

# FINANCE COMMITTEE

1/23/2013

304 E Grand River, Conference Room 1, Howell, Michigan 48843

7:30 AM

## AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**  
Minutes Dated: January 9, 2013
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **REPORTS**
7. **CALL TO THE PUBLIC**
8. **RESOLUTIONS FOR CONSIDERATION:**

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**09 Planning**  
RESOLUTION TO ACCEPT AND FILE FROM THE LIVINGSTON COUNTY PLANNING COMMISSION THE 2012-2017 COUNTY CAPITAL IMPROVEMENT PLAN/INVENTORY

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**10 Administration**  
RESOLUTION TO SYSTEMATICALLY TRANSFER MONIES BETWEEN FUNDS - COUNTY ADMINISTRATION / FINANCE COMMITTEE

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**11 Veterans**  
RESOLUTION TO APPROVE THE TRANSFER OF FUNDS FROM THE VETERANS RELIEF FUND TO THE GENERAL FUND - Veterans

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**12 Human Resources**  
RESOLUTION TO CREATE TWO NEW JAIL INTAKE SPECIALIST POSITIONS AND TO APPROVE THE LETTER OF UNDERSTANDING WITH THE LIVINGSTON COUNTY DEPUTY SHERIFF'S ASSOCIATION REGARDING SAME

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**13 Human Resources**  
RESOLUTION AUTHORIZING THE SIGNING OF A BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND CONCENTRA HEALTH SERVICES, INC. IN COMPLIANCE WITH HIPAA AS AMENDED BY THE HITECH ACT

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**14. MISCELLANEOUS CLAIMS**  
Claims and Payables

15. **COMPUTER PRINTOUT (attached)**
16. **ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

JANUARY 9, 2013 - 7:30 A.M.

ADMINISTRATION BUILDING - CONFERENCE RM 1  
304 E. Grand River Avenue, Howell, MI 48843

## FINANCE COMMITTEE

COMM. DENNIS DOLAN - FINANCE CHAIR  
 COMM. DAVID DOMAS  
 COMM.

COMM. CAROL GRIFFITH  
 COMM. KATE LAWRENCE  
 COMM. GARY CHILDS

COMM. WILLIAM GREEN  
 COMM. RON VAN HOUTEN  
 COMM. STEVE WILLIAMS

OTHERS:

<u>JENNIFER NASH</u>	<u>SALLY REYNOLDS</u>	
<u>JUDGE DAVID READER</u>	<u>JAMES DUQUET</u>	<u>DIANE BOCKHAUSEN</u>
<u>CHRIS FOLTS</u>	<u>CINDY CATANACH</u>	<u>BELINDA PETERS</u>
<u>JENNIFER PALMBOS</u>	<u>ROBERTA BENNETT</u>	<u>DEBBIE WARDEN</u>
<u>MARGARET DUNLEAVY</u>	<u>MARY ELLEN NYGREN</u>	
<u>JAMIE PALMER</u>	<u>MARK JOHNSON</u>	

1. **CALL TO ORDER:** Meeting called to order by **COMM. DENNIS DOLAN** at 7:32 AM.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES:** MINUTES AND CLOSED SESSION MINUTES OF MEETING DATED DECEMBER 12, 2012:

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**

**MOVED BY: DOMAS / SECONDED BY: VANHOUTEN**

**ALL IN FAVOR – MOTION PASSED**

4. **TABLED ITEMS FROM PREVIOUS MEETINGS:** None.
5. **APPROVAL OF AGENDA:**

➤ **CONSENT and REGULAR AGENDA:**

**MOTION TO APPROVE THE CONSENT AGENDA, AS PRESENTED.**

**MOTION TO APPROVE THE REGULAR AGENDA, AS MODIFIED: REMOVE RESOLUTION 16 FROM AGENDA**

**MOVED BY: DOMAS / SECONDED BY: LAWRENCE**

**ALL IN FAVOR – MOTION PASSED**

6. **REPORTS:** None.

7. **CALL TO THE PUBLIC:**

- Mark Johnson stated that the resolution was being deleted from today's agenda due to a change order in terminal building construction.

8. **APPROVAL OF CONSENT AGENDA ITEMS; RESOLUTIONS 10-14**

MOTION TO APPROVE THE CONSENT AGENDA  
MOVED BY: GRIFFITH / SECONDED BY: DOMAS  
YEAS: CHILDS, DOLAN, DOMAS, GRIFFITH, GREEN, LAWRENCE, WILLIAMS, VANHOUTEN  
NAYS: NONE ABSENT: DRICK

9. **RESOLUTIONS FOR CONSIDERATION:**

10. **AIRPORT:** RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND AUTHORIZE THE PURCHASING DEPARTMENT AND THE LIVINGSTON COUNTY AIRPORT MANAGER TO PROCEED WITH THE PURCHASE OF FURNITURE AND TECHNOLOGY FOR THE NEW TERMINAL BUILDING

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: GRIFFITH / SECONDED BY: DOMAS  
YEAS: CHILDS, DOLAN, DOMAS, GRIFFITH, GREEN, LAWRENCE, WILLIAMS, VANHOUTEN  
NAYS: NONE ABSENT: DRICK

11. **PURCHASING:** RESOLUTION AUTHORIZING THE FUNDS TO REPLACE AGING COPIES WITH MULTI FUNCTIONAL DEVICES (MFD) AND AUTHORIZATION TO AMEND THE 2013 BUDGET

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: GRIFFITH / SECONDED BY: DOMAS  
YEAS: CHILDS, DOLAN, DOMAS, GRIFFITH, GREEN, LAWRENCE, WILLIAMS, VANHOUTEN  
NAYS: NONE ABSENT: DRICK

12. **BUILDING SERVICES:** RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL, MAINTENANCE, AND LAWN CARE, WITH COMMUNITY MENTAL HEALTH AUTHORITY

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: GRIFFITH / SECONDED BY: DOMAS  
YEAS: CHILDS, DOLAN, DOMAS, GRIFFITH, GREEN, LAWRENCE, WILLIAMS, VANHOUTEN  
NAYS: NONE ABSENT: DRICK

13. **INFORMATION TECHNOLOGY:** RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO HARRIS FOR SOFTWARE SUPPORT FOR THE LIVINGSTON COUNTY TREASURER'S DEPARTMENT FOR THE YEAR 2013

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: GRIFFITH / SECONDED BY: DOMAS  
YEAS: CHILDS, DOLAN, DOMAS, GRIFFITH, GREEN, LAWRENCE, WILLIAMS, VANHOUTEN  
NAYS: NONE ABSENT: DRICK

14. **INFORMATION TECHNOLOGY:** RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUPPORT FOR DISTRICT COURT, JUVENILE/PROBATE COURTS, CIRCUIT COURT AND COUNTY CLERK – WEST COMPLEX FOR 2013 WITH THE STATE OF MICHIGAN JUDICIAL INFORMATION SYSTEMS

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: GRIFFITH / SECONDED BY: DOMAS  
YEAS: CHILDS, DOLAN, DOMAS, GRIFFITH, GREEN, LAWRENCE, WILLIAMS, VANHOUTEN  
NAYS: NONE ABSENT: DRICK

15. **BOARD OF COMMISSIONERS:** RESOLUTION TO APPROVE THE ACCEPTANCE OF COMMISSIONER JAY R. DRICK RESIGNATION FROM THE BOARD OF COMMISSIONERS

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: DOMAS / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED

16. **AIRPORT:** RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 2012-05-153 AND THE AGREEMENT WITH GARRISON COMPANY OF FARMINGTON HILLS, MICHIGAN TO INCLUDE CHANGE ORDER #3

DELETED FROM THE AGENDA

17. **PROBATE COURT:** RESOLUTION APPROVING THE FILLING OF ONE FULL-TIME COURT CLERK POSITION IN THE PROBATE COURT

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED

18. **COMMUNITY CORRECTIONS:** RESOLUTION APPROVING THE FILLING OF A PART TIME ADMINISTRATIVE ASSISTANT

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: DOMAS / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED

19. DISTRICT COURT: RESOLUTION APPROVING THE APPOINTMENT OF JAY R. DRICK AS ATTORNEY/MAGISTRATE FOR THE 53<sup>RD</sup> DISTRICT COURT

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: DOMAS / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED

20. TREASURER: RESOLUTION AUTHORIZING THE COUNTY TREASURER TO SIGN THE TREASURER PARTICIPATION AGREEMENT RELATED TO THE MICHIGAN HOMEOWNER ASSISTANCE – HELP FOR HARDEST HIT PROGRAM

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE  
ALL IN FAVOR - MOTION PASSED

21. TREASURER: RESOLUTION TO AMEND THE LANGUAGE IN RESOLUTION 2012-12-385 DATED DECEMBER 17, 2012

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: VANHOUTEN / SECONDED BY: WILLIAMS  
ALL IN FAVOR - MOTION PASSED

22. ADMINISTRATION: RESOLUTION AUTHORIZING CONTRACTS FOR LIVINGSTON COUNTY NON-PROFIT PROGRAMS FOR 2013

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: GRIFFITH / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED

23. ADMINISTRATION: RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR THE COUNTY FINANCIAL OFFICER TO ATTEND THE GOVERNMENT FINANCE OFFICER ASSOCIATION (GFOA) ANNUAL CONFERENCE IN SAN FRANCISCO, CALIFORNIA

RECOMMEND MOTION TO THE: BOARD  
MOVED BY: VANHOUTEN / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED

24. MISCELLANEOUS CLAIMS

MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED JANUARY 9, 2013.  
MOVED BY: GRIFFITH / SECONDED BY: VANHOUTEN  
ALL IN FAVOR - MOTION PASSED

**25. COMPUTER PRINTOUT**

**MOTION TO APPROVE THE COMPUTER PRINTOUT.  
MOVED BY: DOMAS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

**26. CLOSED SESSION: COMPREHENSIVE LITIGATION UPDATE**

**MOTION TO RECESS TO CLOSED SESSION AT: 7:51 AM  
MOVED BY: GRIFFITH / SECONDED BY: CHILDS  
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 8:56 AM**

**27. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:56 AM  
MOVED BY: WILLIAMS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**DEBBIE WARDEN**  
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION OF THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
RECEIPT, REVIEW AND FILING OF THE COUNTY 2012-2017 CAPITAL IMPROVEMENT  
PLAN/INVENTORY**

**WHEREAS,** by resolution of the Livingston County Board of Commissioners (Resolution #702-288), the County Planning Commission, in collaboration with the County Department of Planning, is required to “annually prepare a multi-year inventory identifying projects approved or anticipated by various [county] agencies which affect the County’s direct as well as indirect debt burden...”; and

**WHEREAS,** inasmuch as the County Planning Commission has an adopted *County Comprehensive Plan*, each county department or agency must now consult with the County Planning Commission regarding projects it is planning to undertake (MCLA 125:105; MSA 5.1192(5)); and

**WHEREAS,** all departments and quasi-governmental agencies of county government were invited to participate in the development of the county Capital Improvement Plan/Inventory; and

**WHEREAS,** the Livingston County Planning Commission herein received the inventory of potential projects as compiled by the Livingston County Department of Planning from the information submitted by the various county departments and agencies;

**THEREFORE BE IT RESOLVED** that the Livingston County Planning Commission herein transmits the *2012-2017 Livingston County Capital Improvement Plan/Inventory*, which was approved by the Livingston County Planning Commission on December 19, 2012, to the Livingston County Board of Commissioners and recommends that the Board receive and file the report.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby approves this Resolution.

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MOVED:

SECONDED:

CARRIED:





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PLANNING**

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**304 East Grand River Avenue, Howell, Michigan 48843**  
**Phone (517) 546-7555 Fax (517) 552-2347**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Robert Stanford, Principal Planner**  
**Date: 11/27/12**  
**Re: The 2012-2017 Capital Improvement Plan/Inventory for  
Livingston County, Michigan**

The purpose of this resolution is to forward the approved Livingston County Capital Improvement Plan/Inventory for the 2012-2017 planning period from the Livingston County Planning Commission to the Livingston County Board of Commissioners for their information, review and file.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO SYSTEMATICALLY TRANSFER MONIES BETWEEN FUNDS - COUNTY ADMINISTRATION / FINANCE COMMITTEE**

**WHEREAS,** the fiscal year 2013 Budget contains several types of transfers between funds; and

**WHEREAS,** the following types of transfers between funds are reflected in the budget:

<b>GENERAL FUND</b>	The General Fund appropriates a considerable amount of its operating funds to other County funds. The purpose of the appropriations is to subsidize operating programs or capital purchases, provide seed money for new projects, and General Funds share for internal services
<b>DIRECT SERVICES</b>	Direct Services provided by a department (Internal Service Funds: Building Services, Information Technology, and Car Pool) to different departments within General Fund and in other funds;
<b>INDIRECT COSTS</b>	Indirect Costs (Central Services Cost Allocation Plan) are billed to appropriate general fund divisions, which operate with federal and state funding, special revenue and enterprise funds to recover each funds proportionate share of the County's central administrative and support cost which are originally borne by the General Fund;
<b>OPERATING CAPITAL</b>	Miscellaneous Operating Capital Transfers are made from one fund to another fund to subsidize operating programs or capital purchases, or provide seed money for new projects
<b>BENEFITS</b>	The departments have the funds in their respective budgets to pay the benefit carriers but the payment is made from the benefit fund.

**WHEREAS,** requests for transfers and/or billings are received from the numerous County departments continuously throughout the course of the year to fund their operations; and

**WHEREAS,** it is desirable to implement a systematic process to transfer monies between funds, eliminate duplication of effort and to create an efficient/effective procedure.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the transfer of monies in accordance with the attached schedules and authorize the County Treasurer to make the appropriate adjusting journal entries to effectuate the transfers.

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MOVED:  
SECONDED:  
CARRIED:

COUNTY OF LIVINGSTON  
2013 Budget

General Fund 101	BCBS			Life				Workers Comp			
	Line item	Annual Amount	Monthly Amount	Line item	Annual Amount	Monthly Amount	Line item	Annual Amount			
Board of Commissioners	101-716.000	\$ 104,793	\$ 8,733	101-716.001	\$ -	\$ -	101-717.000	\$ 262	\$ 22	101-719.000	\$ 527
Circuit Court	131-716.000	\$ 124,926	\$ 10,411	131-716.001	\$ -	\$ -	131-717.000	\$ 563	\$ 47	131-719.000	\$ 2,887
District Court	136-716.000	\$ 301,204	\$ 25,100	136-716.001	\$ -	\$ -	136-717.000	\$ 1,031	\$ 86	136-719.000	\$ 8,524
Probate Court	148-716.000	\$ 82,609	\$ 6,884	148-716.001	\$ -	\$ -	148-717.000	\$ 332	\$ 28	148-719.000	\$ 3,160
Juvenile Court	149-716.000	\$ 119,879	\$ 9,990	149-716.001	\$ -	\$ -	149-717.000	\$ 606	\$ 51	149-719.000	\$ 3,847
Guardianship Srvs										150-719.000	\$ 12
Central Srv - Judicial Center	168-716.000	\$ 4,299	\$ 358	168-716.001	\$ -	\$ -	168-717.000	\$ 34	\$ 3	168-719.000	\$ 69
Administration	172-716.000	\$ 45,142	\$ 3,762	172-716.001	\$ -	\$ -	172-717.000	\$ 499	\$ 42	172-719.000	\$ 1,000
County Clerk	215-716.000	\$ 53,740	\$ 4,478	215-716.001	\$ -	\$ -	215-717.000	\$ 420	\$ 35	215-719.000	\$ 847
Circuit Court - Law	216-716.000	\$ 96,732	\$ 8,061	216-716.001	\$ -	\$ -	216-717.000	\$ 610	\$ 51	216-719.000	\$ 1,446
Equalization	225-716.000	\$ 42,992	\$ 3,583	225-716.001	\$ -	\$ -	225-717.000	\$ 380	\$ 32	225-719.000	\$ 3,966
Purchasing	233-716.000	\$ 18,272	\$ 1,523	233-716.001	\$ -	\$ -	233-717.000	\$ 155	\$ 13	233-719.000	\$ 310
Treasurer	253-716.000	\$ 96,732	\$ 8,061	253-716.001	\$ -	\$ -	253-717.000	\$ 772	\$ 64	253-719.000	\$ 1,598
MSU Cooperative Extension										261-719.000	\$ 96
Human Resources	270-716.000	\$ 56,427	\$ 4,702	270-716.001	\$ -	\$ -	270-717.000	\$ 508	\$ 42	270-719.000	\$ 1,011
Drain	275-716.000	\$ 196,688	\$ 16,391	275-716.001	\$ -	\$ -	275-717.000	\$ 1,602	\$ 134	275-719.000	\$ 13,140
Prosecuting Attorney	282-716.000	\$ 193,464	\$ 16,122	282-716.001	\$ -	\$ -	282-717.000	\$ 1,995	\$ 166	282-719.000	\$ 3,358
Register of Deeds	283-716.000	\$ 75,236	\$ 6,270	283-716.001	\$ -	\$ -	283-717.000	\$ 536	\$ 45	283-719.000	\$ 1,176
Sheriff- Road Patrol	301-716.000	\$ 748,541	\$ 62,378	301-716.001	\$ 465,943	\$ 38,829	301-717.000	\$ 4,341	\$ 362	301-719.000	\$ 149,924
Court Security										305-719.000	\$ 3,600
Sheriff Traffic											
Drive MI Safely Task Force											
Sheriff Jail	351-716.000	\$ 584,509	\$ 48,709	351-716.001	\$ 275,006	\$ 22,917	351-717.000	\$ 3,150	\$ 263	351-719.000	\$ 105,814
Animal Shelter	430-716.000	\$ 53,740	\$ 4,478	430-716.001	\$ -	\$ -	430-717.000	\$ 309	\$ 26	430-719.000	\$ 4,948
Solid Waste	441-716.000	\$ 10,748	\$ 896	441-716.001	\$ -	\$ -	441-717.000	\$ 94	\$ 8	441-719.000	\$ 891
Medical Examiner										648-719.000	\$ 1,249
Veterans Affair	682-716.000	\$ 42,992	\$ 3,583	682-716.001	\$ -	\$ -	682-717.000	\$ 266	\$ 22	682-719.000	\$ 617
Planning	721-716.000	\$ 32,244	\$ 2,687	721-716.001	\$ -	\$ -	721-717.000	\$ 343	\$ 29	721-719.000	\$ 688
Expenses TOTAL -GF		\$ 3,085,909	\$ 257,159		\$ 740,949	\$ 61,746		\$ 18,808	\$ 1,567		\$ 314,705
EMS Fund	210-651-716.000	\$ 754,268	\$ 62,856	210-651-716.001	\$ -	\$ -	210-651-717.000	\$ 3,585	\$ 299	210-651-719.000	\$ 221,121
FOC Fund - Family Counseling											
FOC Fund	215-141-716.000	\$ 265,273	\$ 22,106	215-141-716.001	\$ -	\$ -	215-141-717.000	\$ 1,370	\$ 114	215-141-719.000	\$ 4,090
Health Fund	221-601-716.000	\$ 297,720	\$ 24,810	221-601-716.001	\$ -	\$ -	221-601-717.000	\$ 2,650	\$ 221	221-601-719.000	\$ 32,483
Safe Havens Grant	238-166-716.000	\$ 1,344	\$ 112	238-166-716.001	\$ -	\$ -	238-166-717.000	\$ 11	\$ 1	238-166-719.000	\$ 21
Byrne Grant	238-169-716.000	\$ -	\$ -	238-169-716.001	\$ -	\$ -	238-169-717.000	\$ -	\$ -	238-169-719.000	\$ -
Family Support Grant	238-230-716.000	\$ 21,496	\$ 1,791	238-230-716.001	\$ -	\$ -	238-230-717.000	\$ 218	\$ 18	238-230-719.000	\$ 374
Seat Belt Enforcement	238-402-716.000			238-402-716.001			238-402-717.000			238-402-719.000	\$ 298
	238-410-716.000			238-410-716.001			238-410-717.000			238-410-719.000	\$ 698
EECBG Grant	238-722-716.000	\$ 400	\$ 33	238-722-716.001	\$ -	\$ -	238-722-717.000	\$ 25	\$ 2	238-722-719.000	\$ 25
Drive MI Safely Task Force										238-335-719.000	
Mental Health Court Grant	239-170-716.000	\$ 6,111	\$ 509	239-171-716.001	\$ -	\$ -	239-171-717.000	\$ 16	\$ 1	239-170-719.000	\$ 426
Family Depend Treatment Grant	239-171-716.000	\$ 2,687	\$ 224	239-171-716.001	\$ -	\$ -	239-171-717.000	\$ 21	\$ 2	239-171-719.000	\$ 43
Adult Drug Court Grant - MDCGP	239-174-716.000	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		
Adult Drug Court Grant - OHSP	239-175-716.000	\$ 1,344	\$ 112	239-175-716.001	\$ -	\$ -	239-175-717.000	\$ 11	\$ 1	239-175-719.000	\$ 21

Juvenile Drug Court - MDCGP	239-176-716.000	\$	3,022	\$	252	239-176-716.001	\$	-	\$	-	239-176-717.000	\$	9	\$	1	239-176-719.000	\$	271
Crime Victims Rights Grant	239-282-716.000	\$	10,748	\$	896	239-282-716.001	\$	-	\$	-	239-282-717.000	\$	77	\$	6	239-282-719.000	\$	257
Secondary Road Patrol Grant	239-315-716.000	\$	24,466	\$	2,039	239-315-716.001	\$	14,523	\$	1,210	239-315-717.000	\$	126	\$	11	239-315-719.000	\$	4,825
261 911 Fund	261-346-716.000	\$	221,108	\$	18,426	261-346-716.001	\$	12,539	\$	1,045	261-346-717.000	\$	2,668	\$	222	261-346-719.000	\$	6,525
Comm Corr	275-362-716.000	\$	21,496	\$	1,791	275-362-716.001	\$	-	\$	-	275-362-717.000	\$	162	\$	14	275-362-719.000	\$	455
MI Works	277-743-716.000	\$	42,991	\$	3,583	277-743-716.001	\$	-	\$	-	277-743-717.000	\$	435	\$	36	277-743-719.000	\$	870
Child Care Fund	292-662-716.000	\$	10,073	\$	839	292-662-716.001	\$	-	\$	-	292-662-717.000	\$	32	\$	3	292-662-719.000	\$	825
Building & Safety	542-371-716.000	\$	120,378	\$	10,032	542-371-716.001	\$	-	\$	-	542-371-717.000	\$	953	\$	79	542-371-719.000	\$	6,247
Airport Fund	581-054-716.000	\$	21,496	\$	1,791	581-054-716.001	\$	-	\$	-	581-054-717.000	\$	206	\$	17	581-054-719.000	\$	4,087
Transportation Fund	588-538-716.000	\$	195,614	\$	16,301	588-538-716.0001	\$	-	\$	-	588-538-717.000	\$	1,174	\$	98	588-538-719.000	\$	51,777
Transportation Fund JARC grant																588-538-719.120	\$	2,406
Building Srvs Fund	631-269-716.000	\$	151,547	\$	12,629	631-269-716.001	\$	-	\$	-	631-269-717.000	\$	892	\$	74	631-269-719.000	\$	30,531
Information Tech	636-258-716.000	\$	156,921	\$	13,077	636-258-716.001	\$	-	\$	-	636-258-717.000	\$	1,430	\$	119	636-258-719.000	\$	2,865
MotorPool	661-235-716.000	\$	10,748	\$	896	661-235-716.001	\$	-	\$	-	661-235-717.000	\$	63	\$	5	661-235-719.000	\$	1,346
			\$		-								\$			-		
		\$	5,427,160	\$	452,263		\$	768,011	\$	64,001		\$	34,942	\$	2,912		\$	687,592

General Fund 101	LTD/STD		TOTAL Dept		
	Monthly Amount	Line item	Annual Amount	Monthly Amount	Rev - Benefit Fund
Board of Commissioners	\$ 44	101-723.000	\$ 1,351	\$ 113	\$ 106,933
Circuit Court	\$ 241	131-723.000	\$ 1,927	\$ 161	\$ 130,303
District Court	\$ 710	136-723.000	\$ 1,498	\$ 125	\$ 312,257
Probate Court	\$ 263	148-723.000	\$ 900	\$ 75	\$ 87,001
Juvenile Court	\$ 321	149-723.000	\$ 1,549	\$ 129	\$ 125,881
Guardianship Srvs	\$ 1				\$ 12
Central Srv - Judicial Center	\$ 6	168-723.000	\$ 176	\$ 15	\$ 4,578
Administration	\$ 83	172-723.000	\$ 2,570	\$ 214	\$ 49,211
County Clerk	\$ 71	215-723.000	\$ 1,387	\$ 116	\$ 56,394
Circuit Court - Law	\$ 121	216-723.000	\$ 3,141	\$ 262	\$ 101,929
Equalization	\$ 331	225-723.000	\$ 1,957	\$ 163	\$ 49,295
Purchasing	\$ 26	233-723.000	\$ 797	\$ 66	\$ 19,534
Treasurer	\$ 133	253-723.000	\$ 3,199	\$ 267	\$ 102,301
MSU Cooperative Extension	\$ 8				\$ 96
Human Resources	\$ 84	270-723.000	\$ 2,600	\$ 217	\$ 60,546
Drain	\$ 1,095	275-723.000	\$ 7,416	\$ 618	\$ 218,846
Prosecuting Attorney	\$ 280	282-723.000	\$ 9,286	\$ 774	\$ 208,103
Register of Deeds	\$ 98	283-723.000	\$ 2,035	\$ 170	\$ 78,983
Sheriff- Road Patrol	\$ 12,494	301-723.000	\$ 2,785	\$ 232	\$ 905,591
Court Security	\$ 300				\$ 3,600
Sheriff Traffic					
Drive MI Safely Task Force					
Sheriff Jail	\$ 8,818				\$ 693,473
Animal Shelter	\$ 412	430-723.000	\$ 1,589	\$ 132	\$ 60,586
Solid Waste	\$ 74	441-723.000	\$ 485	\$ 40	\$ 12,218
Medical Examiner	\$ 104				\$ 1,249
Veterans Affair	\$ 51	682-723.000	\$ 1,372	\$ 114	\$ 45,247
Planning	\$ 57	721-723.000	\$ 1,769	\$ 147	\$ 35,044
Expenses TOTAL -GF	\$ 26,225		\$ 49,789	\$ 4,149	\$ 3,469,211
EMS Fund	\$ 18,427	210-651-723.000	\$ 6,353	\$ 529	\$ 985,327
FOC Fund - Family Counseling					
FOC Fund	\$ 341	215-141-723.000	\$ 3,649	\$ 304	\$ 274,382
Health Fund	\$ 2,707	221-601-723.000	\$ 13,827	\$ 1,152	\$ 346,680
Safe Havens Grant	\$ 2	238-166-723.000	\$ 55	\$ 5	\$ 1,431
Byrne Grant	\$ -	238-169-723.000		\$ -	\$ -
Family Support Grant	\$ 31	238-230-723.000	\$ 1,125	\$ 94	\$ 23,213
Seat Belt Enforcement	\$ 25	238-402-723.000	\$ -	\$ -	\$ 298
	\$ 58	238-410-723.000	\$ -	\$ -	\$ 698
EECBG Grant	\$ 2	238-722-723.000	\$ 75	\$ 6	\$ 525
Drive MI Safely Task Force	\$ -				\$ -
Mental Health Court Grant	\$ 36	239-170-723.000	44	\$ 4	\$ 6,597
Family Depend Treatment Grant	\$ 4	239-171-723.000	\$ 110	\$ 9	\$ 2,861
Adult Drug Court Grant - MDCGP					\$ -
Adult Drug Court Grant - OHSP	\$ 2	239-175-723.000	\$ 55	\$ 5	\$ 1,431

Juvenile Drug Court - MDCGP	\$	23	239-176-723.000	\$	-	\$	-	\$	3,302
Crime Victims Rights Grant	\$	21	239-282-723.000	\$	397	\$	33	\$	11,479
						\$	-		
Secondary Road Patrol Grant	\$	402						\$	29,417
						\$	-		
261 911 Fund	\$	544	261-346-723.000	\$	2,454	\$	205	\$	232,755
Comm Corr	\$	38	275-362-723.000	\$	836	\$	70	\$	22,949
MI Works	\$	73	277-743-723.000	\$	2,088	\$	174	\$	46,384
Child Care Fund	\$	69						\$	10,930
Building & Safety	\$	521	542-371-723.000	\$	4,907	\$	409	\$	132,485
Airport Fund	\$	341	581-054-723.000	\$	888	\$	74	\$	26,677
Transportation Fund	\$	4,315	588-538-723.000	\$	6,046	\$	504	\$	254,611
Transportation Fund JARC grant	\$	201						\$	2,406
Building Srvs Fund	\$	2,544	631-269-723.000	\$	4,595	\$	383	\$	187,565
Information Tech	\$	239	636-258-723.000	\$	7,367	\$	614	\$	168,583
MotorPool	\$	112	661-235-723.000	\$	327	\$	27	\$	12,484
	\$	-				\$	-	\$	-
	\$	57,299		\$	104,987	\$	8,749	\$	6,254,681

















**LIVINGSTON COUNTY ADMINISTRATION**  
304 E. Grand River, Suite 203  
Howell, Michigan 48843-2323  
<http://co.livingston.mi.us/administration/>

**Cindy Catanach**  
Finance Officer

(517) 540-8727  
(517) 546-7266 Fax  
[ccatanach@co.livingston.mi.us](mailto:ccatanach@co.livingston.mi.us)

**DATE:** January 16, 2013  
**TO:** BOARD OF COMMISSIONERS  
**FROM:** CINDY CATANACH, FINANCE OFFICER  
**RE:** 2013 SYSTEMATIC TRANSFER OF FUNDS

Attached for your consideration and approval is a resolution to systematically transfer monies between funds. The resolution authorizes the County Treasurer to make the appropriate journal entries to effectuate the transfers in accordance with the attached schedule.

The following transfers have been previously authorized by the Livingston County Board of Commissioners through the adoption of the 2013 Budgets. Included in the transfers are the General Fund Appropriations, Direct Services (Internal Service Funds), Indirect Costs (Cost Allocation charges), and Miscellaneous Operating Capital.

Requests for transfers and/or billings are received from the numerous County departments continuously throughout the course of the year to fund their operations and it is desirable to implement a systematic process to transfer monies between funds, eliminate duplication of effort and to create an efficient/effective procedure.

I am available to discuss this resolution in advance of the Finance Committee meeting should you have any questions.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO APPROVE THE TRANSFER OF FUNDS FROM THE VETERANS RELIEF FUND TO THE GENERAL FUND - Veterans**

**WHEREAS,** the Board of Commissioners approved the levy of the Veterans Relief millage at 1/20 of mill in Resolution # 2009-06-193; and

**WHEREAS,** the Veterans Relief Millage is used to assist indigent veterans within Livingston County; and

**WHEREAS,** the funds generated from the millage can be used to fund the time and materials utilized by the Veterans Affairs staff with the aid of indigent veterans; and

**WHEREAS,** the Veterans Affairs Committee has approved the amount for the third and fourth quarter of 2012 that will be transferred from the Veterans Relief Fund to the General Fund; and

**WHEREAS,** the amount to be transferred is \$6,965 for the third quarter of 2012 and \$7,385 for the fourth quarter of 2012.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize the transfer of funds from the Veterans Relief Fund to the General Fund in the amount of \$14,350 for the third and fourth quarter of 2012 for work related specifically to the indigent veterans of Livingston County.

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MOVED:  
SECONDED:  
CARRIED:

Resolution Number : 2012-- 04

Moved by Pratt      Seconded by Wallace

Authorizing transfer of funds from County Indigent Veterans Fund, back to the County in payment of direct services for indigent veterans.

Whereas, the Livingston County Veterans Committee Indigent Fund is administered to help indigent veterans of the county, under authority of the State of Michigan and the County of Michigan, and:

Whereas, in the THIRD quarter of 2012 (July-September 2012) , the Veterans Affairs office reported expenses to assist Indigent veterans as follows:

A total of 199 hours , representing \$ 6,965 was expended for direct services personnel, compensation and benefits to assist indigent veteran services,

Therefore, be it resolved, that the Veterans Affairs Committee authorize the transfer of the sum of \$ 6,965 to the County of Livingston for services and support provided on behalf of indigent veterans for the 3rd Quarter of 2012, and hereby authorize the County Treasurer to dispense the county to the account they see fit.

Approved  
Date: 10/10/2012

Voting For: Colone, Wallace, Pratt, Heatwole

Voting Against: None

Resolution Number : 2013—01

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Authorizing transfer of funds from County Indigent Veterans Fund, back to the County in payment of direct services for indigent veterans.

Whereas, the Livingston County Veterans Committee Indigent Fund is administered to help indigent veterans of the county, under authority of the State of Michigan and the County of Michigan, and:

Whereas, in the FOURTH quarter of 2012 (October-December 2012), the Veterans Affairs office reported expenses to assist Indigent veterans as follows:

A total of 211 hours, representing \$7,385 was expended for direct services personnel, compensation and benefits to assist indigent veteran services,

Therefore, be it resolved, that the Veterans Affairs Committee authorize the transfer of the sum of \$7,385 to the County of Livingston for services and support provided on behalf of indigent veterans for the 4th Quarter of 2012, and hereby authorize the County Treasurer to dispense the county to the account they see fit.

Approved  
Date: 01/16/2013

Voting For:

Voting Against:



(Works out to \$35 per hour for the 211 chargeback hours.).

Using the rate of \$35 based on two years history of hourly rate, times the number of direct chargeback hours NOT including Josh's salary.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO CREATE TWO NEW JAIL INTAKE SPECIALIST POSITIONS AND TO APPROVE THE LETTER OF UNDERSTANDING WITH THE LIVINGSTON COUNTY DEPUTY SHERIFF'S ASSOCIATION REGARDING SAME**

**WHEREAS,** Livingston County Sheriff Department wishes to create two (2) new Intake Specialist positions in the County Jail; and

**WHEREAS,** Intake Specialists will be responsible for registering / booking inmates that are placed into the custody of the Sheriff Department and recording information, completing required paperwork and forms, and recording and securing property; and

**WHEREAS,** Intake Specialists will have no direct inmate contact and by taking over the registering / booking function, Corrections Officers can focus on the security of the facility and inmates and attend to issues that arise outside of the clerical portion of the job; and

**WHEREAS,** the Sheriff Department has reached the attached Letter of Agreement with the Livingston County Deputy Sheriff's Association related to this position recognizing it as outside the Deputies collective bargaining unit; and

**WHEREAS,** the Sheriff Department worked with the Human Resources Department to determine the appropriate pay grade for the Intake Specialist position at a Grade G consistent with County policy related to compensation; and

**WHEREAS,** this pay rate has been approved by the Personnel Committee consistent with the Livingston County Classification and Compensation Guidelines.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into the attached Letter of Understanding with the Livingston County Deputy Sheriff's Association related to Intake Specialist positions.

**BE IT FURTHER RESOLVED** that the Chair of the Board of Commissioners is authorized to sign the above-referenced Letter of Understanding.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes two (2) Intake Specialist positions at the Sheriff Department Jail and any budget amendments required to fund these positions.

<b>CURRENT POSITIONS</b>		
<b>POSITION TITLE</b>	<b>FULL -TIME #</b>	<b>PART -TIME #</b>
Corrections Officers	40	
<b>TOTALS:</b>	<b>40</b>	

<b>REQUESTED POSITIONS</b>		
<b>POSITION TITLE</b>	<b>FULL -TIME #</b>	<b>PART -TIME #</b>
Corrections Officers	40	
Intake Specialists	2	
<b>TOTALS:</b>	<b>42</b>	

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**MOVED:**

**SECONDED:**

**CARRIED:**



## Livingston County Sheriff Department Intra-Office Memo

**TO: U/S Murphy**  
**FROM: Lt. Tom Cremonte**  
**DATE: 9-6-12**  
**SUBJECT: Job Description- Jail Intake Specialist**

### **Job Duties:**

- Register/book inmates that are placed into the custody of the Sheriff Department. This includes recording of information, completing required paperwork and forms, recording and securing property.
- Obtaining sensitive medical, mental health and personnel information from incarcerated persons.
- Receive and receipt money such as deposits and bonds
- Prepare reports and receipts
- Secure and organize inmate property
- Answer telephones
- Organize inmate files
- Assist jail deputies, as needed.
- There is no direct inmate contact in this position

### **Employment Qualifications:**

- \* At least 21 years of age at date of hire.
- \* No prior felony convictions (including expunged convictions.)
- \* High School diploma or equivalency. Some college preferred.
- Successful passing of physical and psychological testing, including a drug screen.

### **Minimum Job Requirements:**

- Perform in a Para-military administration that is responsible for the care and order of inmates lodged at the Livingston County Jail.
- Be comfortable working in a jail setting.
- Follow orders and directions set forth in rules and regulations and policy and procedures. This includes verbal orders and directives.
- Knowledge of Windows-based operating systems
- Ability to use and understand the computer-based jail management system.

- Proficiency in reading, writing, use of grammar, typing, use of computers and related software and hardware.
- Good organization skills.
- Ability to complete accurate, timely, and complete reports, receipts, and other jail-related documents and paperwork.
- Ability to communicate clearly and professionally with the general public, inmates and others who interact with the jail.
- Prior law enforcement or corrections experience is beneficial.

**LIVINGSTON COUNTY DEPUTY SHERIFFS ASSOCIATION OF MICHIGAN**  
**-and-**  
**SHERIFF OF LIVINGSTON COUNTY**  
**-and-**  
**COUNTY OF LIVINGSTON**

**LETTER OF UNDERSTANDING**

**Intake Specialists**

This Letter of Understanding is entered into between the Livingston County Deputy Sheriffs Association of Michigan (hereinafter "Union"), the Sheriff of Livingston County (hereinafter "Sheriff"), and the County of Livingston (hereinafter "County").

WHEREAS, the County and Sheriff wish to create and staff the new classification of "Intake Specialist" to be utilized within the jail to assist in the completion of duties which have previously and continuously been performed by corrections officers within the Union's bargaining unit.

WHEREAS, the Union was advised of the intentions of the County and Sheriff, and discussions have taken place between all parties with respect to the duties to be completed by the newly-created Intake Specialists.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings set forth below, and in the interest harmonious labor relations, the parties agree as follows with respect to the completion of bargaining unit work by the newly-created Intake Specialists:

1. The classification of Intake Specialist will not become part of the bargaining unit represented by the Union.
2. As part of their duties, Intake Specialists will not be permitted to operate any control panel within the jail.
3. Consistent with current procedure, any release of inmates processed by Intake Specialists will be overseen by the assigned sergeant on duty or officer in charge.
4. Any bargaining unit member required to assist in the training of Intake Specialists will receive 1 ½ hours of straight comp time for the 8-hour training day.
5. Consistent with the intent of residual subcontracting clause set forth in Article V of the parties' 2010-2013 collective bargaining agreement, should it be necessary to reduce staff in the jail, any existing Intake Specialists will be laid off prior to any positions filled by the Union's members.

6. The Union is not waiving its right to grieve or otherwise challenge any future transfer of bargaining unit work to non-bargaining unit personnel.
7. The parties further agree that the resolutions reached in this Letter of Understanding are unique to the circumstances involved, and are in no way intended to be precedent setting on any other matters arising between the parties in the future. Rather, the Union reserves the right to pursue appropriate relief in the event non-bargaining unit personnel are appointed to perform duties or assignments within the bargaining unit contrary to the terms of the collective bargaining agreement and/or the obligation to bargain under the Public Employment Relations Act.
8. The parties, by signature of their authorized representatives, acknowledge that they have read this Letter of Understanding in its entirety, understand it, have had adequate opportunity to review it with their attorneys, and voluntarily accept its terms.
9. This Letter of Understanding constitutes the entire agreement between the parties relating to the utilization of Intake Specialists, and it supercedes any prior written or oral agreements or representations concerning the subject matter thereof. This Letter of Understanding shall remain in full force and effect until or unless modified in writing and signed by the parties hereto.
10. Any alleged violation of the terms of this Letter of Agreement will be subject to the grievance and arbitration procedures as set forth in the parties' 2010-2013 collective bargaining agreement.

COUNTY OF LIVINGSTON

SHERIFF OF LIVINGSTON COUNTY

By: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date

LIVINGSTON COUNTY DEPUTY SHERIFFS  
ASSOCIATION OF MICHIGAN

By: \_\_\_\_\_

Date



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE SIGNING OF AN UPDATED BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND CONCENTRA HEALTH SERVICES, INC. IN COMPLIANCE WITH HIPAA AS AMENDED BY THE HITECH ACT –**

*Human Resources / Finance / Full Board*

**WHEREAS,** Livingston County contracts with Concentra Health Services, Inc. to provide pre-employment employee physicals, drug screening, and fitness for duty examinations; and

**WHEREAS,** a Business Associate Agreement is needed to comply with the federal Health Information Technology for Economic and Clinical Health (HITECH) Act which amends HIPAA; and

**WHEREAS,** Concentra Health Services, Inc. has provided Livingston County with an updated Business Associate Agreement reflecting the required provisions under the HITECH Act.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Board Chair to sign the updated Business Associate Agreement with Concentra Health Services, Inc., as well as any and all related documents upon review of civil counsel, to ensure compliance with HIPAA as amended by the HITECH Act.

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**MOVED:  
SECONDED:  
CARRIED:**