

Finance Committee

10/13/2010

304 E. Grand River Ave., Howell, MI

7:30 AM

AGENDA

PROPOSED

1. **CALL MEETING TO ORDER**
 2. **ROLL CALL**
 3. **APPROVAL OF MINUTES**
Meeting Minutes of: September 22, 2010
 4. **APPROVAL OF AGENDA**
 5. **REPORTS**
 6. **CALL TO THE PUBLIC**
 7. **DISCUSSION:**
HUMAN RESOURCES:
 - A. Results of Benefits Bid by McGraw Wentworth
 - B. Blue Cross Specific and Aggregate Stop Loss Coverage Levels
 8. **RESOLUTIONS FOR CONSIDERATION:**
-
- 09 **Michigan Works**
RESOLUTION APPROVING THE SUBMISSION OF THE COMPREHENSIVE 5-YEAR LOCAL PLAN MODIFICATION FOR THE PERIOD JULY 1, 2007 THROUGH JUNE 30, 2011
-
- 10 **Information Technology**
RESOLUTION AUTHORIZING FIREHOUSE CONFERENCE EXPENSES
-
- 11 **LETS**
RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT TO CROSS JURISDICTIONAL BOUNDARIES BETWEEN LIVINGSTON COUNTY (L.E.T.S.) AND ANN ARBOR TRANSPORTATION AUTHORITY (AATA) - L.E.T.S. / General Government
-
- 12 **Circuit Court**
RESOLUTION TO FILL A VACANT JUVENILE COURT ATTORNEY REFEREE POSITION
-
- 13 **County Clerk**
RESOLUTION APPROVING PERSONNEL REPLACEMENTS IN THE COUNTY CLERKS OFFICE-County Clerk
-
- 14 **Sheriff**
RESOLUTION AUTHORIZING CAPITAL PURCHASE OF 16 TASERS FOR

SHERIFF ROAD PATROL AND JAIL

- 15 Jail**
RESOLUTION AUTHORIZING THE HIRING OF TWO (2) VACANT CORRECTIONS OFFICER POSITIONS - SHERIFF'S DEPARTMENT JAIL DIVISION
-
- 16 Building Services**
RESOLUTION AUTHORIZING CONTRACT EXTENSION WITH LINDHOUT ASSOCIATES ARCHITECTS FOR ARCHITECTURAL SERVICES – Building Services / Finance Committee
-
- 17 Building Services**
RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER FOR JANITORIAL SUPPLIES TO SUPPLYPRO - Building Services
-
- 18 Administration**
RESOLUTION APPROVING AN AGREEMENT WITH THE CITY OF HOWELL FOR BUILDING OFFICIAL SERVICES - Co. Administration
-
- 19 Administration**
RESOLUTION APPROVING AN AGREEMENT WITH THE CITY OF BRIGHTON FOR BUILDING OFFICIAL SERVICES - Co. Administration
-
- 20 Administration**
RESOLUTION TO ENTER INTO AN AGREEMENT FOR A POLICY FOR THE OPERATION OF COMPUTER NETWORK, INTERNET ACCESS AND EMAIL WITH THE 44TH CIRCUIT COURT, 47TH PROBATE COURT AND THE 53RD DISTRICT COURT
-
- 21 Administration**
RESOLUTION TO AMEND THE FISCAL-YEAR 2010 BUDGET – ADMINISTRATION / FINANCE COMMITTEE
-
- 22 Human Resources**
RESOLUTION TO RESCIND THE LIVINGSTON COUNTY HUMAN RESOURCES POLICY RELATED TO RE-EMPLOYMENT AFTER MERS RETIREMENT AND TO ADOPT MERS RULES RELATED TO REEMPLOYMENT
-
- 23 Human Resources**
RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE CIRCUIT COURT ADMINISTRATOR FROM A GRADE LEVEL O TO A GRADE LEVEL P
-
- 24 Human Resources**
RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE DEPUTY JUVENILE REGISTER FROM GRADE LEVEL IV TO GRADE LEVEL V

-
- 25. MISCELLANEOUS CLAIMS**
 - 26. COMPUTER PRINTOUT (attached)**
 - 27. CLOSED SESSION**
Fedie Matter
 - 28. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

FINANCE COMMITTEE

SEPTEMBER 22, 2010 - 7:30 AM

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

MEMBERS PRESENT:	<input checked="" type="checkbox"/> COMM. DENNIS DOLAN - I & D CHAIR	<input checked="" type="checkbox"/> COMM. JIM MANTEY - H & HS CHAIR
	<input checked="" type="checkbox"/> COMM. DAVID DOMAS - PUBLIC SAFETY CHAIR	<input checked="" type="checkbox"/> COMM. DON PARKER - VICE-CHAIR
	<input checked="" type="checkbox"/> COMM. CAROL GRIFFITH	<input checked="" type="checkbox"/> COMM. RON VAN HOUTEN - PERSONNEL CHAIR
	<input checked="" type="checkbox"/> COMM. MAGGIE JONES - BOARD CHAIR	<input type="checkbox"/> COMM. STEVE WILLIAMS - GEN. GOVT. CHAIR
	<input checked="" type="checkbox"/> COMM. JACK LA BELLE - FINANCE CHAIR	

OTHERS PRESENT:	DOUG BRITZ	CANDY ATKINS	BELINDA PETERS
	MARK JOHNSON	JAMIE PALMER	JENNIFER PALMBOS
	SUE BOSTWICK	DIANNE HARDY	MIKE MURPHY
	BEV MOSTOWY	CINDY MENDOZA	SALLY REYNOLDS
	CHRIS FOLTS	DARREN SPEER	MARGARET DUNLEAVY
	DEBBIE WARDEN		

1. **CALL TO ORDER:** Meeting called to order by: **COMM. JACK LA BELLE** at **7:30 A.M.**.

2. **ROLL CALL.**

3. **APPROVAL OF MINUTES: MEETING MINUTES OF SEPTEMBER 8, 2010:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.

MOVED BY: DOLAN / SECONDED: MANTEY

ALL IN FAVOR - MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS: None.**

5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: MANTEY / SECONDED: JONES

ALL IN FAVOR - MOTION PASSED

6. REPORTS: Commissioner Griffith reported on the Hunger Counsel.
Commissioner Dolan invited Committee to Cleary University on Oct. 27 for OLHSA
Commissioner Domas reminded Committee about Prescription Take Back Program

7. CALL TO THE PUBLIC: None.

8. RESOLUTIONS FOR CONSIDERATION

9. EQUALIZATION: RESOLUTION FOR THE ELIMINATION OF THE TAX BILLING SERVICES PROVIDED BY THE EQUALIZATION DEPARTMENT.

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: GRIFFITH / SECONDED: DOLAN
ALL IN FAVOR - MOTION PASSED**

10. BUILDING SERVICES: RESOLUTION AUTHORIZING CONCRETE REPLACEMENT

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: DOLAN / SECONDED: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

11. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER FOR THE PURCHASE OF BLADE SERVERS FOR THE INFORMATION TECHNOLOGY DEPARTMENT FROM CDWG

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: DOLAN / SECONDED: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

12. INFORMATION TECHNOLOGY: RESOLUTION TO AMEND RESOLUTION #2010-01-035 WHICH AUTHORIZED THE ISSUANCE OF A BLANKET PURCHASE ORDER FOR CDWG FOR CONTRACT SERVICES FOR THE IT DEPARTMENT

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: VAN HOUTEN / SECONDED: DOLAN
ALL IN FAVOR - MOTION PASSED**

13. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO TRITECH EMERGENCY MEDICAL SYSTEMS, INC. FOR SWEET SOFTWARE MAINTENANCE FOR THE LIVINGSTON COUNTY EMS

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: MANTEY / SECONDED: DOLAN
ALL IN FAVOR - MOTION PASSED**

14. 911 CENTRAL DISPATCH: RESOLUTION AUTHORIZING APPOINTMENT TO MID-MICHIGAN 911 CONSORTIUM BOARD AND APPROVAL OF BYLAWS

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: DOMAS / SECONDED: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED**

15. ADMINISTRATION: RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS AND JUDGES HEALTH PLAN AND OTHER BENEFITS FOR 2011 FISCAL YEAR

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: JONES / SECONDED: MANTEY
ALL IN FAVOR - MOTION PASSED**

Commissioner Domas asked that the Committee receive preliminary rates from Blue Cross. Through our Consultant, McGraw Wentworth, RFPs for healthcare coverage were released. Blue Cross submitted the only bid. Review of same will take place at the Personnel Subcommittee .

16. L.E.T.S.: RESOLUTION AUTHORIZING LETTER OF AGREEMENT FOR TRANSPORTATION SERVICES BETWEEN THE LIVINGSTON COMMUNITY MENTAL HEALTH AUTHORITY AND L.E.T.S.

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: DOLAN / SECONDED: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

17. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH FONSON, INCORPORATED TO PROVIDE SNOW REMOVAL SERVICES FOR THE 2010/11 TO 2012/13 SNOW SEASONS

**RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS
MOVED BY: VAN HOUTEN / SECONDED: DOLAN
ALL IN FAVOR - MOTION PASSED**

18. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO GRANT AGREEMENT NO. 2010-0323 WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR LAND ACQUISITION COSTS (CONDEMNATION OF AVIGATION EASEMENTS) FOR PARCELS E52 AND E59**

RECOMMEND MOTION TO THE: BOARD OF COMMISSIONERS

MOVED BY: PARKER / SECONDED: GRIFFITH

ALL IN FAVOR - MOTION PASSED

19. **PRESENTATION: DEPARTMENT REQUESTED / RECOMMENDED 2011 BUDGET:** Belinda Peters gave a brief overview of the drafted 2011 budget.

20. **MISCELLANEOUS CLAIMS**

MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED SEPTEMBER 22, 2010

MOVED BY: DOMAS / SECONDED: JONES

ALL IN FAVOR - MOTION PASSED

21. **COMPUTER PRINTOUT**

MOTION TO APPROVE THE COMPUTER PRINTOUT DATED SEPTEMBER 22, 2010

MOVED BY: DOMAS / SECONDED: JONES

ALL IN FAVOR - MOTION PASSED

22. **ADJOURNMENT:**

MOTION TO ADJOURN AT 9:15 AM

MOVED BY: MANTEY / SECONDED: GRIFFITH

ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

DEBBIE WARDEN
RECORDING SECRETARY

Livingston County

Personnel Committee Report – Vendor Bidding

Submitted by McGraw Wentworth

August 4, 2010

In partnership with Livingston County, McGraw Wentworth has been developing a request for proposal (RFP) for the employee benefits vendor marketplace. The RFP will cover all of Livingston County's employee benefits programs including – Medical, Dental, Prescription Drugs, Dental, Vision, Life, Long Term Disability and Short Term Disability.

We annually release well over a hundred RFPs and have developed a consistent and comprehensive process designed to identify any opportunity to either make a vendor change to leverage lower costs from current vendors. This memo provides an overview of the RFP, timing of release, vendors targeted, bid scoring, bid process, and presentation of results.

Project	Begin	Complete	Comments
Development of RFP – Medical, Dental, Prescription Drugs, Dental, Vision	7/15/2010	8/4/2010	Background on existing plans and requested plans for bid, timetable for submission, detailed description of current plan benefits, historical claims data, and current plan fees and insurance rates
Development of RFP – Life, Long Term Disability, Short Term Disability	8/15/2010	8/26/2010	Background on existing plans and requested plans for bid, timetable for submission, detailed description of current plan benefits, historical claims data, and current plan fees and insurance rates

Project	Begin	Complete	Comments
Release RFP to Market – Medical, Prescription Drugs	8/5/2010	8/26/2010	Medical - Aetna, Blue Cross of MI, Blue Care Network, Cigna, HAP (Alliance Health and Life), Health Plus, Humana, Priority Health, United Health Care
Release RFP to Market – Dental, Vision Life, Long Term Disability, Short Term Disability	9/1/2010	9/17/2010	Dental - Aetna, Blue Cross of MI, Cigna, Delta Dental, Guardian, MetLife, ABS (TPA) Vision – Davis, Superior Vision, VSP, EyeMed, UHC (formerly Spectera), Delta Dental, Allied Eye Care, ABS (TPA) Life/Dis – AIG, Aetna, CIGNA, Assurant (Fortis), Guardian, Hartford Life, Lincoln Financial (Jefferson Pilot), MetLife, Mutual of Omaha, Principal, Prudential, Reliance Standard Life, The Standard, Sun Life of Canada, UNUM , ING, Minnesota Life, Liberty Mutual
Bid Response Due – Medical, Prescription Drugs	8/26/2010	8/26/2010	Our office will be available during the bid period to respond to any questions about the RFP. All responses will be returned to our offices no later than this date.
Bid Response Due – Dental, Vision, Life, Long Term Disability, Short Term Disability	9/17/2010	9/17/2010	Our office will be available during the bid period to respond to any questions about the RFP. All responses will be returned to our offices no later than this date.

Project	Begin	Complete	Comments
Bid Results To In-Force Vendors – Medical, Prescription Drugs	8/26/2010	9/1/2010	Because we have existing relationships and because bidding vendors have the ability to see the existing rates, we believe fairness allows our in-force vendors to review market bids and respond with an offer to retain the client. This opportunity will only be afforded to an in-force vendor that has been determined to deliver satisfactory or better service.
Bid Results To In-Force Vendors - Dental, Vision, Life, Long Term Disability, Short Term Disability	9/17/2010	9/24/2010	Because we have existing relationships and because bidding vendors have the ability to see the existing rates, we believe fairness allows our in-force vendors to review market bids and respond with an offer to retain the client. This opportunity will only be afforded to an in-force vendor that has been determined to deliver satisfactory or better service.
Bid Scoring – Medical, Prescription Drugs	9/1/2010	9/8/2010	Using both objective measurements (such as comparison of fees/rates) and subjective measurements (such as quality of customer service) all bids will be scored. Emphasis will be placed on ability of bid to reduce cost, but scores will also factor in issues such as financial strength of vendor, size of provider network, quality of claim system, and experience working with similar clients. We prefer to balance these issues based on our professional experience, but can develop a specific scoring system at the client's request.

Project	Begin	Complete	Comments
Bid Scoring – Dental, Vision, Life, Long Term Disability, Short Term Disability	9/24/2010	10/1/2010	Using both objective measurements (such as comparison of fees/rates) and subjective measurements (such as quality of customer service) all bids will be scored. Emphasis will be placed on ability of bid to reduce cost, but scores will also factor in issues such as financial strength of vendor, experience managing disability claims, quality of claim system, and experience working with similar clients. We prefer to balance these issues based on our professional experience, but can develop a specific scoring system at the client's request.
Bid Results – Medical, Prescription Drugs	9/1/2010	9/8/2010	We will compile a report that summarizes the bidding results and provides detailed information about the top three bids received. This information will be presented in a report and in a meeting allowing for questions and clarifications.
Bid Results – Dental, Vision, Life, Long Term Disability, Short Term Disability	9/24/2010	10/1/2010	We will compile a report that summarizes the bidding results and provides detailed information about the top three bids received. This information will be presented in a report and in a meeting allowing for questions and clarifications.

Project	Begin	Complete	Comments
Further Steps			Any further action will be dependent on results and decisions. If appropriate, finalist meetings can be arranged to allow for closer inspection of any bid offer. If a decision is made to change a vendor, we would work in partnership to initiate a vendor change process that would ensure a smooth transition.

If you have any questions, please feel free to contact me at 248-822-6204 or dhoisington@mcgrawwentworth.com.

Respectfully submitted to Livingston County
August 4, 2010



David R. Hoisington
Account Director
McGraw Wentworth



Livingston County 2010 Medical / Rx Market List

Carrier	Date RFP Sent	Date Bid Received	Comment
Aetna	8/6/2010	N/A	Declined to Quote
BCBS	8/6/2010	8/26/2010	Bid / Renewal Received
CIGNA	8/6/2010	N/A	Declined to Quote
HAP /Alliance	8/6/2010	N/A	Did not respond
Health Plus	8/6/2010	N/A	Did not respond
Humana	8/6/2010	N/A	Did not respond
Priority Health	8/6/2010	N/A	Did not respond

Todd M. Eurich

From: Hall, Leann <HallL3@aetna.com>
Sent: Friday, August 20, 2010 9:21 AM
To: Todd M. Eurich
Subject: Aetna Quote for Livingston County

Todd
Good morning! I hope you are well!

Thank you for the opportunity to quote Livingston County. Unfortunately, Aetna will have to decline to quote. There are too many retirees.

Thank you,
Leann

Leann Hall
Sales Support Consultant
Michigan
Aetna, Inc.
248.208.8683 (Phone)
860.754.9681 (Fax)

This e-mail may contain confidential or privileged information. If you think you have received this e-mail in error, please advise the sender by reply e-mail and then delete this e-mail immediately. Thank you. Aetna

Todd M. Eurich

From: Barchet, David S 325 <DAVID.BARCHET@CIGNA.com>
Sent: Monday, August 09, 2010 8:37 AM
To: Todd M. Eurich
Subject: RE: Medical & Rx RFP: Livingston County

Hi Todd,

Thanks for sending this one to us, but we will just not be able to compete against the Blues in this area of Michigan and hence be able to provide Livingston county with a competitive proposal. We will need to decline.

Thanks for thinking of CIGNA,

Dave

Dave Barchet
Cigna HealthCare
New Business Manager
3 Summit Park Drive, #250
Independence, Ohio. 44131
ph 216-642-1806

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-----Original Message-----

From: Todd M. Eurich [mailto:TEurich@mcgrawwentworth.com]
Sent: Friday, August 06, 2010 3:04 PM
Subject: Medical & Rx RFP: Livingston County

Greetings,

Attached please find an RFP and information our client, Livingston County. The County is looking to secure quotes as an alternative to the current self-funded BCBS arrangement. We are seeking a 1/1/11 effective date for both fully-insured and self-funded options.

To be considered, you must provide quotes for both Active and Retiree populations. All bids are due August 26th by 5.00 pm. Electronic proposals only are requested.

The RFP outlines what we are looking for, to quote the current plan types (with the exception of dental and vision coverage - currently provided as part of the self-funded BCBS contract). A few additional notes that may be helpful:

1. Please note that there is an additional vendor, a PBM called ScriptGuide administering Rx benefits for two bargaining units. Those claims are also shown separately on the data.
2. Current specific stoploss level is \$50,000 with a 120%

aggregate attachment point. Prior to 2007, the specific level was \$25,000. 3. Effective 1/1/08 the group moved to calendar year plans from July-July plans. 4. Non-Union retirees who are Medicare eligible do not have Rx coverage - they must pursue a Medicare Part D plan. Retirees not eligible for Medicare have Rx coverage under the group coverage.

Please note page 4 of the RFP that outlines special instructions with regard to MHP and Health Care Reform.

Please let me know if you have any questions. I will be out of the office August 9th through August 24th with limited access to email. If you have an urgent question you may also reach Debbie Frazee at 248-822-6254.

Thanks,

Todd M. Eurich
Plan Analyst
McGraw Wentworth
3331 W. Big Beaver Rd. Suite 200
Troy, MI 48084
teurich@mcwent.com <<mailto:teurich@mcwent.com>>
Phone: (248) 822-6270
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Livingston County 2011 Dental Market List

Vendor	Date RFP Sent	Date Bid Received	Comment
ADN Dental	9/8/2010	n/a	Decline to quote
Aetna	9/8/2010	9/20/2010	Response received
BCBS	9/8/2010	9/20/210	Response received
CIGNA	9/8/2010	n/a	Decline to quote
Delta Dental	9/8/2010	9/20/210	Response received
Guardian	9/8/2010		Pending
MetLife	9/8/2010	n/a	Decline to quote

Livingston County
 Current & Alternative Plans
 Dental Plan Cost - ASC Offers

10/1/2010

	2010 Current	2011 Renewal	2011 Alternatives	
	BCBS	BCBS	Delta Dental	Aetna
Network	Dentemax	Dentemax	Delta Preferred	Aetna
Enrollment				
# Contracts Per Month	500	500	497	497
Fixed Costs				
Administration - Monthly*	\$2.38	\$2.45	\$7.91	\$5.13
Access Fees - Monthly	\$0.00	\$0.00	\$0.00	\$0.30
Set Up Fees - 1x Fee	\$0.00	\$0.00	\$0.00	\$0.00
Total Fixed Cost - Annual	\$14,264	\$14,696	\$47,175	\$32,385
Variable Costs				
Dental Claims- Most Recent 12	\$345,734	\$345,734	\$345,734	\$345,734
Additional Estimated Discount	\$0	\$0	(\$27,971)	\$0
Total Variable Cost - Annual	\$345,734	\$345,734	\$317,763	\$345,734
Total Projected Cost	\$359,999	\$360,430	\$364,938	\$378,119
Cost Increase / (Savings)		\$1	\$4,939	\$18,120

Note:

BCBS Dental Fee based on % of paid claims applied to Medical, Rx, Dental, and Vision administration Fee.

BCBS estimated fee applied to total contracts under BCBS, alternative fees applied to actual dental enrollment.

Claims based on rolling 12 month average through July 2010

Delta assumed discount based on book of 2010 book of business savings and network distribution

of contracts per month represents both actives and retirees

Livingston County
 Current & Alternative Plans
 Dental Plan Cost - Fully Insured Offers

	2010 Current	2011 Renewal	2011 Alternative	2011 Alternative
	BCBS	BCBS	Delta Dental	Aetna
	Passive PPO	Passive PPO	Delta Preferred PPO	Passive PPO
Total Employees	497			
Single	145	145	145	145
2-Person	169	169	169	169
Family	183	183	183	183
Dental Monthly Cost				
Single	\$31.31	\$30.48	\$32.09	\$32.35
2-Person	\$70.44	\$73.16	\$58.37	\$72.80
Family	\$84.54	\$88.40	\$103.22	\$90.58
Annual Cost				
Insurance Cost	\$382,982	\$395,530	\$400,882	\$402,835
<i>Gross \$\$ Change</i>		\$12,549	\$17,901	\$19,853
<i>Gross % Change</i>		3.3%	4.7%	5.2%

Notes
 Enrollment taken from BCBS Reporting for July 2010 (actives and retirees)
 BCBS Rates based on unbundled BCBS dental illustrative rates (for illustrative purposes only)

Livingston County 2011 Vision Market List

Vendor	Date RFP Sent	Date Bid Received	Comment
BCBS (VSP)	9/8/2010	9/20/2010	Response received
Davis Vision	9/8/2010	n/a	No response / Pending
Superior Vision	9/8/2010	n/a	No response / Pending
EyeMed	9/8/2010	n/a	No response / Pending
UHC (Spectera)	9/8/2010	n/a	Decline to Quote
Delta Dental	9/8/2010	n/a	Did not quote

Livingston County 2011 Life & Disability Market List

Carrier	Date RFP Sent	Date Bid Received	Comment
AIG	9/1/2010	9/26/2010	Declined to Quote
Aetna	9/1/2010	9/26/2010	Bid Received
CIGNA	9/1/2010	9/26/2010	Declined to Quote
Assurant	9/1/2010	9/26/2010	No Response
Guardian	9/1/2010	9/26/2010	Pending
Hartford	9/1/2010	9/26/2010	No Response
Lincoln Financial	9/1/2010	9/26/2010	No Response
MetLife	9/1/2010	9/26/2010	Declined to Quote
Mutual of Omaha	9/1/2010	9/26/2010	No Response
Principal	9/1/2010	9/26/2010	Declined to Quote
Prudential	9/1/2010	9/26/2010	Pending
Reliance Standard	9/1/2010	9/26/2010	No Response
Standard	9/1/2010	9/26/2010	Bid Received
Sun Life	9/1/2010	9/26/2010	No Response
UNUM	9/1/2010	9/26/2010	Bid Received
Minnesota Life	9/1/2010	9/26/2010	Declined to Quote
Liberty Mutual	9/1/2010	9/26/2010	No Response

Livingston County
Aggregate Attachment Point Analysis
Medical Claims Only

9/29/10

	7/1/06 - 6/30/07	7/1/07 - 12/31/07	1/1/08 - 12/31/08	1/1/09- 12/31/09
Average Enrollment	569	565	555	550
120% Agg @ \$50,000 Spec		6 Months - adjusted		
BCBSM Aggregate Factor - Annual	\$7,817	\$8,657	\$9,086	\$9,271
Annual Maximum Claims (agg factor x enrollment)	\$4,447,873	\$2,445,603	\$5,042,730	\$5,099,050
Gross Medical Claims	\$3,801,154	\$1,900,917	\$4,370,376	\$4,405,036
Less Large Claim Payments	(\$287,901)	(\$90,141)	(\$440,448)	(\$489,379)
Gross Adjusted Medical Claims	\$3,513,253	\$1,810,776	\$3,929,928	\$3,915,658
Amount Under Aggregate Amount	\$934,620	\$634,827	\$1,112,802	\$1,183,392
Percent Under Aggregate Amount	27%	35%	28%	30%
Aggregate Fee Offer	\$8.33	\$9.61	\$10.16	\$10.49
Annual Aggregate Premium	\$56,877	\$65,156	\$67,666	\$69,234
120% Agg @ \$75,000 Spec				
BCBSM Aggregate Factor - Annual		\$9,008	\$9,465	\$9,698
Annual Maximum Claims (agg factor x enrollment)		\$2,544,760	\$5,253,075	\$5,333,900
Gross Medical Claims		\$1,900,917	\$4,370,376	\$4,405,036
Less Large Claim Payments		(\$90,141)	(\$440,448)	(\$489,379)
Gross Adjusted Medical Claims		\$1,810,776	\$3,929,928	\$3,915,658
Amount Under Aggregate Amount		\$733,984	\$1,323,147	\$1,418,242
Percent Under Aggregate Amount		41%	34%	36%
Aggregate Fee Offer		\$11.32	\$11.95	\$12.42
Annual Aggregate Premium		\$76,750	\$79,587	\$81,972
120% Agg @ \$100,000 Spec				
BCBSM Aggregate Factor - Annual		\$9,190	\$9,687	\$9,979
Annual Maximum Claims (agg factor x enrollment)		\$2,596,175	\$5,376,285	\$5,488,450
Gross Medical Claims		\$1,900,917	\$4,370,376	\$4,405,036
Less Large Claim Payments		(\$90,141)	(\$440,448)	(\$489,379)
Gross Adjusted Medical Claims		\$1,810,776	\$3,929,928	\$3,915,658
Amount Under Aggregate Amount		\$785,399	\$1,446,357	\$1,572,792
Percent Under Aggregate Amount		43%	37%	40%
Aggregate Fee Offer		\$11.83	\$12.54	\$13.15
Annual Aggregate Premium		\$80,207	\$83,516	\$86,790

Livingston County Analysis of Large Claims Over \$25,000 (Based on Payments)

Number of Claims Over Specific	<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>	
	<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>	
7/1/06 - 6/30/07	7		7		4		3	
7/1/07 - 12/31/07	6		6		3		3	
1/1/08-12/31/08	13		13		7		5	
1/1/09-12/31/09	17		17		6		3	
Total	43		43		20		14	

TOTAL (ALL PERIODS)		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>	
		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>	
A. Amount Over Specific Level	43	(\$2,702,775)	43	(\$1,627,775)	20	(\$886,048)	14	(\$479,622)	
B. Average Amount Over Specific		(\$62,855)		(\$37,855)		(\$44,302)		(\$34,259)	
C. Average Monthly Headcount		560		560		560		560	
D. Specific Stop-Loss Premium PEPM		\$156.31		\$78.92		\$50.89		\$36.07	
E. Total Specific Stop-Loss Premium		<u>\$3,149,782</u>		<u>\$1,590,367</u>		<u>\$1,025,484</u>		<u>\$726,897</u>	
Net Stop-Loss Cost (Line A - Line B)		<u>\$447,008</u>		<u>(\$37,407)</u>		<u>\$139,436</u>		<u>\$247,275</u>	

TOTAL 7/1/06 - 6/30/07		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>	
		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>	
A. Amount Over Specific Level	7	(\$529,417)	7	(\$354,417)	4	(\$228,010)	3	(\$145,596)	
B. Average Amount Over Specific		(\$75,631)		(\$50,631)		(\$57,002)		(\$48,532)	
C. Average Monthly Headcount		569		569		569		569	
D. Specific Stop-Loss Premium PEPM		\$120.08		\$60.63		\$37.54		\$26.56	
E. Total Specific Stop-Loss Premium		<u>\$819,906</u>		<u>\$413,982</u>		<u>\$256,323</u>		<u>\$181,352</u>	
Net Stop-Loss Cost (Line A - Line B)		<u>\$290,489</u>		<u>\$59,564</u>		<u>\$28,314</u>		<u>\$35,756</u>	

TOTAL 7/1/07 - 12/31/07		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>	
		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>	
A. Amount Over Specific Level	6	(\$387,737)	6	(\$237,737)	3	(\$145,228)	3	(\$70,228)	
B. Average Amount Over Specific		(\$64,623)		(\$39,623)		(\$48,409)		(\$23,409)	
C. Average Monthly Headcount		565		565		565		565	
D. Specific Stop-Loss Premium PEPM	est	\$139.33		\$70.35		\$43.20		\$30.72	
E. Total Specific Stop-Loss Premium		<u>\$472,332</u>		<u>\$238,487</u>		<u>\$146,448</u>		<u>\$104,141</u>	
Net Stop-Loss Cost (Line A - Line B)		<u>\$84,594</u>		<u>\$749</u>		<u>\$1,220</u>		<u>\$33,912</u>	

TOTAL 1/1/08-12/31/08		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>	
		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>	
A. Amount Over Specific Level	13	(\$871,241)	13	(\$546,241)	7	(\$313,035)	5	(\$184,087)	
B. Average Amount Over Specific		(\$67,019)		(\$42,019)		(\$44,719)		(\$36,817)	
C. Average Monthly Headcount		555		555		555		555	
D. Specific Stop-Loss Premium PEPM	est	\$161.43		\$81.51		\$52.25		\$36.49	
E. Total Specific Stop-Loss Premium		<u>\$1,075,148</u>		<u>\$542,857</u>		<u>\$347,985</u>		<u>\$243,023</u>	
Net Stop-Loss Cost (Line A - Line B)		<u>\$203,907</u>		<u>(\$3,385)</u>		<u>\$34,950</u>		<u>\$58,936</u>	

TOTAL 1/1/09-12/31/09		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>	
		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>	
A. Amount Over Specific Level	17	(\$914,379)	17	(\$489,379)	6	(\$199,775)	3	(\$79,711)	
B. Average Amount Over Specific		(\$53,787)		(\$28,787)		(\$33,296)		(\$26,570)	
C. Average Monthly Headcount		550		550		550		550	
D. Specific Stop-Loss Premium PEPM	est	\$204.39		\$103.20		\$70.57		\$50.52	
E. Total Specific Stop-Loss Premium		<u>\$1,348,984</u>		<u>\$681,120</u>		<u>\$465,762</u>		<u>\$333,432</u>	
Net Stop-Loss Cost (Line A - Line B)		<u>\$434,605</u>		<u>\$191,741</u>		<u>\$265,987</u>		<u>\$253,721</u>	

Livingston County

Analysis of Large Claims Over \$25,000 (Based on Payments)

		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>
7/1/06 - 6/30/07		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>
\$53,255	1	\$28,255	1	\$3,255	0	\$0	0	\$0
\$55,724	1	\$30,724	1	\$5,724	0	\$0	0	\$0
\$67,429	1	\$42,429	1	\$17,429	0	\$0	0	\$0
\$82,414	1	\$57,414	1	\$32,414	1	\$7,414	0	\$0
\$106,686	1	\$81,686	1	\$56,686	1	\$31,686	1	\$6,686
\$119,742	1	\$94,742	1	\$69,742	1	\$44,742	1	\$19,742
\$219,168	1	\$194,168	\$1	\$169,168	1	\$144,168	1	\$119,168
TOTAL:	7	\$529,417	7	\$354,417	4	\$228,010	3	\$145,596

		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>
7/1/07 - 12/31/07		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>
\$51,629	1	\$26,629	1	\$1,629	0	\$0	0	\$0
\$51,629	1	\$26,629	1	\$1,629	0	\$0	0	\$0
\$64,250	1	\$39,250	1	\$14,250	0	\$0	0	\$0
\$109,415	1	\$84,415	1	\$59,415	1	\$34,415	1	\$9,415
\$118,133	1	\$93,133	1	\$68,133	1	\$43,133	1	\$18,133
\$142,680	1	\$117,680	1	\$92,680	1	\$67,680	1	\$42,680
TOTAL:	6	\$387,737	6	\$237,737	3	\$145,228	3	\$70,228

		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>
1/1/08-12/31/08		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>
\$51,731	1	\$26,731	1	\$1,731	0	\$0	0	\$0
\$51,731	1	\$26,731	1	\$1,731	0	\$0	0	\$0
\$57,852	1	\$32,852	1	\$7,852	0	\$0	0	\$0
\$64,344	1	\$39,344	1	\$14,344	0	\$0	0	\$0
\$66,274	1	\$41,274	1	\$16,274	0	\$0	0	\$0
\$66,274	1	\$41,274	1	\$16,274	0	\$0	0	\$0
\$76,974	1	\$51,974	1	\$26,974	1	\$1,974	0	\$0
\$76,974	1	\$51,974	1	\$26,974	1	\$1,974	0	\$0
\$126,627	1	\$101,627	1	\$76,627	1	\$51,627	1	\$26,627
\$137,211	1	\$112,211	1	\$87,211	1	\$62,211	1	\$37,211
\$137,211	1	\$112,211	1	\$87,211	1	\$62,211	1	\$37,211
\$141,519	1	\$116,519	1	\$91,519	1	\$66,519	1	\$41,519
\$141,519	1	\$116,519	1	\$91,519	1	\$66,519	1	\$41,519
TOTAL:	13	\$871,241	13	\$546,241	7	\$313,035	5	\$184,087

		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>		<u>Amount Over</u>
1/1/09-12/31/09		<u>\$25,000</u>		<u>\$50,000</u>		<u>\$75,000</u>		<u>\$100,000</u>
\$51,929	1	\$26,929	1	\$1,929	0	\$0	0	\$0
\$51,929	1	\$26,929	1	\$1,929	0	\$0	0	\$0
\$58,787	1	\$33,787	1	\$8,787	0	\$0	0	\$0
\$58,787	1	\$33,787	1	\$8,787	0	\$0	0	\$0
\$58,787	1	\$33,787	1	\$8,787	0	\$0	0	\$0
\$64,490	1	\$39,490	1	\$14,490	0	\$0	0	\$0
\$66,740	1	\$41,740	1	\$16,740	0	\$0	0	\$0
\$66,740	1	\$41,740	1	\$16,740	0	\$0	0	\$0
\$66,740	1	\$41,740	1	\$16,740	0	\$0	0	\$0
\$72,338	1	\$47,338	1	\$22,338	0	\$0	0	\$0
\$72,338	1	\$47,338	1	\$22,338	0	\$0	0	\$0
\$84,167	1	\$59,167	1	\$34,167	1	\$9,167	0	\$0
\$90,805	1	\$65,805	1	\$40,805	1	\$15,805	0	\$0
\$95,092	1	\$70,092	1	\$45,092	1	\$20,092	0	\$0
\$112,738	1	\$87,738	1	\$62,738	1	\$37,738	1	\$12,738
\$127,290	1	\$102,290	1	\$77,290	1	\$52,290	1	\$27,290
\$139,683	1	\$114,683	1	\$89,683	1	\$64,683	1	\$39,683
TOTAL:	17	\$914,379	17	\$489,379	6	\$199,775	3	\$79,711

Livingston County Medical Plan Stop-Loss Insurance History

9/29/2010

SPECIFIC STOP LOSS COVERAGE ONLY

Year	Avg Monthly Enrolled	Premium Factor	Annual Premium x enrollment x # months	Annual Deductible	BCBSM Stop Loss Claims ##	BCBSM Stop Loss Payments \$\$	Gain / (Loss) \$\$
7/06-7/07	569	\$60.63	\$413,982	\$50,000	7	\$354,417	(\$59,564)
7/07-12/07	565	\$70.35	\$238,487	\$50,000	6	\$237,737	(\$749)
1/08-12/08	555	\$81.51	\$542,857	\$50,000	13	\$546,241	\$3,385
1/09-12/09	550	\$103.20	\$681,120	\$50,000	17	\$489,379	(\$191,741)
1/10-7/10	531	\$123.85	\$460,350	\$50,000	7	\$376,064	(\$84,287)
Summary			\$1,922,814			\$1,649,421	(\$273,393)

1/11 - 12/11 Proposed	Enrolled at Aug-10	Premium Factor	Annual Premium x enrollment x 12 months	Annual Deductible	Number of Claims To New Deductible Level That If Incurred Would Offset Premium Savings
Current = \$50,000	531	\$134.14	\$854,740	\$50,000	-
To \$75,000	531	\$91.40	\$582,401	\$75,000	10.89
To \$100,000 (est.)	531	\$65.67	\$418,425	\$100,000	8.73
To \$150,000 (est.)	531	\$39.92	\$254,378	\$150,000	6.00

Based on BCBSM Stop Loss Fees and BCBSM Reporting of Stop Loss Payments



RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE SUBMISSION OF THE COMPREHENSIVE 5-YEAR LOCAL PLAN MODIFICATION FOR THE PERIOD JULY 1, 2007 THROUGH JUNE 30, 2011

- WHEREAS, The Workforce Investment Act (WIA) of 1998 authorizes programs and services mandated for the inclusion of the Michigan Works! System, and
- WHEREAS, The enactment of the WIA envisions integrated workforce investment systems that can better respond to the employment needs of its customers, and
- WHEREAS, The Michigan Department of Energy, Labor & Economic Growth/Bureau of Workforce Transformation (MDELEG/BWT) concludes that, at a minimum, each MWA's Adult and Dislocated Worker Comprehensive plan must be modified to account for changes resulting from the receipt of Recovery Act funds; and
- WHEREAS, The MDELEG/BWT requires the local Comprehensive 5-Year Local Plan be modified for the period July 1, 2007 through June 30, 2011, and
- WHEREAS, The Comprehensive 5-Year Local Plan modification requires approval of both the Board of Commissioners and the Livingston County Workforce Development Council; and
- WHEREAS, The Livingston County Workforce Development Council Executive Committee approved this plan modification at their September 9, 2010 meeting.

IT IS THEREFORE RESOLVED that the Livingston County Board of Commissioners hereby approves the submission of the Comprehensive 5-Year Local Plan Modification for the period July 1, 2007 through June 30, 2011 to the Michigan Department of Energy, Labor & Economic Growth.

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

#

Moved:
Supported:
Carried:

TO: Board of Commissioners
FROM: Bill Sleight
SUBJECT: Comprehensive 5-Year Local Plan Modification for the period July 1, 2007, through June 30, 2011
DATE: September 10, 2010

Each MWA must modify their Comprehensive Five-Year Local Plan to include strategies MWAs will utilize when providing services authorized including increased services and training for workers and supportive services, including needs-related payments. If necessary, local areas can also include other modifications. Conditions which require a modification may include significant changes in local economic conditions, changes in the financing available to support WIA Title I and partner-provided WIA services, or significant changes in local policy. Modifications are subject to the same 30-day public review and comment requirements that were applied to the approval of the original local plan. In lieu of submitting supporting documentation, we are required to maintain all documentation on file for future monitoring by the Michigan Department of Energy, Labor & Economic Growth (DELEG).

The Summer Youth component (May through September), which represents the largest amount of Recovery Act funding; we have given priority in Recovery Act planning as required by DELEG which will meet the requirement to significantly increase the number of youth participants served.

At a minimum, we must modify our Comprehensive Five-Year Local Plans to include how:

- € Incorporation of the PY 2010 WIA performance levels.
- € Recertification of Memoranda of Understanding (MOUs) which have expired or will expire by October 1, 2010.
- € Identification of high demand/green industries in the current economy.
- € Incorporation, modification, or explanation of priority of services for veterans and eligible spouses sufficient to meet the requirements of 20 CFR part 1010, published in the Federal Register 78132 on December 19, 2008, if different from original inclusion.
- € Identification, by the chief elected official, of the local grant recipient or entity designated as the local grant recipient responsible for the disbursement of grant funds.

As in the past, we must put in the plan the waiver request and approval which permits the use of up to 20 percent in Dislocated Worker funds to operate an Incumbent Worker program for the purpose of layoff aversion.

The Comprehensive 5-Year Local Plan Modification must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners. A resolution approving the plan modification and authorization for the Chair to sign it is attached for your consideration. The Livingston County Workforce Development Council Executive Committee approved of this plan modification at their September 9, 2010 meeting.

A resolution approving the plan modification and authorization for the Chair to sign it is attached for your consideration.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: September 24, 2010

RESOLUTION AUTHORIZING FIREHOUSE CONFERENCE EXPENSES - Information Technology /

WHEREAS, Livingston County has implemented an integrated public safety system that services local police and fire agencies as well as the Livingston County EMS Department; and

WHEREAS, the Livingston County Information Technology Department is responsible for hosting the “central” Firehouse application as well as being the primary application administration support for it; and

WHEREAS, Steven Hoyer, Livingston County Application Developer has been responsible for the installation, configuration of the application and database, as well as the application administration; and

WHEREAS, the annual Firehouse User Conference is being held in Seattle, Washington, from November 2nd through November 5th, 2010; and

WHEREAS, the Firehouse Conference provides a well rounded slate of educational sessions, balanced between administration instruction and user training; in addition to the ability to network with Firehouse support staff and other agency support staff; and

WHEREAS, the estimated expenses to cover the Application Developer’s attendance at this conference, including lodging, airline tickets, food, registration and transportation are \$1,862.10; and

WHEREAS, the Brighton Area Fire Department has agreed to split the conference fee expenses, paying the lodging and transportation related fees (\$1,017.10), leaving the conference registration fees and meal expenses (approximately \$845) to be covered by Livingston County; and

WHEREAS, funding for same is available through the Information Technology 2010 Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes expenses to cover Livingston County’s portion of the shared cost of Steve Hoyer’s conference attendance and all appropriate expenses related to the conference currently estimated at \$845 at the 2010 Firehouse Education and Training Seminar in Seattle, WA, November 2nd thru November 5th 2010.

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

304 E. Grand River Ave., Suite 101 Howell, MI 48843
 Phone 517 548-3230 Fax 517 545-9608
 Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara, IT Director
Date: 9/24/2010
Re: Request to attend Firehouse Training and Conference

The annual Firehouse Education and Training Conference is being held in Seattle, Washington, from November 2nd through November 5th 2010. The Firehouse application provides the fire department segment of the Livingston County integrated public safety solution.

This conference and training provides the opportunity to attend training sessions that focus on the administration of the Firehouse package. In lieu of paying Firehouse trainer travel costs and training fees; the conference is the sole classroom-type training offered by Firehouse. Because Steve serves as the primary support for the administrative level of the application; attending this conference will make available internal Firehouse contacts. In addition, he'll meet many peer resources.

Since Steve also serves as a Brighton Area Fire Department on-call fireman, they've agreed to share the cost of the conference (see spreadsheet below). They'll be paying the transportation related costs and lodging, estimated at \$1,017.10. Livingston County will pay the conference fee and meals, estimated at \$845.00.

The funds for this conference are currently in the IT budget. The following is a breakdown of the approximate costs associated with attending the conference:

Conference Cost	Days On Site:	4	Extended	BFD	LCIT
Conference Registration	1	\$ 745.00	\$ 745.00		
Hotel	3	\$ 139.00	\$ 417.00		
Hotel Taxes	3	\$ 21.70	\$ 65.10		
Transportation	2		\$ 50.00		
Airfare (R/T incl. taxes)	1	\$ 375.00	\$ 375.00		
Airport Parking	4	\$ 10.00	\$ 40.00		
Airline Bag Check Fees	2	\$ 35.00	\$ 70.00		
per diem (meals)?	4	\$ 25.00	\$ 100.00		
Total			\$ 1,862.10	\$ 1,017.10	\$ 845.00

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT TO CROSS JURISDICTIONAL BOUNDARIES BETWEEN LIVINGSTON COUNTY (L.E.T.S.) AND ANN ARBOR TRANSPORTATION AUTHORITY (AATA) – L.E.T.S. / General Government

WHEREAS, L.E.T.S. currently has an existing interlocal agreement with AATA to cross into Washtenaw County for medical trips only; and

WHEREAS, L.E.T.S. is receiving many requests from Livingston County residents to provide transportation service to destinations within Washtenaw County to include state agencies, medical facilities, human service organizations, educational centers and other essential public services; and

WHEREAS, the interlocal agreement grants each party to this agreement allowing for assistance to the other in the event that it is necessary for either public transportation system to cross jurisdictional boundaries; and

WHEREAS, termination of said agreement must be in writing with at least a ninety (90) day notice.

THEREFORE BE IT RESOLVED that the Livingston county Board of Commissioners hereby approves and authorizes the interlocal agreement between Livingston County (L.E.T.S.) and Ann Arbor Transportation Authority (AATA).

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Board Chair to sign the interlocal agreement upon approval of Mr. James Dunn Jr., transit attorney for LE.T.S.

#

MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz
Date: October 4, 2010
Re: RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT TO CROSS JURISDICTIONAL BOUNDARIES BETWEEN LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE (L.E.T.S.) AND ANN ARBOR TRANSPORTATION AUTHORITY (AATA)

Attached is a resolution for your consideration and approval for an interlocal agreement between Livingston Essential Transportation Service (L.E.T.S.) and Ann Arbor Transportation Authority (AATA) for the purpose to cross jurisdictional boundaries. L.E.T.S. currently has an existing interlocal agreement with AATA to cross into Washtenaw County for medical trips. The interlocal agreement was prepared by James Dunn, L.E.T.S. attorney.

L.E.T.S. has been receiving many requests from Livingston County residents to provide transportation service to destinations within Washtenaw County to include state agencies, medical facilities, human service organizations, educational centers and other essential public services. The interlocal agreement grants each party to this agreement allowing for assistance to the other in the event that it is necessary for either public transportation system to cross jurisdictional boundaries.

There is no cost to this agreement. In addition, the agreement holds harmless each party from any and all liability, each party must provide its own insurance coverage, each party will coordinate and assist each other in providing efficient and effective transportation services, each party agrees to operate in a "closed door" manor while in the others' boundary, and termination of said agreement must be in writing with at least a ninety (90) day notice. The interlocal agreement once approved requires the Board Chair signature.

Should you have any questions please contact me at your convenience at 517-540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO FILL A VACANT JUVENILE COURT ATTORNEY REFEREE POSITION -
CIRCUIT COURT / JUVENILE DIVISION - PUBLIC SAFETY: 10/12/10 - FINANCE: 10/13/10**

WHEREAS, The Circuit Court – Juvenile Division has an authorized position for an Attorney Referee, which conducts juvenile delinquency and child abuse and neglect hearings, as directed by the Chief Circuit Judge; and

WHEREAS, The position becomes vacant on October 15, 2010 due to the resignation of current Attorney Referee Joshua Marcum; and

WHEREAS, The Circuit Court – Juvenile Division relies on the Attorney Referee to conduct a wide range of hearings involving children and juveniles, including emergency hearings; and,

WHEREAS, The Circuit Court has a need to fill this position as quickly as possible so that court dockets do not become backlogged and visiting judge costs do not become overly burdensome; and

WHEREAS, this Resolution has been recommended for approval by the Public Safety Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution to fill the vacant Attorney Referee position in the Circuit Court – Juvenile Division as soon as practical.

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#

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
CIRCUIT COURT – JUVENILE DIVISION

204 S. Highlander Way
Phone (517)546-1500 Fax (517) 546-3731
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: William H. Newhouse
Date: 7/30/2010
Re: RESOLUTION APPROVING THE FILLING OF A VACANT
ATTORNEY REFEREE POSITION WITHIN THE CIRCUIT
COURT – JUVENILE DIVISION.

The Attorney Referee position in the Juvenile Court is to become vacant on October 15, 2010 due to the resignation of Joshua Marcum.

The position is responsible for conducting juvenile delinquency and child abuse and neglect hearings for the Circuit Court, at the direction of the Chief Circuit Judge. The position also acts as a legal resource to the judges, court staff, and attorneys who practice in the Juvenile Court. The position requires a specialized degree in Law and a unique combination of experience and skills in court processes, legal research, and application of the law.

This position requires a full-time presence due to the complexity of the docket and the need to be available to conduct emergency hearings. Not filling the position would create extensive backlogs for the judges and place children, juveniles, and the community at risk, if hearings do not occur in a timely manner.

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

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: William H. Newhouse

Title of Position to be Filled: **Attorney Referee –Juvenile Court**

Salary: **\$65,711- \$83,242**

Annual Cost of Budgeted Position: **\$93,156**

Projected Cost for the next five years: **\$475,000**

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

If No: Name of Employee Last Occupying this Position: **Joshua Marcum**

When did the position become vacant? **October 15, 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? **Yes.**

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

The Attorney Referee position in Juvenile Court is responsible to hear Delinquency Proceedings, Child Protective Proceedings, Designated Cases, and Minor Personal Protection Actions and to make recommended findings and conclusions based upon the facts and the applicable statutes and court rules. All of the above proceedings are governed by strict statutory and court rule timeframes which mandate prompt court attention. Due to the volume of cases in the Circuit Court - Family Division and the necessity to children, families, and citizens that required court services are delivered according to the law, it is essential to fill the Attorney Referee vacancy.

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.

The Circuit Court - Family Division is mandated to hear proceedings involving juvenile delinquents pursuant to MCL 712A.1 to 712A.32; MCL 722.1 to 722.6; and Child Protective Proceedings pursuant to MCL 722.631

The following table illustrates the number of cases heard by the Attorney Referee for 12-month periods from June 2008 to June 2009 and June 2009 to June 2010:

TYPE OF HEARING	JUNE 2008 – JUNE 2009	JUNE 2009 – JUNE 2010
Pleas	500	573
Arraignments	2	1
Delinquent Reviews	425	383
Child Protection Reviews (includes Post Termination and Permanency Planning)	260	316
Designation Hearings	5	0
Dispositions	301	352
Probation Violations	66	72
Trials	13	5
Termination of Parental Rights	3	13
Preliminary Inquiries	130	137
Motions	16	14
Pre-Trials	125	97
Preliminary Hearings	109	97
Other Hearings	45	24
Adoption Releases	26	14
Adoption Consents	25	44
Total	2,051	2,142

3. Budgeted department head count for the past five years:
Jan., 2005: 15.5 Jan., 2006: 15.5 Jan., 2007: 15 Jan., 2008: 15 Jan., 2009: 14

Please explain changes: **The Adoption Supervisor position was not filled effective 1/01/2009.**

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position. **The Attorney Referee must have a Juris Doctorate degree and be a licensed attorney through the State Bar of Michigan. No other staff possesses these qualifications.**
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? **It would be impossible as no other staff meet the qualifications needed to be an Attorney Referee.**
6. Specifically list three reasonable options if your request to replace a position is denied. **Realistically, the only option would be to contract with a visiting judge on a full time basis to handle the docket, as the family division dockets of the judges are already too busy to assume the docket of the Attorney Referee. Using a full time visiting judge would be an expensive option, as the costs for visiting judges range on average from \$400 - \$550 per day.**

7. What are the consequences of deferring the vacant position over the next several months and beyond? **The consequences would be devastating to children, families, and the citizens of Livingston County, as cases would languish, children would be placed in dangerous environments, and public safety would be compromised.**

8. What budget saving measures has this department implemented? Have additional measures been identified? **The former Circuit/Probate Court Administrator position was reclassified from a Grade Level Q, to a new position of Circuit Court Administrator which is a Grade Level O, thus resulting in personnel cost savings. In addition, the Adoption Supervisor position was not filled effective 1/01/2009. A position in the court's financial unit, located in Central Services, was re-structured to two part-time positions, resulting in cost savings. To date, only one of those positions has been filled resulting in saving additional funds.**

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **With the recent restructuring and staff reductions implemented, it would be detrimental to the children, families, and citizens of Livingston County to further reduce existing staffing levels. The court has made budget cuts of nearly 15% in 2010. Further cuts would have a direct, significant impact on the services provided to children, families, victims, and other users of the court system.**

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. **This position is unique, requiring a juris doctor degree. No other staff possess such a degree, so there is no workforce available to assume responsibility for performing the required duties.**

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 of the Attorney Referee is a required function performed in every circuit court in Michigan. The courts are a separate branch of government, so other county departments cannot assist with the Attorney Referee duties.**

In Livingston County, the Chief Judge of the 44th Circuit Court assigns the work of the Attorney Referee. A judge from another county cannot assign an Attorney Referee to hear Livingston County cases and an Attorney Referee from another court cannot hear cases emanating from Livingston County.

12. Explain what services can be provided by others, private sector or non-profit? **Not applicable to this position.**

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? **It is possible, if the other county employees have the requisite educational background, meet the specific job qualifications, and have the experience necessary to perform the Attorney Referee required duties.**

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **Due to the volume of cases, a visiting judge will be assigned by the State Court Administrative Office (SCAO) on a temporary basis to hear the Attorney Referee docket. This is not a long term solution as this position handles a heavy, complex hearing docket that necessitates a full-time employee. For illustration of the size and complexity of the Attorney Referee docket, please see the statistics in #2 regarding the number of hearings handled by the Attorney Referee for the period of June 2009 to June 2010.**

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). **It is not feasible to use part time employees to handle the work of the Attorney Referee. The Attorney Referee hears a high volume of cases and, as the only staff of the Juvenile Court with a law degree, acts as a legal resource to other court staff as well as to the Family Court Judges. There are frequent emergency hearings in Juvenile Court, necessitating a full-time presence. Further, for the benefit of families and children, as well as satisfying mandates from the Michigan Supreme Court, it is imperative that there be continuity with the judicial officer hearing these cases. Also, there are Ethics Opinions which prohibit part-time Attorney Referees from practicing law before the Family Court Judges from whom they hear assigned cases.**

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)? **The Attorney Referee is a non-union salaried employee who works the hours necessary to complete the work required. Those responsibilities include working hours beyond the normal work week. As indicated earlier, there are no employees with the education and experience requirements available to perform the duties of the Attorney Referee. Therefore, it is necessary to utilize funds for the services of a visiting judge appointed by SCAO if an Attorney Referee is not hired.**

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **In other areas, yes, however, as stated earlier no other staff has the education and experience necessary to perform the duties of Juvenile attorney Referee.**

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING PERSONNEL REPLACEMENTS IN THE COUNTY CLERK'S OFFICE- County Clerk

WHEREAS, the Livingston County Clerk's office has experienced a recent resignation in the Vital Records Division; and

WHEREAS, it is essential to maintain the mandated duties in this division by replacing this employee; and

WHEREAS, an employee in a part time Circuit Court Clerk position is willing to accept the full time Vital Records Division position at F six months which is a change from the current G8 grade commiserate with current responsibilities; and

WHEREAS, this will necessitate replacing the vacated part time position in the Circuit Court; and

WHEREAS, earlier this year, there was a resignation of the Accounting Supervisor; and

WHEREAS, as County Clerk, along with my Chief Deputy, a review of the requirements of this division has been done and a recommendation to elevate a current Grade G position to a Grade I position as an Administrative Specialist; and

WHEREAS, a former employee has returned to a part time position at F1 and because of her knowledge, experience and skills should be F8, and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the recommended changes requested by the County Clerk.

MOVED:

SECONDED:

CARRIED:



Margaret M. Dunleavy
LIVINGSTON COUNTY CLERK

County Clerk
200 East Grand River
Howell, Michigan 48843-2399
517-546-0500

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, Michigan 48843-1953
517-546-9816

E-mail: mdunleavy@co.livingston.mi.us

TO: Livingston County Board of Commissioners

FROM: Margaret M. Dunleavy, Livingston County Clerk

RE: Office Reorganization and Personnel Replacements

DATE: October 7, 2010

After due diligence and review of the responsibilities of the Livingston County Clerk's office, my Chief Deputy, Laura Chafy-Rogers and I are recommending the following changes:

Replace the full time Vital Records Clerk at a lower grade level

Replace the part time Circuit Court Clerk (vacated by employee to accept full time Vital Records Position)

Upgrade a part time Circuit Clerk from F1 to F8 due to knowledge, experience and skill

Discuss replacing two vacated accounting positions at grade levels M & K with an account assistant at grade level F to assist and cross train in payroll and accounts payable.

Laura and I look forward to answering any questions you might have and explaining our process for arriving at these requests

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Margaret M. Dunleavy, Livingston County Clerk

Title of Position to be Filled: Part time Court Clerk Salary: \$22,000.00

Annual Cost of Budgeted Position	Projected Cost for the next five years
\$25,000.00	\$125,000.00

New Position/Classification (Yes/No):

If No: Name of Employee Last Occupying this Position: Shaun Shaw

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

Name of Employee on Leave:

Date of Expected Return:

When did the position become vacant? April 2, 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? Yes

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

The Livingston County Clerk is mandated to perform the functions as Clerk of the Circuit Court. This position will be responsible for various tasks (see attachment) that are essential to the functions of the Circuit Court.

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. MCL 600.571

3. Budgeted department head count for the past five years:
Jan., 2005:22 Jan., 2006: 22 Jan., 2007: 22 Jan., 2008:22 Jan., 2009: 21

Please explain changes:

Part time circuit court clerk whose primary responsibility was collections left for a full time position.

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. Yes, the current staff is already assigned specific responsibilities, including attendance in the courtrooms. Employees must be meticulous about

accuracy and attendance. The State Court Administrator's office and JIS provide training sessions on a regular basis. Knowledge of court processes and legal terms is desirable. Customer service experience is desirable as the Clerk's office is often required to serve people who are unfamiliar with the process and also people who are distressed. Good organizational skills and self motivation is a must.

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?

The County Clerk's office has maximized cross training and we are continually analyzing our procedures and workload distribution. We are repeated confronted with changes in the law and other departments' changing schedules.

6. Specifically list three reasonable options if your request to replace a position is denied.
 1. Schedule overtime
 2. Evaluate the services we provide to the Judges, Friend of the Court and other departments.

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

It will be extremely difficult to provide the services needed. Duties maybe left undone, which could cause a problems for the Judges, Referees and other court officers. We have many statutory responsibilities that require immediate attention, such as assisting with Personal Protection Orders and Pro Per litigants.

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

The County Clerk's office continues to investigate and implement new technology.

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

The County Clerk's office continues to maintain the appropriate staff for the workload.

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. (See attachments)

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? NO

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

N/A

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? Unknown

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). Yes – not feasible

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).

The request if fill a 29 hour part time position

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)?

Sparingly – often when court runs through lunch hour or stays pat 5:00 p.m. we try to offer comp time but it is limited due to staff restraints.

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

Yes, we have a strong commitment to cross training.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Margaret Dunleavy

Title of Position to be Filled: P/T(29 hrs.) Deputy Court Clerk
Grade F entry Salary: \$ 20,116.72

Annual Cost of Budgeted Position (incl. fringe benefits): \$ 24,759.00

Projected Cost for the next five years (incl. fringe benefits): \$ 123,795.00

*New Position/Classification Yes/No: **NO**

Name of Employee last occupying this position: **Lindsay Tye**

When did the position become vacant: October 6, 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? **YES**

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job Description. **Briefly described, the primary duties are filing of legal paperwork into the official case file used by the Judges in Court, and, providing the case files to the courts. The duties of this position are essential to court operations. A hearing can not be held without the case file & the pleadings therein. See attached for the additional duties of this position.**

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 affect this program/service has on current operations. **Among other statutory responsibilities, and, under Michigan Compiled Law & Court Rules, the County Clerk is appointed as the Clerk of the Circuit Court, to be the official record keeper for Circuit Files. Constitutional authority, [Const.1963,Art.6,Sec 14], and pursuant to MCL 600.571(a); MSA 27A.571.(a)]**

If not mandated, outline the reason(s) for the department providing this task/work. **N/A**

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

Jan., 2006 : 22 Jan., 2007 :22 Jan., 2008 :22 Jan., 2009 : 21 Jan., 2010 : 21

Please explain changes: **(please refer to attachment A # 1,2,5,6 for recent personnel reduction & savings)**

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? **YES** Identify all special skills, education and/or licensing requirements for the position. **High School/GED: Good with numbers, attention to detail, and possess abilities in record maintenance.**

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? **Each staff member maintains a steady workload. There is no redundancy within the positions. There is not enough personnel time to reassign responsibilities and still maintain service to the courts and/or public.**

6. Specifically list three reasonable options if your request to replace a position is denied. **No reasonable options come to mind. The office could shorten its hours to the public, but that isn't feasible because statutorily the Clerk is required to be opened, when the court is opened.**

7. What are the consequences of deferring the vacant position over the next several months and beyond? **Consequences would result in a "mess", lost & misplaced court records, and insurmountable piles of filing.**

8. What budget saving measures has this department implemented? Have additional measures been identified? **Please see attachment A for departmental savings.**

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **Do not see any excessive positions, or costs expended or budgeted, that could be dropped without adversely affecting mandated & public services.**

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. **Organizational chart attached. No staff currently on leave, or on restriction, no staff with downtime.**

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? **Work is required to be completed by the County Clerk.**

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

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? **Unknown, but these responsibilities need to be preformed within the vault of the County Clerk Circuit Court Division, on a routine schedule that ensures that these duties are completed, and the files are up to date and ready for the Court.**

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **Too much training goes into this position to consider a temporary employee.**

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 a part-time 29 hour position, currently. However, the workload within the court is growing and is increasingly showing that this position may need to be reviewed for additional hours.**

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)? **N/A -staff's responsibilities require their full time attention. Also, the vault is operational during court business hours, which necessitates that it be staffed. Overtime would not alleviate this.**

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **Yes, staff is cross-trained to fill-in for a short amount of time, such as lunch, or a sick day, but would be an unrealistic expectation for a longer duration.**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CAPITAL PURCHASE OF 16 TASERS FOR SHERIFF ROAD PATROL AND JAIL –Sheriff Road Patrol/Jail

WHEREAS, the Sheriff Department currently has 16 model M26 TASER units between the road patrol and corrections that were purchased between 2003 and 2004; and

WHEREAS, after 2010 Taser International will no longer produce or support the M26 model TASER; and

WHEREAS, MMRMA has awarded the Sheriff Department \$6,400.00 in RAP grant funding to cover approximately 50% of the cost of replacement TASER units; and

WHEREAS, Taser International is offering \$75.00 per unit to trade in and trade up to a newer model; and

WHEREAS, the Sheriff Department has the funds available to fund the initial purchase; and

WHEREAS, Michigan Taser is the sole source vendor of these devices based on design and features;

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase of 16 model X26 TASER ECD's in the amount of \$11,969.59

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes acceptance of RAP grant funding from MMRMA in the amount of up to \$6400.00 to offset the cost of the replacement TASER units.

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 517-546-2440 Fax 517-545-9627
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Don Jakrzewski
Date: 9/20/10
Re: Taser Purchase – MMRMA RAP Grant

Attached for your consideration and approval is a resolution authorizing the purchase of 16 Taser Model X26 Electronic Control Device's (ECD).

The department currently has 16 Taser Model M26 ECD's. Most of these devices were purchased in 2003-2004. Taser International has decided that as of 12-31-10 they will no longer produce or support the M26 model, in favor of the newer, smaller X26 model.

The X26 is smaller, lighter, and easier to carry and has more consistent performance regardless of battery level. The X26 records more information related to the operation of the device than the M26. If any of the M26 devices were to stop functioning we would have to attempt to locate funding at that time to replace it with a new model X26 or go without.

Funds were identified to begin the transition from the M26 to the X26 by purchasing a few of the devices with the plan to attempt to budget for additional purchases in the coming years. In that process, MMRMA advised that funds were available for a RAP grant to offset 50% of the cost. With such grant funding it made sense to replace all the department's taser's at one time.

In addition, Taser International is offering a \$75.00 credit to trade in an M26 on the purchase of a new model. Given this, the purchase amount to replace all 16 taser's is \$11,969.59 with grant funding covering half of that amount. With the approval of Belinda Peters, the RAP grant of \$6500.00 was applied for on July 29.

Subsequently, MMRMA approved the RAP grant at its August 19 committee meeting for a reimbursement amount of up to \$6400.00 based on \$400.00 per unit purchased. A copy of their approval letter is attached along with a copy of the quote from Michigan Taser. The attached resolution authorizes the initial amount of \$11,969.59 to purchase 16 X26 Model Taser ECD's with about 50% or up to \$6400.00 being reimbursed by MMRMA at a later date.

If you have any questions regarding this matter please contact me.
Don Jakrzewski, Lieutenant

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE HIRING OF TWO (2) VACANT CORRECTIONS OFFICER POSITIONS – SHERIFF’S DEPARTMENT JAIL DIVISION

WHEREAS, the Livingston County Sheriff’s Department has experienced recent changes within their organization and determine an immediate need to fill positions that have become vacant due to an employee resignation effective 10/01/10 and a retirement effective 10/30/10; and

WHEREAS, there are currently two (2) budgeted Corrections Officer positions within our Jail Division; and

WHEREAS, in order to ensure the safety and security of our employees, jail inmates and the general public, it is imperative that these positions be filled as soon as possible.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the hiring of two (2) Corrections Officers within the Livingston County Sheriff’s Department.

#

MOVED TO AMEND:

SECONDED:

CARRIED AS AMENDED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Sheriff Robert J. Bezotte**

Title of Position to be Filled: **Corrections Officer** Salary: **\$35,046**
Two (2)

Annual Cost of Budgeted Position: **(w/ benefits) \$ 70,000**
Projected Cost for the next five years: **(w/ benefits) \$395,000**

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

If No: Name of Employee Last Occupying this Position(s):

Jeremy Trent - resigned

James Zimmerman - retired

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

Name of Employee on Leave:

Date of Expected Return:

When did the position(s) become vacant?

Trent – 10/01/10

Zimmerman – 10/30/10

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

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

Per MDOC recommendation, we should have forty six (46) Corrections Officers assigned to our Jail facility. Since 2005 we have maintained our Jail facility with the authorized number of forty (40) Corrections Officers.

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.

Jail services are mandated

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

Corrections Officer Positions:

Jan – 2006
40

Jan – 2007
40

Jan - 2008
40

Jan – 2009
40

Jan – 2010
40

Please explain changes:

Left positions vacant thru attrition and retirement incentives

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.

Since 2005 we have maintained our Jail facility with the authorized count of forty (40) Corrections Officers.

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?

N/A

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

Overtime, closing the older section of our Jail, limiting or eliminating inmate privileges

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

Employee safety, Inmate safety, increased liability

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

Jail Sgts assigned posts; staff reduction; eliminate minimum staffing; sent several service contracts to bid

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

Since 2005, we have made drastic changes to our organization and significantly cut costs. We believe we are providing the minimum service as expected by our citizens.

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.

See attached

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?

NO, tasks cannot be shared with other counties or local government.

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

NONE

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?

YES, as long as they comply with our hiring protocol

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

No, tasks are cyclical

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).

N/A

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 pay period (on the average)?

Yes, we are currently averaging \$3,700 per pay period.

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

Yes, all Corrections Officers are trained in all corrections tasks. In addition, they perform numerous clerical tasks due to the reduction of clerical support staff.



Livingston County Sheriff Department
Robert J. Bezotte, Sheriff
150 S. Highlander Way
Howell, MI 48843
(517) 546-2440
(517) 552-2542 FAX
rbezotte@co.livingston.mi.us

DATE: October 6, 2010
TO: Livingston County Board of Commissioners
FROM: Sheriff Robert J. Bezotte
RE: **RESOLUTION AUTHORIZING THE HIRING OF TWO (2) VACANT
CORRECTIONS OFFICER POSITIONS**

As a result of recent changes within our organization, there is an immediate need to fill positions that have become vacant due to a retirement and a resignation.

We currently have one (1) budgeted Corrections Officer vacancy within our Jail Division and there will be one (1) budgeted Corrections Officer vacancy effective 10/30/10. These positions are the result of the resignation of Deputy Jeremy Trent and the retirement of Deputy James Zimmerman.

It should be noted that per MDOC recommendation; we should have forty six (46) Corrections Officers assigned to our Jail facility. In order to ensure the safety and security of our employees, jail inmates and the general public, it is imperative that these positions be filled as soon as possible. To remain at our current authorized staffing level of forty (40) Corrections Officers in our Jail Division, we seek authorization to hire two (2) Deputy Corrections Officer positions.

Respectfully submitted,

Robert J. Bezotte
Sheriff

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CONTRACT EXTENSION WITH LINDHOUT ASSOCIATES ARCHITECTS FOR ARCHITECTURAL SERVICES – Building Services / Finance Committee

WHEREAS, Resolution # 1104-0347, approved on November 1, 2004, authorized entering into an agreement with Lindhout Associates Architects for architectural services on an as needed basis for a period of five years with two (2), one-year renewal options, in which there is one renewal option remaining; and

WHEREAS, throughout this contract, Lindhout Associates has provided quality work and has demonstrated their expertise in the most cost effective manner to insure the maintenance and modifications required by Livingston County are in compliance with the various codes and ordinances; and

WHEREAS, Lindhout Associates reduced their compensation rate during the first renewal period of November 1, 2009 – October 31, 2010 by five (5) percent on both their hourly rate and construction cost schedules and will continue to keep fees reduced during the proposed renewal period of November 1, 2010 – October 31, 2011; and

WHEREAS, all other terms and conditions will remain the same.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the extension of the contract with Lindhout Associates Architects for Architectural Services on an as needed basis for the one-year period from November 1, 2010 – October 31, 2011 with all current terms and conditions remaining the same.

BE IT FURTHER RESOLVED that the Board Chairman be authorized to sign any agreements or documents needed for this project or renewals upon preparation of Civil Counsel.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County Building Services

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

TO: Livingston County Board of Commissioners

FROM: Chris Folts, Building Services Director

DATE: September 29, 2010

RE: Resolution authorizing contract extension with Lindhout Associates Architects
Architectural services

Livingston County Board of Commissioners approved Resolution # 1104-0347 on November 1, 2004, that authorized entering into an agreement with Lindhout Associates Architects for architectural services for a period of five years with two (2), one-year renewal options in which there is one renewal option remaining.

During this contract period, Lindhout Associates has provided quality work and has demonstrated their expertise in the most cost-effective manner to insure the maintenance and modifications required by Livingston County are in compliance with the various codes and ordinances.

Lindhout Associates reduced their compensation rate during the first renewal period of November 1, 2009 – October 30, 2010 by five (5) percent on both their hourly rate and construction cost schedules with will continue to keep fees reduced during the proposed renewal period of November 1, 2010 – October 31, 2011. All other terms and conditions will remain the same.

Therefore, we are requesting that the attached resolution be approved authorizing the extension of the contract with Lindhout Associates Architects for architectural services for the one-year period from November 1, 2010- October 31, 2011.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: September 30, 2010

RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER FOR JANITORIAL SUPPLIES TO SUPPLYPRO - Building Services

WHEREAS, Building Services procures janitorial supplies for all Livingston County buildings as part of its function within the County; and

WHEREAS, Purchasing released an Invitation to Bid requesting pricing for Janitorial Supplies which includes trash liners, paper products, chemicals, and general supplies; and

WHEREAS, twenty-three (23) bids were received and reviewed by Purchasing, Building Services and the Janitorial Staff which tested the products; and

WHEREAS, SupplyPro of Grand Blanc, Michigan, offered the best value based on price, product performance, and delivery lead times; and

WHEREAS, SupplyPro of Grand Blanc, Michigan, offered Green Seal certified products; and

WHEREAS, the procurement of janitorial supplies has been budgeted and approved for within the Building Services budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a Blanket Purchase Order in the amount not to exceed \$48,000 annually based on appropriated funds to SupplyPro of Grand Blanc, Michigan, for a two (2) year period with a written option to renew for one two (2) year period, not to exceed four 4 years.

#

MOVED:

SECONDED:

CARRIED:

Extended Price	Detroit Chemical & Paper Supply			APAC PAPER & PACKAGING CORP.			Miles Construction Inc. / Resource One Inc.			WIS Associates, Inc.			Calico Industries, Inc.			Interboro Packaging Corp. "Bid A"		Tronex Company		Earth Friendly		Unipak Corp.		American Poly		Central Oply Corp		Lower Huron		Commerce Connect, LLC		Nichols		
	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Extended Price	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	Unit Cost	UOM	
\$229.95			\$0.00	\$	-	\$	0.068672	oz	4 gal/cs	\$123.06			\$	-	\$	-	\$	0.070313	oz	4 gal/cs	\$	-	\$	-	\$	-	\$	-	\$	0.101893	oz	64 oz 6lcs	\$	-
\$250.95			\$0.00	\$	-	\$	0.046556	oz	4 gal/cs	\$59.98			\$	-	\$	-	\$	0.111329	oz	4 gal/cs	\$	-	\$	-	\$	-	\$	-	\$	0.138906	oz	67 oz 6lcs	\$	-
\$229.95			\$0.00	\$	-	\$	0.056231	oz	4 gal/cs	\$86.37			\$	-	\$	-	\$	0.126954	oz	4 gal/cs	\$	-	\$	-	\$	-	\$	-	\$	0.079167	oz	32 oz 12cs	\$	-
\$240.45			\$0.00	\$	-	\$	0.074004	oz	4 gal/cs	\$227.34			\$	-	\$	-	\$	0.087891	oz	4 gal/cs	\$	-	\$	-	\$	-	\$	-	\$	0.237813	oz	64 oz 4lcs	\$	-
\$2,525.25			\$0.00	\$	-	\$	0.072891	oz	32oz/12cs	\$1,212.91			\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-	\$	0.570485	oz	1.5 L/2cs	\$	-
\$3,055.65			\$0.00	\$	-	\$	0.068672	oz	4 gal/cs	\$175.80			\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-	\$	0.488959	oz	1.5 L/2cs	\$	-
\$1,653.24	\$	2.10	ea	\$579.60	\$	5.70	ea	12/cs	\$	4.79	ea	\$	3.24	\$	4.14	ea	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4.43	ea	\$	2.18	
\$2,194.20	\$	2.55	ea	\$214.20	\$	6.50	ea	12/cs	\$	4.49	ea	\$	377.16	\$	4.14	ea	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6.43	ea	\$	2.50	
\$915.40	\$	1.9667	bag	\$318.60	\$	3.0340	bag	3/pkg	\$	2.79	ea	\$	451.98	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3.96	bag	\$	3.0000		
\$642.69	\$	1.52	gal	\$383.46	\$	1.5840	gal	6 gal/cs	\$	2.17	gal	\$	545.58	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1.84	gal	\$	1.5050		
\$1,428.00	\$	1.92	ea	\$65.42	\$	2.8750	ea	18oz 12/cs	\$	2.79	17oz 12/cs	\$	94.86	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3.97	ea	\$	2.30		
\$3,450.62	\$	0.034777	oz	\$560.92	\$	0.007223	ml	500ml 18/cs	\$	0.005444	oz	\$	0.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	0.067054	oz	\$	0.067320		
\$14,255.28	\$	0.002396	foot	\$11,213.28	\$	0.001771	foot	1000' 12/cs	\$	0.002166	foot	\$	110,136.88	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	0.002087	foot	\$	0.003014		
\$20,986.56	\$	0.000938	foot	\$18,910.08	\$	0.000576	foot	500' 6/cs	\$	0.000729	foot	\$	14,696.64	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	0.001014	foot	\$	0.000705		
\$15,108.72	\$	0.004345	ea	\$11,470.80	\$	0.004125	ea	4000/cs	\$	0.000238	ea	\$	628.32	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	0.003700	ea	\$	0.005980		
\$160.00	\$	0.75	ea	\$96.00	\$	0.45	ea	ea	\$	0.89	ea	\$	113.92	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1.13	ea	\$	0.57		
\$855.40	\$	0.013430	ea	\$349.18	\$	0.024000	ea	500/cs	\$	0.019870	ea	\$	556.62	\$	0.027800	ea	\$	722.80	\$	0.019360	ea	\$	24x24 ea	\$	269.36	\$	0.028960	ea	\$	500/cs	\$	500/cs		
\$2,117.50	\$	0.107900	ea	\$1,888.25	\$	0.079800	ea	250/cs	\$	0.095920	ea	\$	1,678.60	\$	0.091000	ea	\$	1,592.50	\$	0.063360	ea	\$	250/cs	\$	1,108.80	\$	0.085280	ea	\$	250/cs	\$	0.064800		
\$6,647.85	\$	0.168667	ea	\$2,580.61	\$	0.123334	ea	150/cs	\$	0.144400	ea	\$	2,209.32	\$	0.143334	ea	\$	2,193.01	\$	0.109734	ea	\$	150/cs	\$	1,678.93	\$	0.129867	ea	\$	150/cs	\$	0.152334		
\$1,592.00	\$	4.13	bx	\$660.80	\$	5.95	bx	100/bx	\$	5.97	bx	\$	955.68	\$	2.80	bx	\$	448.00	\$	4.424	bx	\$	4.00	\$	3.98	\$	4.00	\$	3.98	\$	100/bx	\$	100/bx	
\$895.50	\$	4.13	bx	\$371.70	\$	5.95	bx	100/bx	\$	5.97	bx	\$	537.30	\$	2.80	bx	\$	252.00	\$	4.424	bx	\$	3.98	\$	3.98	\$	3.98	\$	100/bx	\$	100/bx			
\$597.00	\$	4.13	bx	\$247.80	\$	5.95	bx	100/bx	\$	6.34	bx	\$	380.40	\$	2.80	bx	\$	168.00	\$	4.424	bx	\$	3.98	\$	3.98	\$	3.98	\$	100/bx	\$	100/bx			
\$1,187.70	\$		\$0.00	\$	6.95	bx	100/bx	\$	6.45	bx	\$	715.95	\$	5.75	bx	\$	638.25	\$	5.474	bx	\$	5.50	\$	4.72	\$	4.72	\$	100/bx	\$	100/bx				
\$535.00	\$		\$0.00	\$	6.95	bx	100/bx	\$	6.45	bx	\$	322.50	\$	5.75	bx	\$	287.50	\$	5.474	bx	\$	4.72	\$	4.72	\$	4.72	\$	100/bx	\$	100/bx				
\$81,754.78		25%	\$49,910.70		20%			\$37,569.20				\$6,302.06					\$5,309.84																	
			\$4 delivery charge for order under			15%-20%			21 days			30 days			20%*		7-14 days		5 days		7 days		7 days		15%		5-20 days		5%					
			Not enough products and long delivery time			Not enough products and long delivery time			45% Discount off Calico items not			\$350 Minimum Orders for			Reference Alternate Bids		Tronex Products meet the		5% discount for Chemicals and		1% discount for Waste		Incomplete Bid Response		Incomplete Bid Response		delivery too long		15 days		7-10 days			

Not enough products and long delivery time



Livingston County Building Services

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

Memorandum

To: Livingston County Board of Commissioners
From: Chris Folts, Director
Date: September 30, 2010
Re: Resolution to Authorize Blanket Purchase Order for Janitorial Supplies

Purchasing released an Invitation to Bid for Janitorial Supplies. Vendors submitted pricing on items where we spend the majority of our dollars. Our bid document requested pricing in the following major categories: Trash Liners, Paper Products, Chemical Products and General Supplies.

Twenty-three (23) bids were received by Purchasing. Bids were reviewed by Purchasing, Building Services, and Janitorial Staff which tested the products. SupplyPro, of Grand Blanc, Michigan, offers the best value based on pricing, product performance, and delivery lead times. The chemical products offered by SupplyPro are green sealed certified.

Building Services has been able to make the necessary changes to keep the rising cost of paper and poly at bay. A request for a blanket purchase order to be issued to SupplyPro of Grand Blanc, Michigan, for an amount not to exceed \$48,000 annually for a two year period with a written option to renew for an additional two (2) year period for no more than four (4) years. Our allocated expense for this blanket purchase order has remained the same since 2006.

Copies of the bid documents are available in the Purchasing Office for your review.

RESOLUTION

NO: 2010-

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING AN AGREEMENT WITH THE CITY OF HOWELL FOR BUILDING OFFICIAL SERVICES - Co. ADMINISTRATION / I&D

WHEREAS, the City of Howell has a need to fill a vacant Building Official position; and

WHEREAS, this position is vital to the continuation of State-mandated building inspection and plan review functions for the City; and

WHEREAS, Livingston County has prepared an Agreement for Building Official Services which provides the best interim solution to the management of the City of Howell; and

WHEREAS, the one (1) year duration of this contract will allow an adequate amount of transition time for the City to resolve the need for filling the vacant Building Official position with a permanent solution to serve the future needs of the City of Howell; and

WHEREAS, this Resolution has been recommended for approval by the Infrastructure & Development Committee.

THEREFORE BE IT RESOLVED that the City of Howell will contract with the County of Livingston to perform City Building Department functions, including Chief Building Official duties, per State statute.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign the Agreement and any needed amendments upon the approval and review of civil counsel.

#

MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2010-

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING AN AGREEMENT WITH THE CITY OF BRIGHTON FOR BUILDING DEPARTMENT SERVICES - Co. ADMINISTRATION / I&D

WHEREAS, the City of Brighton has a need to fill a vacant Building Official position; and

WHEREAS, this position is vital to the continuation of State-mandated building inspection and plan review functions for the City; and

WHEREAS, Livingston County has prepared an Agreement for Building Official Services which provides the best interim solution to the management of the City of Brighton; and

WHEREAS, the one (1) year duration of this contract will allow an adequate amount of transition time for the City to resolve the need for filling the vacant Building Official position with a permanent solution to serve the future needs of the City of Brighton; and

WHEREAS, this Resolution has been recommended for approval by the Infrastructure & Development Committee.

THEREFORE BE IT RESOLVED that the City of Brighton will contract with the County of Livingston to perform City Building Department functions, including Chief Building Official duties, per State statute, as set forth in the attached Building Agreement Proposal for Provision of Building Department Services for one (1) year.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign the Agreement and any needed amendments upon the approval and review of civil counsel.

#

MOVED:

SECONDED:

CARRIED:

INTERGOVERNMENTAL AGREEMENT
FOR
BUILDING DEPARTMENT SERVICES

WHEREAS, the Livingston County Building Department employs a full-time Building Official and Building Department,

WHEREAS, the City of Brighton and Livingston County believe that the Livingston County Building Official and Inspection Staff would be able to manage building department inspections and permit reviews in the City of Brighton and in other communities under the Livingston County Building Department's jurisdiction.

WHEREAS, Livingston County and the City of Brighton are able to enter into this Agreement pursuant to Public Act 35 of 1951 as amended, being MCL 124.1 et. seq. and Public Act 8 of 1967, being MCL 124.531, et seq.;

NOW THEREFORE, BASED UPON THE MUTUAL COVENANTS BETWEEN THE PARTIES
HEREIN, THE PARTIES HEREBY AGREE AS FOLLOWS;

1. **Appointment of the Building Official:** The Building Official of Livingston County is hereby appointed to also serve as the Building Official for the City of Brighton. The building official shall be responsible for the administration and enforcement of the Michigan Building Code and the Michigan Residential Codes, as amended (collectively the Codes) within the boundaries of Brighton.
2. **The Building Inspection Department:** Work for the City of Brighton shall be done on a predetermined day agreed to by both parties. The days may be divided or overlapped as necessary to facilitate the work as dictated by the volume of work and as agreed to by both parties.
3. **City of Brighton Building Department Responsibilities:** A building department shall be maintained by the City of Brighton and administrative staff be provided by the City of Brighton, who shall in part, be responsible for the following:
 - a. Managing and maintaining building records, including by way of example and not limitation, applications for building permits, relative site and construction plans, permits, stop work orders, enforcement actions, correspondences, and any and all

other records necessary and / or appropriate for the administration and enforcement of the Codes;

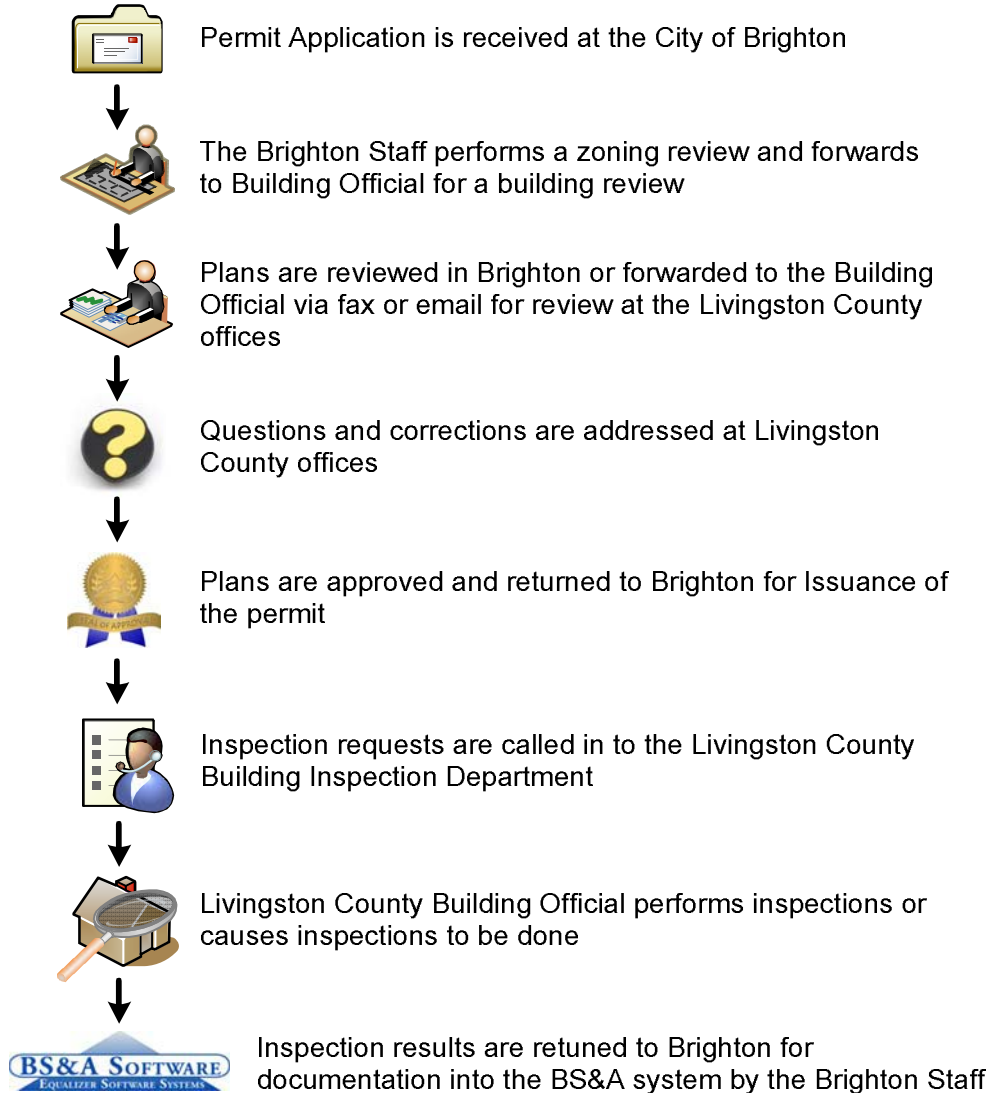
- b. Collection, acceptance, and retention of permit fees associated with building projects, applications for permits and other fees associated with building projects, applications for permits, request for inspections, complaints, building plans, correspondences, and all other papers and items directed to the Brighton Building Department;
- c. Communication and coordination with the Building Official/Designee and the public relating to building and construction issues to assure effective and efficient administration and enforcement of the codes, including by way of example, all requests for permit submittal requirement information, permit status requests, plan review requests, inspection requests, and certificate of occupancy requests;
- d. Communication of time sensitive issues shall be sent to the Building Official/Designee and addressed in the Livingston County office.
- e. Processing permit applications, request for inspections, fees, certificate of occupancy, and other building related matters as directed by the Building Official/Designee.
- f. Assist the Building Official/Designee in the preparing of correspondence for building related matters and violations.
- g. Documentation of all inspection results into the BS&A permit system.

4. Building Official Duties: The Livingston County Building Official shall be responsible for and perform the following duties on behalf of Brighton:

- a. Conduct all building inspections or cause all building inspections to be done by Livingston County Staff within the boundaries of Brighton in a timely manner on the predetermined day.
- b. Return inspection records to the City of Brighton to allow the Brighton Staff to enter results into the BS&A permit system.
- c. Conduct plan reviews on a predetermined day in the Livingston County Office or the Brighton office as deemed necessary by both parties.
- d. Prepare and sign construction documents for issuance of building permits by the City of Brighton Staff.
- e. Provide customer service and consistent advice to citizens, contractors and property owners regarding building codes and procedures by phone, email or in person at either office.
- f. Provide correspondence to regarding permits and inspections to applicants and the City Staff.
- g. Attend pre-construction or red-flag meetings as requested by City of Brighton Staff.

- h. Attend development team meeting and provide comments on site plans as requested by the City of Brighton Staff.

5. **Building inspection and permit process:** The building permit and inspection process shall be as follows:



6. **Compensation for Building Department Services:** Livingston County will make its Building Official available by email, phone or in person as needed not to exceed Eight (8) hours per week for the rate of **TWENTY FIVE THOUSAND AND XX/100 DOLLARS (\$25,000)** per year for the Building Official / Department services. Said compensation will be billed to the City of Brighton and made in monthly payments of **Two THOUSAND EIGHTY-THREE AND 33/100 DOLLARS (\$2,083.33)** for the term of the Agreement as set forth in paragraph 7 herein,

unless otherwise extended. The costs of services above and beyond that amount will be charged to the City of Brighton at a rate of \$70.00 per hour, portal to portal.

7. **Termination.** This Agreement shall commence upon the _____ day of _____, 2010, and shall continue until the _____ day of _____, 2011, at which time this Agreement shall terminate.

Agreement made this _____ day of _____, 2010.

CITY OF BRIGHTON

By: **RICCI BANDKAU**
ITS: MAYOR

By: **DIANA LOWE**
ITS: CLERK

STATE OF MICHIGAN)
COUNTY OF LIVINGSTON) ss.

On this _____ day of _____, 2010, before me a Notary Public in and for said County, personally appeared **RICCI BANDKAU** and **DIANA LOWE**, to me known to be the Mayor and City Clerk of the **CITY OF BRIGHTON**, who being by me duly sworn, did say that they executed the foregoing Agreement on behalf of the City of Brighton by authority duly vested in them by the Brighton City Charter.

My Commission Expires: _____

_____, Notary Public
Livingston County, Michigan
Acting in the County of Livingston

LIVINGSTON COUNTY

By: **MAGGIE E. JONES - CHAIRMAN**
BOARD OF COMMISSIONERS

STATE OF MICHIGAN)
COUNTY OF LIVINGSTON) ss.

On this _____ day of _____, 2010, before me a Notary Public in and for said County, personally appeared **MAGGIE E. JONES** to me known to be the CHAIRMAN of the **LIVINGSTON COUNTY BOARD OF COMMISSIONERS**, who being by me duly sworn, did say that she executed the foregoing Agreement on behalf of the County of Livingston by authority duly vested in her through Resolution #2010-10-_____, approved by the Livingston County Board of Commissioners on _____, 2010.

My Commission Expires: 10.20.13

CAROL SUE JONCKHEERE - Notary Public
Livingston County, Michigan
Acting in the County of Livingston

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ENTER INTO AN AGREEMENT FOR A POLICY FOR THE OPERATION OF COMPUTER NETWORK, INTERNET ACCESS AND EMAIL WITH THE 44TH CIRCUIT COURT, 47TH PROBATE COURT AND THE 53RD DISTRICT COURT - GENERAL GOVERNMENT / FINANCE

WHEREAS, the County provides certain information technology services and equipment to the 44th Circuit Court, 47th Probate Court and the 53rd District Court, and;

WHEREAS, the State Court Administrative Office (SCAO) has recommended to the court of Michigan, that when a court is provided any of its communications systems through its funding unit, the court should establish policies and procedures, written in collaboration with the funding unit, for the control and monitoring of the court's information to assure that the information is maintained in a protected and confidential manner, and;

WHEREAS, pursuant to MCL 15.323(d)(v), the judiciary is not a "public body" for the purposes of the Michigan Freedom of Information Act and its judicial documents are exempt from FOIA, and;

THEREFORE BE IT RESOLVED that the Board Chairperson is authorized to sign the attached agreement with the 44th Circuit Court, 47th Probate Court and the 53rd District Court upon approval as to form by the County Attorney.

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MOVED:

SECONDED:

CARRIED:

**STATE OF MICHIGAN
44th CIRCUIT COURT
47TH PROBATE COURT
53RD DISTRICT COURT
LIVINGSTON COUNTY**

JOINT JUDICIAL POLICY 2010-4

Operation of Court Computer Network, Internet, and Electronic Mail

PURPOSE:

The purpose of this policy is to provide a framework for the operation of the computer network, internet, and electronic mail (email) of the 44th Circuit Court, 47th Probate Court, and 53rd District Court (Courts) and to establish the working relationship between the Courts and Livingston County (County) regarding provision of technology services and equipment and ownership of information produced through technology.

The Courts have a clear interest in defining their role as sole owner of all data and communications generated as part of the business of the Courts' daily operations and confirming that the Courts have control over their data and communications. The Courts will maintain their data and communications in a confidential manner

The Courts acknowledge that their data and communications are created and transmitted using equipment and technology services provided by the County. The Courts also acknowledge that the County adopted an Information Technology Resources Policy (IT Policy) in July 2007¹ which intends to address the daily operations of technology services for all County departments.

Constitutionally, Courts are a separate, independent branch of government. One key example of their independence is that Courts are exempt from compliance with requests for information pursuant to the Michigan Freedom of Information Act.

The Michigan Supreme Court issued an Administrative Order² requiring that Chief Judges, to the extent possible, adopt personnel policies consistent with the written employment policies of their funding unit. The Courts intend to comply with the County IT Policy to the extent possible without compromising their control and ownership of Court generated data and communications.

¹ Livingston County Board of Commissioners Resolution 2007-08-200.

² Supreme Court Administrative Order 1998-5.

POLICY:

I. OWNERSHIP AND CONTROL OF DATA AND COMMUNICATIONS

- € All data and communications generated in all forms as a result of, or by, actions of the Courts, including judges, employees, contractors or volunteers are the property of the Courts. The County has no ownership rights to Court data and communication.
- € All data, information, or records generated by any communications system used by the Courts, including judges and employees are the property of the Courts and may not be released or communicated in any public forum without the prior written approval of the Chief Judge of any Court or his/her designee.
- € The Courts retain the right to monitor and review all data, information, or records generated by the judges, employees, contractors and volunteers of the Courts.
- € The Courts, including judges and all employees, are required to comply with the County IT Policy regarding proper use of County provided information technology systems. The County has the right to scan or check email communications, including attachments, for viruses, spyware, and other potential damaging interferences with computer system operation. The scanning/checking process shall be conducted in a confidential manner. Aside from normal system back-ups, the County shall not make copies of any communications without informing the Chief Judge of any Court as to the reason for making the copies.
- € The Chief Judges of the Courts, or their designee, have the sole authority to authorize taking appropriate disciplinary action should any Court employee abuse, through use, the County IT system or violate standards of operation.
- € The Chief Judges of the Courts, or their designee, will collaborate with the County to minimize threats or damage to the IT system as a result of Court use. In case of immediate threat or emergency to the County IT system, the County reserves the right to take immediate, appropriate action to resolve the threat or emergency. As soon as practical, the County will inform the Courts of the problem and the Courts and County will collaborate on developing a long term solution to the threat or emergency.
- € The County will inform the Courts if any demand is received for access to Court data, information, or records. The County will not release any data, information, or records without an order permitting such release from the Court which is subject of the demand. Demands include subpoenas, court orders, or Freedom of Information requests. The Courts shall have opportunity to review the demand before determining the appropriate action to take in regard to the demand.

II. TECHNICAL AND OPERATIONAL STANDARDS

- € The files, email, data, records, and information of the Courts created by or for judges, employees, contractors, and volunteers will be kept in distinct files in the IT system in accordance with policies established by the County.
- € The Courts will comply with the operational standards for system utilization adopted by the County through its IT Policy. Exception will be made only when it is mutually agreed by the Courts and the County that the standards are in conflict with the efficient operation of the Courts.
- € The County will retain responsibility for routine administration of Court email and files that supports Court users, backs up files, and assists with recovery of lost file/data recovery.

III. OWNERSHIP OF EQUIPMENT AND SOFTWARE

- € All computer equipment shall be the exclusive property of the County.
- € All software and programming shall be the exclusive property of the County.

IV. ADDRESSING REQUESTS FOR COURT INFORMATION

- € When the County receives a request or demand for Court data, information, or records the County shall refer the request or demand to the Courts for response to the person or entity making the request. The County shall inform the source of the request that it has been referred to the Courts for response.
- € A demand for data, information, or records made in the form of a subpoena or court order shall be referred to the Courts as soon as practical. The Courts and County will collaborate in responding to a subpoena or court order to the extent possible.

V. POLICY ACKNOWLEDGEMENT AND JOINT AGREEMENT

The Chief Judges of the 44th Circuit Court, 47th Probate Court, 53rd District Court and the Board of Commissioners for Livingston County hereby acknowledge this policy and agree to abide by its terms.

Chief Judge 44th Circuit Court

Chief Judge 53rd District Court

Date

Date

Chief Judge 47th Probate Court

County Administrator

Date

Date

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AMEND FISCAL-YEAR 2010 BUDGET – ADMINISTRATION / FINANCE COMMITTEE

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

WHEREAS, the proposed amendment recognizes changes that have occurred throughout the year and bring all department budgets, including general fund, special revenue funds, internal service funds and enterprise funds in line with actual expenditures.

THEREFORE BE IT RESOLVED that the Board of Commissioners approve the following amendments to the Fiscal-Year 2010 Budget as illustrated below:

FUND	APPROVED 2010 BUDGET	PROPOSED AMENDMENT	PROPOSED 2010 AMENDED BUDGET
GENERAL FUND	\$42,634,619	\$375,907	\$43,010,526
EMS	\$7,206,700	\$112,672	\$7,319,372
FRIEND OF THE COURT	\$2,387,664	\$55,863	\$2,443,527
DEPARTMENT OF PUBLIC HEALTH	\$3,988,364	\$13,966	\$4,002,330
SMALL CITIES DEVELOPMENT	\$0	\$17,000	\$17,000
SURVEY & REMONUMENTATION	\$209,350	(\$1,075)	\$208,275
REGISTER OF DEEDS	\$208,347	\$3,137	\$211,484
911 CENTRAL DISPATCH	\$4,295,000	\$305,250	\$4,600,250
COMMUNITY CORRECTIONS	\$320,054	(\$50,000)	\$270,054
MICHIGAN WORKS	\$4,263,309	(\$11,357)	\$4,251,952
SOCIAL WELFARE FUND	\$0	\$207,000	\$207,000
BUILDING & SAFETY	\$852,544	\$184,745	\$1,037,289
AIRPORT	\$729,184	(\$3,850)	\$725,334
L.E.T.S.	\$2,965,016	\$28,880	\$2,993,896
BUILDING SERVICES	\$2,647,690	\$117,066	\$2,764,756
INFORMATION TECHNOLOGY	\$3,286,008	\$292,237	\$3,578,245

BE IT FURTHER RESOLVED that the budgetary worksheets showing the detailed line-item changes for the various funds budget amendments will be attached as part of the resolution.

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MOVED:
SECONDED:
CARRIED:

GENERAL FUND	EXPENDITURES			REVENUES			Notes:
	Amended 2010 Budget	Proposed Amendment	Amended 2010 Budget	Amended 2010 Budget	Proposed Amendment	Amended 2010 Budget	
000 Taxes	\$ -	\$ -	\$ -	\$ 30,577,534	\$ -	\$ 30,577,534	
101 Board of Commissioners	\$ 500,510	\$ 4,865	\$ 505,375	\$ -	\$ -	\$ -	Incentive, RHC conversion costs
131 Circuit Court	\$ 1,622,654	\$ 20,702	\$ 1,643,356	\$ 265,498	\$ -	\$ 265,498	RHC conversion costs, UI
136 District Court	\$ 2,554,856	\$ 68,203	\$ 2,623,059	\$ 3,697,472	\$ -	\$ 3,697,472	transf from CC for diversion programs, RHC conversion costs
142 Friend of the Court - Advisory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
148 Probate Court	\$ 661,300	\$ 1,368	\$ 662,668	\$ 183,379	\$ -	\$ 183,379	RHC conversion costs
149 Juvenile Court	\$ 1,263,719	\$ (15,805)	\$ 1,247,914	\$ 284,509	\$ 38,000	\$ 322,509	Incentive Savings
150 Guardian Services	\$ 49,200	\$ -	\$ 49,200	\$ 14,000	\$ -	\$ 14,000	
151 Probation - Circuit	\$ 62,583	\$ -	\$ 62,583	\$ -	\$ -	\$ -	
167 Appellate Court	\$ 52,000	\$ -	\$ 52,000	\$ -	\$ -	\$ -	
168 Central Services - Judicial Ctr	\$ 1,662,906	\$ 61,000	\$ 1,723,906	\$ 907,500	\$ 61,000	\$ 968,500	Safe Havens Grant
172 County Administration	\$ 616,066	\$ (291,750)	\$ 324,316	\$ -	\$ -	\$ -	Incentive Savings, Trans of Labor Relations position to HR
215 County Clerk	\$ 894,469	\$ -	\$ 894,469	\$ 191,250	\$ -	\$ 191,250	Incentive & vacancy savings, RHC conversion costs
216 County Clerk-Circuit Div	\$ 679,493	\$ (11,923)	\$ 667,570	\$ 456,000	\$ -	\$ 456,000	Incentive Savings
224 Auditing	\$ 108,878	\$ 12,000	\$ 120,878	\$ -	\$ -	\$ -	Increase in contract
225 Equalization	\$ 649,634	\$ (16,279)	\$ 633,355	\$ 50,000	\$ -	\$ 50,000	Incentive Savings, RHC conversion costs, contract services
228 Data Processing/IT	\$ 792,966	\$ -	\$ 792,966	\$ -	\$ -	\$ -	
230 Family Support	\$ 233,229	\$ 11,399	\$ 244,628	\$ 164,348	\$ -	\$ 164,348	RHC conversion costs
233 Purchasing	\$ 224,757	\$ 7,850	\$ 232,607	\$ 5,650	\$ -	\$ 5,650	purchasing module approved in 2009 - fb
248 Tax Allocation	\$ 1,250	\$ -	\$ 1,250	\$ -	\$ -	\$ -	
249 Plat Board	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	
253 Treasurer	\$ 931,084	\$ 179,784	\$ 1,110,868	\$ 58,300	\$ 38,600	\$ 96,900	Bank charges and chargeback's, RHC conversion
261 Cooperative Extension	\$ 205,402	\$ -	\$ 205,402	\$ -	\$ -	\$ -	
262 Elections	\$ 154,625	\$ -	\$ 154,625	\$ -	\$ -	\$ -	
265 Building & Grounds	\$ 26,414	\$ -	\$ 26,414	\$ -	\$ -	\$ -	
270 Personnel	\$ 224,326	\$ 122,705	\$ 347,031	\$ -	\$ -	\$ -	HR/Labor Relations Mngr, UI, temp salaries
275 Drain Commissioner	\$ 1,787,580	\$ 161,914	\$ 1,949,494	\$ 712,000	\$ -	\$ 712,000	RHC conversion costs
282 Prosecuting Attorney	\$ 2,007,981	\$ 54,334	\$ 2,062,315	\$ 105,730	\$ -	\$ 105,730	RHC conversion costs, UI
283 Register of Deeds	\$ 646,540	\$ 6,078	\$ 652,618	\$ 965,350	\$ -	\$ 965,350	UI
299 Civil Counsel	\$ 129,500	\$ 39,500	\$ 169,000	\$ -	\$ -	\$ -	Add'l charges
301 Sheriff Road Patrol	\$ 7,527,697	\$ 27,809	\$ 7,555,506	\$ 540,840	\$ 44,911	\$ 585,751	
305 Court Security	\$ 202,799	\$ 12,000	\$ 214,799	\$ -	\$ -	\$ -	Adjust to actuals
315 Sheriff Traffic	\$ 240,021	\$ -	\$ 240,021	\$ 110,000	\$ -	\$ 110,000	
320 Sheriff Training	\$ 9,000	\$ 17,387	\$ 26,387	\$ 9,000	\$ 5,000	\$ 14,000	carry over funds from previous years
333 Byrne Memorial JAG - ARRA	\$ -	\$ 23,670	\$ 23,670	\$ -	\$ 23,670	\$ 23,670	new Byrne ARRA grant - equipment
351 Jail Division	\$ 6,755,685	\$ (40,089)	\$ 6,715,596	\$ 986,100	\$ (85,000)	\$ 901,100	Reduction in commission expense, vacancy savings
426 Emergency Services	\$ 295,300	\$ -	\$ 295,300	\$ 280,000	\$ -	\$ 280,000	
430 Animal Shelter	\$ 234,978	\$ 13,229	\$ 248,207	\$ 88,600	\$ -	\$ 88,600	Adjust benefits from 431
431 Animal Control	\$ 319,503	\$ (59,553)	\$ 259,950	\$ 105,000	\$ -	\$ 105,000	vacancy savings
441 DPW	\$ 116,695	\$ -	\$ 116,695	\$ 500	\$ -	\$ 500	
445 Drains Public Benefit	\$ 255,147	\$ (43,178)	\$ 211,969	\$ -	\$ -	\$ -	adjust to actuals
601 Health Department	\$ 421,206	\$ -	\$ 421,206	\$ -	\$ -	\$ -	
605 Contagious	\$ 4,730	\$ -	\$ 4,730	\$ -	\$ -	\$ -	
648 Medical Examiner	\$ 254,201	\$ -	\$ 254,201	\$ 254,201	\$ -	\$ 254,201	
649 Mental Health	\$ 600,470	\$ -	\$ 600,470	\$ -	\$ -	\$ -	
672 Agency on Aging	\$ 134,088	\$ -	\$ 134,088	\$ -	\$ -	\$ -	
681 Veteran Burials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
682 Veteran Affairs	\$ 216,573	\$ (1,925)	\$ 214,648	\$ 83,300	\$ -	\$ 83,300	RHC conversion
721 Planning	\$ 354,901	\$ (10,713)	\$ 344,188	\$ 40,500	\$ -	\$ 40,500	Incentive savings, RHC conversion costs
722 Planning - EECBG Grant	\$ -	\$ 46,000	\$ 46,000	\$ -	\$ 46,000	\$ 46,000	ARRA Planning grant
728 Economic Development	\$ 88,722	\$ -	\$ 88,722	\$ -	\$ -	\$ -	
747 Community Action - OLHSA	\$ 714,995	\$ 225,000	\$ 939,995	\$ 150,000	\$ 225,000	\$ 375,000	Add'l OHSLA Grant Funds
851 Insurance	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	
870 Unemployment Insurance	\$ 150,000	\$ (49,130)	\$ 100,870	\$ -	\$ -	\$ -	UI costs first 3 quarters
966 Appropriations	\$ 3,362,968	\$ (50,000)	\$ 3,312,968	\$ -	\$ -	\$ -	reduction to CC (moved funds to DC)
967 Fund Balance	\$ -	\$ -	\$ -	\$ 1,348,058	\$ (21,274)	\$ 1,326,784	Purchasing module balance/302 Sheriff Training Funds approved in 20
968 Contingencies	\$ 630,518	\$ (150,545)	\$ 479,973	\$ -	\$ -	\$ -	
General Fund Total	\$ 42,634,619	\$ 375,907	\$ 43,010,526	\$ 42,634,619	\$ 375,907	\$ 43,010,526	

SPECIAL REVENUE FUNDS	EXPENDITURES			REVENUES			Notes:
	Amended 2010 Budget	Proposed Amendment	Amended 2010 Budget	Amended 2010 Budget	Proposed Amendment	Amended 2010 Budget	
156 Lutz County Park	\$ 23,200	\$ -	\$ 23,200	\$ 23,372	\$ -	\$ 23,372	
210 EMS Fund	\$ 7,206,700	\$ 112,672	\$ 7,319,372	\$ 7,208,200	\$ 111,172	\$ 7,319,372	Incentive Savings, RHC conversion, Increase OT
214 Family Counseling Svs. Fund	\$ 16,198	\$ -	\$ 16,198	\$ 15,000	\$ -	\$ 15,000	
215 Friend of the Court	\$ 2,387,664	\$ 55,863	\$ 2,443,527	\$ 2,387,664	\$ 55,863	\$ 2,443,527	RHC Conversion
221 Health	\$ 3,988,364	\$ 13,966	\$ 4,002,330	\$ 3,988,364	\$ 13,966	\$ 4,002,330	Vacancy Savings, RHC Conversion costs, UI
243 Small Cities Dev Blk Grant	\$ -	\$ 17,000	\$ 17,000	\$ -	\$ 17,000	\$ 17,000	Record Budget
244 CDBG-OLHSA	\$ 9,500	\$ -	\$ 9,500	\$ 9,500	\$ -	\$ 9,500	
245 County Survey & Remonumentation	\$ 209,350	\$ (1,075)	\$ 208,275	\$ 209,350	\$ (1,075)	\$ 208,275	RHC Costs savings, reduction to int revenue
255 Homestead Property Exemption	\$ 865	\$ -	\$ 865	\$ 865	\$ -	\$ 865	
256 Register of Deeds Automation Fund	\$ 208,347	\$ 3,137	\$ 211,484	\$ 181,000	\$ -	\$ 181,000	Cost Allocation adjustment ROD
261 911 Service	\$ 4,295,000	\$ 305,250	\$ 4,600,250	\$ 4,295,000	\$ 305,250	\$ 4,600,250	Refurbish MDC's
263 Correction Officer Training Fund	\$ 49,202	\$ -	\$ 49,202	\$ 30,000	\$ -	\$ 30,000	
264 Prosecutor's Drug Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
265 Drug Law Enforcement Fund	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	
266 Federal Equitable Sharing	\$ 277,956	\$ -	\$ 277,956	\$ 277,956	\$ -	\$ 277,956	
267 OUIL - Forfeiture Fund	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	
269 Law Library	\$ 7,000	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	
275 Comprehensive Community Corrections	\$ 320,054	\$ (50,000)	\$ 270,054	\$ 320,054	\$ (50,000)	\$ 270,054	Diversion Programs - moved to district ct
277 Michigan Works!	\$ 4,263,309	\$ (11,357)	\$ 4,251,952	\$ 4,263,309	\$ (11,357)	\$ 4,251,952	CAP Adjustment
285 Revenue Sharing Reserve Fund	\$ 2,963,681	\$ -	\$ 2,963,681	\$ -	\$ -	\$ -	
290 Social Welfare Fund	\$ -	\$ 207,000	\$ 207,000	\$ -	\$ 207,000	\$ 207,000	Record budget for Soc Welfare Fund
292 Child Care Fund	\$ 2,261,702	\$ -	\$ 2,261,702	\$ 2,261,702	\$ -	\$ 2,261,702	
293 Veterans Relief Fund	\$ 370,000	\$ -	\$ 370,000	\$ 370,000	\$ -	\$ 370,000	
294 Veterans Trust Fund	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	
296 Criminal Forfeiture Fund	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	
	\$ 28,936,092	\$ 652,456	\$ 29,588,548	\$ 25,926,336	\$ 647,819	\$ 26,574,155	

ENTERPRISE FUNDS	EXPENDITURES			REVENUES			Notes:
	2010 Budget	Proposed Amendment	Amended 2010 Budget	2010 Budget	Proposed Amendment	Amended 2010 Budget	
542 Building & Safety	\$ 852,544	\$ 184,745	\$ 1,037,289	\$ 725,400	\$ 216,500	\$ 941,900	Increased staff hours, Contract Svs
577 Septage Receiving Station	\$ 591,060	\$ -	\$ 591,060	\$ 591,060		\$ 591,060	
581 Airport Fund	\$ 729,184	\$ (3,850)	\$ 725,334	\$ 733,335		\$ 733,335	
588 LETS Fund	\$ 2,965,016	\$ 28,880	\$ 2,993,896	\$ 2,967,909		\$ 2,967,909	

INTERNAL SERVICE FUNDS	EXPENDITURES			REVENUES			Notes:
	2010 Budget	Proposed Amendment	Amended 2010 Budget	2010 Budget	Proposed Amendment	Amended 2010 Budget	
631 Building Services	\$ 2,647,690	\$ 117,066	\$ 2,764,756	\$ 2,715,218	\$ 29,024	\$ 2,744,242	Bal of Admin Bldg renovation F492
636 Information Technology Fund	\$ 3,286,008	\$ 292,237	\$ 3,578,245	\$ 3,453,335	\$ 372,700	\$ 3,826,035	From Capital Outlay for OSSI (Livescan machines) res 2009-10-301
639 Drain Equip/Rev Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
661 Car Pool Fund	\$ 922,122	\$ -	\$ 922,122	\$ 922,122	\$ -	\$ 922,122	
677 Benefit Fund	\$ 7,524,496	\$ -	\$ 7,524,496	\$ 7,524,496	\$ -	\$ 7,524,496	



LIVINGSTON COUNTY ADMINISTRATION
INTER-OFFICE MEMORANDUM



T O: LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM: BELINDA PETERS, COUNTY ADMINISTRATOR
 LIVINGSTON COUNTY ADMINISTRATION

RE: FISCAL-YEAR 2010 THIRD QUARTER BUDGET AMENDMENT

DATE: October 7, 2010

Attached for your consideration and approval is a resolution to approve a budget amendment for Fiscal-Year 2010 for the third quarter. The purpose of this amendment is to:

1. Realign line item budgets in various funds and departments to reflect actual expenditure activity including an increase in charge backs, increase in bank charges, decrease in commissions for collections of jail inmate housing, and increased staff hours at the Building Department.
2. Recognize personnel savings for employees who were fully budgeted but then participated in the retirement incentive, other vacancy savings, cost of converting employees from the Retiree Healthcare defined benefit plan to the Retiree Healthcare Savings defined contribution plan, and general fund unemployment charges through the third quarter.
3. Recognize new or modified state and federal grant awards.
4. Transfer of \$50,000 for diversion programs from Community Corrections to District Court.
5. Recognize Board approved purchases including portable radio batteries, replace, refurbish and redeployment of mobile computers for 911 Central Dispatch, Identphoto software for concealed pistol licenses, and additional auditing contract charges.
6. Recognize budgets for Small Cities Economic Development Block Grant and the Social Welfare fund.

This amendment will ensure compliance with the Uniform Budgeting and Accounting. The proposed changes are to the following funds as follows:

FUND	APPROVED 2010 BUDGET	PROPOSED AMENDMENT	PROPOSED 2010 AMENDED BUDGET
GENERAL FUND	\$42,634,619	\$375,907	\$43,010,526
EMS	\$7,206,700	\$112,672	\$7,319,372
FRIEND OF THE COURT	\$2,387,664	\$55,863	\$2,443,527
DEPARTMENT OF PUBLIC HEALTH	\$3,988,364	\$13,966	\$4,002,330
SMALL CITIES DEVELOPMENT	\$0	\$17,000	\$17,000
SURVEY & REMONUMENTATION	\$209,350	(\$1,075)	\$208,275
REGISTER OF DEEDS	\$208,347	\$3,137	\$211,484
911 CENTRAL DISPATCH	\$4,295,000	\$305,250	\$4,600,250
COMMUNITY CORRECTIONS	\$320,054	(\$50,000)	\$270,054

MICHIGAN WORKS	\$4,263,309	(\$11,357)	\$4,251,952
SOCIAL WELFARE FUND	\$0	\$207,000	\$207,000
BUILDING & SAFETY	\$852,544	\$184,745	\$1,037,289
AIRPORT	\$729,184	(\$3,850)	\$725,334
L.E.T.S.	\$2,965,016	\$28,880	\$2,993,896
BUILDING SERVICES	\$2,647,690	\$117,066	\$2,764,756
INFORMATION TECHNOLOGY	\$3,286,008	\$292,237	\$3,578,245

The line item detail of the amendment is not attached. However, if you would like to review this information, it is available in my office. Please feel free to contact me if you have any questions regarding the proposed budget amendment.



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO RESCIND THE LIVINGSTON COUNTY HUMAN RESOURCES POLICY RELATED TO RE-EMPLOYMENT AFTER MERS RETIREMENT AND TO ADOPT THE MERS RULES RELATED TO RE-EMPLOYMENT

WHEREAS, Resolution No. 2008-09-268 created the Livingston County policy regarding ‘re-employment after MERS retirement’; and

WHEREAS, MERS has since amended their Plan Document related to re-employment after retirement which effectively overrides our county policy; and

WHEREAS, MERS will continue to allow a return to work for the same employer from whom you are receiving a pension, provided there is a 30-day lapse in employment and certain other conditions are met; and

WHEREAS, the Personnel Subcommittee and Finance Committee has reviewed this matter and have recommended the Re-Employment after MERS Retirement Policy be rescinded.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby rescinds the policy regarding Re-Employment after MERS retirement and adopts the MERS Plan Document provisions related to re-employment which may change from time to time.

BE IT FURTHER RESOLVED that any employee who becomes re-employed with the County shall be considered a new hire for wage and benefit purposes.

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF HUMAN RESOURCES / LABOR RELATIONS

304 E. Grand River, Ste 205
Phone (517) 540-8790 Fax (517) 546-6657
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Jennifer Palmbo
Date: September 30, 2010
**Re: Resolution to Rescind the County's Policy and to Adopt
the MERS Rules Related to Re-employment**

MERS has amended their rules related to re-employment after retirement. Since their amended plan overrides the county's current 'MERS Re-employment after Retirement' policy which was adopted in 2008, we are requesting that we rescind our policy and adopt the revised MERS plan along with any future changes MERS may make.

The new rules, which will take effect on January 1, 2011 include:

- € Continuation of the requirement of a minimum 30-day break between retirement and rehiring at the same municipality
- € Completion by both the Employer and retiree of a "Return to Work Certification" (form 29C, available on our website soon), stating the return to work was not pre-arranged by the municipality and returning employee
- € If the above requirements are not met, the retiree's pension will be suspended during their employment
- € Rehired retirees working more than 720 hours per calendar year will once again become an active MERS member and begin accruing additional service credit. After retiring a second time, they receive a one-time recalculation of their retirement benefits, factoring in their additional service credit. Rehired employees are eligible for this recalculation only once. If the retiree returns to the same municipality after the recalculation and they work beyond the 720 hours in a calendar year, their pension is suspended without active membership in MERS

Page Two

- € Employers shall include in their monthly wage and service report to MERS the salary and hours of service for all reemployed retirees

If you have any questions regarding this resolution, please do not hesitate to ask.

**MUNICIPAL EMPLOYEE' RETIREMENT
SYSTEM OF MICHIGAN
PLAN DOCUMENT**

ARTICLE III. RETIREMENT REQUIREMENTS AND BENEFIT PROGRAM.

Sec. 31. Employment by Participating Municipality or Court; Special Conditions.

The following special conditions shall apply if a retiree becomes employed (**full-time or part-time, by contract, or otherwise**) by a participating municipality or court.

(1) Retiree employed by the same participating municipality or court from which reduced or unreduced normal age and service retirement occurred. Beginning with the month of January 2011, the employer shall include in their monthly wage and service report to the retirement system the salary and hours of service for all reemployed retirees without regard to the date reemployment commenced.

(a) **Elected Official or Appointed Official (defined as a person appointed to an elective office) (effective May 12, 2010).** A retiree who retired as an elected or appointed official (or who had served in such official capacity within one (1) year prior to his or her retirement allowance effective date) who is:

- (i) re-elected or re-appointed to the same office (whether in a new term of office or not); or
- (ii) employed in any other capacity (elective, appointive, or otherwise) shall have his or her benefit suspended during service in such office or other employment unless at least two (2) years have elapsed since the retirement allowance effective date.

The individual shall not be a member of the retirement system for any purpose. Upon termination of service in such office or other employment, the pension benefit shall cease to be suspended and shall resume the first day of the month following such termination of service or employment without change in amount, and no payment for any amount of the suspended benefit shall accrue or otherwise be made by the retirement system. *This subsection (a) shall take effect May 12, 2010, and shall apply to any retiree whose post-retirement service or employment had commenced on or after that date until the expiration of the present term or occupancy of the office held after retirement (where applicable), provided that such service or employment was commenced in compliance with former subsection (1) of section 31 (see former text in Note 3 below).*

(b) **All employees other than elected or appointed officials (including a person who retired as a non-elective or non-appointed official) (effective January 1, 2011).** A retiree who is reemployed or who provides contractual services shall be referred to as a 'reemployed' retiree.

- (i) The reemployed retiree shall meet the following conditions:

(A) Thirty (30) calendar days (or more) shall have elapsed since the date the reemployed retiree terminated employment and retired.

(B) The reemployed retiree shall file a "Return to Work Certification" form with the retirement system prior to the date of reemployment acknowledging that the reemployment is not the result of a pre-retirement agreement or understanding with the employer from whom they retired.

(C) The reemployed retiree shall not work in excess of 720 hours in a calendar year.

(D) If the reemployed retiree does not comply with any of the preceding conditions (A), (B) or (C), the pension shall be suspended during any further period (or periods) of reemployment.

(E) During the period of reemployment, a reemployed retiree who works 720 hours or less in a calendar year shall not otherwise be an active member of the retirement system for any purpose.

(F) Where the reemployed retiree works more than 720 hours in a calendar year, the retiree shall be treated as a full member of the system and accrue additional service benefits. Upon the "final" retirement, the reemployed retiree's retirement allowance shall be recalculated and the reemployed retiree shall receive the recalculated allowance. This recalculation provision shall apply only one time to any reemployed retiree.

(ii) Upon reemployment of a retiree who retired from their employ, the employer shall file with MERS the Employer Certification stating that no pre-agreement for employment took place before the individual retired.

(iii) *This subparagraph (b) shall take effect January 1, 2011, and shall apply uniformly to all reemployed retirees as of that date, without regard to the date that reemployment commenced. A retiree who was reemployed prior to January 1, 2011 may apply to the retirement system for exemption from subparagraph (b).*

(2) Retiree employed by different participating municipality or court than the one from which the person retired. Payment of the retiree's retirement benefit shall continue, without change in amount or conditions by reason of the employment. The retiree shall be considered, for the purposes of membership and potential benefit entitlement, in the same manner as an individual with no previous record of employment by any participating municipality or court, except as otherwise provided in section 5(1) or where the municipality has adopted the Reciprocal Retirement Act, 1961 PA 88.

(3) The provisions of this section constitute Board action in its exclusive capacity of fiduciary and trustee for the retirement system, the participating municipalities and courts, and all MERS trust assets, as provided in MCLA 38.1536(2)(a) and 38.1539(1); Plan sections 36(2)(a) and 39(1). In the event any alteration of this section 31 is made or occurs, under section 43B of the Plan Document concerning collective bargaining or

under any other plan provision or law, MERS shall not recognize such action, other than in accordance with this section.

History: 1992 PA 63, Eff. May 22, 1992, and Plan Document of 1996.

Note 1: Former subsection (1) amended by Board action of August 9, 2001, effective January 1, 2002. The prior earnings limit (effective January 1, 1998) was \$10,000 until age 70. The 2001 amendment increased the earnings limit to \$15,000, and decreased the age limit to age 65.

Note 2: On May 12, 2004, the Board repealed (with immediate effect) the former annual earnings limitation language in former subsection (1). The repealed language stated that where a retiree was employed by the same participating municipality or court the person retired from, the MERS pension was suspended when annual earnings reached \$15,000 (or age 65 attained). Subsection (1) as amended reaffirms the prohibition against MERS membership.

Important Comment: As a continuing condition of MERS tax-qualified “governmental plan” status under Section 401(a) of the Internal Revenue Code, MERS Plan Document Section 55(1) provides: “The Retirement Board intends that the retirement system be a qualified pension plan under section 401 of the Internal Revenue Code and that the trust be an exempt organization under section 501 of the Internal Revenue Code. The Retirement Board shall administer the retirement system to fulfill this intent.” A retiree [retirant] is a person who has had a “bona fide termination of employment in which the employer/employee relationship is *completely severed*” (IRS Information Letter 2000-0245 (September 6, 2000); Revenue Ruling 74-254, 1974-1 CB 91); and where the person is currently receiving an accrued pension benefit payment immediately. Accordingly, to clearly show “complete severance,” the employer should establish a minimum period following termination of employment of not less than 30 days any formal actions necessary for new employment occur. Where there has been a bona fide severance of employment for at least 30 days, payment of a pension benefit during new employment is consistent with Plan Section 55(1). Where there is no bona fide termination of employment of at least 30 days (60 days effective July 15, 2010) before rehiring, payment of a pension benefit would not be consistent with Section 55(1), could imperil MERS qualified plan status, and the reemployed individual’s receipt of benefits while reemployed is subject to suspension by MERS. See also Michigan Attorney General Opinion #7167 (December 29, 2004). Source: MERS Legal Department February 2, 2005.

Note 3: By Board action of May 12, 2010:

- ∉ Text in former subsection (1) repealed; introduction sentence amended (new language in bold text); new subsection (1)(a) added, and (1)(b) reserved, with all these actions having immediate effect; and,
- ∉ subsection (2) text internally rearranged.

The text of former subsection (1) of section 31 prior to amendment stated: *“If a retiree becomes employed by the participating municipality or participating court from which the person retired, the retiree shall not be a member during the period of employment.”* With respect to all employees other than elected or appointed officials, former section 31(1) shall be considered to remain in effect (as though repeal had not occurred) until such time as the Board adopts the language for subsection (1)(b).

Note 4: By Board action of July 14, 2010, to take effect as follows:

1. Subsection (1)(b) text added, effective January 1, 2011.
2. The following sections have immediate effect:
 - ∉ subsection (2), concluding clause added to reflect MERS administrative practice;
 - ∉ subsection (3) added; and
 - ∉ “retiree” substituted for “retirant” throughout.

Note 5: By Board action of September 15, 2010, with immediate effect [added language underlined]: The former first sentence in subparagraph (1)(b)(ii) was relocated to subsection (1) as the new second sentence; and subparagraph (1)(b)(iii) revised to establish January 1, 2011 as the date on which the provisions of subsection (1)(b) shall apply to all reemployed retirees.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE CIRCUIT COURT ADMINISTRATOR FROM GRADE LEVEL O TO GRADE LEVEL P (Circuit Court)

Personnel Subcommittee 09/15/10, Finance 09/22/10, Full Board 10/4/10

WHEREAS, the position of Circuit Court Administrator was approved by the Board under Resolution #2009-05-157 with the caveat that the classification for the position would be reviewed within twelve (12) months based upon demonstrated responsibilities and actual work assignments; and

WHEREAS, under this Resolution the Circuit Court Administrator position was classified as a Grade Level O and was responsible for the oversight of the Circuit Court, Juvenile and Administrative divisions; and

WHEREAS, the Circuit Court Administrator position has since taken on additional responsibilities including the transfer of the Community Corrections Department from Administration to Circuit Court along with the creation of the Safe Havens Project and the Specialty Court/Grant Administrator position; and

WHEREAS, this position has been evaluated and Human Resources is recommending this position be reclassified from a Grade O to a Grade P. This Resolution has been recommended for approval by the Personnel Committee; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Circuit Court Administrator position from a Grade Level O to a Grade Level P effective with the approval of this resolution.

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MOVED:

SECONDED:

CARRIED:

EMPLOYEE NAME: William Newhouse
JOB TITLE: Circuit Court Administrator
POSITION ID#: 101.131-001



EMPLOYEES SUPERVISED: Attorney Referee
Juvenile Officer
Financial Officer
Juvenile Register
Deputy Juvenile Register
Grant Administrator
Circuit Court Administrative Coordinator
Community Corrections Manager
Safe Havens Coordinator
(6) Juvenile Probation Officers
Account Clerk
(2) Secretaries

IMMEDIATE SUPERVISOR: Chief Circuit Court Judge David J. Reader

TITLE OF IMMEDIATE SUPERVISOR: Chief Circuit Court Judge

FLSA STATUS: Exempt

DEPARTMENT: Circuit Court **LOCATION:** Judicial Center

EFFECTIVE: 09/10 **GRADE** P **RANGE:** \$67,396 - \$85,376
(Range if hired 11/1/09 or later: \$65,711 - \$83,242)

WORKERS COMP. CODE: 9410

SUMMARY OF POSITION:

Under the direction of the Chief Circuit Judge, manages and coordinates the administrative functions of the Circuit Court and the Juvenile Division of the Circuit Court, including fiscal and personnel management. Responsibilities include preparing, presenting, implementing and monitoring budgets for the Circuit Court and the Juvenile Division of the Circuit Court; developing and implementing programs and policies to improve court services and maintain compliance with statute and court rules.

ESSENTIAL FUNCTIONS:

1. Carries out supervisory responsibility of the clerical, professional, and managerial staff in accordance with court policies, procedures, and applicable laws including: hiring, discipline, training in job skills, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.
2. Prepares, presents, implements, and monitors budgets for the Circuit Court and the Juvenile Division of the Circuit Court. Reviews and authorizes expenditures, signs and administers contracts and monitors current status of each budget. Negotiates or

oversees the negotiation and administration of all contracts of the court in accordance with Court and County policies and procedures.

3. Reviews, analyzes and coordinates all departmental operations, services and programs to meet changes in the law, minimize duplication, meet program goals, improve efficiency, and reduce costs. Reviews and develops Court policies and procedures and recommends modifications to the Chief Circuit Judge. Designs, develops and oversees the implementation of programs involving the Circuit Court and Juvenile Division of the Circuit Court and directs, monitors and evaluates the effectiveness of the programs.
4. Facilitates communication and collaboration of the Circuit Court and the Juvenile Division of the Court with the Michigan Supreme Court, the State Court Administrative Office, other Trial Courts, the Livingston County Prosecuting Attorney office, community organizations, law enforcement agencies, Michigan Department of Human Services, schools, County Administration and the Board of Commissioners, attorneys, and others to promote efficient and effective administration of justice and delivery of service to Livingston County families and children.
5. Supervises the quality and quantity of casework services administered to families and children who are under Court jurisdiction in the Juvenile Division of the Court. This includes overseeing the work of Court staff as well as services provided by state and private agencies. Oversees and participates in the development and implementation of programs designed to prevent, intervene, divert, and control delinquent behavior and meet the changing needs of juveniles referred to the Court. Drafts plans, seeks funding, prepares program goals, and makes presentations.
6. Reviews, analyzes and coordinates the operation of the Community Corrections program, Model Court projects and Safe Havens project to establish program goals, improve operational efficiency, and improve program services. Develops and reviews policies and procedures for each and recommends modifications to the Chief Circuit Judge. Designs, develops and oversees the implementation of programs involving Community Corrections, Model Court and Safe Havens. Directs, monitors and evaluates the effectiveness of the programs. Supervises program and project managers.
7. Investigates and resolves problems and complaints that are referred by Judges, staff, clients, attorneys, Commissioners, other County departments or the general public.
8. Defines management information requirements and oversees the collection, compilation, and analysis of statistical data. Prepares or directs the preparation of required reports, including reports required by the State Court Administrative Office, and analyzes data, including statistical activity reports, reports on placements, grant reports, collection reports and others as directed. Oversees the processing and maintenance of all records of the Circuit Court and the Juvenile Division of the Circuit Court and estimates future caseloads to project possible changes in staffing or case processing procedures.
9. Coordinates and attends meetings of the Chief Judges of the three Trial Courts, the Judges of the Circuit Court and Family Division, Court Administrators, Model Court and Safe Havens project meetings and other committees related to court functions and projects.

10. Performs such other duties as directed by the Chief Judge of the Circuit Court which are determined to be reasonable and necessary for the operation of the Circuit and Juvenile Court.
11. 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.
7. Responsible for active and inactive record storage, record destruction and/or microfilming as allowed by the state retention schedule.

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.

QUALIFICATIONS:

Master's Degree in social sciences, business or public administration, education, criminal justice or law degree with a minimum of four to six years of experience working with Juvenile Court staff or related human service field.

Knowledge of:

- ! Supervisory principles;
- ! Court rules, policies, and procedures;
- ! Applicable local, state and federal laws, rules and regulations;
- ! Budgetary principles;
- ! Court programs and services.

Skill in:

- ! Supervising and evaluating employees;
- ! Prioritizing and assigning work;
- ! Implementing programs;
- ! Maintaining good public relations;
- ! Preparing and interpreting reports;
- ! Developing and implementing policies and procedures;
- ! Operating a computer and applicable software applications;
- ! Applying local, state and federal laws, rules and regulations;
- ! 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
Chief Judge/Court Administrator Training

WORKING CONDITIONS:

Physical Requirements:

- € Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- € Sedentary Work: Exerting up to 10 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.

Job Title: Circuit Court Administrator

Incumbent's Name:
William Newhouse

- € Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- € May be exposed to hazardous materials found in a home 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.
- ! Administers and monitors department budget within specifications outlined by the Board of Commissioners where total expenditures not exceed authorized budgetary amounts.
- ! Coordinates the activities of the department and its members forming a cohesive and effective team that can focus on accomplishing the organizations mission and purpose in an exemplary manner.
- ! Provides outstanding direction to the organization by setting an example of the conduct and work ethic expected of all employees.

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:

POSITION DESCRIPTION REVIEWED: August, 2010



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF HUMAN RESOURCES

304 E. Grand River, Ste. 205
Phone (517) 540-8790 Fax (517) 546-6657
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Jennifer Palmbo
Date: September 9, 2010
**Re: Resolution to Approve the Reclassification of the Circuit Court
Administrator Position from Grade Level O to Grade Level P**

The position of Circuit Court Administrator was approved by the Board under Resolution #2009-05-157 with the caveat that the classification for the position would be reviewed within twelve (12) months based upon demonstrated responsibilities and actual work assignments. Over the past year, Mr. William Newhouse, as Circuit Court Administrator, has taken on many additional responsibilities including the oversight of the Community Corrections Department, the Safe Havens Project and the Specialty Court/Grant Administrator position.

After a review by the Human Resources Committee, we are recommending the reclassification of this position from a Grade O to a Grade P. Funding for this increase is currently in Circuit Court's budget.

Please feel free to contact me if you have any additional questions.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE DEPUTY JUVENILE REGISTER FROM GRADE LEVEL IV TO GRADE LEVEL V (Circuit Court/Juvenile Division)

Personnel Subcommittee 09/15/10, Finance 09/22/10, Full Board 10/4/10

WHEREAS, in December, 2008, Geraldine Glenn, the Adoption Supervisor resigned from Juvenile Court and this position was never filled; and

WHEREAS, Michelle Cox, the Deputy Juvenile Register has taken on many of these responsibilities, including the processing and managing of these adoption cases. The portion of this position covering home visits, however, had been contracted out.

WHEREAS, this position has been evaluated and Human Resources, with concurrence from MAPE, is recommending this position be reclassified from a Grade IV to a Grade V. This resolution has been recommended for approval by the Personnel Committee; and

WHEREAS, funding for same is available in the Circuit Court budget; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Juvenile Deputy Register position from a Grade Level IV to a Grade Level V effective with the approval of this resolution.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF HUMAN RESOURCES

304 E. Grand River, Ste. 205
Phone (517) 540-8790 Fax (517) 546-6657
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Jennifer Palmbos
Date: September 9, 2010
Re: Resolution to Approve the Reclassification of the Deputy Juvenile Register from Grade Level IV to V

In December, 2008, Geraldine Glenn, the Adoption Supervisor resigned. This position was never filled; however, Michelle Cox, the Deputy Juvenile Register has taken on many of these responsibilities, including the processing and managing of these adoption cases. The portion of this position covering home visits, however, will be handled by other parties.

After a review by the Human Resources Committee along with concurrence from MAPE union, we are recommending the reclassification of this position from Union Grade IV to a Union Grade V (which is equivalent to non-union, Grade H). Funding for this increase is currently in Circuit Court's budget.

Please feel free to contact me if you have any additional questions.

LIVINGSTON COUNTY COURTS

DEPUTY JUVENILE REGISTER

General Summary

Under the supervision of the Juvenile Register and the Circuit Court Administrator, assists in processing and maintaining the juvenile court records, including criminal, consent, status, dependent neglect, and tickets. Supervises, trains, and directs the work of clerical position[s]. Prepares files and court documents and enters and updates file information to the computer system. Performs a variety of other functions related to preparing and maintaining juvenile records. Acts for the Juvenile Register in the absence of that individual and serves as back-up Court Recorder for juvenile matters.

Essential Functions

1. Processes new petitions, schedules hearings, and enters case data to the computer system. Ensures all parties are properly noticed including agency, casework, and financial staff. Prepares court orders following hearings when recording and emergency orders as needed. Keeps a log of court and file activity on the computer.
2. Enters and updates information to the computerized case management system, includes entering parties and demographic information, victims, addition of new petitions and offenses, and entries related to court actions. Generates court orders from information in the system.
3. Processes adoption cases, including preparing files and managing the progress of cases. Responds to questions and concerns from petitioners, attorneys and agencies. Performs background checks, conducts client interviews and makes referrals for services that are not part of the court's responsibilities. Processes and researches requests for identifying information and non identifying information.
4. Processes juvenile traffic violations, including entering information to the computer, scheduling before the Attorney/Referee and notifying parties, prepares abstract for the Secretary of State, and serving as Traffic Clerk. Prepares appropriate paperwork on runaways for the Sheriff Department for input into LEIN.
5. Types, edits and proofreads court reports, petitions, correspondence, and other documents related to the Juvenile Division.
6. Ensures that telephone callers and visitors are addressed, responds to inquiries, explains court policies and procedures and/or directs people to the proper individual or agency. Receives money and prepares receipts.
7. Collects information from minors and parents necessary for court files. Contacts probation officers, police departments, schools and other agencies for background information.

LIVINGSTON COUNTY COURTS

8. Processes status offense files, includes setting up files, logging scheduling information, preparing and mailing notices, making copies of documents, entering data to computer, and notifying proper law enforcement or social agency.
9. Assists the Juvenile Register in maintaining all juvenile records for the County, which includes opening case files, logging case information and recording and filing legal documents in order to maintain the paper file of information. Ensures proper closure or destruction of files.
10. Contacts attorneys offices regarding court files and hearing dates and prepares orders to appoint attorney to cases. Copies documents for court appointed attorneys.
11. Acts for the Juvenile Register in the absence of that individual. Provides direction and assistance to the Clerk for the juvenile division.
12. Serves as back-up court recorder for juvenile division matters.
13. Performs a variety of related support tasks such as preparing fingerprint orders, receipting payments on the computer, faxing documents, making copies, and related tasks.

Other Functions

- 14 . None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent.

Experience: One to two years of clerical experience including experience with data processing systems, preferably in a legal setting.

Other Requirements: Certified as an Electronic Court Operator by the Michigan Supreme Court. Must obtain LEIN certification soon after employment. No felony convictions.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.]*

LIVINGSTON COUNTY COURTS

Ability to access court files.

Ability to operate electronic recording equipment.

Ability to withstand prolonged periods of sitting in court monitoring and operating recording equipment.

Ability to lift and carry files, mail and supplies weighing up to 10 lbs.

Ability to enter and retrieve information from a computer.

Ability to operate a copy machine and other office equipment.

Working Conditions:

Works in office setting.