

# **Health & Human Services Committee**

1/25/2010

304 E. Grand River Avenue, Howell MI

7:30 PM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF MINUTES**
  - A. Minutes of November 23, 2009
- 3. APPROVAL OF AGENDA**
- 4. REPORTS**

Health Department Reports:

  1. Environmental Health Year-End 2009 Report
  2. PPHS November 2009 Report
  3. Public Health Goals 2009 Report
  4. Proposed Public Health Goals 2010
  5. Evaluation of Policies for Arsenic in Drinking Water
- 5. CALL TO THE PUBLIC**
- 6. EMS**
  - A. RESOLUTION AUTHORIZING THE WRITE OFF OF BAD DEBT FOR THE YEAR 2006 - EMS / Health & Human Services Committee / Finance Committee
  - B. RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR FINANCE MANAGER – EMS – Health & Human Services Committee / Finance Committee
  - C. RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR ONE EMS SUPERVISOR– EMS – Health & Human Services Committee / Finance Committee
  - D. Discussion: EMS Tax Renewal (no attachment)
  - E. Discussion: Stockbridge Ambulance Billing (no attachment)
- 7. MICHIGAN WORKS!**
  - A. RESOLUTION APPROVING AN EXTENSION TO THE CONTRACT BETWEEN THE OAKLAND LIVINGSTON HUMAN SERVICES AGENCY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE MICHIGAN PRISONER RE-ENTRY INITIATIVE - Michigan Works! / Health & Human Services Committee / Finance Committee
  - B. RESOLUTION AMENDING RESOLUTION 2009-10-312 AUTHORIZING A LEASE WITH BRIGHTON AREA SCHOOLS FOR THE MICHIGAN WORKS! CAREER TRANSITION CENTER AT THE BRIGHTON EDUCATION COMMUNITY CENTER – 125 CHURCH STREET, BRIGHTON - Michigan Works! / Health & Human Services Committee / Finance Committee
  - C. RESOLUTION APPROVING THE SUBMISSION OF THE MICHIGAN WORKS! SYSTEM PLAN FOR THE PERIOD JANUARY 1, 2010, TO DECEMBER 31, 2010 - Michigan Works! / Health & Human Services

Committee / Finance Committee

D. RESOLUTION RETAINING THE WORKFORCE DEVELOPMENT COUNCIL (LIVINGSTON COUNTY MICHIGAN WORKS! AS THE CERTIFIED ONE-STOP OPERATOR - Michigan Works! / Health & Human Services Committee / Finance Committee

E. RESOLUTION APPROVING THE SUBMISSION OF THE TRADE ADJUSTMENT ASSISTANCE (TAA) ADMINISTRATIVE FUNDING ALLOCATIONS AND CASE MANAGEMENT PLAN - Michigan Works! / Health & Human Services Committee / Finance Committee

**8. HEALTH DEPARTMENT**

A. RESOLUTION AUTHORIZING THE FILLING OF A VACANT PART TIME PUBLIC HEALTH NURSE POSITION - Public Health / Health & Human Services Committee / Finance Committee

B. RESOLUTION TO AUTHORIZE THE FILLING OF A VACANT FULL TIME PROGRAM CLERK III POSITION IN THE LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH - Health Department / Health & Human Services Committee

**9. ADMINISTRATION**

A. RESOLUTION AUTHORIZING CONTRACTS FOR LIVINGSTON COUNTY NON-PROFIT PROGRAMS FOR 2010 - County Administration / Health & Human Services Committee

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**06A** RESOLUTION AUTHORIZING THE WRITE OFF OF BAD DEBT FOR THE YEAR 2006 - EMS / Health & Human Services Committee / Finance Committee

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**06B** RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR FINANCE MANAGER – EMS – Health & Human Services Committee / Finance Committee

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**06C** RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR ONE EMS SUPERVISOR– EMS – Health & Human Services Committee / Finance Committee

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**07A** RESOLUTION APPROVING AN EXTENSION TO THE CONTRACT BETWEEN THE OAKLAND LIVINGSTON HUMAN SERVICES AGENCY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE MICHIGAN PRISONER RE-ENTRY INITIATIVE- Michigan Works! / Health & Human Services Committee / Finance Committee

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**07B** RESOLUTION AMENDING RESOLUTION 2009-10-312 AUTHORIZING A LEASE WITH BRIGHTON AREA SCHOOLS FOR THE MICHIGAN WORKS! CAREER TRANSITION CENTER AT THE BRIGHTON EDUCATION COMMUNITY CENTER – 125 CHURCH STREET, BRIGHTON- Michigan Works! / Health & Human Services Committee / Finance Committee

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**07C** RESOLUTION APPROVING THE SUBMISSION OF THE MICHIGAN WORKS! SYSTEM PLAN FOR THE PERIOD JANUARY 1, 2010, TO DECEMBER 31, 2010 - Michigan Works! / Health & Human Services

**07D** RESOLUTION RETAINING THE WORKFORCE DEVELOPMENT COUNCIL (LIVINGSTON COUNTY MICHIGAN WORKS! AS THE CERTIFIED ONE-STOP OPERATOR - Michigan Works! / Health & Human Services Committee / Finance Committee

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**07E** RESOLUTION APPROVING THE SUBMISSION OF THE TRADE ADJUSTMENT ASSISTANCE (TAA) ADMINISTRATIVE FUNDING ALLOCATIONS AND CASE MANAGEMENT PLAN - Michigan Works! / Health & Human Services Committee / Finance Committee

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**08A** RESOLUTION AUTHORIZING THE FILLING OF A VACANT PART-TIME PUBLIC HEALTH NURSE POSITION - Public Health / Health & Human Services Committee

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**08B** RESOLUTION TO AUTHORIZE THE FILLING OF A VACANT FULL TIME PROGRAM CLERK III POSITION IN THE LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH - Health Department / Health & Human Services Committee

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**09A** RESOLUTION AUTHORIZING CONTRACTS FOR LIVINGSTON COUNTY NON-PROFIT PROGRAMS FOR 2010 - County Administration / Health & Human Services Committee / Finance Committee

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**10. ADJOURNMENT**

MINUTES  
HEALTH AND HUMAN SERVICES COMMITTEE  
November 23, 2009  
304 E. Grand River Ave., Howell, Michigan

- Members Present:** Commissioners Mantey, Griffith, Domas and Williams
- Others Present:** Ted Westmeier, Belinda Peters, Kevin Wilkinson, Janine Dunning, Jeff Boyd, Erica Karfonta, Judy Paulsen, Roxanne Turner, Beverly Mostowy, Kyle Hearn
- Call to Order:** The meeting was called to order by Chairman Mantey at 8:17 PM.
- App of Minutes:** Motion by Griffith, Seconded by Williams to approve the Minutes of the Health and Human Services Meeting October 26, 2009. All in favor, motion passed.
- App of Agenda:** Motion by Williams, Seconded by Griffith to approve the agenda as presented. All in favor, motion passed.
- Reports:** MSU Extension will be working on a regional plan in 2010 to reduce administrative costs.
- Call to the Public:** None
- EMS:**
- Resolution Authorizing Capital Expenditures for Three Ambulance Rechasis for 2010**—Motion by Williams, Seconded by Griffith to approve the resolution and forward to Finance. All in favor, motion passed.
- Resolution Authorizing the Purchase of a Training Mannequin**--Motion by Williams, Seconded by Griffith to approve the resolution and forward to Finance. All in favor, motion passed.
- Resolution Authorizing a Blanket Purchase Order for Uniforms for 2010**--Motion by Domas, Seconded by Williams to approve the resolution and forward to Finance. All in favor, motion passed.
- Administration:** **Review of Recommended Departmental Budgets**—Motion by Williams, Seconded by Domas to add \$6,000 to both revenues and

expenditures in the MSU Extension 2010 Budget. All in favor, motion passed. Motion by Domas, Seconded by Williams to restore \$1023 for temporary staff in the MSU Extension 2010 Budget. All in favor, motion passed.

Motion by Domas, Seconded by Griffith to adjourn the meeting. All in favor, motion passed.

Meeting adjourned at 10:20 PM.



## LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH

2300 East Grand River Avenue, Suite 102 Howell, Michigan 48843-7578

### ADMINISTRATION

517-546-9850  
Fax: 517-546-6995

### PERSONAL HEALTH ENVIRONMENTAL HEALTH

517-546-9850      517-546-9858  
Fax: 517-546-6995      Fax: 517-546-9853

[www.lchd.org](http://www.lchd.org)

## 2009 Goals Accomplishments

1. Provide education and training to onsite sewage disposal system installation contractors, realtors, builders and homeowners as it relates to the revised Livingston County Sanitary Code.

*On April 1, 2009 the new Livingston County Sanitary Code made its official debut. Leading up to this, area sanitarians had been discussing the changes with the septic installers and preparing the installers for the new changes. On two occasions, April 7, 2009 and April 8, 2009 staff conducted a PowerPoint presentation for the installers to attend and discuss the new changes. One of the meetings was held at night while the other one was held in the morning. The turnout was lighter than anticipated but the response to the presentation was good. The training of real estate agents, builders and installers alike is an ongoing process and is conducted at every chance one has while in the field.*

2. Review and update Livingston County Standards for Alternative Technology Review and Approval Process established and approved by the Board of Appeals in 2003.

*The review and update of the Livingston County Standards for Alternative Review and Approval Process as established and approved by the Board of appeals in 2003 is now completed. The document has gone to six criteria instead of the original eight that a manufacturer must comply with before final approval can be granted. This new document was utilized in the approval process for the alternative treatment system, Norweco, which was approved on October 23, 2009. This is a fluid document that may evolve more as the alternative treatment program grows.*

3. Review and evaluate the January 1, 2006 requirement for arsenic sampling on all new residential water wells to determine percentage of wells exceeding the Maximum Contaminant Level.

*In 2006 LCDPH assumed about 30% MCL occurrence based on the data available at the time. The data generated over the last three years of permitting have shown an 8.31% occurrence. Although this is lower than anticipated, we still feel it is very significant. Although the data suggests regional “hot spots”, most of Livingston County has some occurrence of elevated arsenic. We will continue to evaluate causes for the regional distribution and continue to evaluate new permitting data to see if the trends remain. Therefore, we recommend the continuation of our processes and feel this is the best approach to continue to protect our citizens from the risk of long term arsenic exposure through drinking water.*

4. Develop and implement a marketing plan to provide foodservice manager certification classes for all Michigan Department of Agriculture licensed retail food establishments that must comply with the new manager certification requirements in 2009.

*In 2009 the Food Team successfully developed a marketing plan and increased participation in manager and employee training courses provided by LCDPH by 52% above 2008 levels. Marketing activities and outreach strategies included:*

- *Outreach to all retail MDA licensed facilities not included in LCDPH oversight*
- *Developed and utilized an e-mail and broadcast fax list of food service establishments and began providing regular updates on upcoming classes.*
- *Website outreach on County and Michigan Restaurant Association sites*
- *Newsletter announcements*

5. Assure adequate staff training for implementation of the new web based MI-WIC system. (Women, Infants and Children Program)

*In preparation for the implementation of the web based MI-WIC, the PHN Supervisor and the lead clerk attended a meeting and completed the administrative training modules as required by the WIC program. In late January 2009, all WIC staff, both professional and support staff attended a week long training held in the computer lab at LESA with “hands on” training of the new web based program in preparation for the implementation which occurred the first week in February. Additional assistance has been provided to support staff by the lead clerk as needed.*

6. Revise record retention procedures to assist with the retrieval of records and assure that our schedule continues to remain in compliance with the State of Michigan Record Retention Schedule.

***We reviewed our current record retention schedule to assure that it was in compliance with the State of Michigan Record Retention Schedule, and update as needed. We also reviewed our process for storing and retrieving records and were able to develop a procedure that could be understood and followed by all staff involved in the process.***

7. Continue to work with Animal Control to assure appropriate follow up of animal bites, including staff training to access the new Animal Control database.

***IT Department provided an overview of the new database to the CD Supervisor and PPHS Director which was being implemented at Animal Control. Access to the database would allow our professional staff to look up information obtained by Animal Control which is needed for follow-up of animal bites. Training for our professional staff has not occurred.***

8. Continue to work with Vaccine for Children providers to transition to the new Centralized Distribution and Inventory process in the Michigan Care Improvement Registry (MCIR).

***Our staff worked with the Vaccine for Children (VFC) providers in our county assisting them in the transition to the Centralized Distribution and Inventory process in MCIR. These efforts facilitated the implementation of the H1N1 ordering & documentation process for providers who wanted to administer this vaccine to their patients.***

9. Complete the Behavioral Risk Factor Survey (BRFS) compile information from administrative data and prepare a community report on the health status and needs of the community.

***Due to a software revision at the MSU survey center the survey was delayed by 6 months. The actual survey has been completed and we will be receiving a preliminary report within the first quarter of 2010.***

10. Assure a successful transition from an employee to a contractual Financial Manager.

***Even though this has created challenges due to the absence of a Financial Manager, the contractual arrangement has accomplished our original goal of reducing our budget while still meeting the financial needs of the Department with financial reporting to the State of***



***Michigan and preparation of budgets for both State programs and the County. It does present some delays in providing information to our partners; however those must be anticipated and expected when staff reductions are made.***

11. Continue to maintain the current high standard for service delivery and program effectiveness, even with a decrease in 2.5 FTE's.

***This has been the greatest challenge of all the goals for 2009. It soon became very evident that the elimination of the clerical positions resulted in inadequate coverage and caused extreme disruption among clerical and professional staff for adequate coverage of the reception areas. Even though we are utilizing volunteers for the front reception area, we still experience significant disruption. Without the assistance of volunteers, coverage for the reception areas, especially during the lunch hour, would be impossible.***



## LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH

2300 East Grand River Avenue, Suite 102 Howell, Michigan 48843-7578  
 Environmental Health Division 517-546-9858 [www.lchd.org](http://www.lchd.org)

### MEMORANDUM

TO: Health Officer

FROM: Dianne McCormick, RS  
 Director of Environmental Health

DATE: January 12, 2010

RE: Environmental Health Activities

PROGRAM	Year End 2007 TOTALS	Year End 2008 TOTALS	Year End 2009 TOTALS
Onsite Wastewater Disposal	YTD	YTD	YTD
Permits Issued <span style="float: right;">New</span>	146	65	36
<b>Replacement</b>	183	150	140
Water Well Permits Issued <span style="float: right;">New</span>	207	94	43
<b>Replacement</b>	308	246	242
Soil Evaluations – Vacant Parcel	148	60	30
Soil Evaluations – Replacement	197	155	146
Complaints Investigated	82	109	95
Home Alteration/Addition Request	924	635	447
Fixed Food Service Evaluations	731	749	752
Food Hearings	4	5	11
Food Plan Reviews	34	24	23
Temporary Foods	164	130	127
Administrative Appeal Hearings	2	2	2
Board of Appeal Hearings	1	1	1
Adult Foster/Child Daycare	81	83	69
Subdivision Review	1	0	1
- WS = Well & Septic <span style="float: right;">Sub #</span>			
- WO = Well Only <span style="float: right;">Lot #</span>	8 WO	0	10 WO
- SO = Septic Only			

# PERSONAL & PREVENTIVE HEALTH SERVICES REPORT

Month:

Month	YTD 1997	YTD 1996

## FAMILY HEALTH

1.	<i>Maternal Health</i>			
	Number of Women			
	Classes / Attendance			
2.	<i>Child Health</i>			
	Number of Children			
	Classes / Attendance			
	Hearing - Number Screened			
	Vision - Number Screened			
3.	<i>WIC</i>			
	Enrollment			
	Classes / Attendance			
4.	<i>Reproductive Health</i>			
	Number of Women			

## COMMUNICABLE DISEASE CONTROL

1.	<i>Immunizations</i>			
	Number of Doses / Number Immunized			
2.	<i>HIV Testing &amp; Counseling</i>			
	Number of Clients			
	Classes / Attendance			
3.	<i>Communicable Disease</i>			
	Number of Clients			

## CHRONIC DISEASE PREVENTION & CONTROL

1.	<i>Cardiovascular Risk Reduction</i>			
	Number of Community Clients			
	Number of Worksite Clients			
	Classes / Attendance			

### Family Health

1. Maternal Support Services, MICH-Care, School-Age Parent Program, Childbirth Education, Breastfeeding class and others.
2. Early Periodic Screening Diagnosis, and treatment, Children's Special Health Care Services, Infant Support Services, Hearing and Vision screening, and others.
3. Women, Infant and Children Nutrition Education and Supplemental Food Program (enrollment by month only).
4. Family Planning, pregnancy testing.

### Communicable Disease Control

1. Immunizations- DTP, Hib, Polio, MMR, Hepatitis B, Immune globulin, Influenza
2. HIV Counseling and testing, Marriage Health Certificate Class.
3. CD Control - STD, Hepatitis, TB, Salmonella, Measles, and others.

### Chronic Disease Prevention

1. Blood pressure and cholesterol screening, wellness appraisal, nutrition education, smoking cessation support.

# PERSONAL & PREVENTIVE HEALTH SERVICES REPORT

MONTH: NOVEMBER 2009

## A. MATERNAL / CHILD HEALTH

### 1. MATERNAL HEALTH PROMOTION

	Month	YTD 2009	YTD 2008	YTD 2007
a. Plan First	0	1	2	N/A
b. Healthy Kids (pregnant women)	0	11	19	3
c. MOMS	0	5	16	0
d. Breastfeeding classes/attendance (3-89)	1/6	11/37	11/42	9/33

### 2. CHILD HEALTH PROMOTION

a. CSHCS - Family/Ind. Assess.	2/2	15/105	1/35	4/49
b. CSHCS - Diagnostics/Care Coordination	2/13	26/112	30/86	9/129
c. Number infants served (<1 year) (NB H.Visit 4/06)	3	51	75	242
d. Healthy Kids, MI-Child (children)	0	6	3	3
e. Number of Lead Tests	18	171	220	157

### 3. WIC

a. Enrollees	2170	---	2103	1688
b. Number clinic visits	213	2887	3115	2760
c. Number nutrition visits	8	61	86	119
d. Information Station attendance	93	1406	934	949

### 4. HEARING PROGRAM

a. Preliminary screening (preschool)	14	123	243	122
b. Preliminary screening (school-age)	777	5595	7252	5949
c. Threshold (audiograms - school-age)	30	335	393	411
d. Office testing (preschool / school-age)	7/4	119/70	106/51	114/55
e. Medical referral (preschool)	0	6	6	5
f. Medical referral (school-age)	20	194	241	253
g. Preliminary screening (Early Childhood)	0	7	5	8
h. Office testing (Early On)	5	26	44	43

### 5. VISION PROGRAM

a. Acuity and muscle screening (preschool)	6	624	768	1132
b. Acuity and muscle screening (school-age)	1238	9167	10905	7563
c. Office screening (preschool)	5	210	203	256
d. Office screening (school-age)	5	80	45	108
e. Number referred (preschool)	3	70	72	122
f. Number referred (school-age)	63	637	732	465
g. Preliminary screening (Early Childhood)	0	3	5	5
h. Office testing (Early On)	4	27	50	50

**MONTH: NOVEMBER 2009**

Month	YTD 2009	YTD 2008	YTD 2007
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**B. CONTROL OF COMMUNICABLE DISEASE**

## 1. IMMUNIZATIONS

a. Number of immunizations (not including flu)	213	2569	2557	2735
b. Number of clients immunized	107	1763	1766	1749
c. Number of influenza immunizations	121	813	960	1511
d. H1N1	5161	6004	N/A	N/A

## 2. HIV TESTING AND COUNSELING

a. Number of people served/Number of services	1/3	55/108	74/138	83/148
b. Court Ordered Testing (people served) at LCDPH / Jail	0/2	7/12	3/14	5/18

## 3. COMMUNICABLE DISEASE

a. Number given TB tests	22	571	477	561
b. Number served - STD's	24	542	377	295
c. Number served - other	280	4058	3666	3215
d. Number served - AIDS	15	229	259	261

**C. SUMMARY**

1. Number of home visits/services	3/8	107/180	114/188	228/516
2. Number of office visits	36	798	877	1030
3. Number of telephone services	125	1298	1056	1186
4. Number of classes	1	11	11	9



[www.lchd.org](http://www.lchd.org)

## LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH

2300 East Grand River Avenue, Suite 102 Howell, Michigan 48843-7578

**ADMINISTRATION**

517-546-9850  
Fax: 517-546-6995

**PERSONAL HEALTH**

517-546-9850  
Fax: 517-546-6995

**ENVIRONMENTAL HEALTH**

517-546-9858  
Fax: 517-546-9853

### 2010 Public Health Program Goals

1. Review and begin beta testing a web based permitting software program called OpenFACILIS in conjunction with IT, Building and Drain. This program may replace Tidemark as the tracking and permitting software currently being used. The program has the potential to incorporate land use permitting done by LUG's and may offer expanded capabilities at a significant reduction in annual software maintenances fees.
2. Evaluate the current requirement for operation and maintenance permits by homeowners using onsite waste alternative technology and determine how to reduce enforcement activities and maintain compliance with the local code.
3. Recently the MDEQ established a document for local health departments with regard to proper construction of geothermal systems. There does exist a threat to our county's groundwater resources with the installation of vertical boreholes and proper construction is necessary for protection. LCDPH intends to develop appropriate language and involve representative stakeholders to guide the creation of a county ordinance.
4. Radon is the second leading cause of lung cancer in the United States. LCDPH has provided radon kits and education at a minimal cost to homeowners for several years. Over 2000 test results have been entered into a data base and geographic mapping capabilities may be possible. EH will evaluate the information in the data base and develop geographic maps to determine if there are patterns to elevated radon levels in Livingston County. Outreach with homeowners, realtors and builders may be an outcome of the information analyzed.

5. Public Act 188 of 2009 prohibits smoking in public places and requires local health departments to carry out enforcement beginning May 1, 2010. LCDPH staff will begin evaluating strategies to best inform the public, business owners and the various Chambers on the new law in hopes to minimize enforcement activities against local business owners. Strategies will most likely include the development of presentations, press releases, news letters, website information, fact sheets etc.
6. With the recent occurrence of the H1N1 Pandemic Flu and the resulting challenges, a review of our Emergency Preparedness Work Plan is indicated to determine if any updates are needed. We will also continue to work with IT to develop a secure page on our website to allow the PHVRT members to register for events and trainings. We will continue to participate in the committees identified in the Emergency Preparedness Work Plan, and assure that the tasks identified are completed by the due date. (Dec. 2010)
7. LCDPH will continue to focus on increasing the percent of children that receive a lead screening who are under six years of age, living in high risk zip codes and are Medicaid insured. Lead screening is assessed for and provided to children ages 1-5 years in the WIC program. We will also work with the medical community to encourage testing of children in this age group in their practices. (December 2010)
8. Continue to work with Animal Control and IT in the training of LCDPH staff and utilization of the AC database to assure appropriate follow-up of reported animal bites. (May 2010)
9. Begin discussion of implementation of a Quality Improvement project which will be reviewed in our on-site accreditation process. Benefits to the department may include reduction of costs, increase in efficiencies, and improving outcomes. (December 2010)
10. Create an accounting services group for county departments in the east complex. This group will be trained in other areas and can provide redundancy and backup of services if necessary.

S: Mgt team\Agency files\700-1c Government\704-HHS\2010 Proposed Goals.doc





**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE WRITE OFF OF BAD DEBT FOR THE YEAR 2006 -  
EMS / Health & Human Services Committee / Finance Committee**

**WHEREAS,** Livingston County EMS Department has identified accounts from the year of 2006 as uncollectible in the amount of \$322,347.08; and

**WHEREAS,** a detailed list of accounts is attached for the year of 2006; and

**WHEREAS,** extensive efforts have been made to collect said monies; and

**WHEREAS,** it is recommended practice by the County Auditor after 3 years to write-off bad debt.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize the total amount of \$322,347.08 as per attached list for the year 2006, to be written off as bad debt and removed from the Accounts Receivable Control Account as outlined above.

**BE IT FURTHER RESOLVED** that the Livingston County Treasurer is authorized to reflect the attached accounts, as outlined, and the amount of \$322,347.08 for the year of 2006 be written off as bad debts.

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MOVED:

SECONDED:

CARRIED:

**Livingston County EMS  
A/R BALANCE WORKSHEET**

**REPORT DATE:** 1-11-2010

**YEAR:** 2006

TOTAL CHARGES	<u>\$ 4,435,207.80</u>
LESS CREDITS	<u>\$ 4,112,860.72</u>
= A/R AS OF <u>12-31-09</u>	<u>\$ 322,347.08</u>
CALL BALANCES	<u>\$ 322,347.08</u>
PLUS 2010 CREDITS TO DATE	<u>\$ 0.00</u>
= A/R AS OF <u>12-31-09</u>	<u>\$ 322,347.08</u>
A/R    DEFICIT    SURPLUS	<u>00.00</u>



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMS**

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**3950 W Grand River**  
**Phone 517-546-6220 Fax 517-546-6788**  
**Web Site: co.livingston.mi.us**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R Boyd, Director**  
**Date: 01/12/2010**  
**Re: Bad Debt Write Off**

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Attached is the resolution for our outstanding accounts in 2006 in the amount of \$322,347.08. As recommended by the County Auditor, Bredernitz & Wagner, we are requesting that these accounts be removed from Livingston County EMS accounts receivable. I have reviewed these accounts and I am confident that we have made every attempt possible to collect said monies. In 2005 our write off was 14% and in 2006 it will be 13%.

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

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR FINANCE MANAGER –  
EMS – Health & Human Services Committee / Finance Committee**

**WHEREAS,** the EMS Department has determined the need to appropriately train and prepare our management team for the responsibilities of their job description; and

**WHEREAS,** the EMS Department is recommending we enroll our Finance Manager for the Ambulance Billing and Coding Compliance Clinic Program for Spring 2010; and

**WHEREAS,** the clinic is held in Las Vegas, Nevada April 7<sup>th</sup>-10<sup>th</sup>; and

**WHEREAS,** the cost of the program is in the 2010 budget and shall not exceed \$2,500; and

**WHEREAS,** this Resolution has been recommended for approval by the Health and Human Services Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the EMS Department to enroll the Finance Manager in the Page Wolfberg and Wirth, LLC Ambulance Billing and Coding Compliance Clinic for a cost not to exceed \$2,500.00.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMS**

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**3950 W Grand River**  
**Phone 546 6220 Fax 546 6788**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R Boyd, Director**  
**Date: 01/13/2010**  
**Re: Out of State Training**

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During our reorganization one of our top goals was to provide our management personnel with very specific EMS related training. We therefore investigated content and past performance of the ABC3 Coding and Compliance Clinic and found it to be the benchmark for billing managers in our industry. The course is approximately 4 days in length and is a best practice example of billing for the EMS industry.

Sending the Finance Manager to bring back the information offered will keep EMS up to date and in line with current industry billing practices. The educational opportunity also helps to identify new revenue streams and stay up to date with Medicare changes. With the enrollment for the finance manager in this training it will save Livingston County EMS approximately \$1200.00 this year due to free updates and webinars training.

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

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR ONE ROAD SUPERVISOR  
– EMS – Health & Human Services Committee / Finance Committee**

**WHEREAS,** the EMS Department has determined the need to appropriately train and prepare our management team for the responsibilities of their job description; and

**WHEREAS,** the EMS Department is recommending we enroll one Road Supervisor for the Ambulance Service Management Certificate Program for the Summer 2010 program; and

**WHEREAS,** the cost of the program is in the 2010 budget and shall not exceed \$6,500; and

**WHEREAS,** this Resolution has been recommended for approval by the Health and Human Services Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the EMS Department to enroll one Road Supervisor in the Fitch & Associates Ambulance Service Management Certificate Program in 2010 for a cost not to exceed \$6,500.00.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMS**

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**3950 W Grand River**  
**Phone 546-6220 Fax 546-6788**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R Boyd, Director**  
**Date: 01/13/2009**  
**Re: Out of State Training**

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During our reorganization and budget presentations one of our top goals was to provide our new management personnel with very specific EMS related training. I therefore investigated the content and past performance of the Ambulance Service Manager Course (ASM) and have received nothing but positive feed back. The ASM course is approximately 3 months in length. It starts with on line training and then two separate trips to Kansas City for a week of intense study.

Our Operations Manger and Administrative Manager completed the program you authorized in 2009 and we would like to continue with the training in 2010 by beginning to train the supervisory staff. Both managers learned from the program in the day to day practice of their job and found the experience to be invaluable. The training is a tremendous asset to the organization.

The estimated cost is \$6,500. This includes all travel expenses and course registration fees.

If you have any questions please feel free to contact me.

**RESOLUTION**

**NO.:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING AN EXTENSION TO THE CONTRACT BETWEEN THE OAKLAND LIVINGSTON HUMAN SERVICES AGENCY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE MICHIGAN PRISONER RE-ENTRY INITIATIVE - Michigan Works! / Health & Human Services Committee / Finance Committee**

**WHEREAS,** The Michigan Prisoner Re-Entry Initiative is a statewide strategic approach to parolee services which seeks to deliver a seamless plan of services, support and supervision from the time a prisoner enters prison through their return to the community; and

**WHEREAS,** The Michigan Department of Corrections contracts with the Oakland Livingston Human Services Agency (OLHSA) to administer MPRI services in Oakland and Livingston Counties; and

**WHEREAS,** In accordance with MDOC policies, OLSHA issued a Request for Proposals for a variety of re-entry services to parolees; and

**WHEREAS,** Livingston County Michigan Works! responded to the RFP and was awarded a \$27,000 contract to deliver workforce development and adult education services for the period October 1, 2008 to September 30, 2009 to MPRI parolees in Livingston County; and

**WHEREAS,** OLHSA has offered a contract extension for the period October 1, 2009 to September 30, 2010 in the amount of \$35,000; and

**WHEREAS,** These services will be delivered by two services providers under contract with Livingston County Michigan Works!, Ross IES and Community Mental Health Services of Livingston County.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approves the extension to a contract with Oakland Livingston Human Services Agency for the period October 1, 2009 to September 30, 2010 in the amount of \$35,000 for the delivery of workforce development services for the Michigan Prisoner Re-entry initiative.

**BE IT FURTHER RESOLVED** that the Chair be authorized to sign said contract amendment.

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**MOVED:  
SECONDED:  
CARRIED:**



**TO:** Board of Commissioners

**FROM:** Bill Sleight, Director, Livingston County Michigan Works!

**RE:** Contract Renewal with Oakland Livingston Human Services Agency for the Michigan Prisoner Re-entry Initiative (MPRI)

**DATE:** December 21, 2009

The Michigan Prisoner Re-Entry Initiative is a statewide strategic approach to parolee services which seeks to deliver a seamless plan of services, support and supervision from the time a prisoner enters prison through their return to the community. The primary goal of MPRI is to promote public safety by increasing the success rate of prisoners transitioning from prison to the community. The vision of MPRI is that every prisoner released from prison will have the tools needed to succeed in the community. The program is operated by the Michigan Department of Corrections (MDOC). MDOC contracts with the Oakland Livingston Human Services Agency (OLHSA) to administer MPRI services in Oakland and Livingston Counties.

In 2007, OLHSA issued a request for proposal for a variety of services to parolees, including housing, substance abuse, workforce services, adult education, counseling, and mentoring services. Livingston County Michigan Works bid for and was awarded a contract to deliver workforce development and adult education services to MPRI parolees in Livingston County. Based on our performance, OLHSA has offered to renew the contract for an additional year. All services will continue to be delivered by our current contractors and will supplement the existing programs and services available through Michigan Works! Specifically, we provide career assessment, career counseling, job placement, GED preparation, and life skills workshops to parolees. Program participants will also have access to the full range of training programs and services available through Michigan Works! In addition to the OLSHA contract, we expect to spend between \$50,000 and \$75,000 in federal funds for training and other workforce development services to parolees. We will provide the services to all MPRI parolees referred by the Department of Corrections. Last year we served 91 parolees. Below is a summary of the program performance for the first year.

Number of Parolees Referred	133
Number with more than 1 contact	91
Number Obtaining employment	36
Incarcerated	6

OLHSA has prepared and forwarded a contract renewal with Livingston County to deliver these workforce services for the period October 1, 2009 to September 30, 2010. The contract award has increased from \$27,000 to \$35,000. Ten percent of the contract award can be used to reimburse Livingston County Michigan Works! for contract administration. There will be no additional county staff hired as a result of this contract.

Attached is a resolution approving the contract and authorizing the Chair of the Board to sign the contract.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AMENDING RESOLUTION 2009-10-312 AUTHORIZING A LEASE WITH BRIGHTON AREA SCHOOLS FOR THE MICHIGAN WORKS! CAREER TRANSITION CENTER AT THE BRIGHTON EDUCATION COMMUNITY CENTER – 125 CHURCH STREET, BRIGHTON - Michigan Works! / Health & Human Services Committee / Finance Committee**

**WHEREAS,** In Resolution 2009-10-312, the Livingston County Board of Commissioners approved a lease with Brighton Area Schools for the Michigan Works! Career Transition Center at the Brighton Education Community Center; and

**WHEREAS,** Upon the advice of Civil Counsel, it is recommended that the resolution be amended to incorporate terms of the lease; and

**WHEREAS,** Because of increasing demand for services it has become necessary to for Livingston County Michigan Works! to expand its operations in the county; and

**WHEREAS,** Under the guidance of the Livingston County Workforce Development Council, the Director of Livingston County Michigan Works! has negotiated a partnership agreement with Brighton Area Schools to open a Career Transition Center at the Brighton Education Community Center, 125 Church Street, Brighton; and

**WHEREAS,** Services provided at the Career Transition Center are meant to be specialized workshops and services which do not duplicate the services provided at the Michigan Works Livingston Service Center in Howell; and

**WHEREAS** Brighton Area Schools has agreed to provide office space in the Brighton Community Education Center in exchange for services and other considerations as described in the lease; and

**WHEREAS,** The Landlord is identified as follows: Brighton Area Schools, 125 Church Street, Brighton, MI 48116; and

**WHEREAS,** The lease period begins September 8, 2009 to June 30, 2011, with an option to renew contingent upon availability of funding and a continuing need for the services; and

**WHEREAS,** Funds are available for this purpose from the American Recovery and Reinvestment Act and other federal and state grants administered by Livingston County Michigan Works! and

**WHEREAS,** Civil Counsel and the Landlord have prepared the lease for the facility, and the lease has been approved by the Brighton Area Schools; and.

**WHEREAS,** Resolution 2009-10-312 be amended as follows (changes in italics):

**WHEREAS,** *Terms of the lease provide for a monthly rent of \$495/month, beginning January 1, 2010; and*

**WHEREAS,** *The County will also make a one time payment with the first month's rent of \$6,868.26 to reimburse Brighton Area Schools for the costs of preparing the leased space for occupancy by Livingston County Michigan Works!; and*

**WHEREAS,** *The lease also provides for Brighton Area Schools to bill the County monthly for actual costs of phone usage and for any additional space needed for workshops or meetings in accordance with terms specified in the lease.*

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approves entering into a lease with Brighton Area Schools for the Michigan Works! Career Transition Center commencing September 8, 2009 at the Brighton Education and Community Center, 125 Church Street, Brighton.

**BE IT FURTHER RESOLVED** *that the Livingston County Clerk is authorized to process payments due the first day of each month to Brighton Area Schools in the amount \$495 from January 1, 2010 to June 30, 2011*

**BE IT FURTHER RESOLVED** *that in accordance with the terms of the lease, the Livingston County Clerk is authorized to process a one-time payment of \$6,868.26 to Brighton Area Schools for costs incurred preparing the space for occupancy by Livingston County Michigan Works!*

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign said lease with the Brighton Area Schools upon review of Civil Counsel.

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**MOVED:**  
**SECONDED::**  
**CARRIED:**

**TO:** Board of Commissioners

**FROM:** Bill Sleight

**SUBJECT:** Amendment to Resolution 2009 – 10 – 312 Authorizing a Lease with Brighton Area Schools for the Michigan Works! Career Transition Center in Brighton

**DATE:** December 21, 2009

Last October the Board of Commissioners passes a resolution authorizing a lease with Brighton Area Schools for the Michigan Works! Career Transition Center in Brighton. At the time the lease was passed, Brighton Area Schools had not submitted final figures for the amount of the lease, or the amount for modifications needed to prepare the space for us. These figures have now been provided, and the lease has been reviewed and approved by Corporation Counsel. However, Counsel recommends that the resolution be modified so that it specifies the financial terms of the lease. The lease provides for a monthly rent of \$495/month beginning January 1, 2010. It also requires a one-time payment of \$6,868.26 to reimburse Brighton Area Schools for the costs of preparing the leased space for occupancy by Livingston County Michigan Works.

I have attached a proposed amendment to Resolution 2009 – 10 – 312 incorporating these provisions.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING THE SUBMISSION OF THE MICHIGAN WORKS! SYSTEM PLAN FOR THE PERIOD JANUARY 1, 2010, TO DECEMBER 31, 2010 - Michigan Works! / Health & Human Services Committee / Finance Committee**

**WHEREAS,** The Michigan Department of Energy, Labor and Economic Growth (DELEG) has issued a Bureau of Workforce Transformation (BWT) Policy Issuance (PI) 09-27; and

**WHEREAS,** DELEG has established a document with applicable assurances, certifications, and stipulations for programs funded through the BWT; and

**WHEREAS,** The Michigan Works! System Plan was devised for this function; and

**WHEREAS,** Through this policy issuance, the DELEG/BWT requires a Michigan Works! System Plan for the period January 1, 2010, through December 31, 2010 be prepared; and

**WHEREAS,** The Michigan Works! System Plan must be approved by the Livingston County Workforce Development Council and the Livingston County Board of Commissioners; and

**WHEREAS,** The Livingston County Workforce Development Council Executive Committee approved this plan at their January 14, 2010 meeting.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the Michigan Works! System Plan for the period January 1, 2010, to December 31, 2010.

**BE IT FURTHER RESOLVED** that the Chair is authorized to sign said plan for submission to the Michigan Department of Energy, Labor and Economic Growth.

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**MOVED:  
SECONDED:  
CARRIED:**

## **Memorandum**

**To:** Board of Commissioners  
**From:** Bill Sleight  
**RE:** Michigan Works! System Plan  
**Date:** January 15, 2010

The Michigan Department of Energy, Labor and Economic Growth (DELEG) has issued a Bureau of Workforce Transformation (BWT) Policy Issuance (PI) 09-27. The purpose of this PI is to transmit instructions for the preparation of the Michigan Works! System Plan (MWSP) for the period January 1, 2010, through December 31, 2010.

According to the PI, the MWSP was established as an instrument for the annual documentation of MWAs local administrative procedure and policy for the execution of employment and training programs, as well as for the transmission of assurances, certifications, and stipulations for such programs funded by the DELEG/BWT

Along with the required assurances and certifications, we must provide a narrative that outlines the following:

- Grant Recipient/Administrative Entity Identification
- Administrative Systems that outlines accounting, grievance procedure, procurement, Veterans Rights to Employment Services, monitoring, One-Stop Operator and Local Strategic Plan.

We were required to submit a similar plan last year. In review of the requirements, the system has not changed significantly from last year to this year.

The plan must be approved by both the Workforce Development Council and the Board of Commissioners. The Livingston County Workforce Development Council Executive Committee approved this plan at their January 14, 2010 meeting.

Attached is a resolution for your consideration.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION RETAINING THE WORKFORCE DEVELOPMENT COUNCIL (LIVINGSTON COUNTY MICHIGAN WORKS! AS THE CERTIFIED ONE-STOP OPERATOR - Michigan Works! / Health & Human Services Committee / Finance Committee**

**WHEREAS,** The Workforce Investment Act (WIA) requires that all One-Stop operators be certified on a annual basis; and

**WHEREAS,** To accomplish this, the Chief Elected Official (CEO) in cooperation with the local WDB is to select the local One-Stop operator; and

**WHEREAS,** This selection and certification process will be conducted on an annual basis, in coordination with the recertification of the local Workforce Development Boards (WDBs); and

**WHEREAS,** The Michigan Department of Energy, Labor and Economic Growth (MDELEG)/Bureau of Workforce Transformation (BWT), must be notified of the entity selected to be the One-Stop operator and the process utilized for certification; and

**WHEREAS,** The Executive Committee of the Livingston County Workforce Development Council recommended at their January 14, 2010 meeting that the Workforce Development Council (Livingston County Michigan Works!) be designated as the One-Stop operator.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby designates the Workforce Development Council (Livingston County Michigan Works!) as the One-Stop operator.

**BE IT FURTHER RESOLVED** that MDELEG/BWT, be notified that the Workforce Development Council (Livingston County Michigan Works!) has been retained to be the One-Stop operator and staff will maintain documentation of the process utilized for certification.

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**MOVED:  
SECONDED:  
CARRIED:**

# Memorandum

**To:** Board Commissioners  
**From:** William S. Sleight  
**Subject:** One-Stop Operator  
**Date:** January 14, 2010

The Workforce Investment Act (WIA) requires that a One-Stop operator be designated and certified in each workforce board region. To accomplish this, the Chief Elected Official (CEO) in cooperation with the local Workforce Development Board (WDB) is to select the local One-Stop operator. For our purposes, the role of the One-Stop operator is to coordinate the service providers in the Michigan Works! Service Center and to administer the Service Center.

This selection and certification process is to be conducted on an annual basis, in coordination with the recertification of the local Workforce Development Boards (WDBs). The Michigan Department of Energy, Labor and Economic Growth (MDELEG)/Bureau of Workforce Transformation (BWT), must be notified of the entity selected to be the One-Stop operator and the process utilized for certification.

Eligible One-Stop Operators can include any of the following entities:

- A Postsecondary educational institution;
- An Employment Service agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- A private, nonprofit organization (including a community-based organization);
- A private for profit entity;
- A government agency; and
- Another interested organization or entity.

One-Stop operators may be a single entity or a consortium of entities and may operate one or more One-Stop centers.

The CEO, in cooperation with the WDC, must certify the local One-Stop operator selected by utilizing one of the processes detailed below:



- Through a competitive process, or
- Under an agreement between the local board and a consortium of entities that includes at least three of the required One-Stop partners.
- The local board may be designated or certified as the One-Stop operator only with the agreement of the chief elected official and the Governor.

Currently, the Workforce Development Council (WDC) is designated as the One-Stop operator and staff of Livingston County Michigan Works! perform those functions associated with administering the Michigan Works! Service Center, including coordinating the services provided at the Service Center.

Because of the size of our current Michigan Works! Service Center, and because of the limited funds available for services, it is not practical to competitively bid these services to another entity.

The option of designating the Workforce Board as the one-stop operator would effectively continue our current system. Because the county staff performing these functions also serves as staff to the Workforce Development Council, we will need approval of the Governor to continue this arrangement.

After reviewing the options, the Executive Committee is recommending that the Workforce Development Council (WDC) be continue as the One-Stop operator.

The designation or certification must be made publicly, in accordance with the requirements of the Sunshine Provision in WIA Section 117(e), and must be reviewed whenever the certification of the local board is made. The sunshine provision states “the local board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the local board.”

The Livingston County Workforce Development Council Executive Committee approved this action at their January 14, 2010 meeting. Attached is a resolution for your consideration.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING THE SUBMISSION OF THE TRADE ADJUSTMENT ASSISTANCE (TAA) ADMINISTRATIVE FUNDING ALLOCATIONS AND CASE MANAGEMENT PLAN - Michigan Works! / Health & Human Services Committee / Finance Committee**

**WHEREAS,** The Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009 requires states to provide case management services to adversely affected workers and designates funds for that purpose; and

**WHEREAS,** The TGAAA encourages Michigan Works! Agencies to fully integrate TGAAA participants and resources into the Michigan Works! system; and

**WHEREAS,** The Michigan Department of Energy, Labor & Economic Growth requires the Livingston County Workforce Development Council to develop a case management plan for the period from October 1, 2009 through September 30, 2010; and

**WHEREAS,** Livingston County's case management plan allocation is \$12,017; and

**WHEREAS,** The plan must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners; and

**WHEREAS,** The Livingston County Workforce Development Council Executive Committee approved this plan at their January 14, 2010 meeting.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the submission of the TGAAA case management plan for the period of October 1, 2009 through September 30, 2010 in the amount of \$12,017 to the Michigan Department of Energy, Labor and Economic Growth.

**BE IT FURTHER RESOLVED** that the Chair is authorized to sign said plan for submission to the Michigan Department of Energy, Labor and Economic Growth.

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**MOVED:  
SECONDED:  
CARRIED:**

## Memorandum

**To:** Board of Commissioners

**From:** William S. Sleight

**Date:** January 15, 2010

**Subject:** Trade Adjustment Assistance (TAA) Administrative Funding Allocations and Case Management Plan

The Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009 requires states to provide case management services to adversely affected workers and designates funds for that purpose. The Michigan Department of Energy, Labor and Economic Growth/Bureau of Workforce Transformation (MDELEG/BWT) has further identified \$1,850,000 in a combination of TAA and Reemployment Services (RES) ARRA Wagner-Peyser funding to be used in support of TAA case management activities. MWAs must use at least 50 percent of their administrative funding for case management services for participants certified under TGAAA.

The purpose of these case management services is to provide workers the necessary information and support for them to achieve sustainable reemployment. Therefore, these services must be made available to workers over the course of their participation in the TAA program, in an integrated manner that suits their individual needs at a particular time. Career advising and other informational resources must also be available after an individual completes training, through his/her reemployment and exit from the TAA program.

MWAs are encouraged to fully integrate TAA participants and resources into the Michigan Works! system, thereby maximizing and enhancing existing case management structures. Early intervention services that include orientation; initial assessment of skill levels, aptitudes, and abilities; provision of labor market information; job search assistance; and workshops continue to be a priority for workers in the TAA program.

MDELEG/BWT has sent us notification of our allocation for this program (October 1, 2009 – September 30, 2010). Our allocation is \$12,017.

The plan must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners. The Livingston County Workforce Development Council Executive Committee approved this plan at their January 14, 2010 meeting.

Attached is a resolution for your consideration.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE FILLING OF A VACANT PART TIME PUBLIC HEALTH NURSE POSITION - Public Health / Health & Human Services Committee**

**WHEREAS,** the Department of Public Health recently received notice of resignation of a part time public health nurse; and

**WHEREAS,** the Department of Public Health has determined the need to replace this position in order to provide necessary services and maintain minimum program requirements in the Personal and Preventive Health Services Division as specified in the Comprehensive Planning and Budgeting Contract with the Michigan Department of Community Health; and

**WHEREAS,** funding for this position has been approved and included in the 2010 operating budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the filling of a vacant part time Public Health Nurse position within the Department of Public Health.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PUBLIC HEALTH**

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**Enter Address Here**  
**Phone** Enter Phone    **Fax** Enter FAX  
**Web Site:** [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Ted Westmeier  
**Date:** 1/21/2010  
**Re:** Resolution Authorizing the Filling of a Vacant Part Time Public Health Nurse Position-Public Health

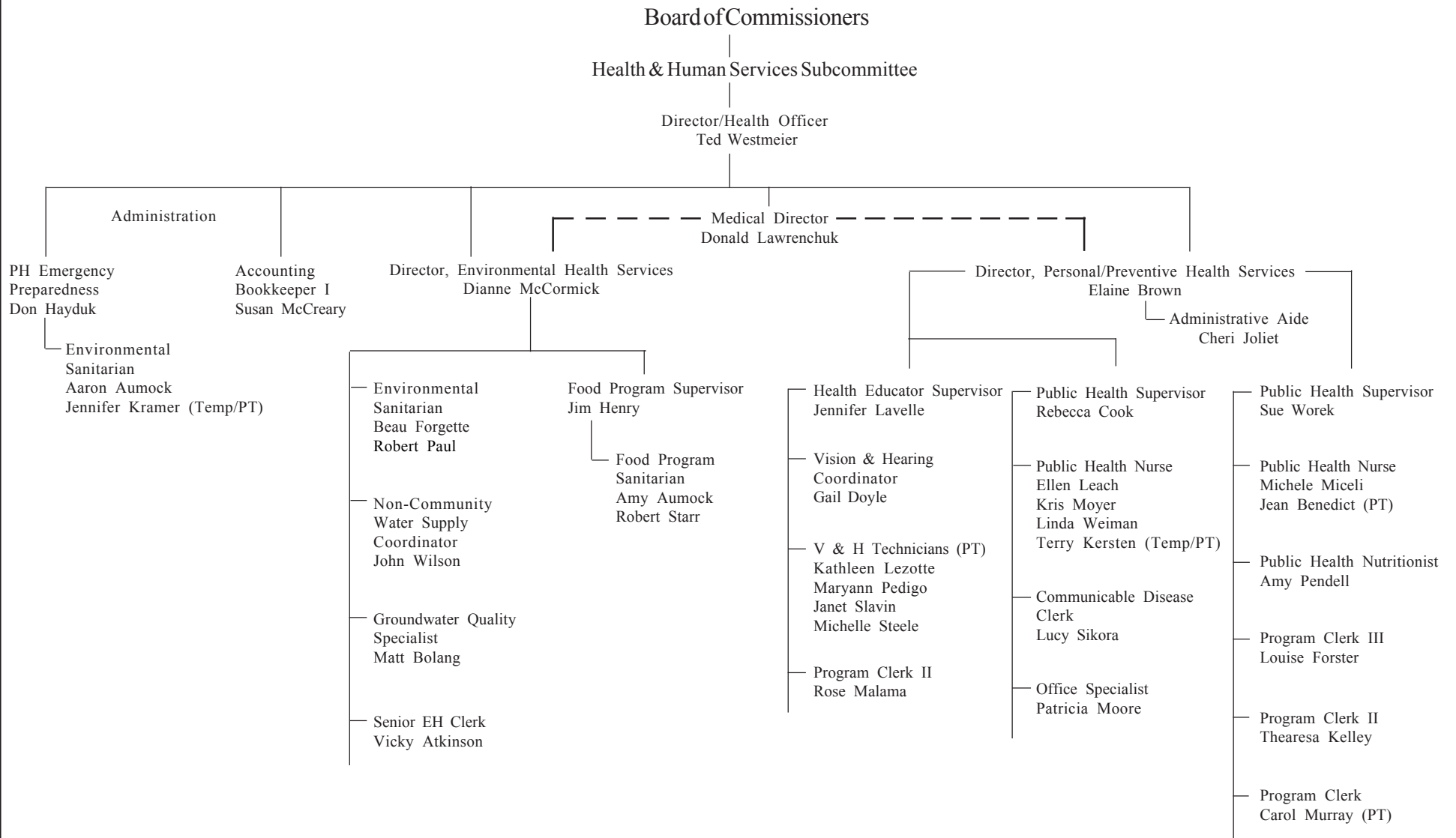
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I am requesting the Board of Commissioners to authorize the Department of Public Health to fill a vacant part time Public Health Nurse position. The Department of Public Health is required to maintain minimum program requirements, which are reviewed every three years through an accreditation process. If this position is not filled it will create significant stress on the public health nursing staff and reduce our ability to maintain service requirements. The funding for this position is included in the 2010 operating budget.

Should you have any additional questions or concerns do not hesitate to contact me.

# LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH

## Organizational Chart



**EMPLOYEE NAME:** Jean Benedict  
**JOB TITLE:** Public Health Nurse II  
**POSITION ID#:** 221.601-025  
**EMPLOYEES SUPERVISED:** None  
**IMMEDIATE SUPERVISOR:** Susan Worek



**TITLE OF IMMEDIATE SUPERVISOR:** Public Health Supervisor

**FLSA STATUS:** Exempt - Professional

**DEPARTMENT:** Public Health                      **LOCATION:** East Complex

**EFFECTIVE:** 01/01/09      **GRADE** L      **RANGE:** \$22.38 - \$28.35

**WORKERS COMP. CODE:** 9410

**SUMMARY OF POSITION:**

This class is responsible for providing various nursing care functions for various public health programs and may function as a team leader or coordinate a public health program.

**ESSENTIAL FUNCTIONS:**

1. Provides nursing care to individuals according to guidelines and/or orders in multiple public health programs involving professional nursing principles, including providing counseling on related issues.
2. Provides various nursing functions to include performing immunizations, documenting complaints and other information, and providing counseling and education.
3. Serves as a lead to staff to include assigning and monitoring work and providing direction.
4. Completes disease investigations and provides education to patients.
5. Provides professional education and referral services to clients with various health needs, within the agency and in the community.
6. Provides orientation to new staff regarding various public health programs.
7. 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:**

- Valid MI Driver's License and a good driving record.
- Licensed Registered Nurse (RN).

**QUALIFICATIONS:**

1. Bachelor's Degree in Nursing, and;
2. Two years of public health 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:**

- Public health principles;
- Communicable diseases;
- Immunization schedules;
- Reproductive health issues;
- Available resources and services;
- Nursing guidelines and principles.

**Skill in:**

- Prioritizing and assigning work;
- Providing nursing services;
- Providing customer service;
- Performing evaluations and making referrals;
- Performing immunizations;
- Administering various tests;
- 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
- Exposure Control Training
- Other program specific training

**WORKING CONDITIONS:**

**Physical Requirements:**

- Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 25 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Incumbents may be subjected to travel.
- May be exposed to hazardous materials found in a home, restaurant, or general office environment.
- Use of household cleaning products and disinfectants may be required.

**CRITERIA FOR MERIT INCREASES:**

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Assumes constructive leadership role with co-workers.
- Assists in providing training to other staff, share skills with other staff.
- Functions willingly as a training consultant/resource to colleagues.
- Pursues appropriate certification/licensure.

I understand that failure to comply with all areas of this Position Description could result in disciplinary action. By signing below, I am indicating that I have read and understand all job requirements, agree to abide by them as written, and have received a copy of this document.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POSITION DESCRIPTION ESTABLISHED: 10/04**

**POSITION DESCRIPTION REVIEWED: 03/08**

# Livingston County Michigan Human Resources Policy Manual

<b>Section:</b> <b>Subject:</b>	<b>Vacancy Review</b>
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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: Ted Westmeier

Title of Position to be Filled: Public Health Nurse (Part-Time)

Salary: \$29,515

Annual Cost of Budgeted Position: \$35,000  
years: \$175,000

Projected Cost for the next five

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position

Jean Benedict

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

Name of Employee on Leave: NA

Date of Expected Return:NA

When did the position become vacant? December 31, 2009

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? It will be adequate time.

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. Refer to job description. This is a portion of the public health nursing workforce needed to accomplish the minimum program requirements for public health programming.
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. Act 368, PA 1978, Comprehensive Planning and Budgeting Contract with the Michigan Department of Community Health
3. Budgeted department head count for the past five years:  
Jan., 2005: 36.5 FT 3.25 PT    Jan., 2006: 35.5 FT 4.15 PT    Jan., 2007:  
34.5 FT 3.4 PT    Jan., 2008: 33.5 FT 2.8 PT    Jan., 2009: 28.2 FT 3.05  
PT

Please explain changes: Reduction in staffing due to decreased workload within environmental health and decreased funding from both county and state sources.

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. It is not that the functions cannot be performed by other public health nursing staff it is that there are not enough public health nursing staff to absorb the workload.
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? We could elect not to fill the position but that will result in overloading existing staff and not completing some functions and activities in programs such as Children's Special Health Care. We would be unable to perform Care Coordination Plan activities and eliminate the revenue that is obtained from that service.
6. Specifically list three reasonable options if your request to replace a position is denied. If there were "reasonable" options I would not be completing this form. We will not be able to perform at the levels required under our CPBC agreement and in meeting the minimum program requirements. This will place us at risk of reduced support from the State of Michigan.
7. What are the consequences of deferring the vacant position over the next several months and beyond? Professional staff overload. They are currently at maximum capacity. We are concerned about the time needed to fill the position. That will be a hardship due to possible lack of acceptable candidates.
8. What budget saving measures has this department implemented? Have additional measures been identified? We have reduced our workforce, shared positions with other county departments, shared positions with other counties, use of volunteers at the front counter, etc.
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 do not foresee the ability to switch costs to cover this position. The department cannot decrease employees. What must occur is that the Board and Administration must reduce the cost for each employee through salary reduction, offset costs of benefits to employees, etc.

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. Refer to organizational chart.
  
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 work needs to be completed. I do not see how not filling a part time position but contracting with another county for a public health nurse to conduct those same activities would result in any cost savings. The work needs to be completed with the client, either in our office or their residence.
  
12. Explain what services can be provided by others, private sector or non-profit? The only program that is provided by another organization, other than local public health, is the WIC program. However, there would be significant logistical problems with considerable client disruption. WIC is provided by local public health because of the other services that can be linked to the client, such as Medicaid outreach, immunizations, referral services, etc. All other programs are specific to local public health.
  
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? Not aware of any.
  
14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). We already use temporary employees, retired Livingston County Public Health Nurse.
  
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 is part time.
  
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)? Public Health Nurses are exempt from overtime. We were granted temporary permission for overtime for 90 days during the H1N1 vaccination program.



17. Has cross-trained staff been fully utilized to maximize the output of existing staff?  
Please provide explanation(s). All public health nurses have been cross trained in most program areas.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO AUTHORIZE THE FILLING OF A VACANT FULL TIME PROGRAM CLERK III POSITION IN THE LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH - Health Department / Health & Human Services Committee**

**WHEREAS,** the Department of Public Health recently received notice of the retirement of a full time program clerk III; and

**WHEREAS,** the Department of Public Health has determined the need to replace this position in order to provide necessary services and maintain minimum program requirements in the Personal and Preventive Health Services Division as specified in the Comprehensive Planning and Budgeting Contract with the Michigan Department of Community Health; and

**WHEREAS,** funding for this position has been approved and included in the 2010 operating budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the filling of a vacant full time Program Clerk III position in the Livingston County Department of Public Health.

**MOVED:** # # #  
**SECONDED:**  
**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PUBLIC HEALTH**

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2300 East Grand River Avenue, Suite 102  
Howell, MI 48843  
Phone 517-546-9850 Fax 517-546-6995  
Web Site: [www.lchd.org](http://www.lchd.org)

## Memorandum

**To: Jennifer Palmbo**  
**From: Ted Westmeier/Elaine Brown**  
**Date: January 19, 2010**  
**Re: Resolution Authorizing the Filling of a Vacant Full Time  
Program Clerk III Position**

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I am requesting the Board of Commissioners to authorize the Department of Public Health to fill a vacant full time Program Clerk III position. The Department of Public Health is required to maintain minimum program requirements, which are reviewed every three years through an accreditation process. If this position is not filled it will create significant stress on the support staff and reduce our ability to maintain service requirements. The funding for this position is included in the 2010 operating budget.

The Request for Exemption to the Hiring Freeze is attached below.

Should you have any additional questions or concerns do not hesitate to contact me.

## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Ted Westmeier

Title of Position to be Filled: Program Clerk III

Salary: \$30,255

Annual Cost of Budgeted Position: \$42,000  
Projected Cost for the next five years: \$220,000

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position: Louise Forster

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

Name of Employee on Leave: NA

Date of Expected Return: NA

When did the position become vacant? March 1, 2010

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?

We can if necessary.

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. Refer to job description.

This position works in the Children's Special Health Care Program, Immunizations and WIC. The current staffing levels are necessary to maintain the minimum program requirements for these programs.

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.

Act 368, PA 1978, Comprehensive Planning and Budgeting Contract with the Michigan Department of Community Health.

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

Jan., 2005: 36.5 FT 3.25 PT    Jan., 2006: 35.5 FT 4.15 PT    Jan., 2007: 34.5 FT  
3.4 PT    Jan., 2008: 33.5 FT 2.8 PT    Jan., 2009: 28.2 FT 3.05 PT

Please explain changes: Reduction in staffing due to decreased workload within environmental health and decreased funding from both county and state sources.

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.

There are only two program clerk III positions, one which was newly created for the WIC program. The primary reason that this position is classified as Program Clerk III are the responsibilities in the Children's Special Health Care Program, which does require unique and specialized training and the personal attributes to work in a caring and compassionate manner with parents of children needing the services and insurance coverage for their special physical needs.

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?

We could elect not to fill the position but that will result in overloading existing staff and not completing some functions and activities in programs such as Children's Special Health Care, Immunizations and WIC. We would be unable to perform Care Coordination Plan activities and eliminate the revenue that is obtained from that service.

6. Specifically list three reasonable options if your request to replace a position is denied.

If there were "reasonable" options I would not be completing this form. We will not be able to perform at the levels required under our CPBC agreement and in meeting the minimum program requirements. This will place us at risk of reduced support from the State of Michigan.

7. What are the consequences of deferring the vacant position over the next several months and beyond?

Professional and clerical staff overload. They are currently at maximum capacity.

8. What budget saving measures has this department implemented? Have additional measures been identified?

We have reduced our workforce, shared positions with other county departments, shared positions with other counties, use of volunteers at the front counter, etc.

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 do not foresee the ability to switch costs to cover this position. The department cannot decrease employees. What must occur is that the Board and Administration must reduce the cost for each employee through salary reduction, offset costs of benefits to employees, etc.

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. Refer to organizational chart.

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 work needs to be completed in direct contact with the clients. To contract with another county will not reduce costs but most likely increase those costs.

12. Explain what services can be provided by others, private sector or non-profit?

The only program that could be provided by another organization, other than local public health, is the WIC program.

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?

There might be other support staff with the necessary clerical skills, however this position requires someone with good interpersonal skills when interacting with families of children with significant health issues.

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

We already use part time and temporary employees.

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 has been considered but we would prefer to have a clerical position that is full time for more stability.

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)?

We try to avoid overtime, however some was necessary due to the H1N1 immunization program. We need a position that can provide 40 hours of weekly service with direct contact with the client.

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

Our staff has been cross trained, with the exception of Children's Special Health Care, which requires extensive specialized training.

## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

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

Name of Employee on Leave: NA

Date of Expected Return: NA

When did the position become vacant? March 1, 2010

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We can if necessary.

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8. What budget saving measures has this department implemented? Have additional measures been identified?

We have reduced our workforce, shared positions with other county departments, shared positions with other counties, use of volunteers at the front counter, etc.



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 do not foresee the ability to switch costs to cover this position. The department cannot decrease employees. What must occur is that the Board and Administration must reduce the cost for each employee through salary reduction, offset costs of benefits to employees, etc.

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. Refer to organizational chart.

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 work needs to be completed in direct contact with the clients. To contract with another county will not reduce costs but most likely increase those costs.

12. Explain what services can be provided by others, private sector or non-profit?

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There might be other support staff with the necessary clerical skills, however this position requires someone with good interpersonal skills when interacting with families of children with significant health issues.

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

We already use part time and temporary employees.

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 has been considered but we would prefer to have a clerical position that is full time for more stability.

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We try to avoid overtime, however some was necessary due to the H1N1 immunization program. We need a position that can provide 40 hours of weekly service with direct contact with the client.

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

Our staff has been cross trained, with the exception of Children's Special Health Care, which requires extensive specialized training.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING CONTRACTS FOR LIVINGSTON COUNTY NON-PROFIT PROGRAMS FOR 2010 - COUNTY ADMINISTRATION / HEALTH & HUMAN SERVICES / FINANCE COMMITTEE**

**WHEREAS,** in Resolution 2009-12-367, the Livingston County Board of Commissioners adopted the 2010 Budget; and

**WHEREAS,** included in said Budget were appropriations for the various non-profit agencies that provide services to Livingston County citizens; and,

**WHEREAS,** as directed by the Board of Commissioners, the County’s 2010 non-profit allocation was reduced from 2009 by approximately 10%.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes contracts with the following non-profit vendors in and for said amounts for the period of January 1, 2010, through December 31, 2010.

AGENCY	SERVICE	2010 AWARD
AAA 1-B	DIRECT CARE / PLANNING	\$69,704
	GRANTS MANAGEMENT	\$8,984
CATHOLIC SOCIAL SERVICES	ADULT DAY CARE	\$27,000
O.L.H.S.A.	COUNTY SERVICES	\$117,617
SENIOR NUTRITION	SENIOR MEALS	\$28,400
<b>TOTAL FUNDING:</b>		<b>\$251,705</b>

**BE IT FURTHER RESOLVED** that the Board Chair be authorized to sign all contracts or other documents necessary to implement this Resolution upon preparation of same by Civil Counsel.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**



LIVINGSTON COUNTY ADMINISTRATION  
MEMORANDUM



**To: LIVINGSTON COUNTY BOARD OF COMMISSIONERS**

**FROM: BELINDA M. PETERS - DEPUTY COUNTY ADMINISTRATOR / FINANCE DIRECTOR**

**RE: LIVINGSTON COUNTY NON-PROFIT AGENCIES**

**DATE: 12.22.09**

As you know, Livingston County contracts with various non-profit agencies to provide services to the residents of the County. The table below sets forth those Vendors, the services they provide, and the 2010 award which was included and approved in the 2010 Budget.

AGENCY	SERVICE	2010 AWARD
AAA 1-B	DIRECT SERVICE PURCHASE PROGRAMS: homemaking, personal care, in-home respite care, out-of-home respite, adult day care, transportation and home delivered meals.	\$71,583
	PLANNING & GRANTS MANAGEMENT: Local Match	\$7,105
CATHOLIC SOCIAL SERVICES	ADULT DAY CARE	\$27,000
O.L.H.S.A.	COUNTY SERVICES	\$117,617
SENIOR NUTRITION	SENIOR MEALS: Program to provide meals to Senior Citizens of Livingston County	\$28,400
<b>TOTAL FUNDING:</b>		<b>\$251,705</b>

Livingston County Administration is respectfully requesting that new contracts be entered into with each of the above-referenced agencies to cover the period of January 1, 2010, through December 31, 2010, in the 2010 Award amounts listed above.

As always, thank you for your understanding and assistance. If I can answer any questions, please feel free to contact me at your convenience.