

Finance Committee

5/26/2010

304 E. Grand River Ave., Howell, MI

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A. Minutes dated May 12, 2010
 - B. Closed Minutes dated May 12, 2010
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**

None
5. **APPROVAL OF AGENDA**
6. **REPORTS**
 - A. OSSI Update
7. **CALL TO THE PUBLIC**
8. **RESOLUTIONS FOR CONSIDERATION:**

09A County Clerk
RESOLUTION AUTHORIZING THE PURCHASE OF IDENTIPHOTO SOFTWARE AND HARDWARE FOR CONCEALED PISTOL LICENSE - County Clerk / Finance

10A Public Health
RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF VACCINES FOR THE DEPARTMENT OF PUBLIC HEALTH - Department of Public Health / Finance

10B Public Health
RESOLUTION AUTHORIZING SHARING OF SERVICES BETWEEN DEPARTMENT OF PUBLIC HEALTH, DRAIN COMMISSIONER'S OFFICE AND BUILDING INSPECTION DEPARTMENT - Health Department / Building Inspections / Personnel Committee / Finance

11A Emergency Medical Services
RESOLUTION AUTHORIZING THE PURCHASE OF PHILIPS HEARTSTART AED'S - EMS / Finance

11B Emergency Medical Services
RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER WITH NYE UNIFORMS FOR UNIFORMS – EMS / Finance

11C **Emergency Medical Services**
RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE
ORDER TO NIGHTINGALE ALAN MEDICAL FOR DISPOSABLE
MEDICAL SUPPLIES - EMS / Finance

12A **Administration**
RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT
WITH PLANTE & MORAN FOR AUDITING SERVICES – Administration /
Finance Committee

- 13. MISCELLANEOUS CLAIMS**
- 14. COMPUTER PRINTOUT - (attached)**
- 15. CLOSED SESSION**
 Legal Opinion
- 16. ADJOURNMENT**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PURCHASE OF IDENTIPHOTO SOFTWARE AND HARDWARE FOR CONCEALED PISTOL LICENSES – County Clerk / Finance

WHEREAS, the Technology Committee recommended approval of the purchase of the Identiphoto Software and Hardware for the preparation of Concealed Pistol Licenses; and

WHEREAS, this Technology will save time and assist in the processing of Concealed Pistol Licenses; and

WHEREAS, the software and hardware has been approved by the State of Michigan Department of State Police;

WHEREAS, money is available from General Fund Contingency in the amount not to exceed \$9,000.00:

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase of the Identiphoto software and hardware for the preparation of Concealed Pistol licenses.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS
AUTHORIZING THE PURCHASE OF VACCINES FOR THE DEPARTMENT OF PUBLIC
HEALTH – Department of Public Health / Finance**

WHEREAS, the Department of Public Health purchases vaccines to administer to both children and adults throughout the year; and

WHEREAS, our major purchases of vaccines are from four major vendors/manufacturers; and

WHEREAS, the major vendors/manufacturers and amounts are as follows:

Merck Human Health, West Point, PA	\$35,000
Sanofi Pasteur, Chicago, IL	\$15,000
GlaxoSmithKline, Philadelphia, PA	\$15,000
Novartis, Cambridge, MA	\$10,000

WHEREAS, the price of vaccines is through the Minnesota Multi-State Contract and/or the US Centers for Disease Control and Prevention Contract; and

WHEREAS, funds for the purchase of vaccine have been budgeted for 2010.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the issuance of Blanket Purchase Orders for 2010 to the following vendors/manufacturers and amounts for the purchase of vaccines:

Merck Human Health, West Point, PA	\$30,000
Sanofi Pasteur, Chicago, IL	\$10,000
GlaxoSmithKline, Philadelphia, PA	\$10,000
Novartis, Cambridge, MA	\$10,000

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING SHARING OF SERVICES BETWEEN DEPARTMENT OF PUBLIC HEALTH, DRAIN COMMISSIONER'S OFFICE AND BUILDING INSPECTION DEPARTMENT - HEALTH / DRAIN / BUILDING INSPECTION: Personnel 5/19/10 – Finance 5/26/10 – Full Board 6/7/10

WHEREAS, Livingston County Department of Public Health has a need for additional clerical support due to the increase in caseloads in Personal Preventative Health Services and activity levels in Environmental Health; and

WHEREAS, the Livingston County Drain Commissioner's office has a need for additional clerical support due to decrease in staffing; and

WHEREAS, Building Inspection Department has the ability to provide the needed clerical support by increasing the departments existing four clerical staff from 30 hour to 40 hours per week; and

WHEREAS, Building Inspection Department is seeing an increase in revenue and activity levels and would also benefit with the increase in clerical support staff; and

WHEREAS, sharing of services is consistent with the Livingston County Board of Commissioners objective for county departments to share and consolidate services; and

WHEREAS, funding is available in the Public Health and Drain Commissioner budgets to pay for the additional clerical support services from the Building Inspection Department.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves sharing clerical support services between the Department of Public Health, the Drain Commissioner's office and the Building Inspection Department by increasing the existing Four (4) clerical positions in the Building Inspection Department from 30 to 40 hours.

BE IT FURTHER RESOLVED that Building Inspection, Public Health and Drain Departments shall work cooperatively cross training clerical support services to maximize employee productivity and efficiencies within the Departments.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PURCHASE OF PHILIPS AED'S - EMS / Finance

WHEREAS, the EMS Department is hereby requesting authorization to purchase no more than 10 Philips AED's; and

WHEREAS, these AED's will be compatible with equipment currently used by EMS; and

WHEREAS, this equipment will provided by EMS to local law enforcement in a matching fashion for every AED purchased by law enforcement EMS will provide one; and

WHEREAS, the equipment will be purchased through Philips Medical Systems per State of Michigan contract pricing; and

WHEREAS, funding for same is available in the EMS Budget; and

WHEREAS, this matching of equipment will be available one time for the current project cooperatively produced by the Michigan State Police and the Livingston County Sherriff's Department in an effort to protect the community.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase of no more than 10 Philips AED's not to exceed a total cost of \$14,000 from Philips Medical Systems 2301 5th Ave, Suite 200 Seattle, WA 98121.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER WITH NYE UNIFORM FOR UNIFORMS – EMS / Finance

WHEREAS, Livingston County EMS has a need to provide uniforms for EMS personnel; and

WHEREAS, per the Purchasing Policy and with Purchasing support, a competitive bid process was performed and Nye Uniform is the lowest bidder; and

WHEREAS, contract pricing in the bid will be firm for 2 years with an option to renew for an additional 2 years not to exceed 4 years; and

WHEREAS, the funds are available in the EMS 2010 budget for uniform replacement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Blanket Purchase Order be issued to Nye Uniform, 1030 Scribner NW, Grand Rapids, MI 49504 for uniforms from June 1, 2010 through December 31, 2010 for an amount not to exceed \$30,000 and from January 01, 2011 to December 31, 2011 not to exceed \$45,000.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO NIGHTINGALE ALAN MEDICAL FOR DISPOSABLE MEDICAL SUPPLIES - EMS / FINANCE

WHEREAS, it has been determined that there is a need for the stocking of appropriate medical supplies in all EMS emergency vehicles within the EMS Department ; and

WHEREAS, this in compliance with the Livingston County Purchasing Policy, Nightingale Alan Medical has been selected for the purchase of CPAP and IO disposable medical supplies; and

WHEREAS, the competitive bid process will need to be waived as Nightingale Alan Medical, of Cincinnati, Ohio, is the sole authorized distributor; and

WHEREAS, funding for same is available in the EMS Department 2010 budget; and

WHEREAS, after the review of the vendor and products, Purchasing recommends that Blanket Purchase Order with Nightingale Alan Medical, of Cincinnati, Ohio, be awarded for a period from May 1 , 2010 through December 31, 2011 for an amount not to exceed \$30,0000 per year; 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 approves the purchase of medical supplies from Nightingale Alan Medical, 11418 Deerfield Road, Cincinnati, Ohio at a total cost not to exceed \$30,000 per year.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH PLANTE & MORAN FOR AUDITING SERVICES – Administration / Finance Committee

WHEREAS, Livingston County currently has a contract with Plante & Moran for Auditing Services for the financial audit of the County’s 2009 fiscal year in which the contractual rate for this audit is \$78,878; and

WHEREAS, while performing the audit, Plante & Moran has identified the need to test three more programs for the Single Audit than they anticipated when they provided pricing in December of 2008 due to both the number of Federal Grants awarded through the Recovery Act and the dollar value associated with them; and

WHEREAS, the proposed cost for these additional services for the Single Audit will be \$9,000 – \$12,000.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes amending the current Auditing Services contract with Plante & Moran for the increase in the Single Audit fees for an amount not to exceed \$12,000, for a total contract cost for the 2009 financial audit not to exceed \$ 90,878.

BE IT FURTHER RESOLVED that the Board Chairman be authorized to sign any agreements or documents as required pertaining to this matter upon review of Civil Counsel

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MOVED:

SECONDED:

CARRIED: