

# BOARD OF COMMISSIONERS

11/18/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

## AGENDA

1. **RECONVENE ANNUAL MEETING**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**
  - Meeting Minutes of: November 4, 2013
  - Meeting Minutes of: November 13, 2013
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
  - 4-H Key Club Award Winners
  - Nyhart - 2013 Acturial Presentation
10. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**
  - A. Consent Agenda - Res. 2013-11-332 thru 2013-11-341
11. **RESOLUTIONS FOR CONSIDERATION:**
  - A. Regular Agenda - Res. 2013-11-342 thru 2013-11-345

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**2013-11-332  
CONSENT**

**Register of Deeds**

RESOLUTION AUTHORIZING AGREEMENT FOR SOFTWARE SCHEDULE G FOR MONARCH PRODUCT, AS AN EXTENSION OF THE SOFTWARE MAINTENANCE AGREEMENT CONTRACT, SIGNED BY LIVINGSTON COUNTY, REGISTER OF DEEDS, AND FIDLAR TECHNOLOGIES ON DECEMBER 2ND, 2010. – REGISTER OF DEEDS / GENERAL GOVT/ FINANCE / FULL BOARD

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**2013-11-333  
CONSENT**

**Emergency Medical Services**

RESOLUTION AUTHORIZING A CONTRACT RENEWAL WITH HEALTH EMS/DBA SANSIO FOR WEB ENABLED EMERGENCY MEDICAL SERVICE ELECTRONIC PATIENT CARE REPORTING SOFTWARE - EMS / Health & Human Services Committee / Finance Committee

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**2013-11-334  
CONSENT**

**Public Health**

RESOLUTION TO AUTHORIZE INTERGOVERNMENTAL TRANSFER TO THE STATE OF MICHIGAN BY AMENDING RESOLUTION 2013-09-267- Department of Public Health / Health & Human Services Committee

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- 2013-11-335**      **Public Health**  
**CONSENT**      RESOLUTION TO AUTHORIZE AGREEMENTS WITH THE INGHAM HEALTH PLAN CORPORATION D/B/A LIVINGSTON HEALTH PLAN - DEPARTMENT OF PUBLIC HEALTH / HEALTH & HUMAN SERVICES COMMITTEE
- 
- 2013-11-336**      **Public Health**  
**CONSENT**      RESOLUTION AUTHORIZING APPLICATION FOR AND ACCEPTANCE OF A GRANT AWARD UNDER THE ACCREDITATION SUPPORT INITIATIVE (ASI) FROM THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)
- 
- 2013-11-337**      **Michigan Works**  
**CONSENT**      WORKFORCE INVESTMENT ACT (WIA) COMPREHENSIVE 5-YEAR LOCAL PLAN MODIFICATION #2 FOR THE PERIOD JULY 1, 2012, THROUGH JUNE 30, 2017
- 
- 2013-11-338**      **Planning**  
**CONSENT**      RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO LANDSCAPE ARCHITECTS & PLANNERS FOR FILLMORE COUNTY PARK DESIGN SERVICES - PARKS AND OPEN SPACE ADVISORY COMMITTEE/PLANNING DEPARTMENT
- 
- 2013-11-339**      **Jail**  
**CONSENT**      RESOLUTION AMENDING THE AUTHORIZATION OF THE RENOVATION OF THE INTAKE CONTROL POD IN THE LIVINGSTON COUNTY JAIL
- 
- 2013-11-340**      **Facility Services**  
**CONSENT**      RESOLUTION AUTHORIZING ADDITIONAL FUNDS TO COVER THE COST OF RENOVATIONS TO THE ANIMAL CONTROL BUILDING – Facility Services / Animal Control / General Government
- 
- 2013-11-341**      **Facility Services**  
**CONSENT**      RESOLUTION AUTHORIZING OLHSA THE USE OF LIVINGSTON COUNTY OWNED BILLBOARD FOR THE PURPOSE OF ADVERTISING THE 2014 WALK FOR WARMTH EVENT – Facility Services /General Government
- 
- 2013-11-342**      **Emergency Medical Services**  
RESOLUTION AUTHORIZING OUT-OF-STATE CONFERENCE REGISTRATION FOR THE TECHNICAL SUPERVISOR/Health and Human Services/FINANCE/EMS
- 
- 2013-11-343**      **Public Health**  
RESOLUTION AUTHORIZING A SUCCESSION PLAN AT THE DEPARTMENT OF PUBLIC HEALTH WITH THE APPOINTMENT OF THE HEALTH OFFICER AND DEPUTY HEALTH OFFICER/DIRECTOR OF

PERSONAL AND PREVENTIVE HEALTH SERVICES UPON THE  
RETIREMENT OF THE CURRENT HEALTH OFFICER – Public  
Health/Personnel/General Government/Finance/Board

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**2013-11-344**      **Circuit Court**  
RESOLUTION APPROVING THE FILLING OF A VACANT RESEARCH  
ATTORNEY POSITION IN THE CIRCUIT COURT

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**2013-11-345**      **Treasurer**  
RESOLUTION TO INCREASE DOG LICENSE FEES IN LIVINGSTON  
COUNTY

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- 12.      CALL TO THE PUBLIC**
- 13.      RECONVENE ANNUAL MEETING**

**NOTE:** The Call to the Public appears twice on the Agenda:  
once at the beginning and once at the end. Anyone wishing to address the Board may do so at these times.

LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
RECONVENED ANNUAL MEETING, November 13, 2013  
COMMISSIONERS' CHAMBERS, 304 E. Grand River, Howell, MI

The annual meeting was reconvened by Vice-Chairman, Steven Williams, at 9:11 a.m.

All rose for the Pledge of Allegiance.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Kate Lawrence (1), William Green (2), David Domas (3), Ronald VanHouten (4), Donald S. Parker (5), Steven Williams (6), Dennis Dolan (8), Gary Childs (9)

Absent: Carol Griffith (7)

Also present: Tom Cremonte (Sheriff), Kevin Wilkinson (Ambulance), Jennifer Nash (Treasurer), Sally Reynolds (Register of Deeds), Belinda Peters (Administration), Cindy Catanach (Finance), Margaret M. Dunleavy, Debbie Warden

Call to the Public. No response.

Agenda. It was moved by Commissioner Lawrence to accept the agenda, as printed. Seconded by Commissioner Childs. MOTION CARRIED.

Claims. It was moved by Commissioner Domas to accept the finance committee's recommendation for approval of claims dated November 13, 2013. Seconded by Commissioner Lawrence. MOTION CARRIED.

Payables. It was moved by Commissioner Green to accept the finance committee's recommendation for approval of payables for October 31, 2013-November 13, 2013. Seconded by Commissioner Domas. MOTION CARRIED.

Recess. The meeting was recessed at 9:12 a.m.

Margaret M. Dunleavy  
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
RECONVENED ANNUAL MEETING, November 4, 2013  
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI 48843

The annual meeting was reconvened by the Chairperson, Carol Griffith, at 7:30 p.m.

All rose for the Pledge of Allegiance.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Kate Lawrence (1), William Green (2), David Domas (3), Ronald VanHouten (4), Donald Parker (5), Steven Williams (6), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9)

Absent: None

Also present: Peter Cohl, Matt Nordfjord (Counsel), Jeff Boyd (Ambulance), Don Arbic (Emergency Management), Mark Johnson (Airport), Ken Recker (Drain), Cindy Catanach (Finance), Richard Malewitz (IT), Judge Carol Sue Reader, Belinda Peters (Administrator), Margaret M. Dunleavy, Debbie Warden

Correspondence. It was moved by Commissioner Domas to accept and place on file the correspondence from Bay County and the memo and appeal of the Latson Road Interchange. Seconded by Commissioner Parker. MOTION CARRIED.

Call To The Public. John E. LaBelle, Green Oak Township resident, spoke with Tim McGuire, Director of Worker's Compensation Group, and stated he is very pleased with Commissioner Williams. He also thanked administrative staff, elected officials and Belinda Peters for their help through the transition process. He stated Livingston County is admired by other counties.

Minutes. It was moved by Commissioner Dolan to approve the minutes of the October 21 and October 30, 2013, as printed. Seconded by Commissioner Childs. MOTION CARRIED.

Tabled Items. None.

Agenda. It was moved by Commissioner Williams to approve the agenda with the removal of Resolution No. 2013-11-327 from the consent agenda to the regular agenda. Seconded by Commissioner Domas. MOTION CARRIED.

Reports. North Star Reach Presentation

Patrick Smith, Camp Director and Doug Armstrong, founder and CEO showed a video and gave a presentation to the Board. North Star Reach will be located in Pinckney on 105 acres of the redevelopment of the Michigan Fresh Air Camp.

Consent Agenda. Commissioner Lawrence presented the consent agenda and moved each as follows:

Resolution No. 2013-11-324, Resolution To Offer A One Year Extension To The Public Defender Contract With Prine & Perrault Made By The 44<sup>th</sup> Circuit Court For 1/1/2014 Through 12/31/2014-Circuit Court

Resolution No. 2013-11-325, Resolution Amending Resolution 2013-06-168 Authorizing Livingston County's Annual Budget Calendar For 2014-Administration

Resolution No. 2013-11-326, Resolution Authorizing The Purchase And Installation Of Three VHF Repeaters To Back Up The Simulcast And Warning Siren Activation Systems-Central Dispatch

Resolution No. 2013-11-327, Moved to end of regular agenda

Resolution No. 2013-11-328, Resolution To Concur With The Livingston County Aeronautical Facilities Board To Enter Into A Ground Lease Agreement With Hawk Hollow Farm L.L.C. For Airport Property At 3800 West Grand River Avenue-Airport.

Seconded by Commissioner Williams. Roll call vote Ayes: Lawrence, Green, Domas, VanHouten, Parker, Williams, Griffith, Dolan, Childs; Nays: None; Absent: None. MOTION CARRIED.

Commissioner Domas presented Resolution No. 2013-11-329, Resolution Approving The Filling Of Three Part Time Law Clerk Positions In The 53<sup>rd</sup> District Court-District Court, and moved its adoption. Seconded by Commissioner VanHouten. MOTION CARRIED.

Commissioner Lawrence presented Resolution No. 2013-11-330, Resolution Authorizing The Chair To Sign A Letter Of Agreement For The Reclassification Of Jennifer Stepp To Dispatcher II, Year Three Wages-9-1-1, and moved its adoption. Seconded by Commissioner Domas. MOTION CARRIED.

Commissioner Dolan presented Resolution No. 2013-11-331, Resolution To Create An Environmental Projects Manager Position-Drain Commissioner, and moved its adoption. Seconded by Commissioner VanHouten. MOTION CARRIED.

Commissioner Domas presented Resolution No. 2013-11-327, Resolution Authorizing The Livingston County Drain Commissioner To Apply For A Michigan Department Of Environmental Quality Stormwater, Asset Management And Wastewater (SAW) Grant For Livingston County Utility Infrastructure And The Septic Receiving Station-Drain Commissioner, and moved its adoption. Seconded by Commissioner Childs. Ken Recker, Deputy Drain Commissioner, asked that the amount of the county's grant matching obligation be changed to read "\$219,773.83". MOTION CARRIED.

Call To The Public. No response.

Recess. The Chairperson recessed the meeting at 8:00 p.m.

Margaret M. Dunleavy  
Livingston County Clerk

**RESOLUTION**

**NO: 2013-11-332**

**LIVINGSTON COUNTY**

**DATE: November 18, 2013**

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**RESOLUTION AUTHORIZING AGREEMENT FOR SOFTWARE SCHEDULE G FOR MONARCH PRODUCT, AS AN EXTENSION OF THE SOFTWARE MAINTENANCE AGREEMENT CONTRACT, SIGNED BY LIVINGSTON COUNTY, REGISTER OF DEEDS, AND FIDLAR TECHNOLOGIES ON DECEMBER 2<sup>ND</sup>, 2010. – REGISTER OF DEEDS / GENERAL GOVT/ FINANCE / FULL BOARD**

**WHEREAS,** the Livingston County Register of Deeds office is entering into an extension of the original contract signed by Livingston County on December 2<sup>nd</sup>, 2010; and

**WHEREAS,** this Schedule G is for Monarch Product Description and Distribution which includes a onetime installation fee of \$2,500.00 and a \$350.00 per year fee for the iPad II Annual support; and

**WHEREAS,** this software will allow Fidlar to market and sell Livingston County's documents to be purchased by outside companies through Monarch as another source of revenue for the county; and

**WHEREAS,** the documents purchased through Monarch will have a watermark imbedded on them to eliminate the resale of the documents to other companies; and

**WHEREAS,** Fidlar will charge each subscriber a service fee above and beyond the county's required access fee for the use of the Monarch system, support, billing services, and collection services and will be based on several subscriber attributes; and

**WHEREAS,** funding for same is available through the Register of Deeds Automation Fund; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves an Agreement with Fidlar Technologies for the annual Monarch Product Software Agreement Schedule G for a one time Installation fee of \$2,500.00 and an iPad II Annual Support of \$350.00 per year

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign said Agreement with Fidlar Technologies upon review and approval of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:



## SCHEDULE G

### Monarch Product DESCRIPTION and Distribution:

This schedule is an extension of the contract signed by Livingston County on December 2<sup>ND</sup>, 2010. All legal verbiage from that agreement and the schedules included within it (schedules b thru e) apply to this additional schedule.

#### **Payment Terms:**

Monarch Installation Price - \$2,500.00

iPad II Annual Support - \$350/year

#### **Billing Milestones:**

- ◆ Upon delivery of the iPad, the above referenced annual charge will commence.
- ◆ County will be invoiced for above referenced Monarch Installation Price once Fidlar has found a Monarch buyer for Livingston County.

#### **FIDLAR TECHNOLOGIES MONARCH SERVICE INCLUDES:**

- ◆ The use of our Monarch Data Distribution software product during the life of this contract
- ◆ Fidlar will actively promote and seek out viable subscribers interested in securely accessing your information in exchange for a service fee.
- ◆ Fidlar will require your consent for each new subscriber by asking you to authorize an addendum to this agreement that outlines who the subscriber is, and if different from this Schedule G, what fee you would like to receive from the transaction, and what security options and data access options you grant that particular subscriber.
- ◆ Fidlar agrees to issue a credit to the County for access fees on a monthly basis.
- ◆ County can request Fidlar to terminate access to any subscriber at any time or change the terms of the access fees or security options at any time.
- ◆ Fidlar will install our Monarch data distribution system [at your location in order to access information from your Fidlar production system or at our location in order to access information from your replicated system] and this system will be used to provide access to your information by subscribers during the life of this agreement.
- ◆ Fidlar will provide the County with one (1) iPad and a userID and password for our Monarch iPad app which allows various types of utilization information to be viewed. The iPad provided will be an iPad II 16G, wi-fi with 3G and will come in the color black.
- ◆ Fidlar will provide monthly 3G access on the Verizon network to facilitate access to the utilization information.





- ◆ Fidar will provide to the subscribers all necessary support, technical support, and communications to allow for the successful use of the Monarch system at no cost to the county.
- ◆ Fidar will charge each subscriber a service fee above and beyond the county's required access fee for the use of the Monarch system, support, billing services, and collection services. That fee will be determined by Fidar and will be based on several subscriber attributes.
- ◆ Fidar will provide County with project management, installation, configuration, support, ongoing configuration of new subscribers as required for the successful operation of the Monarch system.
- ◆ County agrees to the terms of the grandfathered subscribers as outlined below.
- ◆ The use of any future software product Fidar may develop to replace Monarch for the purpose of data distribution.

**FIDLAR TECHNOLOGIES MONARCH SERVICE DOES NOT INCLUDE:**

- ◆ Any form of ownership of Fidar developed software products
- ◆ Any warranty service with regards to the iPad II. All warranties with regards to the iPad II will transfer to County Official upon receipt and County Official will be responsible for obtaining warranty support as needed.

**DIRECT MARKETING:**

Under the terms of this agreement, Fidar Technologies will serve in the capacity of sales and marketing of access to County data through Monarch and will only market access to County data and images with specific permission from County. County will agree that it will not enter into separate agreements with existing or new Monarch customers for services provided normally through Monarch during the term of this agreement.

**PRICING:**

- Day Forward Images - \$.15/image
- Historic Bulk Images - \$.07/image
  
- Day Forward Index data - \$.06/doc
- Day Forward Index data (Flat Rate) - \$275/month
- Historic Bulk Index Data - \$.04/doc

**\*Historic bulk requests require a minimum order of \$10,000**



**SECURITY OPTIONS:**

- Information will be delayed 3 days
- Images will be watermarked with diagonal text across the document image
  - “Licensed to “insert company name” and not for sublicense, relicense, sale, re-sale or any other transfer.”

**GRANDFATHERING CONSIDERATIONS:**

Grandfathering instances may occur where the County Official may have existing bulk-data subscribers and the County Official may wish to honor current agreements for a stated period of time. Please note that length of grandfathering period is limited to 2 years.

Company Name	Financial Terms	Security Options	Grandfathered term

**BUYER REPRESENTS THAT THIS SCHEDULE G HAS BEEN READ:**

LIVINGSTON MI REGISTER OF DEEDS

FIDLAR TECHNOLOGIES

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: SALLY REYNOLDS**  
**Date: 11/12/13**  
**Re: RESOLUTION AUTHORIZING AGREEMENT FOR  
SOFTWARE SCHEDULE G FOR MONARCH PRODUCT, AS  
AN EXTENSION OF THE SOFTWARE MAINTENANCE  
AGREEMENT CONTRACT, SIGNED BY LIVINGSTON  
COUNTY, REGISTER OF DEEDS, AND FIDLAR  
TECHNOLOGIES ON DECEMBER 2<sup>ND</sup>, 2010. – REGISTER OF  
DEEDS / GENERAL GOVT/ FINANCE / FULL BOARD**

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Dear Board of Commissioners,

As you know I had recently come and asked for a Resolution from you in regards to a Replication Server agreement with Fidlar Technologies .

Now this software agreement with Fidlar is for the Monarch Program, which is identified as Schedule G, and is an extension to the original contract signed Dec 2<sup>nd</sup>, 2010, and will operate through the new Replication Server.

This product will be installed by Fidlar, marketed by Fidlar to viable subscribers, and be set up and billed by Fidlar. Fidlar will be charging an additional fee, over and above what the County will be charging per image, to cover their costs. It is my understanding it will be 2 or 3 cents over the price we set for the images. At this point I have requested the schedule of fees from Fidlar, at Mr. Townsend's request, but haven't received the information as yet. I am hopeful I will have received the information before the General Government meeting. I will get the information to the Board as soon as I receive it from Fidlar.

Fidlar will market Livingston County documents to companies for sale. The documents will have an embedded watermark of the company name purchasing them and will help to keep them from reselling them to other companies. (The other companies won't want to advertise for their competitors.)

I will be using the Automation Fund to purchase this software agreement to enhance the search capabilities of the documents in our office for the public. It should generate more revenue for our office, and thus increase the county's general fund.

If you have any further questions please contact me 517.540.8823

Sally Reynolds

RESOLUTION

NO: 2013-11-333

LIVINGSTON COUNTY

DATE: November 18, 2013

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**RESOLUTION AUTHORIZING A CONTRACT RENEWAL WITH HEALTH EMS/DBA SANSIO FOR WEB ENABLED EMERGENCY MEDICAL SERVICE ELECTRONIC PATIENT CARE REPORTING SOFTWARE - EMS / Health & Human Services Committee / Finance Committee**

**WHEREAS,** Livingston County EMS has determined a need for a Web enabled Electronic Patient Care Reporting (EPCR) System which was implemented 5 years ago; and

**WHEREAS,** Livingston County EMS will continue the EPCR system to meet the State of Michigan and National EMS Information System mandatory data submission requirements; and

**WHEREAS,** the proposed contract will expire on November 30th 2018; and

**WHEREAS,** in accordance with the County's Purchasing Policy, a formal quoting process was performed in cooperation with Huron Valley Ambulance and the pricing in the contract reflects significant savings for Livingston County EMS; and

**WHEREAS,** Health EMS of Duluth, MN, submitted a quote that will provide the Web Based EPCR system at for the same price as the original contract .75 cents per run for the first year and all original fees to be held the same; and

**WHEREAS,** there is an estimated 3% increase in run volume predicted in pricing for subsequent years; and

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

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Health EMS for Web based EPCR system for the period of 12/01/2013 through 11/30/2018.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon approval as to form by Civil Counsel.

# # #

Moved:  
Seconded:  
Carried:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R Boyd, Director**  
**Date: 11/05/2013**  
**Re: Health EMS Electronic Patient Care Reporting**

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Livingston County EMS participated in the contract renewal process by cooperating with Huron Valley Ambulance, Life EMS, LifeCare EMS and several others to secure the best pricing and functional EMS EPCR system.

We are recommending a 5 year contract with Health EMS/Sansio for our EPCR needs. It has been determined to be the most cost effective and user friendly system we evaluated. This software integrates with CAD, submits state and national data requirements, performs billing tasks and delivers patient care records to the hospital

The appropriate funds for this project, including training, hardware, connectivity and software are in the 2014 budget.

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



**Renewal Schedule A**

Prepared For: Livingston County EMS

Prepared By: Michelle Wiklund

Proposal Expires: 11/30/13

Effective 12/01/13 - 11/30/18

Activation/Implementation Fees					
Description	Fee	UM	Qty	Total Fee	
Activation/Implementation Fees					\$0

HealthEMS Subscription Fees (MOBILE) <sup>1)</sup> Minimum monthly fee is \$500							
Description	Annual Runs	Monthly Subscription Pricing			UM	Qty	Total Fee
		Base	Discount	Net <sup>1)</sup>			
Year 1	18,000	\$3,375	(\$2,250)	\$1,125	Month	12	\$13,500
Year 2	18,500	\$3,469	(\$2,313)	\$1,156	Month	12	\$13,872
Year 3	19,100	\$3,581	(\$2,387)	\$1,194	Month	12	\$14,328
Year 4	19,700	\$3,694	(\$2,463)	\$1,231	Month	12	\$14,772
Year 5	20,300	\$3,806	(\$2,537)	\$1,269	Month	12	\$15,228
Subscription Fees							\$71,700
60 Month Ave \$\$ Per Run				\$0.75			

System Integration Services					
Description	Fee	UM	Qty	Total Fee	
Billing	Included	Month	60	\$0	
CAD	Included	Month	60	\$0	
EKG Data	Included	Month	60	\$0	
myPatientEncounters	Included	Month	60	\$0	
State Reporting	Included	Month	60	\$0	
XchangER	Included	Month	60	\$0	
Interface Fees					\$0

Professional Services - Training Fees							
Description	# Staff	# Days	Fee	UM	Trips	Total Fee	
Training Fees							\$0

Professional Services - Consulting Fees							
Description	# Staff	# Days	Fee	UM	Trips	Total Fee	
Onsite Consulting	1	3	\$1,700	Day	0	\$0	
Travel Expenses (estimated)	1	N/A	\$2,100	Trip	0	\$0	
Consulting Fees							\$0

Optional Service Fees						
Description	Price/Unit	UM	Qty	Total Cost		
HealthEMS SanFax (minimum monthly fee is \$50) <sup>2)</sup>	\$50.00	Month	0	\$0		
HealthEMS SanFax (transaction fees) <sup>2)</sup>	\$0.05	Page	0	\$0		
Optional Extension Fees						\$0

<sup>1)</sup> HealthEMS minimum month fee is \$500

<sup>2)</sup> HealthEMS SanFax will be invoiced monthly for previous month's actual use, at a \$0.05/page, minimum of \$50/month.

Note: The items above with Qty or Trips = 0 are provided for estimating purposes. Estimated travel expenses include airfare, lodging, ground transportation, and staff per diem.



Prepared By: Michelle Wiklund

**Renewal Schedule A**

Prepared For: Livingston County EMS

Proposal Expires: 11/30/13

**Summary of Proposed System Costs**

**One-Time Costs**

Activation/Implementation Fees	\$0
Professional Services - Training Fees	\$0
Professional Services - Consulting Fees	\$0
Total One-Time Costs	<u>\$0</u>

**Subscription Fees - 60 Month Term**

HealthEMS Subscription Fees (MOBILE)	\$71,700
Maintenance & Support	Included \$0
System Integration Services	Included \$0
Optional Service Fees (estimated)	See Above \$0
Total Subscription Fees	<u>\$71,700</u>

**Grand Total** **\$71,700**

The undersigned agrees to pricing terms identified above. This Schedule A forms part of Subscription Agreement. Activation/Implementation Fees are due at signing of Schedule A.

**Livingston County EMS**

**Sansio**

\_\_\_\_\_  
Authorized Customer Signature / Date

\_\_\_\_\_  
Authorized Sansio Signature / Date

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
Printed Name / Title

RESOLUTION

NO: 2013-11-334

LIVINGSTON COUNTY

DATE: November 18, 2013

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**RESOLUTION TO AUTHORIZE INTERGOVERNMENTAL TRANSFER TO THE STATE OF MICHIGAN BY AMENDING RESOLUTION 2013-09-267- Department of Public Health / Health & Human Services Committee**

**WHEREAS,** the County of Livingston is committed to supporting programs that provide access to appropriate health care services for low-income residents of Livingston County; and

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

**WHEREAS,** Ingham Health Plan Corporation d/b/a Livingston Health Plan's purposes include promoting, organizing, managing and administering programs to create a system for providing or arranging and paying for health care services in a cost effective manner for persons unable to pay for such health care services; and

**WHEREAS,** Ingham Health Plan Corporation d/b/a/ Livingston Health Plan has entered into an Indigent Care Agreement with one or more qualifying hospital(s), requiring Ingham Health Plan Corporation d/b/a/ Livingston Health Plan to directly or indirectly operate a program of arranging and paying for health care to low-income individuals with special needs who are not covered under other public or private health care programs and who are unable to pay for such services; and

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

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby amends Resolution 2013-09-267 and authorizes the County Treasurer and the Financial Officer to implement intergovernmental transfer up to \$394,538, to the State of Michigan for the purpose of participating in the financing of the non-federal share of DSH payments made under the Indigent Care Agreements Pool to be paid to qualifying hospitals who have signed Indigent Care Agreements with Ingham Health Plan Corporation d/b/a Livingston Health Plan, so long as Ingham Health Plan Corporation d/b/a Livingston Health Plan maintains a current Indigent Care Agreements with those hospital(s).



**BE IT FURTHER RESOLVED** that the intergovernmental transfer is authorized once the following condition is in place: The Ingham Health Plan Corporation d/b/a Livingston Health Plan has an Indigent Care Agreement currently in effect with one or more qualifying hospital(s).

**BE IT FURTHER RESOLVED** that this Resolution shall be effective as of October 1, 2013 through September 30, 2014.

# # #

MOVED:

SECONDED:

CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Ted Westmeier**  
**Date: November 5, 2013**  
**Re: Resolution to Authorize Intergovernmental Transfer to the State of Michigan By Amending Resolution 2013-09-267**

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In September 2013 the Board authorized an intergovernmental transfer of up to \$140,000 through December 31, 2013. We were unsure if the Medicaid Disproportionate Share (DSH) payments would continue. We have now determined that the payments will remain until September 30, 2014 which will enable us to provide for care to the uninsured and underinsured residents of our county.

For the past nine years the Livingston County Board of Commissioners approved sending an intergovernmental transfer of up to \$500,000 annually to the State of Michigan to support the Michigan Medicaid Disproportionate Share Hospital (DSH) payments supported by the Indigent Care Agreements between hospitals and the Livingston Health Plan. This resolution requests an amount up to \$394,538 to cover the period of October 1, 2013 through September 30, 2014.

There are currently 1050 individuals enrolled in the Livingston Health Plan under Parts A and B. Those enrolled in Part A will be transferred to Medicaid on April 1, 2014. The vast majority of those in Part B, which qualify if they are at or below 150% poverty, will also be eligible for Medicaid on April 1, 2014. 2014 will be a transition year for many of our clients so our services will be needed until this transition is completed. Plan B provides some basic care but Medicaid will provide a more comprehensive and inclusive coverage.

The Livingston Health Plan is a d/b/a under the Ingham Health Plan. There is an advisory committee that provides direction and recommendations as to coverage, limitation, enrollment, etc. Belinda Peters and I are both members of the advisory committee along with representatives from the Brighton Area Chamber of Commerce, OLHSA, Catholic Charities, United Way, St. Joseph Hospital System and the Department of Human Services.

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

RESOLUTION

NO:

2013-11-335

LIVINGSTON COUNTY

DATE:

November 18, 2013

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**RESOLUTION TO AUTHORIZE AGREEMENTS WITH THE INGHAM HEALTH PLAN CORPORATION D/B/A LIVINGSTON HEALTH PLAN - DEPARTMENT OF PUBLIC HEALTH / HEALTH & HUMAN SERVICES COMMITTEE**

**WHEREAS,** the Ingham Health Plan Corporation d/b/a Livingston Health Plan has contracted with Livingston County Department of Public Health to purchase health care services to serve low income Livingston County residents, including hearing and vision screening, outreach services, communicable disease services and public health community nursing services for the period of October 1, 2013 through September 30, 2014; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes a renewal of the contract with the Ingham Health Plan Corporation d/b/a Livingston Health Plan whereby the Public Health Department will provide hearing and vision screening, outreach services, communicable disease services, public health community nursing services for \$394,538, enrollment and transition services to the targeted population for \$50,000, dental services through VINA dental program for \$30,000, mental health services through Community Mental Health for \$50,000 and primary health care and enrollment services through Faith Medical Clinic in Pinckney for \$40,000.

**BE IT FURTHER RESOLVED** that the Board Chairperson is authorized to sign the contracts authorized in this resolution including Ingham Health Plan Corporation, VINA Dental Clinic, Livingston County Community Mental Health & Faith Medical Clinic after review by the County legal counsel.

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Moved:

Seconded:

Carried:



# Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Ted Westmeier  
**Date:** November 5, 2013  
**Re:** Resolution to Authorize Agreements with the Ingham Health Plan Corporation d/b/a Livingston Health Plan

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For the past nine years the Livingston County Board of Commissioners approved entering into a contract with the Ingham Health Plan d/b/a Livingston Health Plan to provide public health services for area residents and enrollment and outreach services for the Livingston Health Plan. The contract for fiscal year 2013/2014 is for \$394,538 for public health services, \$50,000 for enrollment and transition services, dental services through VINA for \$30,000 mental health services through Community Mental Health for \$50,000, and medical care and enrollment services through Faith Medical Clinic in Pinckney for \$40,000.

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

RESOLUTION

NO:

2013-11-336

LIVINGSTON COUNTY

DATE:

November 18, 2013

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**RESOLUTION AUTHORIZING APPLICATION FOR AN ACCEPTANCE OF A GRANT AWARD UNDER THE ACCREDITATION SUPPORT INITIATIVE (ASI) FROM THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO) – Health/General Government/Finance/Full Board**

**WHEREAS,** NACCHO is offering grant awards for the ASI under funding provided by the Office of State, Tribal, Local and Territorial Support within the Centers for Disease Control and Prevention (CDC), and

**WHEREAS,** the Livingston County Department of Public Health (LCDPH) is in the beginning phases of conducting a community health assessment (CHA) and community health improvement plan (CHIP), and

**WHEREAS,** one of the categories for funding includes progress toward completing a community health improvement process which includes conducting a CHA and developing a CHIP, two of the three prerequisites to apply for National Accreditation under the Public Health Accreditation Board (PHAB), and

**WHEREAS,** grants will be awarded for up to \$40,000 with no local match requirements, and

**WHEREAS,** selected local public health departments must be able to sign and return the contract to NACCHO within 30 days of receiving it.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes applying to NACCHO for a grant award under the Accreditation Support Initiative (ASI) and

**BE IT FURTHER RESOLVED** that if grant funding is awarded the Board of Commissioners authorizes the Board Chair to sign a contract with NACCHO for grant funding under the ASI program upon review and approval by legal counsel, and

**BE IF FURTHER RESOLVED** that the Board of Commissioners authorizes out of state travel for the project coordinator to attend training in Atlanta, Georgia, all costs covered by the grant award.

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MOVED:

SECONDED:

CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Ted Westmeier, RS, MPH**  
**Date: November 4, 2013**  
**Re: Resolution Authorizing Application for and Acceptance of a Grant Award Under the Accreditation Support Initiative (ASI) from the National Association Of County and City Health Officials (NACCHO)**

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We are requesting authorization to apply for a grant from NACCHO for up to \$40,000 to help offset the costs of conducting a community health assessment (CHA) and develop a community health improvement plan (CHIP). This is considered a grant award and does not require any local matching funds. We were planning on this project in 2014 so being awarded any funding would help offset our costs.

With support from the Centers for Disease Prevention and Control (CDC), NACCHO is awarding grants up to \$40,000 to assist local public health departments to prepare for National Accreditation through the Public Health Accreditation Board (PHAB). One category is progress towards completing a community health improvement process. This includes conducting a CHA and developing a CHIP. We were planning to conduct those activities in 2014, which are two of the three prerequisites for applying to PHAB for Accreditation. The other prerequisite is a departmental strategic plan, which is also planned for 2014.

CDC and NACCHO are encouraging local public health department to begin the process toward National Accreditation. There are currently four departments in Michigan that have already applied, with one, Central Michigan District Health Department in Mt. Pleasant, receiving National Accreditation in September. Other local departments in Michigan are also preparing for an application to PHAB.

Since it is necessary to complete a contract within 30 days of receiving notification of the award, we are seeking both authorization to apply and if given a grant award, authorization to enter into a contract with NACCHO. Also it will be required to send the project coordinator to CDC in Atlanta for training, the costs of which will be covered under the grant award.

RESOLUTION

NO: 2013-11-337

LIVINGSTON COUNTY

DATE: November 18, 2013

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RESOLUTION APPROVING A MODIFICATION TO THE WORKFORCE INVESTMENT ACT  
COMPREHENSIVE 5-YEAR LOCAL PLAN CURRENTLY APPROVED THROUGH JUNE 30, 2017

- 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 employers and job seekers, and
- WHEREAS, The Livingston County Board of Commissioners approved the WIA 5-year plan for the time period 7/1/12 through 6/30/17 in Resolution 2012-11-313 on November 19, 2012; and
- WHEREAS, The WIA 5-year local plan requires periodic modifications to update waivers and performance standards as allowed by the State of Michigan; and
- WHEREAS, The Board of Commissioners also approved a series of waivers and Performance Standard updates in Resolution 2013-08-214 on August 19, 2013; and
- WHEREAS, The Workforce Development Agency, State of Michigan is allowing a waiver that allows up to a 75% transfer between the WIA Adult and WIA Dislocated Worker funding sources; and
- WHEREAS, The Workforce Development Agency, State of Michigan (WDASOM) requires the Livingston County Board of Commissioners to approve the modification to the 5-Year plan incorporating this waiver.

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

**BE IT FURTHER RESOLVED** that the Chair is authorized to sign said plan modification for submission to the Workforce Development Agency, State of Michigan as well as any future amendments for monetary and contract language adjustments.

# # #

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY MICHIGAN WORKS!**  
1240 Packard Dr Howell, MI  
Phone 517-552-2101 Fax 517-546-2353  
Web Site: [www.lcmw.org](http://www.lcmw.org)

# Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Bill Sleight, Director, Livingston County Michigan Works!  
**Date:** November 5, 2013  
**Re:** Workforce Investment Act (WIA) Comprehensive 5-Year Local Plan  
Modification #2 for the period July 1, 2012, through June 30, 2017

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Michigan Works! Agencies (MWAs) are required to have a Workforce Investment Act (WIA) plan in place to help guide strategic planning. Generally, these need to be renewed every five years and modified as needed to reflect changes in required Performance Standards, waivers approved the State of Michigan, changes to strategic focus, etc... On November 19, 2012, the Livingston County Board of Commissioners approved a new, original WIA 5-year plan for the time period 7/1/12 through 6/30/17 in Resolution 2012-11-313. Additionally, on 8/19/13, the Board approved several amendments to the plan including waivers granted by the State of Michigan and updated Performance Standards for Fiscal Year 2013.

Recently, the State of Michigan approved or released a new update to waivers that requires modification of the current WIA 5-year plan. The updates are as follows:

- A. Waiver of WIA Section 133(b)(4) to increase the funds transfer limit between the Adult and DW programs. This waiver allows for the transfer of up to **75 percent** of the funds between the two programs for FY 2013 (7/1/13 through 6/30/14).

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

The WIA Five-Year plan modification requires approval of the Livingston County Workforce Development Council and Livingston County Board of Commissioners. The Workforce Development Council will review the Resolution at their meeting on November 21, 2013. A resolution approving the WIA 5-year plan modification is attached for your consideration. If you have any questions regarding this matter please contact me.



RESOLUTION

NO:

2013-11-338

LIVINGSTON COUNTY

DATE:

November 18, 2013

**RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO LANDSCAPE ARCHITECTS & PLANNERS FOR FILLMORE COUNTY PARK DESIGN SERVICES - PARKS AND OPEN SPACE ADVISORY COMMITTEE/PLANNING DEPARTMENT**

**WHEREAS,** The Parks and Open Space Advisory Committee has determined that there is a need for landscape architecture design services at Fillmore County Park; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, Landscape Architects & Planners, of Lansing, MI, has been selected for the purchase of design services; and

**WHEREAS,** after the review of the vendor and products, it is recommended that a Purchase Order with Landscape Architects & Planners, of Lansing, MI, be awarded an amount not to exceed \$12,000; and

**WHEREAS,** this Resolution has been recommended for approval by the Parks and Open Space Advisory Committee; and

**WHEREAS,** cost of these services are not budgeted within the 2013 budget for the Fillmore Estate County Park budget, therefore a budget amendment is required.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes a purchase order with Landscape Architects & Planners, of Lansing, MI, in an amount not to exceed \$12,000.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes the transfer of \$12,000 from the Fillmore Estate County Park’s fund balance Org/object 15775100 819000 of the 2013 budget to cover this expenditure.

**BE IT FURTHER RESOLVED** the Livingston County Board of Commissioners hereby authorizes the following budget amendment to the 2013 Fillmore Estate County Park budget as follows:

<u>2013 Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Proposed 2013 Amended Budget</u>
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\$6,387	\$12,000	\$18,387
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MOVED:  
SECONDED:  
CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Kathleen Kline-Hudson, Parks & Open Space Advisory  
Committee**  
**Date: 11/12/13**  
**Re: Purchase of architectural landscape services for the Parks &  
Open Space Advisory Committee**

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On August 5, requests for quotes were issued to four local design firms to provide conceptual design services for a development project at Fillmore Park. Firms were pre-selected to receive RFQs because each had landscape architectural capabilities, each maintained offices in Livingston County, and each had local design experience with agencies in the county. Those firms were Boss Engineering Co., Inc., Hubbell, Roth & Clark, Inc., Lindhout Associates Architects, AIA, PC, and Professional Engineering Associates, Inc.

Conceptual design services will include preliminary site assessment, development of preliminary project alternatives, project budget guidance, development of conceptual /schematic plans, guidance for and preparation of a Michigan Trust Fund grant application. Services will also include assistance with recreational needs assessment, master planning and other tasks.

Proposals were received from three firms (Boss, HRC and PEA) on September 6. The proposals were circulated to subcommittee members for their review. On October 18, 2013 interviews were conducted with the three submitting firms. The interview panel consisted of Kathleen Kline Hudson, Mike Arens, Robert Parker and Scott Barb.

In general the proposals we received were of high quality. At their interview, each firm was very enthusiastic about the project, and each brought valuable insights about the design and grant application process. After due consideration, the interview panel, in consultation with other subcommittee members, concluded that the firm of Hubbell, Roth & Clark, Inc. submitted the superior proposal.

At the November 6, 2013 meeting of the Parks and Open Space Advisory Committee, the Committee passed a motion to recommend to the Board of Commissioners that the proposal of Hubble, Roth and Clark, Inc./ Landscape Architects & Planners be accepted, and that project be funded through the Park general fund.

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

RESOLUTION

NO:

2013-11-339

LIVINGSTON COUNTY

DATE:

November 18, 2013

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**RESOLUTION AMENDING RESOLUTION 2013-06-163 FOR THE AUTHORIZATION OF THE RENOVATION OF THE INTAKE CONTROL POD IN THE LIVINGSTON COUNTY JAIL - JAIL**

**WHEREAS,** the Livingston County Jail was expanded in 1996. When the jail was expanded the Intake/Booking Area was constructed with one booking window; and

**WHEREAS,** the needs of the jail have changed dramatically; and the processes to book and release inmates has become more timely; and

**WHEREAS,** the current layout of the intake pod has proven to be very inefficient and outdated; and

**WHEREAS,** county architect, Lindhout and Associates has worked with Jail staff to develop and plan to maximize space and efficiency in the Intake Pod and in doing so added two additional booking windows; and

**WHEREAS,** the cost of the project was originally estimated to be \$105,000; and is now estimated to be at \$137,363.

**WHEREAS,** the funding for the project is available in Capital Improvement

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the funding and renovation of intake pod and the county jail not to exceed \$137,363.

**BE IN FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby approve a budget amendment and a transfer of up to \$137,363 from capital improvement to be moved to the jail budget.

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MOVED:

SECONDED:

CARRIED:

Livingston County Jail Intake Control Room Renovations

Project Budget: **\$105,000**

1. Construction: \$84,000, includes \$7,500 construction contingency
2. A&E: \$12,000 + \$5,000 Design Contingency
3. Furniture & Misc. Equipment Allowance: \$4,000  
2 chairs, 4 file cabinets, screen wall, under counter frig, microwave, coffee pot

Bid Results: **\$137,363**

1. Construction: \$116,363, includes \$8,837 construction contingency
2. A&E: \$12,000 + \$5,000 Design Contingency
3. Furniture & Misc. Equipment Allowance: \$4,000  
2 chairs, 4 file cabinets, screen wall, under counter frig, microwave, coffee pot

Major categories of work where bid results were higher than budget: - See summary of each category on following page

	<u>Budget</u>	<u>Bid Results</u>	<u>Difference</u>
1. Masonry Demolition & New Masonry:	\$5,000	\$9,000	+\$4,000
2. Security Doors & Windows:	\$15,420	\$18,945	+\$3,525
3. Temporary Partition	\$0	\$2,500	+\$2,500
4. Carpentry Labor:	\$0	\$7,500	+\$7,500
5. Millwork:	\$5,115	\$8,542	+\$3,427
6. Millwork Alternate:	\$0	\$3,100	+\$3,100
7. Access Flooring:	\$9,600	\$15,600	+\$6,000
8. Sub Contractor General Conditions & OHP	\$2,500	\$5,638	<u>+\$3,138</u>
			<b>+\$33,190</b>

**Summary:**

- 1. The confined working space and protection of adjacent areas is the main reason the increased cost of the masonry demolition and new work.**
- 2. We did not allocate enough for the removal of the existing doors and windows and cutting/removal work required for the two new booking trays.**
- 3. A temporary partition will be required to isolate the construction area from the inmate holding lobby area.**
- 4. Portions of the existing suspended ceiling along the south wall of the control will need to be removed and reinstalled to accommodate the installation of the new door & window. This category also includes labor to remove and install millwork.**
- 5. The increased cost can be attributed to the small quantity of custom cabinetry.**
- 6. The replacement of the existing booking station millwork was not included in the original project scope.**
- 7. Since the existing raised flooring system could not be re-carpeted in the field, we called for the floor panels to be replaced. During the bidding process we learned that the existing floor system manufacture is no longer in business. It will be less expensive to replace the existing floor pads and supports than have custom floor pads made for the existing supports.**
- 8. The sub contractor general conditions and O.H.P is proportional to the overall cost of the project.**

**RESOLUTION**

**NO: 2013-11-340**

**LIVINGSTON COUNTY**

**DATE: November 18, 2013**

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**RESOLUTION AUTHORIZING ADDITIONAL FUNDS TO COVER THE COST OF RENOVATIONS TO THE ANIMAL CONTROL BUILDING – Facility Services / Animal Control / General Government**

**WHEREAS,** Additional funds are needed to complete the project at the Animal Control building; and

**WHEREAS,** the amount of funds to complete the project are to be paid from the 2013 contingency fund not to exceed \$27,500.00

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes expenditure of \$27,500.00 to complete the renovations at the Animal Control building



## **Livingston County Facility Services**

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

# **Memorandum**

**DATE:** November 8, 2013

**TO:** Livingston County Board of Commissioners

**FROM:** Chris Folts

**RE:** Resolution authorizing additional funds to complete Livingston County Animal Control renovation project.

The Facilities Service Department and Livingston County Animal Control are asking for an additional \$27,500.00 to complete the construction project at Animal Control.

Early in the project the Facility Services Department was going to provide staff and over sight to complete the renovation to the office area of Animal Control. Upon further planning and preparation it was realized that the scope and size of the project was too much for the department to take on.

Therefore, we are asking for the amount not to exceed \$ 27,500.00 to be moved from the contingency fund to cover the cost of the renovation. If you have any questions or concerns regarding this matter, please contact me.

RESOLUTION

NO: 2013-11-341

LIVINGSTON COUNTY

DATE: November 18, 2013

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**RESOLUTION AUTHORIZING OLHSA THE USE OF LIVINGSTON COUNTY OWNED BILLBOARD FOR THE PURPOSE OF ADVERTISING THE 2014 WALK FOR WARMTH EVENT – Facility Services /General Government**

**WHEREAS,** The Facility Services Department has been asked by OLHSA to use the County owned billboard to advertise the 2014 Walk for Warmth event; and

**WHEREAS,** Facility Services recognizes OLHSA as a non profit and would not seek compensation for such use; and

**WHEREAS,** OLHSA would be responsible for all cost associated with advertisement on the billboard including removal of advertisement from the billboard after February 22, 2014;

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes OLHSA to use the County owned billboard.

# # #

Moved:  
Seconded:  
Carried:





## **Livingston County Facility Services**

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

**DATE:** November 5, 2013

**TO:** Livingston County Board of Commissioners

**FROM:** Chris Folts

**RE:** Resolution Authorizing the Use of Livingston County Owned Billboard by OLHSA for the Purpose of Advertising Walk for Warmth Event.

The Facilities Services Department has been asked by OLHSA to use the billboard owned by Livingston County for the purpose of advertisement for the 2014 Walk for Warmth event.

OLHSA agrees to incur all cost associated with advertisement for the event including removing advertisement when the event is finished on February 22, 2014.

Therefore, we are requesting authorization to allow OLHSA the use of the billboard for advertisement of the Walk for Warmth event 2014. If you have any questions or concerns regarding this matter, please contact me.

RESOLUTION

NO: 2013-11-342

LIVINGSTON COUNTY

DATE: November 18, 2013

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**RESOLUTION AUTHORIZING OUT-OF-STATE CONFERENCE REGISTRATION FOR THE TECHNICAL SUPERVISOR/Health and Human Services/FINANCE/EMS**

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

**WHEREAS,** the EMS Department is recommending we reimburse the technical supervisor for the cost of out of state critical care conference registration; and;

**WHEREAS,** the technical supervisor will cover the remainder of the cost of the conference, meals and travel in its entirety; and

**WHEREAS,** the cost of the conference is in the 2013 budget and shall not exceed \$670.00; and;

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the EMS Department to reimburse the Technical Supervisor 670.00 for critical care conference registration.

# # #

MOVED:  
SECONDED:  
CARRIED:



# 43<sup>rd</sup> CRITICAL CARE CONGRESS: REGISTRATION FORM

## CHOOSE FROM FOUR EASY WAYS TO REGISTER:

1. Online at [www.sccm.org](http://www.sccm.org)
2. Call SCCM Customer Service at +1 847 827-6888
3. Fax the completed form to +1 847 493-6444
4. Mail the completed form to: 35083 Eagle Way, Chicago, IL 60678-1350 USA

Please use this form to register for the 43rd Critical Care Congress. Please type or print clearly and keep a copy of this form for your records.

## REGISTRANT INFORMATION

Last Name (Surname) \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Customer/Member # \_\_\_\_\_

Degrees/Credentials (ex.: ACNP, MD, PharmD, RN, RRT, etc.) \_\_\_\_\_ Gender:  Male  Female

Organization \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_  Home  Office Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

## 2014 CONGRESS REGISTRATION RATES

	Early Rate by 11/6/2013	Advance Rate by 12/4/2013	On-Site Rate	Daily Rate
<b>MEMBER</b>				
Physician	\$730	\$830	\$900	\$450
Healthcare Prof.*	\$530	\$630	\$700	\$350
Student*	\$275	\$325	\$350	\$175
<b>NONMEMBER</b>				
Physician	\$930	\$1,030	\$1,100	\$550
Healthcare Prof.*	\$670	\$770	\$840	\$420
Student*	\$355	\$405	\$430	\$215

\*Fellows and residents register at the Healthcare Professional rate. Training verification letter must accompany registration form for fellows, residents and students.

## FOR DAILY RATES, PLEASE INDICATE WHICH DAY BELOW:

With daily registration, you may attend educational sessions, access the Exhibit Hall and register for ticketed events only on the day for which your registration was purchased.

- Friday, Jan. 10  Saturday, Jan. 11  Sunday, Jan. 12

## CONGRESS TUITION \$ \_\_\_\_\_

Tuition includes online access to Congress On Demand post Congress and admission to all general Congress sessions, Exhibit Hall and Exhibit Hall refreshment breaks, Poster Hall, and Professor Walk Rounds.

## ADDITIONAL TICKETED SESSIONS/EVENTS

You do not need to be registered for Congress to attend these courses. \*If you are not registered for Congress, a \$50 charge per course will be applied to your registration fee.

### WEDNESDAY, JAN. 8 AND THURSDAY, JAN. 9

- Current Concepts in Adult Critical Care Physician \$395 (\$445\*) Healthcare Professional/Student \$320 (\$370\*) \$ \_\_\_\_\_
- Current Concepts in Pediatric Critical Care Physician \$395 (\$445\*) Healthcare Professional/Student \$320 (\$370\*) \$ \_\_\_\_\_
- Veterinary Respiratory Diagnostics and Therapeutics \$320 (\$370) \$ \_\_\_\_\_

### THURSDAY, JAN. 9

- Case-Based Pearls in Neurocritical Care \$295 (\$345) \$ \_\_\_\_\_
- Fundamentals of Extracorporeal Membrane Oxygenation (ECMO) \$295 (\$345) \$ \_\_\_\_\_
- ICU Management Paradigms for the 21st Century \$295 (\$345) \$ \_\_\_\_\_
- Less Invasive Hemodynamic Monitoring \$295 (\$345) \$ \_\_\_\_\_
- Optimizing Mechanical Ventilation: Sharing Data between Adult and Pediatric Patients \$295 (\$345) \$ \_\_\_\_\_

### SATURDAY, JAN. 11

- Fellowship Directors' Luncheon \$75 (\$125\*) \$ \_\_\_\_\_

**Pre-registration will be accepted until December 4, 2013. Thereafter, registrations will be accepted on site only.**

## PAYMENT INFORMATION (Please send payment with registration form.)

- Check (must be U.S. funds drawn on a U.S. bank) or International Money Order
- Wire Transfer (Please contact SCCM Customer Service for wire transfer information.)
- Credit Card:  American Express  Discover  MasterCard  Visa

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

- Check here or email [registration@sccm.org](mailto:registration@sccm.org) if you have special needs related to a disability and an SCCM staff member will contact you to determine specific requirements.

**REGISTRATION FEES \$ \_\_\_\_\_**

**MEMBERSHIP DUES \$ \_\_\_\_\_**

**TOTAL DUE \$ \_\_\_\_\_**

## CANCELLATION/REFUND POLICY

Cancellations must be submitted in writing. All cancellations are subject to a \$75 non-refundable processing fee and must be postmarked prior to December 4, 2013, to be eligible for a refund. Any cancellation postmarked after this date will not be refunded. Exchanges and substitutions are not allowed at any time. Dates for the 43<sup>rd</sup> Critical Care Congress are subject to change and/or cancellation. In the event of a change/cancellation, only individual registration fees will be reimbursed. Please allow four weeks to process refunds.



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R. Boyd**  
**Date: 11/05/2013**  
**Re: Out of state conference reimbursement**

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Our Technical Supervisor Tod Horner has the opportunity to attend the 43<sup>rd</sup> Critical Care Congress Conference in San Francisco California. This is a nationally recognized conference and will help him gain experience in the critical care field and help fulfill his obligation to maintain his Critical Care Paramedic Certification. He is covering the entire cost of the travel and is asking for reimbursement for the conference registration.

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

RESOLUTION

NO: 2013-11-343

LIVINGSTON COUNTY

DATE: November 18, 2013

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**RESOLUTION AUTHORIZING A SUCCESSION PLAN AT THE DEPARTMENT OF PUBLIC HEALTH WITH THE APPOINTMENT OF THE HEALTH OFFICER AND DEPUTY HEALTH OFFICER/DIRECTOR OF PERSONAL AND PREVENTIVE HEALTH SERVICES UPON THE RETIREMENT OF THE CURRENT HEALTH OFFICER – Public Health/Personnel/General Government/Finance/Board**

**Whereas,** Ted Westmeier, Director/Health Officer at the Department of Public Health plans to retire effective February 1, 2014, and

**Whereas,** a Director/Health Officer needs to be appointed as soon as the current Director/Health Officer retires, and

**Whereas,** the individual appointed as Health Officer shall meet the minimum qualifications required by the Michigan Public Health Code and be approved by the Michigan Department of Community Health, and

**Whereas,** there are two employees that meet the minimum qualifications required by the Michigan Public Health Code with the leadership and management experience necessary to perform the duties of the Health Officer—Dianne McCormick, Director of Environmental Health Services and Elaine Brown, Director of Personal and Preventive Health Services, and

**Whereas,** over the next few years some of the major challenges for the Department will be obtaining National Accreditation through the Public Health Accreditation Board and adapting to the service delivery challenges and programmatic changes that will occur in the Division of Personal and Preventive Health Services as a result of the Affordable Care Act (ACA), and

**Whereas,** since acceptable candidates exist within the management structure of the Department, to avoid uncertainty among staff, and maintain organizational excellence, appointments should be made in advance of the retirement date of the current Health Officer, and

**Whereas,** the position of Deputy Health Officer/ Director of Personal and Preventive Health Services has been evaluated by Rahmberg Stover and Associates who is recommending this position be classified as a Grade Q. This resolution has been recommended for approval by the Personnel Committee; and

**Therefore Be It Resolved** that Dianne McCormick be appointed as Director/Health Officer upon the effective retirement date of the current Health Officer, and

**Be It Further Resolved** that Elaine Brown be appointed as Deputy Health Officer/ Director of Personal and Preventive Health Services at Grade Level Q upon the effective retirement date of the current Health Officer, and

**Be It Further Resolved** that the Board authorizes the filling of the position of Director of Environmental Health, as soon as practical, to provide for a smooth management transition within the Division of Environmental Health Services.

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MOVED:

SECONDED:

CARRIED:



# Memorandum

To: Board of Commissioners  
County Administration

From: Ted Westmeier  
Director/Health Officer

Re: Resolution Authorizing a Succession Plan at the Department of Public Health  
With the Appointment of the Health Officer and Deputy Health Officer/Director  
of Personal and Preventive Health Services

Date: October 16, 2014

This resolution is being submitted to address succession planning within the Department of Public Health. I plan on retiring at the end of January 2014 and recommend that my successor be appointed in advance and that there be created a position of Deputy Health Officer/Director of Personal and Preventive Health Services within the Department.

The position of Health Officer requires that the appointee meet minimum requirements under the Michigan Public Health Code and that they be approved by Michigan Department of Community Health. This is to assure that only qualified candidates are appointed to this position. I have inquired as to the acceptance of two current staff that I feel have the necessary background and abilities to handle the duties of the position of Health Officer—Elaine Brown, Director of Personal and Preventive Health Services and Dianne McCormick, Director of Environmental Health Services. Both employees meet the minimum requirements and will be accepted by the Michigan Department of Community Health.

Elaine Brown has been employed by Livingston County since January 2, 1980 and has been the Director of Personal and Preventive Health Services since October 15, 2001. Dianne McCormick has been employed by Livingston County since September 16, 1985 and has been Director of Environmental Health since June 24, 1991. I have the upmost confidence in both individuals and would leave knowing that the Department is in very capable hands. Dianne McCormick is very interested in the position of Health Officer. Elaine Brown prefers to stay more involved with Personal and Preventive Health Services and is not interested in the position of Health Officer.

Over the next five years there are going to be some challenges within local public health especially in personal and preventive health. With the passage of the Affordable Care Act and more emphasis on prevention, it is not entirely known how this will affect the programs and services within the Department of Public Health. It will require extensive communication and collaboration with the medical community and other health and human service providers. We might evolve into more of an overall assurance, assessment and policy development role instead of direct service delivery or we might be the community partner of the health care system, linking patients to local human services. We might also become a primary health education provider.

The aforementioned is the reason I am suggesting that a Deputy Health Officer/ Director of Personal and Preventive Health Services position be created. It will be extremely important that we are able to address these changes and that this Division be lead by a Director with the skills, knowledge and commitment to adapt quickly for the best interest of our residents. The Health Officer will rely heavily on the Deputy Health Officer's expertise and both will need to work closely as a team on these issues. Also there needs to be a "second in command" over all operations in the absence of the Health Officer. The duties and responsibilities of the Deputy Health Officer have been reviewed and scored indicating a Grade Level Q. Once the position of Deputy Health Officer/Director of Personal and Preventive Health Services becomes active the position of Director of Personal and Preventive Health Services will be eliminated.

Dianne will make an excellent Health Officer and comes to the position with the necessary management and leadership skills. She will, as anyone coming from a discipline other than public health nursing, be relying heavily on the one in charge of the Personal and Preventive Health Services Division. I know this from personal experience more than two decades ago.

Thank you for your consideration. Please contact me with any questions or concerns.



**Position:** Deputy Health Officer/PPHS Director  
**Evaluated:** 10/11/2013 By Karine Stover

Title	Education/Experience		Judgment/Independence		Communication		Supv/Mgmt		Job Complexity		Rights, Well Being, Safety		Impact on Prog, Serv, Ops		Work Environment		Total Points
	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	
Director	6f	755	4b	400	4ab	360	6e	380	4b	600	4b	330	4b	600	1a	50	3475
Deputy	6f	755	4c	430	5aa	405	6e	380	5a	700	5a	340	4c	650	1a	50	3710

**GRADE LEVELS**

**Point ranges:**

D	1180-1200	G	1501-1650	J	2001-2200	M	2601-2800	P	3401-3700	S	4301+
E	1201-1350	H	1651-1825	K	2201-2400	N	2801-3100	Q	3701-4000		
F	1351-1500	I	1826-2000	L	2401-2600	O	3101-3400	R	4001-4300		

RESOLUTION

NO: 2013-11-344

LIVINGSTON COUNTY

DATE: November 18, 2013

**RESOLUTION APPROVING THE FILLING OF A VACANT RESEARCH ATTORNEY POSITION IN THE CIRCUIT COURT**

**WHEREAS,** the Circuit Court has a need for a full time Research Attorney for the Hon. Michael P. Hatty; and

**WHEREAS,** the position is vacant due to the resignation of the Research Attorney who currently holds the position; and

**WHEREAS,** the position is essential to providing research to the judge, conducting case conferences, and performing functions that enhance timely resolution of circuit court cases; and,

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

**WHEREAS,** this Resolution has been recommended for approval by the Finance Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the filling of a Research Attorney position in the Circuit Court.

<i>CURRENT POSITIONS</i>	
POSITION TITLE	FTEs
Chief Judge	1
Circuit Judge	1
Circuit Court Administrator	1
Circuit Court Admin Coordinator	1
Circuit Court – Court Recorder	2
Research Attorney	2
Secretary	4
<b>Totals:</b>	<b>12</b>

REQUESTED POSITIONS	
POSITION TITLE	FTEs
Chief Judge	1
Circuit Judge	1
Circuit Court Administrator	1
Circuit Court Admin Coordinator	1
Circuit Court – Court Recorder	2
Research Attorney	2
Secretary	4
<b>Totals:</b>	<b>12</b>

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MOVED:

SECONDED:

CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: John Evans**  
**Date: 10/31/2013**  
**Re: RESOLUTION APPROVING THE FILLING OF A VACANT  
RESEARCH ATTORNEY POSITION IN THE CIRCUIT  
COURT**

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The Research Attorney position in the office of the Hon. Michael P. Hatty is vacant due to the resignation of Robert Marvin.

This position provides primary support to Judge Hatty through the conduct of legal research on circuit court cases assigned to Judge Hatty's docket. The position also performs essential functions that effectively and efficiently move cases to early resolution. The position conducts settlement conferences, prepares cases for trial, and performs other functions as designated by the Judge. It is essential that this position be filled quickly so that there is minimal disruption in management of cases assigned to Judge Hatty that would result in extensive delays in the administration of justice.

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: **Research Attorney –Circuit Court**

Salary: **\$43,999.08**

Annual Cost of Budgeted Position: **\$68,721**

Projected Cost for the next five years: **\$348,607**

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

If No: Name of Employee Last Occupying this Position: **Robert Marvin**

When did the position become vacant? **November, 2013**

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 research attorney is a professional position and works independent of direction or supervision. The research attorney is required to analyze and research legal issues, prepare legal memoranda, opinions and orders for the judge of the circuit court, which covers all areas including civil, criminal, administrative and/or appellate practice. The research attorney also presides over civil status and settlement conferences and engages in facilitative mediation to accomplish settlements.**

**The research attorney position is essential to the circuit court judge's performance of his duties by providing the judge with an analysis on all motions, appeals, and other legal decisions so that the judge arrives at correct legal resolution of the cases, and by otherwise assisting the judge in managing his voluminous docket. Without the assistance of the research attorney, the circuit court judge will not have sufficient time to efficiently and adequately address civil and criminal motions and other aspects of his docket.**

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.

**This position is not mandated by statute or court rule, but as described in the previous section, it is an essential function to the efficiency of the circuit judge's docket. Without the research attorney, the circuit judge's docket would likely experience significant backlogs and result in additional cost to the county for visiting judges, court appointed counsel, appeals, and other unnecessary expenses.**

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

Please explain changes:

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 Research Attorney must have a Juris Doctorate degree and be a licensed attorney through the State Bar of Michigan. The Research Attorney must have excellent writing and legal research skills, understanding of judicial function, and strong analytical abilities. 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 a Research Attorney.**

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

**Realistically, the only option would be to contract for a temporary law clerk/research attorney on an hourly basis. However, as the research attorney often must work 40+ hours weekly, this is not a less expensive option.**

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

**The consequences would be devastating to the circuit court docket. The circuit court would have to extend dates on all of its cases, severely reduce the number of motions heard on a weekly basis, and retard the progress of cases on the civil and criminal dockets. This would be unfair to civil litigants and result in delayed or denied justice and would possibly mandate the release of many alleged criminals pending adjudication of their cases due to statutory and constitutional requirements that criminal cases be expeditiously adjudicated.**

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 court restructuring and staff reductions implemented, it would be detrimental to the court's functioning to reduce existing staffing levels. The staffing levels in the office of the circuit judges are barebones as they currently are organized. The court has made budget cuts of nearly 20% since 2010. Further cuts would have a direct, significant impact on the services provided to the litigants, 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 Research Attorney provides necessary support to the circuit court judge. The courts are a separate branch of government, so other county departments cannot assist with the Research Attorney duties.**

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 Research Attorney required duties.**

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

**As indicated above, while a temporary employee could be used for this position, the result would not be a net savings to the County, as such employee would have to be compensated for additional hours that a salaried Research Attorney in this position works but need not be paid for,**

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 Research Attorney. The circuit court hears a high volume of cases and the work of the Research Attorney regularly requires well over 40 hours per week. The duties assigned to the Research Attorney cannot be accomplished in less than 30 hours a week as the Research Attorney spends a minimum of**

**6-10 hours per week assisting the judge in status conferences, spends 25-35 hours per week on the motion docket and an additional 3-5 hours per week on matters taken under advisement by the Court in addition to various other duties.**

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 Research Attorney 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 without additional compensation, of approximately 5 – 10 extra hours per week.**

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 Research Attorney.**

RESOLUTION

NO:

2013-11-345

LIVINGSTON COUNTY

DATE:

November 18, 2013

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**RESOLUTION TO INCREASE DOG LICENSING FEES IN LIVINGSTON COUNTY -  
LIVINGSTON COUNTY TREASURER**

**WHEREAS,** the current revenue generated from Livingston County dog licensing fees are not adequate to support the Animal Shelter in a manner acceptable to Livingston County; and

**WHEREAS,** the Livingston County Animal Control Director has researched the dog licensing fees charged by neighboring Counties; and

**WHEREAS,** moderate increases will establish fees in Livingston County more in line with the surrounding communities; and

**WHEREAS,** the increased rates will enable the Animal Control Director the ability to implement changes in her office which will result in improved health of the sheltered animals, enhanced service to the public, and greater management of her supervisory personnel; and

**WHEREAS,** the proposed increases are conservative in nature as follows:

(Applies to dogs 4 months old or older)

	<b>CURRENT</b>	<b>PROPOSED</b>
1 Year Spay/Neuter	\$7.00	\$10.00
3 Year Spay/Neuter	\$21.00	\$25.00
1 Year Intact	\$25.00	\$25.00
3 Year Intact	\$60.00	\$60.00
Late Fee	\$15.00	\$20.00
Replacement License	\$1.00	\$5.00
Service Dogs	FREE	FREE



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**WHEREAS,** the projected 2014 increase in revenue is estimated to be \$15,000.00 to \$20,000.00; and

**WHEREAS,** the increased fees will take effect on December 1, 2013.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes a moderate increase to the Livingston County Dog Licensing fees as stated above, to facilitate the improved health of the sheltered animals, enhance the service to the public, and to assist the Director in general management of the Shelter.

# # #

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY TREASURER**

**200 E. Grand River**  
**Howell, MI 48843**  
**Phone 517-546-7010**  
**Fax 517-545-9638**  
**Web Site: [livingstonlive.org](http://livingstonlive.org)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jennifer M. Nash, Livingston County Treasurer**  
**Date: November 13, 2013**  
**Re: RESOLUTION TO INCREASE DOG LICENSE FEES IN**  
**LIVINGSTON COUNTY**

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Our Animal Control Director conducted a study on Counties surrounding Livingston to see what they were charging for dog license fees. Her data shows Livingston County is in the “range” of most of the Counties, but on the low end of the range. She needs additional staffing to help serve the Livingston County customers in a more efficient manner. She also would like to make some supervisory changes with the intent of improving the conditions in the shelter directly related to the health of the sheltered animals. Raising the dog licensing fees moderately, will help pay for those increased costs.

I ask that you consider this request as it seems reasonable and does not seem to be an increase that would be a great burden on most people.

Ted Westmeier, Debbie Oberle and I will all be at the meeting if you have any questions. As always, I will be in my office in the meantime if you have any concerns you want to address prior to the meeting.

