

FINANCE COMMITTEE

10/19/2016

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

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A. Minutes of Meeting Dated: October 5, 2016
 - B. Closed Session Minutes Dated: October 5, 2016
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **RESOLUTIONS FOR CONSIDERATION:**

- 08 **Juvenile Court**
RESOLUTION AUTHORIZING SUBMISSION OF THE AMENDED 2015/2016 CHILD CARE FUND BUDGET TO THE STATE OF MICHIGAN – 44th Circuit Court, Juvenile Unit / Finance / Board

- 09 **District Court**
RESOLUTION TO AMEND FOR 2016 AND ESTABLISH FOR FUTURE YEARS THE LOCAL SUPPLEMENTAL SALARIES FOR DISTRICT COURT JUDGES - District Court / Finance / Board

- 10 **Administration**
RESOLUTION TO AUTHORIZE A BUDGET AMENDMENT FOR FACILITY SERVICES CHARGES FOR FISCAL-YEAR 2016 BUDGET – Administration / Finance / Board

- 11 **Human Resources**
RESOLUTION AUTHORIZING REORGANIZATION OF THE HUMAN RESOURCES DEPARTMENT – Human Resources / Finance / Board

- 12. **REPORTS**
 - A. 2017 Budget Level 3, Recommendation from Administration
- 13. **CLAIMS**
- 14. **PREAUTHORIZED**
- 15. **CALL TO THE PUBLIC**
- 16. **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 5, 2016 – 7:30 AM

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

FINANCE COMMITTEE

COMM. GARY CHILDS
 COMM. DENNIS DOLAN
 COMM. DAVID DOMAS

COMM. BILL GREEN – FINANCE CHAIR
 COMM. CAROL GRIFFITH
 COMM. KATE LAWRENCE

COMM. DON PARKER
 COMM. RON VAN HOUTEN
 COMM. STEVE WILLIAMS

OTHERS:

ELIZABETH HUNDLEY
HILERY DEHATE
RICH MALEWICZ
JENNIFER PALMBOS
MATT SHUTES, DET.

CINDY CATANACH
DOUG HELZERMAN
JOHN EVANS
ANN WHITE
KEN HINTON
VINCENT JOHN, CO

RICH McNULTY, ESQ.
MARK JOHNSON
KEVIN WILKINSON
FRANCINE ZYSK
NATALIE HUNT

1. **CALL TO ORDER:** Meeting called to order by **COMM. BILL GREEN** at 7:31 AM
2. **ROLL CALL:** COMMISSIONER VAN HOUTEN ABSENT.
3. **APPROVAL OF MINUTES:** MINUTES DATED: SEPTEMBER 21, 2016

CLOSED SESSION MINUTES DATED: SEPTEMBER 21, 2016

MOTION TO APPROVE THE MINUTES AND CLOSED SESSION MINUTES, AS PRESENTED

MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

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

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: DOLAN / SECONDED BY: WILLIAMS

ALL IN FAVOR - MOTION PASSED

6. **CALL TO THE PUBLIC:**

- **Matt Shutes, Sheriff Detective** – addressed the committee regarding the Arbitrator’s Analysis regarding the 312 Union Negotiations.
- **Commissioner Domas** addressed the Chair, asking the Board to allow the Detective to attend the Closed Session
 - **Rich McNulty, Esq.** – advised the Board that would undercut the purpose of the Closed Session
 - **Commissioner Domas** amended his request to allow Commissioners to call the detective into the closed to hear and answer questions.
- **Vincent John, Corrections Officer** – 150 S. Highlander way, 2 year CO, addressed the Board to consider the Arbitrator’s Analysis regarding raises.

7. RESOLUTIONS FOR CONSIDERATION:

- 8. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GROUND LEASE AGREEMENT WITH LITTLE TEXAN LLC FOR AIRPORT PROPERTY AT 3570 WEST GRAND RIVER AVENUE CAMPUS WITH DRUG AND ALCOHOL TESTING CENTERS, INC.**

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

- 9. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO DECLINE TO EXERCISE THE RIGHT OF FIRST REFUSAL FOR THE HANGAR OWNED BY VISTA PROPERTY SERVICES, INC**

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

- 10. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GROUND LEASE AGREEMENT WITH THREE T’S PROPERTIES LLC OR A WHOLLY OWNED SUBSIDIARY OF THREE T’S PROPERTIES LLC OWNED BY THE SAME PRINCIPAL MEMBERS FOR AIRPORT PROPERTY AT 3540 WEST GRAND RIVER AVENUE**

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

11. CLOSED SESSION:

- UNION NEGOTIATIONS UPDATE
- COMMISSIONER DOMAS REQUESTED THE EMPLOYEES OF THE SHERIFF DEPARTMENT TO REMAIN OUTSIDE BOARD CHAMBERS TO BE AVAILABLE IF THE BOARD HAS QUESTIONS DURING THE CLOSED SESSION – MEMBERS OF THE BOARD AGREE.

<p>MOTION TO RECESS TO CLOSED SESSION AT 7:42 AM MOVED BY: LAWRENCE / SECONDED BY: WILLIAMS ROLL CALL: CHILDS, DOLAN, DOMAS, GRIFFITH, LAWRENCE, PARKER, WILLIAMS, VAN HOUTEN, GREEN YES: 8 / NO: 0 / ABSENT: 1 MOTION PASSED</p>
<p>MOTION TO RETURN TO OPEN SESSION AT 8:45 AM MOVED BY: CHILDS / SECONDED BY: GRIFFITH YES: 8 / NO: 0 / ABSENT: 1 MOTION PASSED</p>

- **Commissioner Lawrence informed the Sheriff Department staff that there are no questions from the Board.**

12. REPORTS:

- **BUDGET PRESENTATION – COURTS (CIRCUIT COURT, DISTRICT COURT, PROBATE COURT, JUVENILE COURT, FRIEND OF THE COURT, CHILD CARE)**
 - CINDY CATANACH, FINANCE OFFICER - GAVE AN INTRODUCTION, EXPLAINING THE PROCESS AND WHAT WILL BE PRESENTED TODAY. LEVEL 4 WILL BE AT FINANCE ON NOVEMBER 9TH, FINAL ADOPTION ON 11/14
 - MELISSA SCHARRER, FRIEND OF THE COURT - APOLOGIZED ON BEHALF OF JUDGE READER FOR HIS ABSENCE. EXPLAINING CHANGES TO THE LEVEL DEPARTMENT REQUEST. MADE NOTE OF PROJECTS THAT ARE MOVING FORWARD INTO 2017

COMM. PARKER EXITED AT 8:51A.M. AND RETURNED AT 8:52 AM

- ROBERTA SACHARSKI, PROBATE COURT - INTRODUCED BY JOHN EVANS. NO NEW PROJECTS OR PERSONNEL CHANGES PLANNED.
- SANTA GRANT HAS REACHED ITS LAST EXTENSION,
- CHILD CARE FUND A LITTLE VOLATILE, WILL BE CHANGES THAT ARE UNKNOWN AT THIS TIME.
- FRANCINE ZYSK, DISTRICT COURT - NOTED AN ERROR IN PUBLIC DEFENDER CONTRACT, DECREASED BY \$70,000 – CONTRACT WAS ENTERED TWICE. PROJECT OPIATE WILL BE REQUESTED TO BE CONTINUED.
- COMMUNITY CORRECTIONS DECLINED A GRANT AS STAFF WAS NOT PROVIDED.

- INDIGENT DEFENSE COUNCIL - AT THIS POINT IT WILL BE FORMALLY ADOPTED BY 12/31. IMPLEMENTS COUNCIL SHOULD BE PRESENT AT TIME OF ARRAIGNMENT BUT WAITING FOR SUPREME COURT TO ADOPT STANDARDS. IF SO, THE PROSECUTOR SHOULD HAVE REPRESENTATION AS WELL.

13. CLAIMS:

**RECOMMEND MOTION TO THE BOARD TO APPROVE THE MISCELLANEOUS CLAIMS DATED:
OCTOBER 5, 2016
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

14. PREAUTHORIZED:

**RECOMMEND MOTION TO THE BOARD TO APPROVE THE COMPUTER PRINTOUT DATED:
9-22-16 THRU 10-5-16
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED**

15. CALL TO THE PUBLIC:

- **Ken Hinton, County Administrator** – brief acknowledgment: approached by Charlie Stevens, Risk Mgmt. Academy, and Cindy Catanach was awarded a scholarship for a week long training course.
- **Commissioner Dolan** reported on the Jail Renovation/Expansion Project – final stages very close to total completion. Also, the Dental Clinic is picking up speed, this project should be opening by end of this year or the beginning of 2017.

16. ADJOURNMENT:

**MOTION TO ADJOURN AT 9:07 AM
MOVED BY: DOLAN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED**

Respectfully submitted,

NATALIE HUNT
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING SUBMISSION OF THE AMENDED 2015/2016 CHILD CARE FUND BUDGET TO THE STATE OF MICHIGAN – 44TH CIRCUIT COURT, JUVENILE UNIT / FINANCE / BOARD

WHEREAS, the Juvenile Court and the Department of Health & Human Services find it necessary to amend the 2015/2016 Child Care Fund Budget with the State of Michigan and request an additional \$286,810 of County funds, 50% to be cost shared with the State of Michigan; and

WHEREAS, the Finance Committee of the Livingston County Board of Commissioners has reviewed and recommended approval of the submission of the Amended 2015/2016 Child Care Fund Budget to the State of Michigan; and

WHEREAS, the proposed amended budget to the State is in the total amount of \$2,615,000 less anticipated revenue of \$141,000 for a proposed net expenditure of \$2,474,000 to be cost shared with the State of Michigan; and

WHEREAS, the State shall also provide up to \$1,000 for “Foster Care during Release Appeal Period” which will be the full obligation of the State of Michigan.

WHEREAS, the Child Care Fund 292 budget differs from the budget submitted to the state as it includes programs that are beneficial to the Child Care Program but are not reimbursable from the State. These programs include State Ward payments and the Juvenile Transporter; and

WHEREAS, the difference between the Child Care Fund Budget and the budget reported to the state is \$454,129.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the amended 2015/2016 Child Care Fund Budget as outlined.

THEREFORE BE IT RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the amended 2015/2016 Child Care Fund Budget for submission to the State of Michigan for acceptance.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes a budget amendment to the County Child Care Fund Budget in the amount of \$286,810 from the County Child Care “Fund Balance” for a new proposed County budget of \$3,069,129.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign any future amendments for monetary adjustments within the amended 2015/2016 Child Care Fund Budget providing the budget total of \$3,069,129 remains unchanged.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: John Evans
Date: 10/11/16
Re: Submission of the Amended 2015/2016 Child Care Fund Budget

The attached resolution authorizes submission of the amended 2015/2016 Child Care Fund (CCF) Budget to the State of Michigan.

The proposed amended CCF budget requests a combined (Juvenile Ct & MDHHS) gross expenditure of \$2,615,000.00, anticipated revenue of \$141,000.00 for a combined Net Expenditure of \$2,474,000.00.

Juvenile Court reflects a \$150,810.00 increase from the approved FY15/16 budget in Institutional Care, and increased revenue of \$31,000.00 for a net Juvenile Court increase of \$119,810.00 and a new expenditure total of \$1,801,000.00.

Additionally, MDHHS reflects a \$167,000.00 increase from the approved FY15/16 budget in Institutional Care \$100,000.00 and in In-Home Care \$67,000.00 for a new expenditure total of \$814,000.00.

The overall combined increase totals \$286,810.00, of which 50% or \$143,405.00 is reimbursable from the State of Michigan.

If you have any questions regarding this matter please contact me. Thank you for your consideration and continued support of the Livingston County Courts.

**RESOLUTION
LIVINGSTON COUNTY**

**NO:
DATE:**

RESOLUTION TO AMEND FOR 2016 AND ESTABLISH FOR FUTURE YEARS THE LOCAL SUPPLEMENTAL SALARIES FOR DISTRICT COURT JUDGES – DISTRICT COURT / FINANCE / BOARD

WHEREAS, the Board of Commissioners is responsible for establishing County supplemental funding to judicial salaries within the parameters fixed by State law; and

WHEREAS, the Section 8202 of the Revised Judicature Act of 1961 (MCL 600.8202) as amended, provides maximum local supplement which a funding unit can pay to a district court judge which would be subject to reimbursement to the County by the State; and

WHEREAS, the maximum local supplement for district court judges established by the State is currently \$45,724.00; and

WHEREAS, Livingston County established a local supplement for its District Judges which, if continued for the remaining duration of the 2016 calendar year, would result in the local supplement paid to District Judges exceeding the statutory maximum set forth in the Revised Judicature Act; and

WHEREAS, upon becoming aware of this issue, the Chief Judge and State Court Administrative Office have recommended an adjustment to assure the County adhere to the requirements of law.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby rescinds any and all previous inconsistent resolutions and fixes the County supplement for District Court Judges at \$45,724.00 for the calendar year 2016.

BE IT FURTHER RESOLVED that, consistent with the recommendations of the Chief Judge and State Court Administrative Office, County Administration shall make such adjustments to the payroll of District Court Judges to assure that the annualized County supplement will not exceed \$45,724.00 for the calendar year 2016.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby fixes the County supplement for District Court Judges at \$45,724.00 for the calendar year 2017 to be paid directly to the Judge through the County's payroll system and which will be combined with the State statutory contribution for 2017.

BE IT FINALLY RESOLVED that the \$45,724 supplement shall continue until amended by statute and/or by resolution of the Board of Commissioners.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE A BUDGET AMENDMENT FOR FACILITY SERVICES CHARGES FOR FISCAL-YEAR 2016 BUDGET – ADMINISTRATION / FINANCE / BOARD

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

WHEREAS, the proposed amendment recognizes actual expenditure activity through year-to-date for 2016 and includes increase/decreases in departmental expenditures to correspond to actual activity; and

WHEREAS, the effect to the General Fund is a net zero effect.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the following amendments to the Fiscal-Year 2016 Budget as illustrated below:

FUND	Approved 2016 budget	Proposed amendment	Amended 2016 budget
101 - General Fund	\$ 46,667,710	\$ (0)	\$ 46,667,710
EMS	\$ 10,258,225	\$ 75,000	\$ 10,333,225
911 Central Dispatch	\$ 4,299,147	\$ (0)	\$ 4,299,147
Airport	\$ 1,276,076	\$ (0)	\$ 1,276,076
LETS	\$ 3,384,979	\$ 8,200	\$ 3,393,179
Facility Services	\$ 3,472,054	\$ 10,700	\$ 3,482,754
Information Technology	\$ 3,905,506	\$ (0)	\$ 3,905,506

BE IT FURTHER RESOLVED that the worksheet showing details of the above is available for review in the County Administration Finance office.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County
Facility Services

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

MEMORANDUM

To: Livingston County Board of Commissioners

From: Chris Folts, Facility Services Director

Date: October 14, 2016

Subject: Fiscal Year 2106 Budget Amendment for Facility Services Charges

Attached for your consideration and approval is a resolution for a budget amendment for the third quarter of 2016.

Facility Services is in the second year of using Munis to chargeback work orders and expenses directly as they occur. This will show real time expenses for all Livingston County Departments and building maintenance expenses. In doing so, there are several departments that require a budget amendment to cover projected expenditures for the rest of the year.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING REORGANIZATION OF THE HUMAN RESOURCES DEPARTMENT – HUMAN RESOURCES / FINANCE / BOARD

WHEREAS, in December 2015, Resolution #2015-12-238 authorized a temporary reorganization in Human Resources in order to accommodate an employee request to reduce the Benefits Specialist hours from forty (40) to twenty-four (24) hours per week, and to utilize the savings from the reduction in hours to purchase contracted services to fulfill the essential functions for the position; and

WHEREAS, the reorganization was recommended on a trial basis based on the unique skillset of the incumbent, approved for a period not to exceed two (2) years, and with the caveat that in the event of a vacancy in the Benefits Specialist position, staffing needs will be reevaluated; and

WHEREAS, earlier this month, the Human Resources Coordinator announced her retirement and the employee serving as Benefits Specialist applied for and was offered the Human Resources Coordinator position resulting in a vacancy in the Benefits Specialist position; and

WHEREAS, given the vacancy in the Benefits Specialist position, we have evaluated the staffing needs of Human Resources and concluded it is necessary to return to a full time, forty (40) hour per week Benefits Specialist position within Human Resources; and

WHEREAS, correspondingly, the contracted services utilized in the area of FMLA administration will be discontinued.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reorganization of Human Resources returning the part-time, twenty-four (24) hour Benefits Specialist to full-time, forty (40) hours per week.

CURRENT:

Position #	Description	Stat	# Emps	CY FTE
27000103	BENEFITS SPECIALIST	A	1	.600

PROPOSED:

Position #	Description	Stat	# Emps	CY FTE
27000103	BENEFITS SPECIALIST	A	1	1.000

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**MOVED:
SECONDED:
CARRIED:**