

GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES

10/14/2014

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

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
 2. **APPROVAL OF MINUTES**
Minutes of Meeting Dated: September 8, 2014
 3. **APPROVAL OF AGENDA**
 4. **REPORTS**
 5. **CALL TO THE PUBLIC**
 6. **RESOLUTIONS FOR CONSIDERATION**
-

- 07 Facility Services**
RESOLUTION AUTHORIZING A BUDGET TRANSFER AND THE PURCHASE AND INSTALLATION OF CARPETING AT THE DEPARTMENT OF HUMAN SERVICES - Facility Services/General Government/Finance/Board
-

- 08 Emergency Medical Services**
RESOLUTION AUTHORIZING THE USE OF A STANDARD AGREEMENT BETWEEN THE COUNTY OF LIVINGSTON, ACTING ON BEHALF OF THE EMS DEPARTMENT, AND THOSE ENTITIES CONTRACTING FOR EMS SERVICES - EMS/Health & Human Services/Finance/Board
-

- 09 Airport**
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 2012-11-314 AND THE GROUND LEASE AGREEMENT WITH 1056 HANGAR GROUP LLC, A MICHIGAN LIMITED LIABILITY CORPORATION TO ADD AN ADDITIONAL FIVE (5) YEARS TO THE TERM - Airport/General Government/Finance/Board
-

- 10 Register of Deeds**
RESOLUTION APPROVING REQUEST FOR ONE PART TIME (20 HOUR) DEPUTY REGISTER OF DEEDS POSITION (GRADE F) TO THE REGISTER OF DEEDS OFFICE TO BE EFFECTIVE NOVEMBER 1, 2014. – Register of Deeds/General Government
-

- 11 Public Health**
RESOLUTION AUTHORIZING THE INCREASING OF HOURS OF A PART

TIME 20 HOURS VISION AND HEARING TECHNICIAN POSITION TO PART TIME UP TO 29 HOURS VISION AND HEARING TECHNICIAN - Public Health/Health & Human Services

12 Public Health
RESOLUTION TO AUTHORIZE AGREEMENTS WITH THE INGHAM HEALTH PLAN CORPORATION D/B/A LIVINGSTON HEALTH PLAN - Public Health/Health & Human Services/Finance/Board

13 Information Technology
RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME INFRASTRUCTURE MANAGER IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT – Information Technology/General Government

14 Information Technology
RESOLUTION TO SIGN LETTER OF COMMITMENT FOR THE 2015 SEMCOG COLLABORATIVE DIGITAL ORTHOIMAGERY PROJECT - Information Technology/General Government/Finance/Board

15 Michigan Works
RESOLUTION APPROVING MODIFICATION #3 TO THE WORKFORCE INVESTMENT ACT COMPREHENSIVE 5-YEAR LOCAL PLAN CURRENTLY APPROVED THROUGH JUNE 30, 2017 - Michigan Works!/Health & Human Services Committee/Finance/Board

16 Michigan Works
RESOLUTION APPROVING APPLICATIONS FOR THE SKILLED TRADE TRAINING FUND (STTF) FOR FY 2014 - Michigan Works!/Health & Human Service Committee/Finance/Board

17 LETS
RESOLUTION AUTHORIZING REPLACEMENT OF THE JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT WITH THE TRANSPORTATION TO WORK GRANT – L.E.T.S./General Government/Finance/Board

18 LETS
RESOLUTION AUTHORIZING PROJECT AUTHORIZATION 2012-0118/P17 FOR FISCAL YEAR 2015 TRANSPORTATION TO WORK GRANT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS - L.E.T.S./General Government/Finance/Board

19 LETS
RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. DEPUTY DIRECTOR AND OPERATIONS MANAGER TO ATTEND THE F.T.A. TRIENNIAL TRAINING WORKSHOP – L.E.T.S./General

20. ADJOURNMENT

MEETING MINUTES

SEPTEMBER 8, 2014 - 7:30 PM

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

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. CHILDS COMM. DOLAN COMM. GREEN **COMM. WILLIAMS**

OTHERS:
DEBBIE OBERLE
DIANNE MCCORMICK
MARC SCALERA
JESSICA MATTHEWS - WHMI

KATE LAWRENCE
CINDY CATANACH
RICH MALEWICZ
CATHY SZABELSKI

RON VAN HOUTEN
BELINDA PETERS
CAROL SUE JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS AT 7:30 PM.**

2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED AUGUST 11, 2014:**

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

3. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: CHILDS / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:** None.

5. **CALL TO THE PUBLIC:** None.

6. **RESOLUTIONS FOR CONSIDERATION.**

7. **ANIMAL CONTROL: RESOLUTION AUTHORIZING THE FILLING OF THE DIRECTOR OF ANIMAL CONTROL POSITION**

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

8. PUBLIC HEALTH: RESOLUTION TO AMEND THE CONTRACT WITH JACKSON COUNTY TO PROVIDE MEDICAL DIRECTION TO THE JACKSON COUNTY HEALTH DEPARTMENT

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

9. I.T.: RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUPPORT FOR DISTRICT COURT, JUVENILE / PROBATE COURTS, CIRCUIT COURT AND COUNTY CLERK FOR 2015 WITH THE STATE OF MICHIGAN, JUDICIAL INFORMATION SYSTEMS

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

10. ADMINISTRATION: RESOLUTION AUTHORIZING AN ESTABLISHING AGREEMENT WITH THE COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN FOR REPRESENTATION ON THE SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD

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

11. PUBLIC HEALTH: RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/14 THROUGH 9/30/15

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

12. ADJOURNMENT:

**MOTION TO ADJOURN AT 7:50 PM.
MOVED BY: DOLAN / SECONDED BY CHILDS
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A BUDGET TRANSFER AND THE PURCHASE AND INSTALLATION OF CARPETING AT THE DEPARTMENT OF HUMAN SERVICES – FACILITY SERVICES / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, there is a need for carpet replacement at the DHS building; and

WHEREAS, the scope of the replacement includes purchase and labor for the installation of the carpet; and

WHEREAS, the project was competitively bid through U.S. Communities with the local contract being awarded to Seelye Group Ltd; and

WHEREAS, there are sufficient funds for this project in the Facility Services fund balance which will require a budget amendment to the fiscal year 2014 budget for this purchase.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the purchase and install of carpet from Seelye Group, Ltd of Lansing Mi. for the Department of Human Services building for a cost not to exceed \$63,000.00.

BE IT FUTHER RESOLVED that the Board of Commissioners authorizes the following amendment to the Facility Services Fiscal Year 2014 budget as illustrated below:

	Approved Revised		Proposed 2014	
<u>Fund</u>	<u>2014 Budget</u>		<u>Increase</u>	<u>Amended Budget</u>
631 – Facility Svs	\$ 2,613,939		\$63,000	\$ 2,676,939

BE IT FINALLY RESOLVED that the budgetary worksheets showing the detailed line-item changes for the budget amendment will be attached as part of the resolution.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

DATE: October 8, 2014,
TO: Livingston County Board of Commissioners
FROM: Chris Folts
RE: Resolution authorizing a Budget Amendment for the replacement of carpet at the Department Of Human Services building

The Facilities Service Department has recognized a need to replace the carpet at the Department of Human Services building. The current carpet is severely worn and in need of replacement.

Facilities Services Department has followed the Counties purchasing policy by piggybacking off of the U.S. Communities contract with the local contract being awarded to Seelye Group Ltd of Lansing, Michigan to remove the old carpet and replace with new carpet.

The cost of the project will not exceed \$63,000.00 and be paid by Facility Services fund balance in which there are sufficient funds. A budget amendment will be necessary to cover this expenditure.

Therefore, we are asking for the amount not to exceed \$ 63,000.00 for the purchase and installation of carpet at the Department of Human Services. If you have any questions or concerns regarding this matter, please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE USE OF A STANDARD AGREEMENT BETWEEN THE COUNTY OF LIVINGSTON, ACTING ON BEHALF OF THE EMS DEPARTMENT, AND THOSE ENTITIES CONTRACTING FOR EMS SERVICES – EMS / HEALTH & HUMAN SERVICES / FINANCE / BOARD

WHEREAS, the EMS Department receives requests to enter into contractual agreements for EMS; and

WHEREAS, public and private entities making these requests include but are not limited to: hospitals, nursing homes, hospice agencies, health insurance plans and other healthcare institutions; and

WHEREAS, the services requested generally include EMS transportation and medical evaluation; and

WHEREAS, each Agreement will include, in part, the entity contracting for services, the dates, times, and services requested, and the compensation to be paid for such services; and

WHEREAS, the compensation amount charged by EMS to the entity contracting for services shall be based upon the Medicare allowable rates as set forth by the federal government, which may change from time to time.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners do hereby approve the attached contract to be used as a template for EMS Services between the County of Livingston, acting on behalf of the EMS Department, and those entities contracting for those EMS services as set forth above.

BE IT FURTHER RESOLVED that the Livingston County EMS Director or his designee are authorized to enter into and sign future Agreements for such EMS Services without Board of Commissioners' approval, subject to review and approval of each agreement by Civil Counsel, with a copy of all such Agreements provided to the County Administrator.

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**MOVED:
SECONDED:
CARRIED:**

**MOBILE EMERGENCY CARE &
TRANSPORT SERVICES AGREEMENT**

THIS AGREEMENT, which is effective on this _____ day of _____, _____, is made and entered into by and between the **COUNTY OF LIVINGSTON**, a municipal corporation and political subdivision of the State of Michigan on behalf of the **LIVINGSTON COUNTY EMS Department**, (hereinafter referred to as the "County"), and _____ **[ENTITY]**, located at _____ (hereinafter referred to as "Contracting Entity").

WITNESSETH:

WHEREAS, Contracting Entity requests ambulance and non-emergency transport services, to Contracting Entity patients; and

WHEREAS, the County has offered to provide mobile emergency care and transportation services; and

WHEREAS, Contracting Entity accepts the County's offer subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

I. SERVICES TO BE PROVIDED BY THE COUNTY.

A) The County shall provide Contracting Entity with the following types of services which it may require for patients:

1. Basic Life Support transportation service;
2. Advanced Life Support transportation service; and
3. Evaluation of patients for emergency medical needs upon request of Contracting Entity.

B) The types of transport services specified in subsection A of this section shall be available to Contracting Entity twenty-four (24) hours a day, seven (7) days a week. The type of transport service provided to each patient requiring such service shall be appropriate for the condition and medical requirements of the patient to be transported, as determined by the County's EMS personnel

C) The County shall dispatch to Contracting Entity the appropriate equipment and personnel in response to a call from Contracting Entity for patient transport service. The type of equipment dispatched shall be determined by the County's EMS personnel

II. COMPENSATION. The County shall be compensated for the services which it provides under this Agreement at the following per call rates:

- A) Medicare allowable call for basic mobile emergency care service.
- B) Medicare allowable per call for advanced mobile emergency care service.
- C) _____ per/hour each patient evaluation and non-transport requested by Contracting Entity.

All Charges for ambulance transports shall be based upon the Medicare allowable rates as set forth by the federal government, which may change from time to time. When charges are properly billed for transports and/or Ambulance Service, the County shall accept the Medicare allowable rates as payment in full. (see www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/AmbulanceFeeSchedule/ for current fee schedule)

III. BILLING AND METHOD OF PAYMENT. The County shall prepare one (1) bill for each response to a call for service under this Agreement. Each bill shall contain the following information:

- A) The date in which the service was provided;
- B) Name of the patient;
- C) Location to which the patient was transported; and
- D) Information required for Contracting Entity to perform cost recovery related to patient's condition.

All bills shall be mailed to the attention of _____. All sums appropriately billed shall be processed and paid within 30 days of date of the bill.

IV. COMPLIANCE WITH THE LAW AND LICENSE REQUIREMENTS. The County shall render the services required of it by this Agreement in complete compliance with all applicable Federal, State and local laws, ordinances, rules and regulations. The County and its employees shall also meet all Federal, State and local license and authorization requirements for the types of services which it is required to provide under this Agreement.

V. INDEPENDENT CONTRACTOR. It is expressly understood and agreed that the County is an independent contractor. The personnel employed by the County shall in no way be deemed to be and shall not hold themselves out as employees, servants or agents of Contracting Entity.

VI. INDEMNIFICATION AND HOLD HARMLESS. Contracting Entity shall, at its own expense, protect, defend, indemnify and hold harmless the County, and their elected and appointed officers, employees and agents from all claims, damages, costs, law suits and expenses, that they may incur as a result of any acts, omissions or negligence of Contracting Entity or any of its officers, employees or agents which may arise out of this Agreement.

Contracting Entity's indemnification responsibilities under this section shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to the County, their elected and appointed officers, employees and agents by the insurance coverage obtained and/or maintained by the County pursuant to the requirements of this Agreement.

VII. APPLICABLE LAW AND VENUE. This Agreement shall be subject to and construed according to the laws of the State of Michigan. In the event any actions arising under this Agreement are brought against the County or any of its officers, employees, servants or agents, the County and Contracting Entity acknowledge that the venue for such action shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in or is moved to a Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

VIII. WAIVERS. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

IX. MODIFICATION OF AGREEMENT. Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

X. AGREEMENT PERIOD AND TERMINATION. This Agreement shall become effective on the ___ day of _____, _____, and shall continue to the ___ day of _____, 201___, at which time it shall terminate.

Notwithstanding any other provision in this Agreement to the contrary, either party may, at any time, terminate this Agreement prior to the termination date set forth herein, upon delivery of written notification of termination to the other party at least thirty (30) days

prior to the date upon which such termination becomes effective.

XI. PURPOSE OF SECTION TITLES. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

XII. COMPLETE AGREEMENT. This Agreement and any Exhibit(s) attached hereto contain all of the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

XIII. INVALID/UNENFORCEABLE PROVISIONS. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

XIV. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS MOBILE EMERGENCY CARE & TRANSPORT SERVICES AGREEMENT IN THE SPACES PROVIDED BELOW:

COUNTY OF LIVINGSTON

CONTRACTING ENTITY

By: _____
Kevin Wilkinson, Director
Livingston County EMS
As authorized by the Livingston
County Board of Commissioners
in Resolution: 14-_____

_____ Date

By: _____
(Signature) _____
Date _____
Name: _____
(Print or Type)
Title: _____
(Print or Type)

**APPROVED AS TO FORM FOR COUNTY OF
LIVINGSTON:**

COHL, STOKER & TOSKEY, P.C.

By: MATTIS D. NORDFJORD

On:

N:\Client\Livingston\911\Ags-Contracts\Contracting Entity Agreements\Ambulance Transport Template.doc
LIV/911: #14-004



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R Boyd
Date: 10/8/2014
Re: Standard Agreement/Contracts

Changing health care laws are requiring LCEMS to enter into contracts with all forms of health care providers and insurers. The agreements are driven by quality initiative from our partners to provide best practice transportations services.

The volume of contracts over the next year or two could exceed 800 contracts therefore our request is to have the department director execute these contracts. The department has worked with legal counsel to prepare this contract and resolution.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

Date:

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION 2012-11-314 AND THE GROUND LEASE AGREEMENT WITH 1056 HANGAR GROUP LLC, A MICHIGAN LIMITED LIABILITY CORPORATION TO ADD AN ADDITIONAL FIVE (5) YEARS TO THE TERM – AIRPORT / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, Livingston County entered into a three year lease agreement 1056 Hangar Group LLC effective January 1, 2013; and

WHEREAS, the tenant has requested the lease be extended an additional five (5) years in exchange for painting of the hangar roof(s); and

WHEREAS, a clause will be added to the lease agreement that the County can buy out the remainder of the lease extension based upon the value of the painting depreciated over sixty (60) months; and

WHEREAS, all other terms of the Agreement will remain unchanged.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to amend Resolution 2012-11-314 and the lease agreement with 1056 Hangar Group, LLC to extend the term of the lease an additional five (5) years.

BE IT FURTHER RESOLVED the Livingston County Board Chair is authorized to sign the Agreement as drafted by Civil Counsel.

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Moved:

Supported:

Carried:

**ADDENDUM NO. 1 TO AIRPORT LEASE AND
CONCESSION AGREEMENT**

THIS ADDENDUM NO. 1 TO AIRPORT LEASE AND CONCESSION AGREEMENT is entered this ___ day of _____, 2014, by and between the **COUNTY OF LIVINGSTON** (hereinafter referred to as "LANDLORD"), and **1056 HANGAR GROUP, LLC**, a Michigan corporation (hereinafter referred to as "TENANT"), whose address is 10750 W. Mason Rd., Fowlerville, Michigan 48836, amends and provides supplemental terms to the Airport Lease and Concession Agreement entered into between the Landlord and Tenant on March 6, 2013 (hereafter, "the Lease").

WITNESSETH:

WHEREAS, on March 6, 2013, the parties entered into the above-referenced Lease for the lease by Tenant of land owned by the County of Livingston at the Livingston County Airport ("the Demised Premises"), for a three-year term expiring on December 31, 2015 (hereafter, "the Initial Term"); and

WHEREAS, the parties desire that the hangar buildings on the Demised Premises (which are owned by Tenant as personal property) be improved by exterior painting of the roofs and other minor repairs (hereafter, "the Improvements"), at the Tenant's sole expense; and

WHEREAS, if the Tenant completes the Improvements on the Demised Premises within the Initial Term, the Landlord is willing to extend the term of the Lease for an additional five years (hereafter, "the Extended Term"), with annual rental adjustments, provided that the Landlord may terminate the Lease at any time without cause during the Extended Term upon sixty (60) days' notice to the Tenant; and

WHEREAS, the Tenant is willing to make the Improvements and agree to continue the Agreement for the Extended Term, but only if the Tenant is able to recover the depreciated cost of the Improvements if the Lease is terminated without cause by the Landlord before the expiration of the Extended Term.

NOW, THEREFORE, IT IS AGREED by and between the parties as follows:

1. During the Initial Term of the Lease, the Tenant may contract for exterior painting of the roofs and other minor repairs of the hangar buildings on the Demised Premises ("the Improvements"), and pay the costs of the Improvements in full. The Tenant shall promptly submit copies of all paid invoices and receipts for the Improvements to the Landlord. Upon receipt of the paid invoices and receipts, the Landlord shall prepare a Depreciation Schedule for the cost of the Improvements, which shall depreciate on a straight-line basis (1/60 of the total amount subtracted each month) for a period of sixty (60) months after completion of the Improvements. Upon its preparation by the Landlord, the Depreciation Schedule shall be added to this Addendum as Exhibit A and incorporated by reference.

2. If the Tenant completes the Improvements during the Initial Term of the Lease, then, notwithstanding the provisions in Sec. 2 of the Lease, by which the term of the Lease expires on December 31, 2015, the parties agree that the lease term under the Lease shall be extended for a period of five (5) additional years, i.e., from January 1, 2016 through December 31, 2020 ("the Extended Term"), subject to the Landlord's right to terminate the Lease at any time without cause during the Extended Term upon sixty (60) days' written notice to the Tenant, which termination shall require the Landlord to pay Tenant the then-depreciated value of the Improvements according to the Depreciation Schedule, as of the day the termination becomes effective. The parties acknowledge that the cost of the Improvements may depreciate to zero before the expiration of the Extended Term.

3. The rental payment for the Demised Premises during the Extended Term shall be initially established for 2016 by adjusting the 2015 rent per the Consumer Price Index as provided in Sec. 3 of the Lease, which rental payment shall thereafter be adjusted annually during the Extended Term as provided in Sec. 3 of the Lease.

4. The hangar buildings and all Improvements made thereto on the Demised Premises by the Tenant shall remain the personal property of the Tenant, as provided in Sec. 7 of the Lease. However, the Tenant's right to sell or remove the buildings at the end of the Lease, either during or at the expiration of the Initial Term or the Extended Term, remains subject to the Landlord's First Right of Refusal to Purchase the Buildings, as provided in Sec. 8 of the Lease.

5. Except as modified by this Addendum, all other terms and conditions of the Lease shall remain in full force and effect during the Initial Term and the Extended Term, including but not limited to the Landlord's right under Sec. 17 of the Lease to terminate the Lease for the Tenant's breach or default of the Lease. In the event of any discrepancy between the terms of the Lease and the terms of this Addendum, the terms of this Addendum shall control. This Addendum shall become effective on the date first above written.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have executed this Addendum No. 1 on the day and year first above written.

LANDLORD:

COUNTY OF LIVINGSTON

Dated: _____

By: _____
Carol S. Griffith, Chairperson

TENANT:

1056 HANGAR GROUP, LLC

Dated: _____

By: _____

Its: _____

**APPROVED AS TO FORM FOR COUNTY
OF LIVINGSTON:
COHL, STOKER & TOSKEY, P.C.
By: TIMOTHY M. PERRONE
On:**

n:\client\livingston\airport\amendments\addendum no. 1 to lease w 1056 hangar group, llc.doc
LIV/Airport #12-003



Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
Airport Manager
Date: October 7, 2014
Re: 1056 Hangar Group Lease Extension

The 1056 Hangar Group owns the older T-hangars along Grand River Avenue. They were initially granted a three year lease agreement as we anticipated that there may be other uses for that area of the airport in the future.

The group has requested that a lease extension be granted in order to give them time to amortize improvements they would like to make to the leasehold, the painting of the roof of the buildings. The roofs have needed paint for many years and painting them would be an asset to the airport.

Civil Counsel has prepared an agreement that will provide a five year extension to the lease agreement. All other terms and conditions of the lease will remain unchanged. The Agreement includes a buyout clause for the county if there is interest in that area of the airport during the time of this extension, the value of the improvements will be amortized over a sixty month period and the amount of the buyout will decrease each month of the extension and be zero at the end of the extension.

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

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING REQUEST FOR ONE PART TIME (20 HOUR) DEPUTY REGISTER OF DEEDS POSITION (GRADE F) TO THE REGISTER OF DEEDS OFFICE TO BE EFFECTIVE NOVEMBER 1, 2014. – REGISTER OF DEEDS / GENERAL GOVERNMENT

WHEREAS, The Livingston Register of Deeds office currently had two part time (20 hours) employees and seven full time employees budgeted for 2014; and

WHEREAS, the Register of Deeds had one of the part time employee resign her position in July 2014 as a Senior Deputy Register of Deed (Grade G), and has filled with a Temporary part time (20 hour) Deputy Register of Deeds (Grade F) in August 2014; and

WHEREAS, the Register of Deeds office is requesting the board to approve the addition of one part time (20 hour) Deputy Register of Deed positions to be able to perform the mandated functions of the Register of Deeds Office and continue to operate efficiently; and

WHEREAS, funding is available in the Register of Deed’s budget and would result in seven full time employees and 2 part time employees; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves one (20 hour) part time Deputy Register of Deeds positions at Grade F –Hire rate pay of \$13.7656 per hour to be effective November 1, 2014.

Position #	Description	Stat	# Emps	CY FTE
26800001	REGISTER OF DEEDS	A	1	1.000
26800101	CHIEF DEPUTY REGISTE	A	1	1.000
26800102	SR DEPUTY REG OF DEE	A	1	1.000
26800103	SR DEPUTY REG OF DEE	A	1	1.000
26800104	SR DEPUTY REG OF DEE	A	1	1.000
26800105	SR DEPUTY REG OF DEE	A	0	.500
26800106	DEPUTY REGISTER OF D	A	1	1.000
26800107	DEPUTY REGISTER OF D	A	1	1.000
26800108	DEPUTY REGISTER OF D	A	1	.500

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Sally Reynolds
Date: 10.14.2014
Re: RESOLUTION APPROVING REQUEST FOR ONE PART TIME (20 HOUR) DEPUTY REGISTER OF DEEDS POSITION (GRADE F) TO THE REGISTER OF DEEDS OFFICE TO BE EFFECTIVE NOVEMBER 1, 2014. – Register of Deeds / General Gov't 10.14.14 / Finance 10.15.14 / Full Board 10.20.14

Dear Board of Commissioners:

For the 2014 year budget for the Register of Deeds I have had 7 full time positions and 2 part time Deputy Register of Deed Positions, which were filled up until July 3, 2014.

Position #	Description	Stat	# Emps	CY FTE
26800001	REGISTER OF DEEDS	A	1	1.000
26800101	CHIEF DEPUTY REGISTE	A	1	1.000
26800102	SR DEPUTY REG OF DEE	A	1	1.000
26800103	SR DEPUTY REG OF DEE	A	1	1.000
26800104	SR DEPUTY REG OF DEE	A	1	1.000
26800105	SR DEPUTY REG OF DEE	A	0	.500
26800106	DEPUTY REGISTER OF D	A	1	1.000
26800107	DEPUTY REGISTER OF D	A	1	1.000
26800108	DEPUTY REGISTER OF D	A	1	.500

My part time employee, who was a Senior Deputy Register of Deeds, resigned. She was (Grade G, Step 6) and I have since filled it with a temporary part time (Grade F, Hire)

I am requesting the Board of Commissioners to approve a (20 hour) a week part time Deputy Register of Deeds position for the Register of Deeds Office. I have had the 7 full time employees and 2 part time employees since 2010 and feel it is necessary to maintain the work load within the Register of Deeds.

We are still trying to get the converted documents indexed into the Fidlar system. I have already paid out of the Technology Fund for the conversion, but those documents are not indexed into a searchable database by Grantor/Grantee at this point, only document number. I have staff working on that when they have time available to do so. That time has been limited due to the daily work coming in.

This position, if approved, will be at a lower cost to the department than what I paid in 2014 because I am hiring a Deputy instead of a Senior Deputy to fill the position.

If you have any questions please don't hesitate to contact me.

Regards,

Sally Reynolds,
Register of Deeds

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Sally Reynolds

Title of Position to be Filled: *P-T Deputy Register of Deeds* Salary: *13.7656/hour*

Position Control#: *Grade F*

Annual Cost of Budgeted Position (incl. fringe benefits): *28,632.42*

Projected Cost for the next five years (incl. fringe benefits):

New Position/Classification (Yes/No): *PT Sr. Deputy now down to Deputy Register of Deeds*

If No: Name of Employee Last Occupying this Position *Carrie Pung*

When did the position become vacant? *July 3, 2014*

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget? *n/a*

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

EFFECTIVE: 01/01/10 GRADE F - Deputy Register of Deeds

WORKERS COMP. CODE: 8810

SUMMARY OF POSITION:

This class is responsible for entering data, providing customer service, conducting file searches, and performing other duties related to the registration of deeds.

ESSENTIAL FUNCTIONS:

1. Performs data entry from printed documents to include date and time of recording, fee amount, names, etc.
2. Provides customer assistance to individuals in person and over the phone regarding deeds related issues.
3. Processes requests for recorded documents.
4. Reviews documents for accuracy and completeness.
5. Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail and entering data.
6. Performs other duties of a similar nature or level.

GENERAL DUTIES:

1. Will behave and communicate in a manner that promotes a positive work atmosphere.
2. Will maintain an awareness to provide a safe and healthy environment and will report all hazards and/or concerns.
3. Will participate in approved staff development activities, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. May represent Livingston County on internal/external committees or work groups to enhance service delivery or service planning.
2. May participate in community education activities.
3. May be required to participate in the periodic evaluation of services and service planning.
4. May receive and assist in resolving complaints or inquiries related to services provided by Livingston County.
5. Will participate in approved emergency activities and/or preparedness drills in the case of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- A valid Driver's License and a good driving record.

QUALIFICATIONS:

1. High School Diploma, or G.E.D., and
2. One year of administrative support experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- Customer service principles;
- General office procedures;
- Basic math;
- Applicable local, state and federal laws, rules, and regulations.

Skill in:

- Operating a computer and applicable software applications;
- Providing customer service;
- Applying local, state, and federal laws, rules, and regulations;
- Reviewing documents for accuracy;
- Entering data accurately;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to maintain records, prepare reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.
- Must be able to maintain cooperative working relationships and possess good interpersonal skills and be able to work within a team structure.
- Must have ability to develop computer skills to manage implemented County documentation systems.

STAFF DEVELOPMENT/TRAINING:

- Prevention of Harassment in the Workplace
- Michigan Right to Know

2. Budgeted department head count for the past five years:

Jan., 2010: 8 FT Jan., 2011: 2PT & 7FT Jan., 2012: 2PT&7FT Jan., 2013: 2PT & 7 FT
Jan., 2014: 2 PT & 7 FT

3. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring? *I don't view this as additional hiring, my staff has been reduced and feel this part time position is a necessity for my department to operate.*

4. Specifically list three reasonable options or detriments to the department if your request to replace a position is denied. *Staff interrupted with phone calls requesting document information not yet entered*

into the system, Title Companies not able to provide 'up to date' recording information because not in the system, possible lawsuits over documents not put on record in timely manner.

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s). *Already have 2 part time at 20 hours per week. This is one of them that I am asking to be refilled due to former employee resigning.*

7. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)? *n/a*

8. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). *My staff has definitely been cross trained, but "employees" are needed to do the work.*

9. Are your actual revenues coming in at your projected budgeted revenue amounts? Yes

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE INCREASING OF HOURS OF A PART TIME 20 HOURS VISION AND HEARING TECHNICIAN POSITION TO PART TIME UP TO 29 HOURS VISION AND HEARING TECHNICIAN – PUBLIC HEALTH / HEALTH & HUMAN SERVICES

WHEREAS, the Department of Public Health has a recent vacancy of a part time (20 hours/week) Vision & Hearing Technician that we will not be filling, and

WHEREAS, the Department has determined the need to increase the hours of a current part time (20 hours/week) V&H Tech position to a PT up to 29 hours/week in order to maintain an acceptable level of service to the citizens we serve as well as meeting the minimum requirements mandated by our service delivery plan and contract with the Michigan Department of Community Health, and

WHEREAS, funding for this position is approved in the 2014 operating budget and included in the 2015 operating budget, and

WHEREAS, there is will be a decrease in the total number of approved positions and no request for additional county allocation.

THEREFORE BE IT RESOLVED that the Board of Commissioners approves the increase of hours of one part time Vision & Hearing Technician up to 29 hours/week with the Department of Public Health.

Position Control - Munis [Livingston County] > Position Control					Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE	Position #	Description	Stat	# Emps	CY FTE
60100101	HEALTH OFFICER	A	1	1.000	60100119	NURSE PROGRAM COORDI	A	1	1.000
60100102	FIN SRVS COORDIN	A	1	1.000	60100120	NURSE PROGRAM COORDI	A	1	1.000
60100103	ADMINISTRATIVE AIDE	A	1	1.000	60100121	NURSE PROGRAM COORDI	A	1	1.000
60100104	ADMINISTRATIVE AIDE	A	1	.730	60100122	PUBLIC HEALTH NURSE	A	1	.600
60100105	OFFICE SPECIALIST	A	1	1.000	60100123	PUBLIC HEALTH NURSE	A	1	.480
60100106	PROGRAM CLERK III-HE	A	1	1.000	60100124	NUTRITIONIST	A	1	1.000
60100107	PROGRAM CLERK III-HE	A	1	1.000	60100125	COMMUNICABLE DISEASE	A	1	1.000
60100108	PROGRAM CLERK II-HEA	A	1	.600	60100126	DIRECTOR ENVIRONMENT	A	1	1.000
60100109	PROGRAM CLERK	A	1	.730	60100127	SR ENVIRON CLERK	A	1	1.000
60100110	HEALTH EDUCATOR	A	1	1.000	60100128	FIELD PROGRAM COORD	A	1	1.000
60100111	MEDICAL DIRECTOR	A	1	.600	60100129	ENVIRONMENTAL SANITA	A	1	1.000
60100112	DIRECTOR PPHS/DEP HO	A	1	1.000	60100130	FOOD PROGRAM COORD	A	1	1.000
60100113	EMERGENCY PREPARED C	A	1	1.000	60100131	ENVIRONMENTAL SANITA	A	0	1.000
60100114	PUBLIC HEALTH SUPERV	A	1	1.000	60100132	ENVIRONMENTAL SANITA	A	1	1.000
60100115	HEARING/VISION COORD	A	1	1.000	60100133	ENVIRONMENTAL SANITA	A	1	1.000
60100116	HEARING/VISION TECH	A	1	.500	60100134	ENVIRONMENTAL SANITA	A	1	1.000
60100117	NURSE PROGRAM COORDI	A	1	1.000	60100135	ENVIRONMENTAL SANITA	A	1	1.000
60100118	NURSE PROGRAM COORDI	A	1	1.000	60100136	ENVIRONMENTAL SANITA	A	1	.600
					60100137	BREASTFEEDING PEER C	A	1	.500
					60100138	PROGRAM CLERK II	A	1	1.000
					60100139	HEARING/VISION TECH	A	1	.500

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**MOVED:
SECONDED:
CARRIED:**

Livingston County Michigan Human Resources Policy Manual

Section: Subject:	Vacancy Review
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A. POLICY

1. PURPOSE:

Livingston County instituted a number of cost reduction measures in light of the financial forecasts indicating the County would be unable to sustain current levels of services within available resources. One of those measures is a hiring freeze. The objective of the hiring freeze for general fund departments and departments that receive a subsidy from the general fund is to contribute to the reduction of the budget deficit and to begin to make long-term structural changes and improved efficiencies in Livingston County's work force.

2. POLICY STATEMENT:

The Board of Commissioners instituted a hiring freeze on July 7, 2008, which resolved:

- No position in a General Fund department which becomes vacant shall be replaced. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund departments given first consideration. The Board encourages the sharing of responsibilities within or between Departments. In addition supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll. The Board of Commissioners also endorses consolidation of County offices in order to reduce operating expenses.

In addition, on December 1, 2008 the Board reaffirmed their position on the hiring freeze by resolving:

- Any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.
- The approved Authorization and Funded Employee List contained in the budget shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorization and Funded Employee List.
- All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized and Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Head budgets. Said vacated position shall not be filled, except by specific Board authorization.
- If the Board of Commissioners authorizes a vacant position to be filled, then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2009 fiscal year for the appropriate duration of time to properly compensate for vacation and/or sick payoffs to insure personnel expenditures don't exceed the 2009 authorized budget provided that the judges and elected officials can still perform their mandated functions at a serviceable level.

However, there may be a few instances in which the best interests of Livingston County are served by allowing a hire to take place. The attached Vacancy Review Guidelines explain the objective, criteria and procedures for granting exceptions to the hiring freeze.

Vacancy requests will be approved only when it is clear to the Board of Commissioners that:

- The work is essential to Livingston County;
- The Elected Official/Department Head has examined current work and staffing to identify and then implement changes that improve service, reduce costs and reduce the number of staff required to get the department's work done;
- Alternatives to getting the work done have been seriously explored including redesigning work, reassigning current staff, using additional technology or rethinking how work is performed, streamlining and any other staff-suggested means;
- Lower priority work has been eliminated, deferred, or handled some other way. In other words, with approval, can some of the department's current duties be discontinued?;
- There is no reasonable alternative to hiring.

Where there is no reasonable alternative to hiring, it is expected that another position will be surrendered. Step placement at hiring should be scrutinized to minimize overall personnel costs. Avoid incurring any costs that are not necessary. All County expenditures – not just personnel costs need to be examined to reduce costs to the greatest extent possible.

3. APPLICABILITY:

All budgeted full-time, part-time and temporary positions that become vacant during the period of time that the hiring freeze is in effect. The hiring freeze applies to positions in a general fund department and to departments that receive a general fund subsidy. Every position will be reviewed on an individual basis.

Replacing an incumbent during a leave must follow the Vacancy Review Process. No approval is required to return the incumbent employee to the original position.

The hiring freeze will be in effect until further notice, and will not be lifted without an affirmative action taken by the Board of Commissioners.

4. DEFINITIONS:

5. REFERENCE AND LEGAL AUTHORITY:

Board Resolution 604-193	Resolution Establishing a Position Review Process to Justify the Current Need for Vacant Positions under the General Hiring Freeze
Board Resolution 2008-07-201	Resolution Authorizing Implementation of Adjustments to the 2008 Livingston County Budget
Board Resolution 2008-12-352	Resolution Adopting the 2009 Livingston County Budget
Board Resolution 2009-05-156	Resolution Authorizing Livingston County's Annual Budget Process and Calendar for 2010

6. SEE ALSO:

Personnel Policy regarding Workforce Reduction
Form: Livingston County 2004 General Hiring Freeze, Request to Fill
Form: Request for Exception to the Hiring Freeze

7. SUPERSEDES:

8. APPROVED BY:

Personnel Committee: June 3, 2009
Finance Committee: June 10, 2009
Board of Commissioners: July 6, 2009

9. RESOLUTION: No. 2009-07-217

10. REVIEW HISTORY:

B. PROCEDURE:

The requesting Elected Official/Department Head will complete the analysis required to Request an Exception to the Hiring Freeze. The appropriate Board Sub-Committee will review all requests for hiring within their jurisdiction. Only when the appropriate Board Sub-Committee is confident that the hire meets the criteria will the request receive further review from the Finance Committee and ultimate authorization will be provided by the Board of Commissioners prior to making a job offer.

The Board Sub-Committee may request clarification or additional information as deemed necessary.

Administration will adjust budgets to reflect the savings from vacant positions.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Elaine Brown, Deputy Health Officer/ PPHS Director, LCDPH**

Title of Position to be Filled:

Salary:

V&H Technician

24,937

Annual Cost of Budgeted Position:

\$28,054

Projected Cost for the next five years:

\$140,270

New Position/Classification (Yes/No): **Yes**

If No: Name of Employee Last Occupying this Position

To Temporarily Replace an Employee who is on approved leave of absence:

Name of Employee on Leave:

Date of Expected Return:

When did the position become vacant? **N/A**

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget? **N/A**

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description. **With the recent vacancy of one of the V&H Technician positions and the timing of the school year beginning, there is an immediate need to increase the hours of a current V&H Technician to cover the gap.**
2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work. **Comprehensive Planning and Budgeting contract with the MDCH mandates a number of services and minimum program requirements. This was authorized for FY 2013/14 by resolution 2013-09-266 on September 16, 2013.**
3. Budgeted department head count for the past five years:
Jan., 2010: **32.3** Jan., 2011: **31.1** Jan., 2012: **33.425** Jan., 2013:
35.825 Jan., 2014: **35.825**

Please explain changes: **In 2005 the Department had 43 FTE's. Due to budget constraints we eliminated positions, did not fill positions, shared staff with other departments and counties and used volunteers. The severe cutbacks, especially with front reception and finance caused us short term harm so we began bringing back financial staff and front reception staffing to meet those needs. The reclassification of frequently used temporary/casual staff resulted in a slight increase of part-time staff for 2011.**

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position. **The duties of this position could not be assigned to other staff.**

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring? **Due to the current workload within the Department and the need for specialized training, these services could not be assigned to other staff.**

6. Specifically list three reasonable options if your request to replace a position is denied. **If the request to reclassify this position is denied, I would then request that we fill the vacant V&H Technician position (20 hours/week).**

7. What are the consequences of deferring the vacant position over the next several months and beyond? **We will not be able to complete the V&H screenings in the schools/preschools without increasing the number of hours for this position. The V&H Program is reviewed in our State Accreditation Review every three years and there are indicators addressing whether children were screened according to the recommended schedule. If we do not meet the minimum program requirements and/or make the necessary corrective actions our state funding would be in jeopardy. Refer to #2.**

8. What budget saving measures has this department implemented? Have additional measures been identified? **We have reduced staff when program activities permitted, shared positions with other departments and other counties and not filled positions when applicable.**

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **I cannot think of any other positions or activities that we could drop to re-classify this position.**

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions,

employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services. **Org Chart included**

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments? **The eight mandated services and the CPBC Agreement must be performed by a local public health agency. See #2.**

12. Explain what services can be provided by others, private sector or non-profit? **I am not aware of any options.**

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled? **I am not aware of any, but if they qualify for the position with both background and experience we would welcome their application.**

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **Due to the expertise and training temporary employees would fail at providing the necessary deliverables.**

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s). **This position would continue to be part time, but instead of 20 hours it would be up to 29 hours.**

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)? **No**

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **Yes, cross training and sharing of staff in other programs has been done due to the decline in activity levels and because of a reduction in staff over the past few years. Because of the specific training required for this position, we have not**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF PUBLIC HEALTH

2300 E. GRAND RIVER STE 102 – HOWELL MI, 48843
Phone 517-546-9850 Fax 517-546-6995
Web Site: www.livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Elaine Brown
Date: October 7, 2014
**Re: Resolution Authorizing The Increase of Hours Of A Vision &
Hearing Technician Position At The Department Of Public
Health**

LCDPH is requesting that hours be increased for a PT 20 hour/week V&H Technician position to a PT up to 29 hour/week position. There was a recent vacancy of a PT V&H Technician this summer and with the timing of the school year, there is a need to increase the hours of an existing technician. This will allow us to maintain an acceptable level of service to the citizens we serve as well as meeting the minimum requirements mandated by our service delivery plan and contract with the Michigan Department of Community Health. This will result in a decrease of our total number of approved positions and a reduction in the total budget by \$3,410.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE AGREEMENTS WITH THE INGHAM HEALTH PLAN CORPORATION D/B/A LIVINGSTON HEALTH PLAN – PUBLIC HEALTH / HEALTH & HUMAN SERVICES / FINANCE / BOARD

WHEREAS, the Ingham Health Plan Corporation d/b/a Livingston Health Plan has contracted with Livingston County Department of Public Health to purchase health care services to serve low income Livingston County residents, including hearing and vision screening, outreach services, communicable disease services and public health community nursing services for the period of October 1, 2014 through December 31, 2014; and

WHEREAS, the Ingham Health Plan Corporation d/b/a Livingston Health Plan has contracted with Livingston County to assure mechanisms exist to determine eligibility and to enroll persons into the Livingston Health Plan; and

WHEREAS, the Federal government has approved Michigan’s Medicaid State Plan Amendment No. 05-13, effective June 1, 2006, which creates an “Indigent Care Agreements Pool” for hospitals qualifying for Medicaid Disproportionate share (“DSH”) payments to receive DSH payments under the Indigent Care Agreements Pool so long as: (a) the hospital has an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation d/b/a Livingston Health Plan; and (b) the Indigent Care Agreement stipulates that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs; and

WHEREAS, both the Federal government and the State of Michigan participate in the financing of the Indigent Care Agreements Pool, with the Federal government matching the State’s portion pursuant to the Federal medical assistance percentage formula; and

WHEREAS, certain intergovernmental transfers of public funds from Livingston County may be made to the State of Michigan to be used as the State’s share in claiming the Federal match.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes a renewal of the contract with the Ingham Health Plan Corporation d/b/a Livingston Health Plan whereby the Public Health Department will provide hearing and vision screening, outreach services, communicable disease services, public health community nursing services for \$67,450 enrollment and transition services to the targeted population for \$35,000.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the County Treasurer and the Financial Officer to implement an intergovernmental transfer up to \$67,450, to the State of Michigan for the purpose of participating in the financing of the non-federal share of DSH payments made under the Indigent Care Agreements Pool to be paid to qualifying hospitals who have signed Indigent Care Agreements with Ingham Health Plan Corporation d/b/a Livingston Health Plan, so long

as Ingham Health Plan Corporation d/b/a Livingston Health Plan maintains a current Indigent Care Agreements with those hospital(s).

BE IT FUTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes a budget amendment transferring \$67,450 from the Health Department Org 22160100 to the General Fund Org 10160100 to effectuate the above.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF PUBLIC HEALTH

2300 E. Grand River Ave. Suite 102
Phone 517-546-9850 Fax 517-5466995
Web Site: www.livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Dianne McCormick
Date: September 29, 2014
**Re: Resolution to Authorize Agreements with the Ingham Health
Plan Corporation d/b/a Livingston Health Plan**

For the past nine years the Livingston County Board of Commissioners approved entering into a contract with the Ingham Health Plan d/b/a Livingston Health Plan to provide public health services for area residents for enrollment and outreach services for the Livingston Health Plan. The contract is being extended for one final quarter from October 1, 2014 thru December 31, 2014 for \$67,450 of which \$35,000 is being allocated for Healthy Michigan enrollment and transition services. It is not anticipated any additional extensions beyond December 31, 2014. A budget amendment is also being proposed so that the transfer of \$67,450 can be made.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO FILL THE VACANCY OF THE FULL-TIME INFRASTRUCTURE MANAGER IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT

WHEREAS, it is essential that the vacant position of Infrastructure Manager in the Information Technology department be filled to enable the Livingston County to fully support, operate, maintain, repair computer equipment, update the current and future Network equipment, and provide technical assistance and support to all County departments; and

WHEREAS, the IT department currently maintains over 650 computers, 90 servers and provides IT services to all County departments, Handy Township and LESA; and

WHEREAS, the Livingston County IT department will follow the policy for hiring provided by the Human Resources department; and

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

WHEREAS, the position being requested is an authorized position in the current FY 2014 I.T. Operating Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a full-time Infrastructure Manager to fill the position that is now vacant.

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
22800101	CHIEF INFORMATION OF	A	1	1.000
22800102	INFRASTRUCTURE MNGR	A	0	1.000
22800103	SYSTEMS MANAGER	A	1	1.000
22800104	NETWORK SECURITY ADM	A	0	1.000
22800105	SR NETWORK ADMIN	A	1	1.000
22800106	NETWORK ASSISTANT	A	0	1.000
22800107	APPLICATION DEVELOPE	A	1	1.000
22800108	APPLICATION DEVELOPE	A	1	1.000
22800109	HARDWARE TECHNICIAN	A	1	1.000
22800110	GIS MAP TECH/ADDRESS	A	1	1.000
22800111	GIS TECHNICIAN	A	1	1.000
22800112	ADMINISTRATIVE SPECI	A	1	1.000
22800113	PUBLIC SAFETY TECH S	A	1	1.000
22800114	SR PUBLICSAFETY TECH	A	0	1.000
22800115	HELP DESK TECHNICIAN	A	1	1.000

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**MOVED:
SECONDED:
CARRIED:**

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Rich Malewicz

Title of Position to be Filled: Infrastructure Manager

Salary: \$62,186.95

Position Control#: 22800102

Annual Cost of Budgeted Position (incl. fringe benefits): \$64,066.39

Projected Cost for the next five years (incl. fringe benefits): \$403,256.19

New Position/Classification (Yes/No):

If No: Name of Employee Last Occupying this Position: Greg Jolliff

When did the position become vacant?

September 29, 2014

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget?

Yes

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

2. Budgeted department head count for the past five years:

Jan., 2009: 13 Jan., 2010: 12 Jan., 2011: 14 Jan., 2012: 14 Jan., 2013: 14

3. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

We are paying for contracted services above and beyond what we would pay to have this position filled.

4. Specifically list three reasonable options or detriments to the department if your request to replace a position is denied.

1. Employee burnout\ decrease in morale
2. Increase in contracted services
3. Decrease services to the County- extended wait time

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees. Please provide explanation(s).

Use of temporary employees along with renegotiated product purchases.

7. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

The Information Technology Department is down 4 employees.

8. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s.)

The Information Technology Department is down 4 employees, and the remaining employees are not cross trained.

9. Are your actual revenues coming in at your projected budgeted revenue amounts?

Yes

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO SIGN LETTER OF COMMITMENT FOR THE 2015 SEMCOG COLLABORATIVE DIGITAL ORTHOIMAGERY PROJECT - INFORMATION TECHNOLOGY

WHEREAS, the County has committed to providing accurate and up-to-date Digital Orthoimagery as a foundation to the GIS database; and

WHEREAS, an opportunity to greatly reduce the cost for digital orthoimagery through a partnership with Southeastern Michigan Council of Governments (SEMCOG), and several southeastern Michigan Counties in a regional orthophotography flight in the spring of 2015; and

WHEREAS, several local units and the Livingston County Road Commission have expressed an interest in sharing the cost of 2015 Digital Orthoimagery Project; and

WHEREAS, the County would enter into a contract with SEMCOG to coordinate with the State of Michigan; and

WHEREAS, the County will commit funds based on the percentage of square miles in the seven county southeastern Michigan region (Livingston County, 15.86% of total SEMCOG area, excepting Oakland County); and

WHEREAS, funds will be made available in the FY2015 IT Budget and the cost shall not exceed \$66,016.65; and

WHEREAS, the Information Technology/GIS Division anticipates local units and agency contributions to be, \$61,016.65; leaving the \$5,000 Livingston County Information Technology contribution; and

WHEREAS, this Resolution has been recommended for approval by the Technology Committee at their Monday, October 6, 2014 meeting.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves signing the letter of intent for the 2015 Regional Orthoimagery Project with SEMCOG of 535 Griswold Street, Suite 300, Detroit, Michigan 48226. The cost for the contract shall not exceed \$66,016.65.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign said letter of intent to become a partner in the 2015 Regional Digital Orthoimagery Project.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the Board Chair to sign any and all documents related to this project, once recommended as to form by County Legal Counsel.

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**MOVED:
SECONDED:
CARRIED:**

Southeast Michigan 2015 Orthoimagery Project
Hartland 3 inch Buy-Up Request and Total Cost

Imagery Product	Area in Square Miles	Calculated by Area	Average
Hartland 3 inch with 500ft buffer	39.59	\$14,218.59	\$14,218.59
Hartland 6 inch no buffer	37.24	N/A	\$2,775.53
Total			\$16,994.12

Total Buy-Up Cost	\$16,994.12	Cost per Sq Mile:	\$359.14
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3 inch pixel resolution will cost an additional \$359.14 per square mile if we capture < 100 sq miles
Hartland is contributing an additional \$13,543.17 for 3 inch imagery for their township + 500ft to cover this upgrade 100%

Southeast Michigan 2015 Orthoimagery Project
Hartland 3 inch Buy-Up Request and Total Cost

0.153042727

Southeast Michigan 2015 Orthoimagery Project
Partner with State of Michigan
Cost per Partner for Buy-Up Option (Countywide 6 inch and Hartland ONLY 3 inch pixel resolution)

Community	Area in Square Miles	2010 Census Population	Parcel Count	Split by Area	Split by Population	Split by Parcel	Average	3 inch Upgrade
Brighton City	3.54	7,444	3,413	\$238.00	\$1,616.60	\$1,558.77	\$1,137.79	\$0.00
Brighton Twp	34.63	17,791	8,512	\$2,325.27	\$3,863.63	\$3,887.56	\$3,358.82	\$0.00
Cohoctah	38.44	3,317	1,888	\$2,581.01	\$720.35	\$862.28	\$1,387.88	\$0.00
Conway	37.79	3,546	1,857	\$2,537.44	\$770.08	\$848.12	\$1,385.21	\$0.00
Deerfield	37.64	4,170	2,289	\$2,526.84	\$905.59	\$1,045.42	\$1,492.62	\$0.00
Fowlerville	2.27	2,886	1,048	\$152.47	\$626.75	\$478.64	\$419.29	\$0.00
Genoa	36.15	19,821	8,777	\$2,427.01	\$4,304.49	\$4,008.59	\$3,580.03	\$0.00
Green Oak	37.03	17,476	8,225	\$2,485.98	\$3,795.23	\$3,756.48	\$3,345.90	\$0.00
Hamburg	36.07	21,165	10,591	\$2,421.79	\$4,596.36	\$4,837.07	\$3,951.74	\$0.00
Handy	32.23	5,120	2,719	\$2,163.97	\$1,111.90	\$1,241.81	\$1,505.89	\$0.00
Hartland	37.24	14,663	5,784	\$2,500.60	\$3,184.33	\$2,641.64	\$2,775.53	\$14,218.59
Howell City	5.13	9,489	3,362	\$344.52	\$2,060.71	\$1,535.48	\$1,313.57	\$0.00
Howell Twp	32.03	6,702	3,464	\$2,150.73	\$1,455.46	\$1,582.06	\$1,729.42	\$0.00
Iosco	35.44	3,801	2,083	\$2,379.27	\$825.46	\$951.34	\$1,385.35	\$0.00
Marion	35.86	9,996	5,022	\$2,407.35	\$2,170.81	\$2,293.62	\$2,290.59	\$0.00
Oceola	36.76	11,936	5,790	\$2,468.34	\$2,592.12	\$2,644.38	\$2,568.28	\$0.00
Pinckney	1.65	2,427	1,074	\$110.96	\$527.07	\$490.51	\$376.18	\$0.00
Putnam	33.94	5,821	3,355	\$2,279.00	\$1,264.13	\$1,532.28	\$1,691.81	\$0.00
Tyrone	36.73	10,020	4,467	\$2,466.08	\$2,176.02	\$2,040.15	\$2,227.42	\$0.00
Unadilla	34.72	3,366	2,325	\$2,331.42	\$730.99	\$1,061.86	\$1,374.76	\$0.00
Total	585.31	180,957	86,045	\$39,298.06	\$39,298.06	\$39,298.06	\$39,298.06	\$14,218.59

	Total Buy-Up Cost	\$51,798.06	Cost per Sq Mile:	\$67.14
Countywide Partners	LCGIS	\$5,000		
	LCDC	\$5,000	Cost Per Parcel:	\$0.46
	LCRC	\$2,500	Cost Per Resident:	\$0.22
		\$39,298.06		

Total for COUNTY	\$66,016.65
Hartland Total	\$16,994.12

6 inch pixel resolution will cost an additional \$82.53 per square mile if we capture > 500 sq miles
 If split equally, community partners would contribute \$2,245.50 each

3 inch pixel resolution will cost an additional \$359.14 per square mile if we capture < 100 sq miles
 Hartland is contributing an additional \$13,543.17 for 3 inch imagery for their township + 100ft

Southeast Michigan 2015 Orthoimagery Project Estimate
6 inch pixel resolution at \$115.46 / square mile

County	Square Feet	Square miles without buffer	Percent of Region	Square miles including half mile buffer
Livingston	16319110876.76	585.37	15.86%	625.79
Macomb	13484712506.04	483.70	13.10%	517.10
Monroe	15506631147.50	556.22	15.07%	594.64
St. Clair	20238019446.21	725.94	19.67%	776.07
Washtenaw	20138417460.52	722.37	19.57%	772.25
Wayne	17215150596.68	617.51	16.73%	660.15
Regional Total	102902042033.72	3691.10	100.00%	3946
43560				
27878450				
Total Project Cost		\$129,941.78		
USGS		\$0		
State of Michigan		\$38,986		
SEMCOG		\$45,000		
DWSD		\$45,000		
		\$955.30	6 inch upgrade	total county expense
Livingston	15.86%	\$151.50	\$51,646.56	\$51,798.06
Macomb	13.10%	\$125.19	\$42,676.29	\$42,801.47
Monroe	15.07%	\$143.96	\$49,075.24	\$49,219.19
St. Clair	19.67%	\$187.88	\$64,049.09	\$64,236.97
Washtenaw	19.57%	\$186.96	\$63,733.87	\$63,920.82
Wayne	16.73%	\$159.82	\$54,482.34	\$54,642.16
Regional total	100.00%	\$129,941.78	\$231,341	\$361,282.31

Cost is \$32.93 / sq mile for 1 foot resolution if flying > 5000 sq miles

70/30 split

Partners pay - \$23.05 / sq mile

State pays - \$9.88 / sq mile

Upgrade to 6 inch pixel resolution will cost an additional \$82.53 per square mile > 500 sq miles



Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz, CIO
Date: 9/8/2014
Re: 2015 Digital Orthoimagery Project

Through coordinated efforts, six Southeastern Michigan Counties, the Southeastern Michigan Council of Governments (SEMCOG) and other regional partners have decided to create a partnership that greatly reduces the cost of Digital Orthoimagery for 2015. Through this cooperative effort we intend to reduce the cost of orthoimagery by 30-40% for each County.

HISTORICAL COST OF LIVINGSTON COUNTY ORTHOPHOTOGRAPHY:

Year	2000	2002	2003	2005*	2008*	2010*
Vendor	Walker/Sanborn	Sanborn	Aerocon	EarthData	Sanborn	Woolpert
Coverage	Full County (576 square miles)	SE quadrant (144 square miles)	NE quadrant (144 square miles)	Full County (576 square miles)	Full County (576 square miles)	Full County (576 square miles)
Product	6" pixel resolution true-color orthoimagery	6" pixel resolution true-color orthoimagery	6" pixel resolution true-color orthoimagery	6" pixel resolution true-color orthoimagery	12" pixel resolution true-color orthoimagery	12" pixel resolution true-color orthoimagery
Project Cost	\$300,535	\$71,765	\$47,781	\$11,565	\$26,013	\$7,101.08

* = Regional partnerships in action to acquire designated orthoimagery product

Estimated costs are based on the percentage of land area that Livingston County covers (15.86%) within the SEMCOG region, with the exception of Oakland County. A more detailed chart titled [2015 Weighted Cost Estimate – 6 inch Upgrade](#) displays the regional cost for each of the six participating counties and SEMCOG.

This project also included the option to upgrade to 3 inch pixel resolution imagery. Hartland Township requested this 3 inch pixel resolution upgrade for their area of interest for which they will cover 100% of the associated costs. A more detailed chart titled [2015 Hartland Twp Cost Estimate – 3 inch Upgrade](#) displays the costs to Hartland Township for this upgrade.

SEMCOG has agreed to manage the project with the State of Michigan and the selected orthophotography vendor. The vendor (Sanborn) was selected through a formal RFP process that began the Summer of 2012 by the State of Michigan as part of the MiSAIL Program. The State of Michigan coordinated with the vendor to set the imagery specifications, which meet the Livingston County digital orthophotography standards. Similar partnerships have been very successful in past projects with SEMCOG and throughout regions across the United States.

Funding for this project will be proposed in the 2015 Budget. A cost sharing partnership with the local units of government and the Livingston County Road Commission is also being proposed to assist in recovering up to 70-80% of the costs of this project, estimated at \$66,016.65. A more detailed chart titled [2015 Livingston County Partnership Cost Estimate](#) displays the proposed weighted cost to each local unit if they choose to participate in this cost sharing initiative. If Livingston County wishes to participate, submission of a partnership letter to SEMCOG is requested by October 1, 2014. This letter is committing County funds for the 2015 flight in an amount not to exceed \$66,016.65.

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

Letter of Intent to Become a Partner in the
2015 Aerial Acquisition

Livingston County plans to partner with SEMCOG and the State of Michigan to acquire high resolution imagery for the year 2015. Based on the Concept Plan for this flight

_____, intends to become a partner with Livingston
(agency name) County in this project.

More information about the Statewide imagery acquisition can be found on the State's web site

http://www.michigan.gov/cgi/0,4548,7-158-52927_53037_12699_63834-293865--,00.html

Project Cost: We understand that Livingston County's portion of the total cost for this multi-county collaborative project will be between \$45,000 and \$66,100, based on final photography specifications. Costs will be shared among local unit partners based on area, population and parcel count, with cost shares for other partners to be negotiated. We also understand that this amount for each partner may vary based on the total numbers of partners. Attached is the anticipated cost for Livingston County entities.

The partners will jointly own imagery, distribution practices will follow the Livingston County Intergovernmental Agreement stipulations and Livingston County GIS pricing schedules, see attached.

Authorizing signature _____
Has the authority to sign contracts and to commit agency funds.

Title _____

Date _____

Letter of Intent to Become a Partner in the
2015 Aerial Acquisition

SEMCOG plans to partner with the State of Michigan to acquire high resolution imagery for the year 2015. Based on the Concept Plan for this flight

_____, intends to become a partner in this project.
(agency name)

More information about the Statewide imagery acquisition can be found on the State's web site

http://www.michigan.gov/cgi/0,4548,7-158-52927_53037_12699_63834-293865--,00.html

Project Cost: We understand that the total cost of this project will be between \$151,000 and \$443,000, based on final photography specifications. See attached weighted cost chart. Costs will be shared among county partners based on area, with cost shares for other partners to be negotiated. We also understand that this amount for each partner may vary based on the total numbers of partners.

The partners will jointly own imagery, distribution to others will follow each partners own standard practices and pricing schedules.

Authorizing signature _____
Has the authority to sign contracts and to commit agency funds.

Title _____

Date _____

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING MODIFICATION #3 TO THE WORKFORCE INVESTMENT ACT COMPREHENSIVE 5-YEAR LOCAL PLAN CURRENTLY APPROVED THROUGH JUNE 30, 2017 – MICHIGAN WORKS!/HEALTH & HUMAN SERVICES COMMITTEE/FINANCE/BOARD

WHEREAS, The Workforce Investment Act (WIA) of 1998 authorizes programs and services mandated for the inclusion in the Michigan Works! System; and

WHEREAS, The WIA requires a 5-year plan to guide strategic planning, and

WHEREAS, in Resolution 2012-11-313 on November 19, 2012, The Livingston County Board of Commissioners approved the original WIA Comprehensive 5-Year Local Plan for the time period July 1, 2012 through June 30, 2017; and

WHEREAS, modifications to the plan were approved by the Board on August 19, 2013 in Resolution 2013-8-214 and on November 18, 2013 in Resolution 2013-11-337; and

WHEREAS, The WIA 5-year local plan requires modifications for waivers and Performance Standards to be incorporated; and

WHEREAS, The State of Michigan has awarded a waiver extension to Livingston County Michigan Works! allowing up to a 75% transfer between the WIA Adult and WIA Dislocated Worker funding sources through 6/30/2015; and

WHEREAS, The State has awarded a waiver exempting On-the-Job Training participants from being counted in “credential attainment” Performance Standards; and

WHEREAS, The State has released new Performance Standards for FY 2014 (7/1/14 through 6/30/15); and

WHEREAS, The Workforce Development Agency, State of Michigan (WDASOM) requires the Board of Commissioners to approve the modification to the 5-Year plan incorporating this waivers; and

WHEREAS, The Workforce Development Council will review the plan modification at their meeting on 9/18/14.

IT IS THEREFORE RESOLVED that the Livingston County Board of Commissioners hereby approves the modification of the WIA Comprehensive 5-Year Local Plan (modification # 3) currently approved through June 30, 2017 with the Workforce Development Agency, State of Michigan.

BE IT FURTHER RESOLVED that the Chair is authorized to sign said plan modification and FY 2014 Performance Standard approval forms for submission to the Workforce Development Agency, State of Michigan.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director, Livingston County Michigan Works!
Date: 9/8/2014
**Re: Workforce Investment Act (WIA) Comprehensive 5-Year Local
Plan Modification #3 for the period July 1, 2012, through June
30, 2017**

Michigan Works! Agencies (MWAs) are required to have a Workforce Investment Act (WIA) 5-year plan in place to help guide strategic planning. These need to be renewed every five years and modified as needed to reflect changes in required Performance Standards, waivers approved by the State of Michigan, changes to strategic focus, etc... On November 19, 2012, the Livingston County Board of Commissioners approved a new, original WIA 5-year plan for the time period 7/1/12 through 6/30/17 in Resolution 2012-11-313. Additionally, on 8/19/13 in Resolution 2013-8-214, the Board approved several amendments (Modification # 1) to the plan including waivers granted by the State of Michigan and updated Performance Standards for Fiscal Year 2013. Also, on 11/18/13 in Resolution 2013-11-337, the Board of Commissioners approved an additional waiver allowing transfer of up to 75% of funds between the WIA Adult and WIA Dislocated Worker funding sources (Modification #2).

There are three changes that need to be made to the currently approved WIA 5-year plan:

1. The State of Michigan is allowing an extension of the waiver to transfer up to 75% between WIA Adult and WIA Dislocated Worker. Originally, this waiver expired on 6/30/14 but has now been extended through 6/30/2015. Having the ability to transfer 75% between WIA Adult and WIA Dislocated Worker will provide Livingston County Michigan Works! with additional flexibility to meet the training needs of Livingston County employers and job seekers.
2. Livingston County Michigan Works! (LCMW) requested and received a waiver exempting job seekers in On-the-Job Training (OJT) from being counted in WIA "credential attainment" Performance Standards. LCMW has been using OJTs extensively over the last year and a half. Since OJTs provide training focused on gaining specific skills rather than credential attainment, these OJTs will count negatively on the "credential attainment" Performance Standards as credentials are not available through this type of training. This waiver will still require that classroom based training, where

credential attainment is the goal, be subject to the “credential attainment” Performance Standard. This waiver is approved through 6/30/16.

- For Fiscal Year 2014 (7/1/14 through 6/30/15), the Workforce Development Agency, State of Michigan, has released updated Performance Standards. These need to be incorporated into the WIA 5-year plan. Standards for FY 2014 are as follows:

Program/Funding Source	Entered Employment Rate	Employment Retention Rate	Average Earnings (6 months)	Employment and Credential Rate
WIA Adult	90%	93%	\$16,500	82%
WIA Dislocated Worker	95%	92%	\$17,900	84%

Program/Funding Source	Entered Employment Rate	Employment Retention Rate	Average Earnings increase (6 months)	Employment and Credential Rate
WIA Older Youth	84%	90%	\$3,400	80%

Program/Funding Source	Skill Attainment Rate	Diploma or Equivalent Attainment Rate	Retention Rate
WIA Younger Youth	92%	91%	86%

	Employer Satisfaction score	Participant Satisfaction score
Performance Level	86	93

Each Michigan Works! Agency (MWA) must modify their WIA Comprehensive Five-Year Local Plan when waivers are approved or Performance Standards are released by the State of Michigan. The currently approved WIA Five-Year plan is approved through June 30, 2017, pending annual modifications for updated Performance Standards and Waiver requests.

The WIA Five-Year plan modification requires approval of the Livingston County Workforce Development Council and Livingston County Board of Commissioners. At their meeting on 9/18/14, the Workforce Development Council will review the plan modification. A resolution approving the WIA 5-year plan modification #3 is attached for your consideration.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING APPLICATIONS FOR THE SKILLED TRADE TRAINING FUND (STTF) FOR FY 2014 – Michigan Works!/Health & Human Services Committee/Finance/Board

WHEREAS, The State of Michigan has allocated \$10 million dollars in the 2015 budget (10/1/14 through 9/30/15) for a competitive grant program called the Skilled Trade Training Fund; and

WHEREAS, the goal of this program is to provide On-The-Job, classroom, Incumbent Worker and Apprenticeship training that is directly linked to job opportunities identified by local employers; and

WHEREAS, Michigan Works! Agencies will be responsible for accepting, reviewing, recommending and submitting applications for funds to the Workforce Development Agency, State of Michigan (WDASOM); and

WHEREAS, it is expected that Livingston County Michigan Works! will submit numerous applications during FY 2014. Total awards in this grant program may exceed \$300,000 and individual awards may exceed \$25,000. Grants are competitively bid and total award amounts will not be known until all applications are approved or rejected by WDASOM; and

WHEREAS, last fiscal year, Livingston County was awarded over \$495,000 to provide training at 8 different companies; and

WHEREAS, Resolution #2013-09-281 requires that grants with a potential award of over \$25,000 in a single calendar year require approval by the Livingston County Board of Commissioners prior to submission of the grant application, and grant applications for awards under \$25,000 may be approved by the County Administrator; and

WHEREAS, since funding availability is expected to be very competitive and awarded quickly, it is essential that Michigan Works! be able to forward applications to the state as they are received.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves the submission of all applications for the Skilled Trade Training Fund to the Workforce Development Agency, State of Michigan through 9/30/2015.

BE IT FURTHER RESOLVED that the Director of Livingston County Michigan Works! be authorized to submit grant applications as well as any future amendments for monetary and contract language adjustments to the Workforce Development Agency, State of Michigan in accordance with program guidelines; and that the County Administrator be notified when applications are received and when grant awards are made.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director, Livingston County Michigan Works!
Date: 10/2/2014
Re: Skilled Trade Training Fund (STTF)

The State of Michigan has appropriated \$10 million for the Skilled Trade Training Fund (STTF) for the fiscal year beginning October 1, 2014. The program will fund training that is directly connected to a new job or for upgrading skills of existing employees. Training may include on-the-job training, classroom training, incumbent worker training or apprenticeship training. Funding is competitive and applications must reflect well-developed plans documenting the need for the training and the availability of actual jobs. Applications can be initiated by employers, training providers, economic development organizations or other interested parties. However, only Michigan Works! agencies can submit the grant applications to the Michigan Workforce Development agency for approval.

Livingston County Michigan Works! will be working with Ann Arbor SPARK and other partners to recruit employers and create programs that meet their talent needs. Since this is a competitive program, there is no way of forecasting the amount of revenue we will receive. However, we project that we will apply for at least \$300,000 on behalf of local employers. Individual applications may range from a few thousand dollars to over \$25,000. These grants do not require any match from the county General Fund although applications which show matched or leveraged funds from employers and from other federal and state workforce programs will receive higher ratings during the review. Livingston County Michigan Works! is responsible for reviewing applications and recommending their approval/denial to the Workforce Development Agency, State of Michigan (WDASOM). The state has the final say in training approval/denial and they are committed to reviewing all applications within three business days. It is expected that local Michigan Works! agencies will expedite their review process as well.

Last fiscal year, Livingston County was awarded over \$495,000 to 8 different companies. These funds were used for On-the-Job training of new employees and Incumbent Worker training to help companies promote internally.

Resolution #2013-09-281 requires that grants with a potential award of over \$25,000 in a single calendar be approved by the Livingston County Board of Commissioners prior to submission of the grant application. Grant applications for awards under \$25,000 may be approved by the County Administrator. To meet the quick turn-around time between application submittal, review and approval, we are requesting approval to submit all applications received for the FY 2014 Skilled Trades Training Fund to the state as they are received and reviewed. We will notify the County Administrator as applications are received and when a grant award is made.

The State of Michigan will not be issuing contracts or grant agreements for the Skilled Trade Training Fund. Instead, they are requiring that we invoice them for reimbursement of training and administrative costs. We will be issuing locally developed agreements with the training providers and employers.

Attached is a resolution for your consideration. If you have any questions regarding this matter please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING REPLACEMENT OF THE JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT WITH THE TRANSPORTATION TO WORK GRANT – L.E.T.S./ GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, from time to time the Federal Transit Administration will change the funding source(s) of grants; and

WHEREAS, the Job Access and Reverse Commute (JARC) grant was replaced with the Transportation to Work grant as of October 1, 2014; and

WHEREAS, all aspects of the JARC grant remain the same other than the reporting of revenues and expenses which will be incorporated and budgeted as part of the regular formula funds currently received by L.E.T.S.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby
Authorizes the change in funding source from the Job Access and Reverse (JARC) grant to the Transportation to work grant beginning with the Fiscal Year 2015 budget, October 1, 2014.

BE IT FURTHER RESOLVED that per the Job Access and Reverse Commute (JARC) grant, if the Transportation to Work grant is eliminated then too will these two (2) 29 hours per week driving positions.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, L.E.T.S. Director
Date: 10/6/2014
**Re: RESOLUTION AUTHORIZING REPLACEMENT OF THE JOB ACCESS AND REVERSE
COMMUNTE (JARC) GRANT WITH THE TRANSPORTATION TO WORK GRANT – L.E.T.S.
General Government / Finance Committee**

Attached is a resolution for your consideration and approval to change the Federal Transit Administration funding source from the Job Access and Reverse Commute (JARC) grant to the replacement grant named the Transportation to Work grant beginning with the L.E.T.S. Fiscal Year 2015, October 1, 2014 with no interruption in service.

The Transportation to Work grant changes the funding source and the reporting of revenue and expenses from being reported to MDOT as a separate grant. The new grant incorporates and reports revenues and expenses through the L.E.T.S. regular service program.

Lastly, just like the JARC grant, if the Transportation to Work grant is eliminated then too will the two (2) 29 hours per week driving positions.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-7847

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING PROJECT AUTHORIZATION 2012-0118/P17 FOR FISCAL YEAR 2015 TRANSPORTATION TO WORK GRANT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS - L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, for fiscal year 2015 the Federal Transit Administration (FTA) has deleted the Job Access and Reverse Commute (JARC) grant that L.E.T.S. has received for many years which reimbursed eligible expenses 50% by the FTA and 50% by Michigan Department of Transportation (MDOT) 50% and was a separate grant; and

WHEREAS, the replacement grant is now called the Transportation to Work grant, it is included in the regular formula operating funding, however at the MDOT level it requires a separate grant to distribute the funds and the revenues and expenditures will be included on the Livingston County General Ledger with the regular operating grant and will be reported quarterly to MDOT's as one quarter of total eligible operating expenses; and

WHEREAS, the full amount of the grant is Seventy-Seven Thousand Six Hundred and Seventy dollars (\$77,670) will now be funded by MDOT at 100% of the grant less ineligible costs; and

WHEREAS, the term of the grant is October 1, 2014 through September 30, 2015.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes execution of Project Authorization 2012-0118/P17 for fiscal year 2015 Transportation to Work grant between the Michigan Department of Transportation (MDOT) and the Livingston County Board of Commissioners in an amount not to exceed Seventy-Seven Thousand Six Hundred and Seventy dollars (\$77,670).

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize the Board Chair to sign project authorization 2012-0118/P17 once reviewed and recommended as to form by Mark Koerner, Legal Counsel for L.E.T.S.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby appoints Douglas Britz as the Transportation Coordinator for all public transportation matters and who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of the Transportation to Work grant.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, L.E.T.S. Director
Date: September 22, 2014
Re: RESOLUTION AUTHORIZING PROJECT AUTHORIZATION 2012-0118/P17
FOR FISCAL YEAR 2015 TRANSPORTATION TO WORK GRANT
BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND
THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS – L.E.T.S. /
General Government

Attached is a resolution for your consideration and approval authorizing project authorization 2012-0118/P17 for fiscal year 2015 between the Michigan Department of Transportation (MDOT) and the Livingston County Board of Commissioners for the newly created Transportation to Work grant which replaces the Job Access and Reverse Commute (JARC) grant that L.E.T.S. has received for the last 5 years. The new grant is now 100% funded by the Federal Transit Administration administered by and reported (quarterly) to MDOT. The funding will be included in the L.E.T.S. regular formula operating funds, however will be kept separate at the MDOT level.

This new Transportation to Work grant term is October 1, 2014 – September 30, 2015 and the total amount of the grant is Seventy-Seven Thousand Six Hundred and Seventy dollars (\$77,670) net of eligible expenses.

Once the grant is approved by the full Board and approved as to form by the L.E.T.S. attorney (Mark Koerner), I will need to obtain the Board Chair's signature prior to MDOT executing the grant.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-7847

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. DEPUTY DIRECTOR AND OPERATIONS MANAGER TO ATTEND THE F.T.A. TRIENNIAL TRAINING WORKSHOP – L.E.T.S./GENERAL GOVERNMENT/FINANCE/BOARD

WHEREAS, it is the policy of Livingston County that out of state travel be held to a minimum and usually only Department Heads are authorized any travel outside Michigan; and

WHEREAS, the Federal Transit Administration strongly encourages every transit agency that is a direct recipient of Federal Funds to attend their Triennial Workshop for the most up-to-date information about new Federal Requirements and in particular what the auditors will be emphasizing in the 2015 Triennial Review; and

WHEREAS, this is the only FTA Region 5 training being offered by the F.T.A. for transit agencies scheduled for Triennial Reviews in 2015 and it will be held in Chicago, IL. October 27 - 28, 2014; and

WHEREAS, the training itself is at no cost, however it is estimated for travel, lodging, and food cost not to exceed Twelve Hundred Fifty dollars (\$1,250) whereby, Federal and State grant funds are available and are approved for this use, along with fare box revenues, to pay 100% of the costs of attending this program.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves out of state travel for L.E.T.S. Deputy Director and Operations Manager to attend the Federal Transit Administration's Triennial Workshop in Chicago, Illinois October 27 - 28, 2014, with no funding being paid from the Livingston County General Fund or any other County funds.

BE IT FURTHER RESOLVED that there is no cost for the training itself, however, it is estimated that the total cost of lodging, County vehicle costs, and food is not to exceed Twelve Hundred Fifty dollars (\$1,250) and is included in the L.E.T.S. 2014 Budget.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, L.E.T.S. Director
Date: October 3, 2014
Re: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S.
DEPUTY DIRECTOR AND OPERATIONS MANAGER TO ATTEND THE
F.T.A. TRIENNIAL TRAINING WORKSHOP IN CHICAGO, IL OCTOBER
27-28, 2014 – L.E.T.S./General Government

Attached for your consideration and approval is a resolution to allow out of state travel for the Deputy Director and Operations Manager to attend the 2015 Federal Transit Administration (F.T.A.) Triennial Training Workshop in Chicago, Illinois, October 27 - 28, 2014.

As a direct recipient of Federal Funds, Livingston Essential Transportation Service is responsible to follow all FTA rules and regulations related to Federal funds. Due to ever changing FTA rules and regulations, attendance is strongly recommended.

The total cost of this training is Federal and State Grant eligible as an allowable expense and the cost to attend is not to exceed Twelve Hundred Fifty dollars (\$1,250). Thus all costs will be borne by Federal and State grant monies with any balance made up from local farebox revenue. L.E.T.S. did budget for this training in its 2014 budget.

Should you have any questions, I can be contacted at ext 7847 or 517-540-7847.