserves are maintained or earnings retained by the investment pool or mutual fund;
- (g) a fee schedule and an indication of when and how fees are assessed; and
- (h) an indication of whether the investment pool or mutual fund is eligible for bond proceeds and whether the investment pool or mutual fund will accept such proceeds.

#### ARTICLE IX SAFEKEEPING AND CUSTODY

- 9.1. All security transactions, including collateral for repurchase agreements, entered into by the Authority must be conducted on a delivery-versus-payment basis. Securities must be held by a nonparty custodian designated by the treasurer and evidenced by safekeeping receipts.

#### ARTICLE X DIVERSIFICATION

- 10.1. The Authority shall diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized investment pools, no more than 50% of the Authority's total investment portfolio may be invested in a single security type.

#### ARTICLE XI MAXIMUM MATURITIES

- 11.1. To the extent possible, the Authority will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Authority shall not directly invest in securities maturing more than three years after the date of purchase.

ARTICLE XII  
INTERNAL CONTROLS

- 12.1. The Executive Committee shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

ARTICLE XIII  
PERFORMANCE STANDARDS

- 13.1. The Authority's investment portfolio must be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs of the Authority. The Authority's investment strategy is passive. Given this strategy, the basis used by the treasurer to determine whether market yields are being achieved will be to identify a comparable benchmark to the Authority's investment portfolio duration.

ARTICLE XIV  
REPORTING

- 14.1. Each quarter, the chief administrative officer of the Authority shall prepare a written report to the Executive Committee concerning the investment of the Authority's money.

ARTICLE XV  
ADOPTION AND MODIFICATION

- 15.1. This investment policy must be adopted by resolution of the Executive Committee. The Executive Committee shall review this investment policy at least annually. No modification of this investment policy will be effective unless approved by resolution of the Executive Committee.

ATTACHMENT A

**Acknowledgement of Receipt of Investment Policy and Agreement to Comply  
with Investment Policy**

In accordance with 1943 PA 20, as amended, MCL 129.91 to 129.97a, the Financial Institution signing this acknowledgement and agreement acknowledges receipt of the investment policy of the Management Information System (CLEMIS) Authority and agrees to comply with the terms of the investment policy.

Name of Financial Institution: \_\_\_\_\_

By: \_\_\_\_\_  
*[signature of authorized individual]*

\_\_\_\_\_  
*[printed name of authorized individual]*

Its:

\_\_\_\_\_  
*[title of authorized individual]*

Date:

\_\_\_\_\_

**Secretary's Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

\_\_\_\_\_  
*(signature of secretary)*

\_\_\_\_\_  
*(printed name of secretary)*  
Secretary

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**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-10**

**Adopt Disbursement Policy**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the chairperson and vice-chairperson of the Executive Committee are each authorized to approve the disbursement of money by the Authority, including the payment of invoices submitted by the Authority’s chief administrative officer, when any of the following apply:
  - (1) the request for disbursement of Authority money is an invoice for work or a required payment under a contract or other agreement previously approved by the Executive Committee and payment would comply with the contract or agreement;
  - (2) the request for disbursement of Authority money is an invoice for miscellaneous goods or services necessary for the operation and administration of the Authority and does not exceed \$2,500.00;
  - (3) the payment is authorized by an appropriation adopted by the Executive Committee and payment would not result in the Authority expending money in excess of an amount authorized by an appropriation; and
  - (4) the Authority has sufficient money to make the payment; and
- that an itemized list of disbursements of Authority money approved for payment must be distributed with the agenda for each regularly scheduled meeting of the Executive Committee, and if a regular meeting of the Executive Committee is cancelled, an itemized list of disbursements approved for payment must be forwarded to the members of the Executive Committee by the date on which the cancelled meeting would have been held.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-11**

**Designate Accountant**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the chairperson of the Executive Committee is authorized to enter into a contract on behalf of the Authority with Plante & Moran, PLLC providing for the firm to serve as the initial accountant of the Authority.

***Secretary’s Certification:***

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-12**

**Authorize Issuance of Request for Proposals for Audit Services**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the Authority’s legal counsel, after consultation with the Authority’s provider of financial and accounting services, is authorized to issue on behalf of the Authority the attached request for proposals to provide audit services to the Authority (the “**RFP**”) for up to five fiscal years; and
- that responses to the RFP shall be presented to the Executive Committee for award of a contract to a responder at least before the regular meeting of the Executive Committee in January of 2026.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



## NOTICE OF REQUEST FOR PROPOSALS

Audit Services

RFP 2025-1

**1. Purpose.** (a) The Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”), a Michigan public body corporate and special authority organized under an interlocal agreement (the “**Interlocal Agreement**”) under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124.501 to 124.512, seeks proposals of qualified firms of independent certified public accountants to provide the Authority with the audit services described in section 2, consistent with the auditing standards described in section 3.

(b) The Authority wants to engage a qualified contractor to perform an audit described in section 2 for the initial fiscal year of the Authority ending September 30, 2026, and annually for up to five fiscal years thereafter.

(c) This request for proposals (“**RFP**”) was authorized by the executive committee of the Authority and is issued by the Authority.

**2. Scope of Services.** (a) The Authority seeks a qualified contractor capable of providing the Authority with the following audit services:

- (i) a financial audit of the Authority’s financial records, accounts, and procedures; and
- (ii) advice and assistance to prepare the Authority to meet any new audit standards for governmental entities.

(b) While the Authority’s staff will provide the contractor with balanced trial balances and supporting information as agreed to at a pre-audit planning conference, the contractor will be primarily responsible for the drafting and preparation of financial statements, including footnotes, in compliance with generally accepted accounting principles and the state of Michigan’s uniform reporting format.

(c) The contractor shall make final year-end adjustments as deemed necessary during the audit. The contractor shall also provide guidance to the Authority regarding any applicable new audit standards.

(d) Authority staff will assist the contractor as reasonably necessary for the contractor to provide the services described in this section 2, but the contractor shall assist with clerical tasks, including the pulling and re-filing of invoices needed during the audit, typing of third-party confirmation requests, and other items during the audit as agreed to by the Authority and the contractor.

(e) The Authority will provide reasonable access to workspace and access to telecommunications, computers, photocopy machines, and other items to facilitate the provision of services described in this section 2 and as agreed to by the Authority and the contractor.

(f) Working papers related to the provision of audit services described in this RFP must be retained by the contractor for at least three years and shall be made available for examination by authorized representatives of the Authority, authorized representatives of the state of Michigan,

and, if required, the appropriate federal audit agency and the United States Government Accounting Office. The contractor shall respond to the reasonable inquiries of a successor auditor and allow a successor auditor to review working papers relating to matters of continuing accounting significance.

(g) To ensure the quality of the audit, the Authority may request, from time to time, a report of the progress of an audit. Before completion of audit fieldwork, an audit exit conference may be held to discuss the results of the audit.

(h) The Authority may terminate a contract for audit services with 30 days' notice to the contractor.

**3. Auditing Standards.** The contractor's examination shall be conducted in accordance with the standards for financial audits contained in the Michigan Department of Treasury's *Audit Manual for Local Governments in Michigan*, and, if necessary, compliance with audit standards contained in the government auditing standards issued by the United States General Accounting Office, the federal Single Audit Act, and the Office of Management and Budget's (OMB) Circular A – 133. The contractor's examination shall also include any other tests of the accounting records and such other auditing procedures that the contractor considers necessary in the circumstances, including those necessary to comply with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a.

**4. Response Content.** (a) A response to this RFP should include:

- (i) an indication that the response is a proposal to provide audit services to the Authority;
- (ii) responder qualifications and experience, including (A) the responder's most recent peer review report, (B) an indication of whether the responder is subject to an external quality control review process, and (C) a description of the responder's success in assisting municipal clients in the application for and receipt of the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting;
- (iii) a proposed timeline for the provision of services by the responder;
- (iv) a description of how the responder proposes to perform the services detailed in section 2 in compliance with the standards detailed in section 3; and
- (v) a price quote for the initial fiscal year and the five fiscal years thereafter.

(b) *Mandatory Qualifications.* The responder must demonstrate its capability to perform the services proposed in accordance with applicable generally accepted government auditing standards. Each response to this RFP must include the following affirmations:

- (i) that the responder is licensed for public practice as a certified public accountant;
- (ii) that the responder meets any applicable independence requirements, including government auditing standards issued by the United States Government Accounting Office; and



- (iii) that the responder has appropriate controls in place to assure that quality standards are met.

(c) *Administrative Component.* A response should clearly describe the responder's understanding of the work required and should also explain the responder's approach to performing the services described in section 2 in compliance with the standards in section 3 and detail any expenditure that the responder expects will be absorbed by the Authority with the applicable fee or rate for any such expenditure.

(d) *Technical Component.* A response should include satisfactory evidence of the responder's capability to provide the services detailed in section 2 in compliance with the standards under section 3 in a professional and timely manner, including:

- (i) the license number of the responder;
- (ii) the name of the partner or other individual in charge of the responder;
- (iii) a description of personnel who will direct the responder's overall provision of audit services to the Authority, including the educational background, certifications, and professional licenses held;
- (iv) a description of the adequacy of personnel to handle client communications, budget and financial management, reconciliation of accounts, follow-up analysis, and client billing;
- (v) a description of the level of assistance that will be expected from Authority staff;
- (vi) a proposed work plan and schedule;
- (vii) evidence of experience in performing accounting for other governmental or nonprofit entities in Michigan, including any experience with start-up entities in Michigan; and
- (viii) a contact name, telephone number, and email address for three to five current or past accounting service clients along with the years that the accounting services were provided to each client.

(e) The price quote must include a statement signed by an officer of the responder or other individual authorized to bind the responder to the price quote for a period of not less than 60 days.

(f) A contractor must disclose in its proposal any legal or regulatory actions pending against the responder.

**5. Proposal Submission.** (a) Proposals must be received by the Authority by 4:00 p.m. on January 9, 2026.

(b) Proposals must be submitted by email to Steven Liedel at [sliedel@dykema.com](mailto:sliedel@dykema.com) with "Authority RFP 2025-1" included in the subject line.

**6. Selection.** (a) The selection of a contractor will be made by the executive committee of the Authority, consistent with the any procurement policy of the Authority, and based upon the following criteria:

- (i) number of governmental entities previously audited by the responder;
- (ii) experience with clients receiving Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting;
- (iii) qualifications and experience, including quality of proposed staff and experience with governmental entities;
- (iv) amount and type of training of personnel in governmental accounting and auditing;
- (v) project approach, including technical strength and comprehensiveness;
- (vi) demonstrated knowledge of new auditing standards and experience assisting governmental entities with implementation and compliance;
- (vii) internal quality control procedures and external quality control review;
- (viii) overall work and plan schedule;
- (ix) efficiency of RFP response; and
- (x) cost.

(b) The Authority may issue one or more addenda to this RFP. Any addendum will be issued electronically in the same manner in which the RFP was originally posted. All final proposals submitted must respond to any addenda issued by the Authority.

(c) The Authority may reject any or all proposals, or parts of proposals. The Authority may request additional information from a responder. The Authority may accept a bid other than the lowest bid. The Authority may negotiate contract terms with the selected contractor.

**7. Schedule.** The proposed schedule for this procurement, which is subject to change, is:

- |       |                                       |                       |
|-------|---------------------------------------|-----------------------|
| (i)   | RFP issued                            | December 1, 2025;     |
| (ii)  | questions regarding RFP due           | December 15, 2025;    |
| (iii) | responses to questions issued         | December 20, 2025;    |
| (iv)  | RFP responses due by 4:00 p.m.        | January 9, 2026;      |
| (v)   | contractor selected                   | January 15, 2026; and |
| (vi)  | contract executed, contractor engaged | January 31, 2026.     |

**8. Questions.** Questions regarding the RFP should be directed to Steven Liedel at [sliedel@dykema.com](mailto:sliedel@dykema.com). Questions submitted by potential contractors and responses will be sent to all potential responders that submitted a question.

**9. Contract Payment Schedule.** Invoices detailing services provided will be paid within 30 days of receipt. The total amount invoiced may not exceed the price quote included in the contractor's response to this RFP unless the contractor and the Authority have agreed to another arrangement.

**10. Response Costs.** Costs incurred in the submission of responses to this RFP or in making studies, designs, estimates, or other preparation of responses are the responsibility of the responder, not the Authority.

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**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-13**

**Confirm Tax-Exempt Status**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the chairperson, with the assistance of the Authority’s legal counsel or accountant, or both, is authorized and directed to take action necessary for the preparation and submission of a request to the Internal Revenue Service for confirmation of the tax-exempt status of the Authority as an instrumentality of government within the meaning of section 115 of the United States Internal Revenue Code.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-14**

**Acceptance of Gifts or Grants**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the chairperson of the Executive Committee is authorized, on behalf of the Authority, to accept gifts, grants, assistance funds, or bequests to the Authority; and
- that the chairperson is authorized on behalf of the Authority to apply for, execute documents on behalf of the Authority, and take other actions necessary to obtain grants, assistance funds, or other contributions payable to the Authority or a party to the interlocal agreement establishing the Authority consistent with the purposes of the interlocal agreement establishing the Authority.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-15**

**Designation of Place for Meeting Notices and Responsible Person**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that notice of meetings of the Executive Committee and the authority board of the Authority must be posted by the chairperson of the Authority or the chairperson’s designee at the principal office of the Authority in a manner that complies with the Open Meetings Act, 1976 PA 267, as amended, MCL 15.261 to 15.275.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-16**

**Adopt Freedom of Information Act Procedures and Guidelines and Public Summary**

The Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) is a public body under the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 to 15.246 (“**FOIA**”).

FOIA establishes requirements for, and regulates disclosure of, the public records of a public body.

Under FOIA, a public body may charge a fee for a public record search for the necessary copying of a public record for inspection or for providing a copy of a public record if it has established, makes publicly available, and follows procedures and guidelines.

The executive committee of the Authority (the “**Executive Committee**”) wants to establish procedures and guidelines for the Authority under FOIA.

The Executive Committee hereby resolves:

- that the attached Freedom of Information Act Procedures and Guidelines are hereby adopted for the Authority;
- that the chairperson of the Executive Committee or the chairperson’s agent shall make the Freedom of Information Act Procedures and Guidelines available to the public on the Authority’s website;
- that the attached Written Public Summary of Freedom of Information Act Procedures and Guidelines are hereby adopted for the Authority;
- that the chairperson shall make the Written Public Summary of Freedom of Information Act Procedures and Guidelines available to the public on the Authority’s website;
- that the attached Freedom of Information Act Fee Itemization Form is hereby adopted for the Authority; and
- that the chairperson shall make the Freedom of Information Act Fee Itemization Form available to the public on the Authority’s website.



**Secretary's Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary





**Freedom of Information Act Procedures and Guidelines**  
**of the**  
**COURTS AND LAW ENFORCEMENT MANAGEMENT**  
**INFORMATION SYSTEM (CLEMIS) AUTHORITY**  
(as of November 10, 2025)

1.1. **Policy.** (a) The Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) shall comply with the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 to 15.246 (“**FOIA**”), these procedures and guidelines (the “**FOIA Procedures**”), and other applicable law.

(b) It is the public policy of the Authority that all persons, except those incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of the Authority and the official acts of the members of the board of the Authority (the “**Authority Board**”), the members of the executive committee of the Authority (the “**Executive Committee**”), and the officers of the Authority, consistent with FOIA. The Authority acknowledges that the people of the state of Michigan must be fully informed so that they may fully participate in the democratic process.

(c) The Authority shall make these FOIA Procedures and a public summary of these FOIA Procedures (the “**Public Summary**”) available upon request without charge and on the Authority’s website at:

<http://www.clemisauthority.org/foia>.

1.2. **FOIA Coordinator.** (a) The chairperson of the Executive Committee is designated as the Authority’s FOIA coordinator (the “**FOIA Coordinator**”).

(b) The chairperson may designate another employee of the Authority to act on the chairperson’s behalf in accepting and processing requests for the public records of the Authority and in approving a denial under section 5 of the FOIA, MCL 15.235 (the “**FOIA Designee**”).

1.3. **Requests for Public Records.** (a) A request to inspect or for a copy of a public record of the Authority (the “**FOIA Request**”) must comply with all of the following:

- (1) be in writing, except as provided in section 1.3(e);
  - (2) sufficiently describe the public record so as to enable it to be identified and found by Authority personnel; and
  - (3) include the name or mailing address of the requester or other information sufficient to contact the requester and send a response.
- (b) While no specific form is required for a FOIA Request, the FOIA Designee may make a FOIA Request form available for use by the Authority and the public.
- (c) A FOIA Request may be sent to the Authority in one of the following ways:

- (1) by mail addressed to:

FOIA Coordinator  
CLEMIS Authority  
51111 Woodward Avenue, Suite 723  
Pontiac, MI 48342; or

- (2) by email addressed to:

freedomofinformationact@clemisauthority.org.

(d) If a written request for a public record is sent to the Authority by email or other electronic transmission, the request will be deemed received on the next business day. If a request for a public record is sent by email and delivered to the Authority's spam or junk-mail folder, the request will not be deemed received until one day after the FOIA Designee first becomes aware of the request. The FOIA Designee shall note in records of the Authority both the time that the request was delivered to the Authority's spam or junk-mail folder and the time the Authority first became aware of the that request. The FOIA Designee shall review the Authority's spam or junk-mail folder at least monthly.

(e) If the FOIA Designee or another officer or employee of the Authority receives a verbal request for information and the request is for information that the FOIA Designee, officer, or employee believes is available on the Authority's website, the FOIA Designee, officer, or employee shall, where practicable and to the best of the FOIA Designee's, officer's, or employee's knowledge, inform the requester about the Authority's pertinent website address. A verbal request for a public record may be documented by the FOIA Designee or another officer or employee of the Authority using any FOIA Request form made available for use by the FOIA Designee.

(f) A person may request the Authority to provide public records using non-paper physical media, email, or other digital form instead of paper copies. The Authority will comply with such requests if it has the necessary technological capability to provide the public records in the requested non-paper physical media format.

(g) A person may request, as a subscription, further issuance of public records of the Authority that are created, issued, or disseminated on a regular basis. A subscription may be for up to six months and may be renewed.

(h) The Authority is not obligated to create a new public record or make a compilation or summary of information that does not already exist. The Authority is also not obligated to answer questions included in a FOIA Request about the content of the public records requested.

(i) An individual serving a sentence of imprisonment in a state or county correctional facility in the state of Michigan or another state, or in a federal correctional facility, is not entitled to make a FOIA Request under FOIA and the FOIA Designee shall deny any such FOIA Request.

**1.4. Response.** Unless otherwise agreed in writing by the person submitting the FOIA Request, the Authority shall issue a response within five business days of receipt of a FOIA Request. The Authority will respond to a FOIA Request in one of the following ways:

- (1) granting the FOIA Request;
- (2) issuing a written notice denying the FOIA Request;
- (3) granting the FOIA Request in part and issuing a written notice denying in part the FOIA Request;
- (4) issuing a notice indicating that, due to the nature of the FOIA Request, the Authority needs an additional ten business days to respond for a total of no more than 15 business days and only one extension permitted; or
- (5) issuing a written notice indicating that the public record requested is available at no charge on the Authority's website.

1.5. **Granting Requests.** (a) If a request is granted, or granted in part, the FOIA Designee shall require payment in full for the allowable Fees associated with responding to the FOIA Request before the public record is made available. The FOIA Designee shall provide a detailed itemization of the allowable costs incurred to process the FOIA Request to the person making the FOIA Request. The response must include a link to these FOIA Procedures and the Public Summary on the Authority's website.

(b) If the cost of processing a FOIA Request is \$50.00 or less, the FOIA Designee shall notify the requester of the amount due and how to obtain the documents. If the FOIA Designee expects the cost of processing a FOIA Request to exceed \$50.00 based on a good-faith calculation, or if the requester has not paid in full for a previously granted FOIA Request, the Authority will require a good-faith deposit pursuant to section 1.10 before processing the FOIA Request.

(c) If requesting a good-faith deposit, the FOIA Designee shall provide the requester with a detailed itemization of the allowable costs estimated to be incurred by the Authority to process the request and shall also provide a best effort estimate of the time it will take the Authority to provide the requested records. A best effort estimate is nonbinding on the Authority, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed in section 1 of FOIA, as amended, MCL 15.231.

1.6. **Denial of Request.** (a) If a FOIA Request is denied or denied in part, the FOIA Designee shall issue a notice of denial signed by the FOIA Designee that includes all of the following applicable to the FOIA Request:

- (1) an explanation as to why a requested public record is exempt from disclosure;
  - (2) a certificate that the requested record does not exist under the name or description provided by the requester, or another name reasonably known by the Authority; or
  - (3) an explanation or description of the public record or information within a public record that is separated or deleted from the public record.
- (b) A notice of denial under section 1.6(a) shall also include all of the following:

(1) an explanation of the person's right to submit a written appeal to the Executive Committee or seek judicial review in the circuit court for Oakland County; and

(2) an explanation of the right to receive attorneys' fees, costs, and disbursements as well as actual or compensatory damages, and punitive damages of \$1,000.00 if the court determines that the Authority has not complied with section 5 of FOIA, as amended, MCL 15.235, and orders disclosure of all or a portion of a public record.

(c) If a FOIA Request does not sufficiently describe a public record, instead of issuing a notice of denial indicating that the request is deficient, the FOIA Designee may seek clarification or amendment to the FOIA Request by the person submitting the FOIA Request. A clarification or amendment of a FOIA Request will be considered a new FOIA Request.

**1.7. Inspection of Records.** The Authority shall provide reasonable facilities and opportunities for persons to examine and inspect public records of the Authority during normal business hours. The FOIA Designee may promulgate rules regulating the manner in which records of the Authority may be viewed to protect Authority records from loss, alteration, mutilation, or destruction and to prevent excessive interference with normal Authority operations.

**1.8. Certified Copies.** The secretary of the Executive Committee of the Authority shall, upon written request, provide a certified copy of a public record of the Authority at no additional cost to the person requesting the public record.

**1.9. Retention.** The FOIA Designee shall retain with the records of the Authority a copy of each FOIA Request received by the Authority for at least one year after receipt.

**1.10. Fee Deposits.** (a) If, based on a good faith calculation, the Authority estimates the Fee for a FOIA Request is expected to be \$50.00, the requester will be asked to pay a deposit of up to 50% of the estimated Fee. If a FOIA Request was submitted by a person who has not paid the Authority in full for copies of public records made in fulfillment of a previously granted FOIA Request, the FOIA Designee shall require a deposit of 100% of the estimated Fee before beginning to search for a public record in response to any subsequent FOIA Request by that person when all of the following conditions exist:

(1) the final Fee for the previous FOIA Request is not more than 105% of the estimated Fee;

(2) the public records made available contained the information sought in the prior FOIA Request and remain in the Authority's possession;

(3) the public records were made available to the person, subject to payment, within the time frame estimated by the Authority to provide the records;

(4) ninety days have passed since the FOIA Designee notified the person in writing that the public records were available for pickup or mailing;

(5) the person is unable to show proof of previous payment to the Authority; and

(6) the FOIA Designee has calculated a detailed itemization that is the basis for the current FOIA Request's increased estimated Fee deposit.

(b) The FOIA Designee shall not require an increased estimated Fee deposit if any of the following apply:

(1) the person making the FOIA Request is able to show proof of previous payment in full to the Authority;

(2) the Authority is subsequently paid in full for the applicable prior FOIA Request; or

(3) one year has passed since the person made the FOIA Request for which full payment was not remitted to the Authority.

**1.11. Calculation of Fees.** (a) The Authority may charge a Fee for the labor costs of copying or duplication. The Authority shall not charge a Fee for the labor costs of search, examination, review, and the deletion and separation of exempt from nonexempt information unless failure to charge a Fee would result in unreasonably high costs to the Authority because of the nature of the request in the particular instance, and the Authority specifically identifies the nature of the unreasonably high costs.

(b) Costs for the search, examination, review, and deletion and separation of exempt from non-exempt information are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the costs of the Authority's usual FOIA Requests (not compared to the Authority's operating budget). The Authority shall use the following factors to determine an unreasonably high cost to the Authority:

(1) the volume of the public record requested;

(2) the amount of time spent to search for, examine, review, and separate from exempt and non-exempt information in the record requested;

(3) whether the public records are related to more than one Authority function or activities;

(4) the staffing available to respond to the FOIA Request; and

(5) any other similar factors identified by the FOIA Designee when responding to the FOIA Request.

(c) Under FOIA, the Authority may charge for the following costs associated with processing a FOIA Request:

(1) labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet;

(2) labor costs associated with searching for, locating, and examining a requested public record, when failure to charge a Fee will result in unreasonably high costs to the Authority;

(3) labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a Fee will result in unreasonably high costs to the Authority;

(4) the cost of copying or duplication, not including labor, of paper copies of public records, which may include the cost for copies of records already on the Authority's website if copies are requested from the Authority;

(5) the cost of computer discs, computer tapes, or other digital or similar media when the requester asks for records in non-paper physical media, which may include the cost for copies of records already on the Authority's website if copies are requested from the Authority; and

(6) the cost to mail or send a public record to the requester.

(d) The Authority shall calculate labor costs based on the following requirements:

(1) labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down, and if the time involved is less than 15 minutes, there will be no charge;

(2) labor costs will be charged at the hourly wage of the lowest-paid Authority personnel capable of doing the work in the specific Fee category, regardless of who actually performs the work;

(3) labor costs will also include a charge to cover or partially cover the cost of fringe benefits;

(4) up to 50% of the applicable labor charge amount may be added to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits;

(5) overtime wages will not be included in labor costs unless agreed to by the requester, and overtime costs will not be used to calculate the fringe benefit cost; and

(6) contracted labor costs will be charged at the hourly rate of six times the state of Michigan's minimum hourly wage.

(e) The Authority shall base the cost to provide records on non-paper physical media when so requested on the following requirements:

(1) computer disks, computer tapes, or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media, and this cost will only be assessed if the Authority has the technological capability necessary to provide the public record in the requested non-paper physical media format; and

(2) the Authority will procure any non-paper media and, to ensure integrity of the Authority's technology infrastructure, will not accept media from the requester.

(f) The Authority shall base the cost to provide paper copies of records on the following requirements:

(1) paper copies of public records made on standard letter-sized (8 ½ by 11 inches) or legal-sized (8 ½ by 14 inches) paper will not exceed \$0.10 per sheet of paper;

(2) copies for non-standard sized sheets of paper will reflect the actual cost of reproduction; and

(3) records will be provided using double-sided printing, if it is cost-saving and available.

(g) The Authority shall base the cost to provide mail records to a requester on the following requirements:

(1) the actual cost to mail public records using a reasonably economical and justified means;

(2) the least expensive form of any postal delivery confirmation; and

(3) no cost will be included for expedited shipping or insurance unless specified by the requester.

(h) If the FOIA Designee fails to respond to a FOIA Request in a timely manner, the Authority shall do both of the following:

(1) reduce the labor costs by 5% for each day the Authority exceeds the time permitted under FOIA, up to a 50% maximum reduction, if any of the following applies:

(i) the Authority's late response was willful and intentional;

(ii) the FOIA Request conveyed a request for information within the first 250 words of the body of a letter, email, or email attachment; or

(iii) the written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy," or a recognizable misspelling of such, or legal code reference to MCL 15.231 *et seq.* or 1976 Public Act 442 on the front of an envelope or in the subject line of an email or letter cover page; and

(2) fully note the charge reduction within a detailed itemization of costs provided to the requester.

**1.12. Fee Waivers and Reductions.** The Authority may waive or reduce the cost of the search for and copying of a public record if, in the sole judgment of the FOIA Designee, a waiver or reduced Fee is in the public interest because it can be considered as primarily benefitting the general public. The Executive Committee may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

**1.13. Discount for Indigence.** (a) The FOIA Designee shall discount the first \$20.00 of the processing Fee for a FOIA Request if an individual requesting a public record submits an affidavit (sworn statement) stating that either of the following apply to the person:

- (1) the individual is indigent and receiving specific public assistance; or
  - (2) the individual is not receiving public assistance, but the individual states facts demonstrating an inability to pay due to indigence.
- (b) An individual is not eligible to receive the discount under section 1.13(a) if either of the following apply:
- (1) the individual has previously received discounted copies of public records from the Authority twice or more during the calendar year; or
  - (2) the requester requests information in connection with other individuals who are offering or providing payment to make the request.
- (c) The FOIA Designee may make a Fee discount affidavit form available for public use.

1.14. **Advocacy Discount.** The FOIA Designee shall discount the first \$20.00 of the processing Fee for a request from a nonprofit organization formally designated by the state of Michigan to carry out activities under subtitle C of the Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors (an “**Advocacy Organization**”), if all of the following apply to the request:

- (1) the request is made directly on behalf of the Advocacy Organization or its clients;
- (2) the request is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, as amended, MCL 330.1931; and
- (3) the request is accompanied by documentation of its designation by the state of Michigan, if requested by the FOIA Designee.

1.15. **Appeal of Denial.** (a) If a requester believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, the requester may appeal to the Executive Committee by filing an appeal of the denial with the FOIA Coordinator. The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons the requester seeks reversal of the denial.

(b) The Executive Committee is not considered to have received a written appeal until the first regularly scheduled meeting of the Executive Committee after submission of the written appeal. Within ten business days of receiving the appeal, the Executive Committee shall respond in writing by doing any of the following:

- (1) reversing the disclosure denial;
- (2) upholding the disclosure denial;
- (3) reversing the disclosure denial in part and upholding the disclosure denial in part; or



(4) issuing a notice extending for not more than ten business days the period which the Executive Committee shall respond to the written appeal due to unusual circumstances, with no more than one extension per appeal.

(c) If the Executive Committee fails to respond to a written appeal, or if the Executive Committee upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in the circuit court for Oakland County. Regardless of whether a requester submitted an appeal of a denial to the Executive Committee, the requester may file a civil action in the circuit court for Oakland County within 180 days after the Executive Committee's final determination to deny the request.

(d) If a court determines that a public record is not exempt from disclosure, the court may order the Authority to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

(e) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in court, the court may award reasonable attorneys' fees, costs, and disbursements. If the person or Authority prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

(f) If the court determines that the Authority has arbitrarily and capriciously violated FOIA by refusal to or delay in disclosing or providing copies of a public record, the court may order the Authority to pay a civil fine of \$1,000.00, which must be deposited into the general fund of the state of Michigan. The court may award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages will not be assessed against an individual, but must be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**1.16. Excessive Fee Appeal.** (a) If a requester believes that a Fee charged by the Authority to process a FOIA Request exceeds the amount permitted by state law or under these FOIA Procedures, the requester must first appeal to the Executive Committee by submitting a written appeal for a Fee reduction to the FOIA Coordinator. The appeal must be in writing, specifically state the word "appeal," and identify how the required Fee exceeds the amount permitted.

(b) The Executive Committee is not considered to have received a written appeal until the first regularly scheduled meeting of the Executive Committee after submission of the written appeal. Within ten business days of receiving the appeal, the Executive Committee shall respond in writing by doing any of the following:

- (1) waiving the Fee;
- (2) reducing the Fee and issuing a written determination indicating the specific basis supporting the remaining Fee;

(3) upholding the Fee and issuing a written determination indicating the specific basis supporting the required Fee; or

(4) issuing a notice extending for not more than ten business days the period which the Executive Committee shall respond to the written appeal due to unusual circumstances, with no more than one extension per appeal.

(c) If the Executive Committee reduces or upholds the Fee, the determination must include a certification from the Executive Committee that the statements in the determination are accurate and that the reduced Fee amount complies with these FOIA Procedures and section 4 of FOIA, as amended, MCL 15.234.

(d) Within 45 days after receiving notice of the Executive Committee's determination of an appeal, the requesting person may commence a civil action in the circuit court for Oakland County for a Fee reduction. If a civil action is commenced against the Authority for an excess Fee, the Authority is not obligated to complete the processing of the FOIA Request at issue until the court resolves the Fee dispute. An action is not permitted in circuit court unless one of the following applies:

(1) the Authority does not provide for appeals of Fees;

(2) the Executive Committee failed to respond to a written appeal as required; or

(3) the Executive Committee issued a determination to a written appeal.

(e) If a court determines that the Authority required a Fee that exceeds the amount permitted under these FOIA Procedures or section 4 of FOIA, as amended, MCL 15.234, the court may reduce the Fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

(f) If the requesting person prevails in court by receiving a reduction of 50% or more of the total Fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award will be assessed against the public body liable for damages.

(g) If the court determines that the Authority has arbitrarily and capriciously violated FOIA by charging an excessive Fee, the court may order the Authority to pay a civil fine of \$500.00, which must be deposited in the general fund of the state of Michigan. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the Fee reduction. The fine and any damages will not be assessed against an individual, but instead against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

1.17. **Conflicts.** If these FOIA Procedures conflict with previous FOIA policies, procedures, or guidelines issued by the Authority, these FOIA Procedures will control. If an administrative rule promulgated by the FOIA Designee after the effective date of these FOIA Procedures conflicts with a previous policy, procedure, or guideline issued by the Authority, the administrative rule promulgated by the FOIA Designee will control. If a provision of these FOIA

Procedures or any administrative rule promulgated by the FOIA Designee conflict with a state of Michigan law, the applicable law will control.

1.18. For purposes of this these FOIA Procedures, “**Fee**” means the total fee, or any component of the total fee, calculated under section 4 of FOIA, as amended, MCL 15.234, including any deposit.

1.19. **Effective Date.** These FOIA Procedures are effective beginning on November 10, 2025.



**Written Public Summary of Freedom of Information Act Procedures and Guidelines  
of the  
COURTS AND LAW ENFORCEMENT MANAGEMENT  
INFORMATION SYSTEM (CLEMIS) AUTHORITY**

This is a written public summary (the “**Public Summary**”) of the procedures and guidelines (the “**FOIA Procedures**”) established by the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) to implement the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 to 15.246 (“**FOIA**”), relevant to the general public. The Public Summary further explains the Authority’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The complete FOIA Procedures are available on the Authority’s website at:

<http://www.clemisauthority.org/foia>.

**1. How Do I Submit a Request for a Public Record Under FOIA to the Authority?**

- a. A request to inspect or obtain copies of a public record prepared, owned, used, possessed, or retained by the Authority (a “**FOIA Request**”) must be written.
- b. A FOIA Request must describe a public record in a way allowing the Authority to find it.
- c. *Mail.* Send a FOIA Request to the Authority by mail at:

FOIA Coordinator  
CLEMIS Authority  
51111 Woodward Avenue, Suite 723  
Pontiac, MI 48342

- d. *Email.* Send a FOIA Request to the Authority by email at:

[freedomofinformationact@clemisauthority.org](mailto:freedomofinformationact@clemisauthority.org)

Please include “FOIA” in the subject line of the email.

*Note: If you are imprisoned in a local, state, or federal correctional facility, you are not entitled to submit a FOIA Request.*

**2. When and How Will the Authority Respond to My Request?**

- a. The Authority will respond to a FOIA request within five business days of receipt in one of the following ways:
  - i. granting the FOIA Request;
  - ii. denying the FOIA Request with an explanation;



- iii. granting the FOIA Request in part and denying the FOIA Request in part with an explanation;
  - iv. indicating that the public record requested is available without charge on the Authority's website; or
  - v. indicating that the Authority needs up to ten additional business days to respond.
- b. If a FOIA Request is granted completely or partially, the Authority may provide a notice that a payment of a fee deposit is required for further processing. If a fee deposit is required, the Authority will include in its response a non-binding, best effort estimate regarding the time and cost for providing the records.

*Note: If a FOIA Request by email is filed in a spam or junk-mail folder, it will not be considered received until one day after the Authority becomes aware of the request. The Authority will check its spam or junk-mail folder at least monthly.*

### **3. What Are the Authority's Fee Deposit Requirements?**

- a. If the Authority makes a good faith calculation that the total fee for processing a FOIA Request will be more than \$50.00, the Authority will require payment of a fee deposit equal to 50% of the estimated fee. The Authority will provide a non-binding estimate of the time to respond to a FOIA Request after it receives the fee deposit.
- b. If the Authority requires a fee deposit, it will not process the FOIA Request further until the fee deposit is paid.
- c. If a person submitting a FOIA Request has not paid the final fee for the processing of an earlier FOIA Request and files a new FOIA Request, the Authority may require a payment of a fee deposit equal to 100% of the estimated fees for processing the new FOIA Request before processing the new FOIA Request.

### **4. How Does the Authority Calculate Fees?**

- a. Fees are calculated by adding together the following costs:
  - i. labor costs for searching for, locating, and examining responsive records;
  - ii. labor costs for review, separation, and deletion of information exempt from disclosure from information disclosed;
  - iii. costs for computer discs, drives, or other non-paper physical media, if used;
  - iv. costs for duplication or publication, including paper copies and digital copies; and
  - v. cost to mail or send a public record to the person submitting the FOIA Request.



- b. Labor costs will:
  - i. be estimated and charged in 15-minute increments, with partial time increments rounded down;
  - ii. be charged at the hourly wage of the lowest paid Authority personnel capable of doing the work in the specific fee category, regardless of the person performing the work; and
  - iii. include a charge to cover or partially cover the cost of fringe benefits.
- c. For copies provided on non-paper physical media (like computer discs or drives), the Authority will charge the actual and most reasonably economical cost for the non-paper media.
- d. For paper copies, the Authority will charge up to \$0.10 per sheet for standard letter (8 ½ by 11 inches) or legal (8 ½ by 14 inches) paper copies made and actual costs for other sizes and may use double-sided printing, if it is cost-saving and available.
- e. The Authority will charge the actual cost of mailing public records in a reasonably economical and justifiable way and may charge the least expensive form of postal delivery confirmation. Unless requested, the Authority will not charge for expedited shipping or insurance.

## 5. How Do I Challenge or Appeal a Denial?

- a. If the Authority denies a FOIA Request in whole or in part, the denial may be appealed to the executive committee of the Authority (the “**Executive Committee**”). The appeal must be in writing, include the word “appeal,” and identify the reason or reasons the denial was improper.
- b. Within ten business days of receiving the appeal, the Executive Committee will respond in writing by doing one of the following:
  - i. reversing the denial;
  - ii. issuing a written notice upholding the denial;
  - iii. reversing the denial in part and issuing a written notice upholding the denial in part; or
  - iv. issuing a notice extending the response period for up to ten business days.
- c. The Executive Committee is not considered to have received a written appeal until the first regularly scheduled meeting of the Executive Committee after submission of the written appeal.



- d. A person submitting a FOIA Request may commence a civil action in the circuit court for Oakland County within 180 days after the Executive Committee's final determination to deny a request.
- e. If a person submitting a FOIA Request believes that the Authority has required payment of a fee that exceeds the amount permitted the FOIA Procedures, the person may bring an action in the circuit court for Oakland County for a fee reduction 45 days after receiving the notice of the required fee.

**6. What If I Have Questions?**

- a. A person submitting a FOIA Request can contact the Authority with questions about a response, fees, or an appeal:

Email: [freedomofinformationact@clemisauthority.org](mailto:freedomofinformationact@clemisauthority.org)

Phone: (947) 729-8725



**Freedom of Information Act Fee Itemization Form**  
**of the**  
**COURTS AND LAW ENFORCEMENT MANAGEMENT**  
**INFORMATION SYSTEM (CLEMIS) AUTHORITY**  
(as of November 10, 2025)

Component	Cost Calculations	Total
<b>1. Labor Costs for Search, Location, and Examination of Records*</b>	<p>Enter the hourly wage of lowest paid Authority personnel capable of performing the search, location, and examination:</p> <p style="text-align: right;">\$_____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requester requested the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost):</p> <p style="text-align: right;">_____ %</p> <p>Multiply the hourly wage by the fringe benefit multiplier:</p> <p style="text-align: right;">\$_____ x 1._____ = \$_____</p> <p>If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs):</p> <p style="text-align: right;">\$_____ + _____ = \$_____</p> <p>Divide the resulting hourly wage by four to determine the charge per 15-minute increment:</p> <p style="text-align: right;">\$_____ / 4 = \$_____</p>	
	<p>Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate:</p> <p style="text-align: right;">_____ x \$_____ = \$_____</p>	\$_____
<b>2A. Authority Personnel Labor Costs for Redaction*</b>	<p>If performed by the Authority's personnel:</p> <p>Enter the hourly wage of lowest paid personnel capable of performing the redaction:</p> <p style="text-align: right;">\$_____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requester requested the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost):</p> <p style="text-align: right;">_____ %</p> <p>If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs):</p> <p style="text-align: right;">\$_____ + _____ = \$_____</p> <p>Divide the resulting hourly wage by four to determine the charge per 15-minute increment:</p> <p style="text-align: right;">\$_____ / 4 = \$_____</p>	
	<p>Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate:</p>	\$_____





	_____ x \$ _____ = \$ _____	
<b>2B. Contracted Labor Costs for Redaction*</b>	<p>If performed by Contracted Labor (only permitted if the Authority does not employ a person capable of redacting the records as determined by the FOIA Coordinator): Name of person or firm contracted:</p> <p>_____</p> <p>Enter the hourly rate charged by the contractor (may not exceed six times the state minimum wage in Michigan as of November 10, 2025 (\$12.48 x 6 = \$74.88):</p> <p style="text-align: right;">\$ _____ per hour</p> <p>Divide the hourly rate by four to determine the charge per 15-minute increment:</p> <p style="text-align: right;">\$ _____ / 4 = \$ _____</p>	
	<p>Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate:</p> <p style="text-align: right;">_____ x \$ _____ = \$ _____</p>	\$ _____
<b>3. Non-Paper Physical Media</b>	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives \$ _____ x number used _____ = \$ _____</p> <p>Computer Discs \$ _____ x number used _____ = \$ _____</p> <p>Other Media \$ _____ x number used _____ = \$ _____</p> <p style="text-align: right;">\$ _____</p>	\$ _____
<b>4. Paper Copies</b>	<p>Actual total incremental cost of duplication (not including labor) up to a maximum of \$0.10 cents per page:</p> <p>Letter paper (8 1/2" x 11")</p> <p style="text-align: right;">number of sheets _____ x \$0.____ = \$ _____</p> <p>Legal paper (8 1/2" x 14")</p> <p style="text-align: right;">number of sheets _____ x \$0.____ = \$ _____</p> <p>Actual cost of other types of paper:</p> <p>Type of Paper: _____</p> <p style="text-align: right;">number of sheets _____ x \$ _____ = \$ _____</p> <p>Type of Paper: _____</p> <p style="text-align: right;">number of sheets _____ x \$ _____ = \$ _____</p> <p><b>(Note: Must print double-sided if available and costs less)</b></p>	\$ _____

<b>5. Labor Costs for Duplication, Copying, and Transferring Records to Non-Paper Physical Media</b>	<p>Enter the hourly wage of lowest paid Authority personnel capable of performing the duplication, copying, or transferring digital records to non-paper physical media:</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ ( ) minute increment (NOTE: May use any time increment for this category):</p> <p style="text-align: right;">\$ _____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requester requested the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost):</p> <p style="text-align: right;">_____ %</p> <p>Multiply the hourly wage times the fringe benefit multiplier:</p> <p style="text-align: right;">\$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs):</p> <p style="text-align: right;">\$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ ( ) minute increment:</p> <p style="text-align: right;">\$ _____ / 4 = \$ _____</p> <p><b>(Note: May use any time increment for this category)</b></p>	
	<p>Number of _____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate:</p> <p style="text-align: right;">_____ x \$ _____ = \$ _____</p>	\$ _____
<b>6. Mailings</b>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p style="text-align: right;">Cost of mailing: \$ _____</p> <p>Cost of least expensive form of postal delivery confirmation:</p> <p style="text-align: right;">\$ _____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor:</p> <p style="text-align: right;">\$ _____</p>	\$ _____
	<b>SUBTOTAL</b>	\$ _____
<b>Waivers and Reductions</b>	<p>Subtract any Fee Waiver or Reduction:</p> <p>\$20.00 for indigence or nonprofit organization as further described in the Authority's Freedom of Information Act Procedures and Guidelines.</p> <p>Any amount determined by the Authority due to the search and furnishing of the public record determined to be in the public interest:</p> <p style="text-align: right;">\$ _____</p> <p>The reduction amount due to the late response of the Authority:</p> <p>5% of fee x _____ days late = _____ % reduction (maximum reduction is 50%)</p>	-\$ _____



<b>Fee Deposit</b>	Subtract any good-faith deposit received:	
		\$ _____ - \$ _____
	<b>TOTAL DUE</b>	\$ _____

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**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-17**

**Designation of Domain Name and Contracts with Service and Internet Providers**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the Executive Committee acknowledges that Oakland County will transfer internet domain names currently relating to the CLEMIS System for use by the Authority pursuant to section 6.2(a)(5) of the interlocal agreement; and
- that the chairperson of the Executive Committee is authorized to enter into a contract on behalf of the Authority with a domain name service provider and an Internet service provider for the use and maintenance of any domain names transferred by Oakland County and to use and maintain the following domain name:

<http://www.clemisauthority.org>.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-18**

**Adoption of Regular Meeting Schedule for 2025**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the attached notice and schedule of regular meetings is approved and adopted as the schedule of regular meetings for the Executive Committee for the calendar year ending December 31, 2025 and must be posted at the principal office of the Authority.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary

**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**NOTICE OF REGULAR MEETINGS**

5111 Woodward Avenue, Suite 723  
Pontiac, MI 48342  
(947) 729-8725

The **Executive Committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority** will hold its regular meetings during the calendar year ending December 31, 2025, on the following dates and at the following times:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Monday, November 10, 2025	6:00 p.m.	White Lake Charter Township Hall 7525 Highland Road White Lake, MI 48383
Wednesday, December 10, 2025	10:00 a.m.	Offices of Dykema Gossett PLLC 39577 Woodward Ave Ste 300 Bloomfield Hills, MI 48304

The meetings will be open to the public and this notice is provided under the Open Meetings Act, 1967 PA 267, as amended, MCL 15.261 to 15.275.

The meeting locations are barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the Executive Committee on November 10, 2025, should contact Dan Keller at (248) 698-4400 prior to the meeting to assure compliance with Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, as amended, 42 USC 12131 to 12134. Individuals needing special accommodations or assistance to attend or address the Executive Committee on December 10, 2025, should contact the Authority at (947) 729-8725 before the meeting to assure compliance with Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, as amended, 42 USC 12131 to 12134.

A copy of the proposed minutes of the meetings will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meetings, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval by the Executive Committee.



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-19**

**Adoption of FY 2025-2026 Budget and Appropriation Time Schedule**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the following budget time schedule is approved for the Authority in compliance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a, for the fiscal year ending on September 30, 2026:

<b>On or About</b>	<b>Budget Process Item</b>
November 10, 2025	The chief administrative officer requests the Authority to provide information necessary and essential for preparation of recommended FY 2025-2026 budget, including for any budgetary centers of the Authority.
November 10, 2025	The Authority, on behalf of any budgetary centers of the Authority, presents the chief administrative officer and the Executive Committee with the information requested relating to the FY 2025-2026 budget.
November 10, 2025	The chief administrative officer presents the recommended FY 2025-2026 budget and draft general appropriations act to the Executive Committee.
December 10, 2025	The public hearing on the budget occurs at the regular meeting of the Executive Committee.
December 10, 2025	The Executive Committee adopts the budget.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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(signature of secretary)

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(printed name of secretary)  
Secretary

**DRAFT RECOMMENDED BUDGET**  
**Fiscal Year 2025-2026**

November 10, 2025

The chief administrative officer of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) presents this recommended budget for the Authority for its fiscal year beginning on October 1, 2025 and ending on September, 30 2026:

**General Fund**

	FY 2023-2024 Actual (n/a)	FY 2024-2025 Projected (n/a)	FY 2025-2016
<i>REVENUE</i>			
401 Taxes	\$	\$	\$
450 Licenses and Permits			
501 Federal Grants			
539 State Grants			
580 Contribution From Local Units			
600 Charges for Services			
655 Fines and Forfeits			
664 Interest and Rents			
671 Other Revenue			\$250,000.00
Total Revenue and Other Sources			\$250,000.00
<i>EXPENDITURES</i>			
701 Personal Services			
726 Supplies			
800 Other Services and Charges			\$250,000.00
970 Capital Outlay			
990 Debt Service			
999 Transfers (Out)			
Contingency			
Total Expenditures and Other Uses	\$	\$	\$250,000.00
Net Revenues (Expenditures)	\$	\$	\$0.00
Beginning Fund Balance	\$	\$	\$0.00
Ending Fund Balance	\$	\$	\$0.00



**DRAFT**  
**RESOLUTION 2025-\_\_**  
FY 2025-2026 General Appropriations Act

The Executive Committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the following general appropriations act for fiscal year 2025-2026 is adopted for the Authority:

**Section 1. Title.** This resolution shall be known and may be cited as the Courts and Law Enforcement Management Information System (CLEMIS) Authority FY 2025-2026 General Appropriations Act.

**Section 2. Public Hearing.** In compliance with 1963 (2<sup>nd</sup> Ex Sess) PA 43, MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on \_\_\_\_\_ and a public hearing on the proposed budget was held by the Executive Committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) on December 10, 2025.

**Section 3. Millage Levy.** The Authority is not authorized to levy taxes.

**Section 4. Adoption of Budget by Activity.** The Executive Committee of the Authority adopts the budget for the Authority for the fiscal year beginning on October 1, 2025 and ending on September 30, 2026 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

**Section 5. Payment of Bills.** All claims or bills against the Authority must be approved by the Executive Committee of the Authority before payment by the Authority. However, the treasurer of the Authority may pay certain claims or bills before payment is approved by the Executive Committee of the Authority to avoid late penalties, service charges, or interest. Any claims or bills paid before approval by the Executive Committee must be reported by the treasurer to the Executive Committee for approval at the next meeting of the Executive Committee.

**Section 6. Estimated Revenues and Expenditures.** Estimated total revenues and expenditures for the Authority for FY 2025-2026 are:

<b><u>Fund</u></b>	<b><u>Revenue</u></b>	<b><u>Expenditures</u></b>
General Fund	0	0
[Other] Fund		

**General Fund**

	2025-2026
<i>REVENUE</i>	
401 Taxes	0
450 Licenses and Permits	0
501 Federal Grants	0
539 State Grants	0

580 Contribution From Local Units	0
600 Charges for Services	0
655 Fines and Forfeits	0
664 Interest and Rents	0
671 Other Revenue	\$250,000.00
Total Revenue and Other Sources	0
<i>EXPENDITURES</i>	
701 Personal Services	0
726 Supplies	0
800 Other Services and Charges	\$250,000.00
970 Capital Outlay	0
990 Debt Service	0
999 Transfers (Out)	0
Contingency	0
Total Expenditures and Other Uses	\$250,000.00
Net Revenues (Expenditures)	0
Beginning Fund Balance	0
Ending Fund Balance	\$250,000.00

**Section 7. Periodic Financial Reports.** The treasurer shall provide the Executive Committee of the Authority at the meeting of the Executive Committee immediately following the end of each fiscal quarter, and at the final meeting of the Executive Committee of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts for the fiscal year.

**Section 8. Budget Monitoring.** Whenever it appears to the Chief Administrative Officer of the Authority that the actual and probable revenues in any fund of the Authority will less than the estimated revenues upon which appropriations from the fund were based, and when it appears that expenditures will exceed an appropriation, the Chief Administrative Officer shall present recommendations to the Executive Committee to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. The recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 9. Adoption.** Motion made by \_\_\_\_\_. Seconded by \_\_\_\_\_ to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2026. Upon a roll call vote, the following members of the Executive Committee voted yes: \_\_\_\_\_. The following noted no: \_\_\_\_\_.



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-20**

**Adopt Public Hearing Date for Recommended Budget**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that the public hearing on the recommended budget shall take place at the regular meeting of the Executive Committee on December 10, 2025; and
- that legal counsel of the Authority is authorized to provide for the publication of notice of the hearing in compliance with section 14 of the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.434.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*  
Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-21**

**Obtain Insurance for Directors and Officers**

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the chairperson of the Executive Committee is authorized to investigate and procure insurance for the benefit of the Authority, the members of the authority board of the Authority, the members of the Executive Committee, and the officers of the Authority.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*

Secretary



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-22**  
Adoption of Anti-Fraud Policy

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the attached policy is adopted as the anti-fraud policy of the Authority.

***Secretary’s Certification:***

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*  
Secretary

**Anti-Fraud Policy**  
**of the**  
**COURTS AND LAW ENFORCEMENT MANAGEMENT**  
**INFORMATION SYSTEM (CLEMIS) AUTHORITY**

(as of November 10, 2025)

- 1.1. **Purpose.** The purpose of this anti-fraud policy (“**Policy**”) is to:
- (1) facilitate development of controls to aid the detection and prevention of fraud against the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”); and
  - (2) promote consistent organizational behavior by providing guidelines and assigning responsibility for the development
  - (3) of controls and conduct of investigations.
- 1.2. **Scope.** This Policy applies to any fraud or suspected fraud involving an officer, employee, contractor, vendor, or agent of the Authority, or other person or entity with a business relationship with the Authority. Any investigative activity required under this Policy will be conducted without regard to a suspected wrongdoer’s length of service, position or title, or relationship to the Authority.
- 1.3. **Policy.** (a) The officers, employees, and other persons performing administrative functions of the Authority are responsible for the detection of fraud.
- (b) Each officer, employee, and other person performing administrative functions of the Authority shall be familiar with fraud that might occur within his or her area of responsibility and be alert for any indication of fraud.
  - (c) Any fraud detected or suspected must be reported immediately to the chairperson of the executive committee of the Authority (the “**Executive Committee**”) or the Authority’s legal counsel, or both.
- 1.4. **Fraud.** For purposes of this Policy, “**fraud**” means the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury, and includes all of the following:
- (1) a dishonest or fraudulent act;
  - (2) misappropriation of money, supplies, or other assets of the Authority;
  - (3) impropriety in the handling or reporting of money or financial transactions;
  - (4) profiteering as a result of insider knowledge of Authority activities;
  - (5) disclosing confidential and proprietary information of the Authority to persons or entities outside of the Authority when disclosure is not required by law;

- (6) accepting or seeking anything of material value from a contractor, vendor, or other person providing services or materials to the Authority, except a gift of less than \$50.00 in value;
- (7) destroying, removing, or inappropriately using records, furniture, fixtures, or equipment of the Authority; and
- (8) any similar or related irregularity.

1.5. **Investigation Responsibility.** (a) The Authority's legal counsel has the primary responsibility for the investigation of all suspected fraudulent acts under this Policy. If an investigation substantiates that fraudulent activities have occurred, the Authority's legal counsel will issue reports to appropriate designated personnel and, if appropriate, to the Executive Committee through its chairperson.

- (b) A decision to prosecute or refer the examination results to an appropriate law enforcement or regulatory agency, or both, for independent investigation will be made by the Executive Committee in consultation with legal counsel, as will any final decisions on disposition of a case.

1.6. **Confidentiality.** The Authority's legal counsel will treat all information received as confidential. An officer, employee, contractor, vendor, other person doing business with the Authority suspecting fraud shall notify the chairperson of Executive Committee, or the Authority's legal counsel, or both, immediately, and should not attempt to personally conduct investigations or interviews or interrogations related to any suspected fraud. The results of an investigation will not be disclosed or discussed with anyone other than those who have a legitimate need to know, unless disclosure is required by law. This component of the Policy is important in avoiding damaging the reputations of a person suspected but subsequently found not guilty of wrongful conduct and to protect the Authority from potential civil liability.

1.7. **Authorization for Investigation.** When conducting an investigation under this Policy, the Authority's legal counsel is granted both of the following:

- (1) free and unrestricted access to all Authority records and premises, whether owned or leased; and
- (2) authorization to examine, copy, or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities within the scope of the investigation.



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

**RESOLUTION 2025-23**  
Designate Executive Director

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves:

- that pursuant to section 4.12 of the interlocal agreement creating the Authority Bo Cheng is designated as the initial executive director of the Authority to serve as its chief executive officer (the “**CEO**”);
- that the chairperson of the Executive Committee is authorized to negotiate and present to the executive committee for its approval an employment contract for the CEO; and
- that the appointment of Bo Cheng as CEO will be effective on the date provided in the employment contract.

**Secretary’s Certification:**

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

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*(signature of secretary)*

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*(printed name of secretary)*  
Secretary