

# BOARD OF COMMISSIONERS

*"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County."*

11/2/2015

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

7:30 PM

## AGENDA

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**
  - A. Minutes of Meetings Dated:
    1. October 5, 2015
    2. October 14, 2015
    3. October 19, 2015
    4. October 28, 2015
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
10. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**  
Resolutions 2015-11-218 thru 2015-11-220
11. **RESOLUTIONS FOR CONSIDERATION:**  
Resolution 2015-11-221

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**2015-11-218**      **Circuit Court**  
**CONSENT**      RESOLUTION APPROVING THE FILLING OF THREE FULL TIME LAW  
CLERKS IN THE 53RD DISTRICT COURT - District Court / Finance / Board

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**2015-11-219**      **Public Health**  
**CONSENT**      RESOLUTION AUTHORIZING AN AGREEMENT WITH NACCHO AND  
THE CDC TO PROVIDE FUNDING FOR LOCAL HEALTH DEPARTMENT  
ACCREDITATION SUPPORT INITIATIVE – Public Health / Finance / Board

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**2015-11-220**      **Administration**  
**CONSENT**      RESOLUTION TO AUTHORIZE A THIRD QUARTER BUDGET  
AMENDMENT TO THE FISCAL-YEAR 2015 BUDGET – Administration /

**2015-11-221**      **Board of Commissioners**  
RESOLUTION TO APPROVE APPOINTMENT TO THE LIVINGSTON  
COUNTY COMMUNITY MENTAL HEALTH AUTHORITY BOARD - Board  
of Commissioners

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- 12.      CALL TO THE PUBLIC**
- 13.      ADJOURNMENT**

**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  
ANNUAL MEETING, October 5, 2015  
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI

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

All rose for the Pledge of Allegiance.

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

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

Absent: Kate Lawrence (1), Ronald VanHouten (4)

Also present: Peter Cohl (Counsel), Ken Recker (Drain), Sue Bostwick (Equalization), Roberta Bennett (Purchasing), Ken Hinton (Administration), Jim Rowell, Bart Fraley, Justin Lay, Katie Haling, Rick Swanson (Building Dept.), Jon Waggoner, John Colone, Hansel Keene, Maurice DeLisle (Veterans), Dan Wholihan (Livingston County Republican Party Chair), Debbie Warden

Correspondence. It was moved by Commissioner Williams to accept and place on file the correspondence from Oceana and Bay Counties. Seconded by Commissioner Dolan. MOTION CARRIED.

Call To The Public. None.

Minutes. It was moved by Commissioner Domas to approve the minutes of the regularly scheduled meetings of September 14 and September 30, 2015, as printed. Seconded by Commissioner Childs. MOTION CARRIED.

Tabled Items. None.

Agenda. It was moved by Commissioner Dolan to approve the agenda, as printed. Seconded by Commissioner Green. MOTION CARRIED.

Reports. Jon Waggoner- Veterans Affairs Committee

Jon Waggoner, Director of Livingston County Veterans' Services, gave a presentation on what the Veterans' Affairs Committee is and that it administers the Department of Veterans' Services not the county administrator. Commissioner Domas commended Mr. Waggoner on his department and the committee on their work.

Public Hearing. It was moved by Commissioner Williams to open the public hearing regarding the Building Department revising and lowering building permit fees. Seconded by Commissioner Green. The hearing was opened at 7:40 p.m.

Comments. Boyd Buchanon, resident of Livingston County, spoke in support of the building department. Mr. Buchanon commended the building department and employees for their work. Jim Rowell, Building Department Director, thanked the board for all their support and introduced some of the employees from that department. Commissioner Griffith commended the building department for their services. Commissioner Dolan commended the workers and stated they do more with less people and the workers deserve all the credit.

Adjourn. It was moved by Commissioner Childs and seconded by Commissioner Dolan to close the public hearing. Roll call vote: Ayes: Childs, Green, Domas, Parker, Williams, Griffith, Dolan; Nays: None; Absent: Lawrence, VanHouten. MOTION CARRIED.  
The public hearing was closed at 7:45 p.m.

Consent Agenda.

Commissioner Green moved the consent agenda and adopted each, as follows:

Resolution No. 2015-10-197, Resolution Authorizing An Increase In Medical Staffing For Jail Expansion-Jail

Resolution No. 2015-10-198, Resolution Authorizing Preparation And Submission Of A Michigan Municipal Risk Management Authority (MMRMA) Risk Avoidance Program Grant Application, Agreement And Other Supporting Documents For Lutz County Park Security-Planning

Resolution No. 2015-10-199, Resolution Authorizing Reorganization Of Community Corrections- Circuit Court

Resolution No. 2015-10-200, Resolution To Authorize The Establishment Of A Part-Time Juvenile Court Transporter Position- Juvenile Court

Resolution No. 2015-10-201, Resolution To Authorize Application To The Michigan Department Of Agriculture And Rural Development (MDARD) For Grant Funding For The Acquisition Of Quality Level 2 (QL2) Light Detection And Ranging (LIDAR) Data- Drain Commissioner

Resolution No. 2015-10-202, Resolution Authorizing The Remodel And Furniture Replacement Of The Drain Commissioner's Office And Environmental Health Division Of The Health Department-Drain Commissioner; and

Resolution No. 2015-10-203, Resolution Authorizing The Issuance Of Purchase Orders For Contract Inspections-Building Inspections.

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

Commissioner Dolan presented Resolution No. 2015-10-204, Resolution Authorizing A Reduction In The Building Department Multiplier Used For Building Permit Fee Calculations-Building Department, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED.

Commissioner Domas presented Resolution No. 2015-10-205, Resolution To Approve Appointments To The Human Services Collaborative Body-Board of Commissioners, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED.

Commissioner Dolan presented Resolution No. 2015-10-206, Resolution To Approve Reappointments To The Livingston County Planning Commission-Board of Commissioners, and moved its adoption. Seconded by Commissioner Domas. MOTION CARRIED.

Commissioner Dolan presented Resolution No. 2015-10-207, Resolution To Approve An Appointment To The Livingston County Sanitary Code Board Of Appeals-Board of Commissioners, and moved its adoption. Seconded by Commissioner Green. MOTION CARRIED.

Commissioner Childs presented Resolution No. 2015-10-208, Resolution For The Annual 2015 Apportionment Report-Equalization, and moved its adoption. Seconded by Commissioner Green. Roll call vote: Ayes: Childs, Green, Domas, Parker, Williams, Griffith, Dolan; Nays: None; Absent: Lawrence, VanHouten. MOTION CARRIED.

Call To The Public. No response.

Adjourn Annual Meeting. It was moved by Commissioner Williams that the meeting be adjourned. Seconded by Commissioner Domas. MOTION CARRIED.

The meeting was adjourned at 7:50 p.m.

Debbie Warden  
Deputy County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING, October 14, 2015  
COMMISSIONERS CHAMBERS, 304 E Grand River, Howell, MI

The meeting was called to order by the Chairperson, Carol Griffith, at 7:51 a.m.

All rose for the Pledge of Allegiance.

Roll call by the deputy 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: Cindy Catanach (Finance), Doug Britz (L.E.T.S.), Jennifer Nash (Treasurer), Jennifer Palmbo (Human Resources), Chris Foltz (Building Services), Chad Chewning, Jeff Boyd, Kevin Wilkinson (Ambulance), Richard Malewicz (IT), Dianne McCormick (Health Dept.), Natalie Hunt (Board Office), Ken Hinton (Administration), Jon Waggoner (Veteran's), Debbie Warden

Call To The Public. No response.

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

Claims. It was moved by Commissioner VanHouten to accept the finance committee's recommendation for approval of claims dated October 14, 2015. Seconded by Commissioner Griffith. MOTION CARRIED.

Payables. It was moved by Commissioner Lawrence to accept the finance committee's recommendation for approval of payables for October 1, 2015 through October 14, 2015. MOTION CARRIED.

Adjourn. It was moved by Commissioner Williams that the meeting be adjourned. Seconded by Commissioner Childs. MOTION CARRIED.

The meeting was adjourned at 7:52 a.m.

Debbie Warden  
Deputy Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING, October 19, 2015  
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell MI

The meeting was called to order by the Chairperson, Carol Griffith, at 7:30 p.m.

All rose for the Pledge of Allegiance.

Roll call by the deputy 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, Gordon Love (Counsel), Judge Teresa Brennan, Judge Carol Sue Reader, Judge Suzanne Geddis, Judge Miriam Cavanaugh, Judge David Reader, Dianne McCormick (Health Dept.), Richard Malewicz (IT), Kevin Wilkinson (Ambulance), Melissa Scharrer (Friend of Court), Undersheriff Mike Murphy, Cindy Catanach, Hilery DeHate (Finance), Francine Sumner (Courts), Chris Folts (Facility Services), Ken Hinton (Administration), Debbie Warden

Correspondence. None.

Call To The Public. Bob Potocki, 8420 Woodland Shore Drive, addressed the board regarding the Brighton Township sewer system and gave a hand out to board.

John Conley, 7208 Grand River, also spoke to board regarding Brighton Township assessment.

Minutes. No minutes were attached to agenda.

Tabled Items. None.

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

Reports. Commissioner Dolan gave a report on the Construction Committee.

Public Hearing- Adoption of 2016 Livingston County Budget

The Public Hearing was opened at 7:41 and a roll call was taken 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)

Ken Hinton, County Administrator, gave a brief synopsis regarding the 2016 budget. Mr. Hinton stated that the general fund revenue for 2016 is estimated at an increase of 1.9 percent over the 2015 projection. State sources of revenue are expected to decline. Expenditures are expected to decrease 3.6 percent of the 2015 budget.

Chairperson, Carol Griffith, thanked all parties for their work on the budget. She especially thanked the board for them being a policy making board.

Commissioner Williams thanked Chairperson Griffith for her support.

No further comments from the public.

Adjournment of Public Hearing. It was moved by Commissioner Williams that the meeting be adjourned. Seconded by Commissioner Domas. MOTION CARRIED.  
The Public Hearing was adjourned at 7:55 p.m.

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

Resolution No. 2015-10-209, Resolution To Authorize Agreement For Delivery Of Comprehensive Health Services For The Period Of 10/1/15 Through 9/30/16-Public Health

Resolution No. 2015-10-210, Resolution Authorizing Natural Gas Management Services With Michigan Municipal Risk Management Authority (MMRMA)- Facility Services

Resolution No. 2015-10-211, Resolution Authorizing The Issuance Of Blanket Purchase Orders For Janitorial Supplies-Facilities Services

Resolution No. 2015-10-212, Resolution Authorizing Capital Expenditure From The Federal State Of Good Repair Grant And Issuance Of Purchase Orders (vehicles) - L.E.T.S.

Resolution No. 2015-10-213, Resolution Authorizing Capital Expenditure For Four (4) Vehicles And Budget Amendment And Revision-Motor Pool

Resolution No. 2015-10-214, Resolution Authorizing The Renewal Of Software Support With Fidlar Technologies For The Register Of Deeds Department-Information Technology; and

Resolution No. 2015-10-215, Resolution Authorizing Payment Of County Obligation Under The "Livingston County-Township Of Handy Agreement Regarding Delinquent Tax Parcels"-Treasurer.

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

Commissioner Lawrence presented Resolution No. 2015-10-216, Resolution To Authorize Request To Use County Grounds For Big Brothers/Big Sisters-Facility Services, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED.

Commissioner Childs presented Resolution No. 2015-10-217, Resolution Adopting The 2016 Livingston County Budget-Board of Commissioners, and moved its adoption. Seconded by Commissioner VanHouten. Commissioner Williams asked that the resolution be amended to reflect a reinstatement of three law clerks from part time to full time for a period of one year. This would increase the budget by \$110,000 a year. Seconded by Commissioner Lawrence. MOTION CARRIED. (Nays: Parker, Green. Commissioner Lawrence moved the motion as amended and seconded by Commissioner Williams. Roll call vote: Ayes: Lawrence, Green, Domas, VanHouten, Parker, Williams, Griffith, Dolan, Childs; Nays; None; Absent: None. MOTION CARRIED AS AMENDED.

Call To The Public. Judge Carol Sue Reader stated that the courts do not come to the board with request lightly. The courts need the support of the commissioners and she thanked them for that support.



Adjournment. It was moved by Commissioner Lawrence that the meeting be adjourned. Seconded by Commissioner Williams. MOTION CARRIED.

The meeting was adjourned at 8:00 p.m.

Debbie Warden  
Deputy Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING, October 28, 2015  
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI

The meeting was called to order by the Chairperson, Carol Griffith, at 7:53 a.m.

All rose for the Pledge of Allegiance.

Roll call by the deputy 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), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9)

Absent: Steven Williams (6)

Also present: Ken Hinton (Administration), Melissa Scharrer (Friend of Court), Cindy Catanach (Finance), Dianne McCormick (Health Dept.), Richard Malewicz (IT), Kevin Wilkinson (Ambulance), Francine Sumner (District Court), Natalie Hunt (Board Office), Debbie Warden

Call To The Public. No response.

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

Claims. It was moved by Commissioner VanHouten to accept the Finance Committee's recommendation for approval of claims dated October 28, 2015. Seconded by Commissioner Green. MOTION CARRIED.

Payables. It was moved by Commissioner Lawrence to accept the finance committee's recommendation for approval of payables for October 15, 2015 through October 28, 2015. Seconded by Commissioner Dolan. MOTION CARRIED.

Adjournment. It was moved by Commissioner Childs that the meeting be adjourned. Seconded by Commissioner Dolan. MOTION CARRIED.

The meeting was adjourned at 7:54 a.m.

Debbie Warden  
Deputy Clerk

RESOLUTION

NO: 2015-11-218

LIVINGSTON COUNTY

DATE: November 2, 2015

**RESOLUTION APPROVING THE FILLING OF THREE FULL TIME LAW CLERK IN THE 53<sup>RD</sup> DISTRICT COURT – DISTRICT COURT / FINANCE / BOARD**

**WHEREAS,** the 53<sup>RD</sup> District Court has a need for three full time law clerks due to the assignment of Circuit Court cases to District Court Judges within the concurrent jurisdiction plan; and

**WHEREAS,** these positions were approved for the 2016 Fiscal Year Budget; and

**WHEREAS,** funding for same is available in the 53<sup>rd</sup> District Court budget in 2015; 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 part time law clerk position in the 53<sup>rd</sup> District Court.

Current:

Position #	Description	Stat	# Emps	CY FTE
13600104	LAWCLERK/ATTY MAGSTR	A	1	.500
13600105	LAWCLERK/ATTY MAGSTR	A	1	.500
13600106	LAWCLERK/ATTY MAGSTR	A	1	.500

Proposed:

Position #	Description	Stat	# Emps	CY FTE
13600104	LAWCLERK/ATTY MAGSTR	A	1	1.000
13600105	LAWCLERK/ATTY MAGSTR	A	1	1.000
13600106	LAWCLERK/ATTY MAGSTR	A	1	1.000

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**MOVED:  
SECONDED:  
CARRIED:**

# Livingston County, Michigan

## POSITION REQUEST/CHANGE FORM



### 1. CONTACT INFORMATION

Requester: Francine Zysk Title of Requester: District Court Administrator  
Dept. Phone Number/Extension: 7637 Date Requested: 10/28/15

### 2. POSITION REQUESTED INFORMATION

Position Title: Law Clerk (3) Supervisor: District Court Judges  
Name and title of current (or previous) incumbent: NA

Is the purpose of this request to fill a position as a result of a vacancy? Yes  No   
Is the purpose of this request to change the scheduled hours of an existing position? Select From: \_\_\_\_\_ To: \_\_\_\_\_  
Is the purpose of this request to reclassify a current position? Yes  No   
Position Type: Regular  Term/Grant  Temp.  Unpaid  Special   
Position Status: Full Time (30+)  Part-Time (21-29)  Part-Time (20 or Less)   
Number of work hours per week: \_\_\_\_\_

Authorized ORG FTE per budget book for the past five years: 2011: 4.5, 2012: 4.5, 2013: 4.5, 2014: 4.5, 2015: 4.5

Description of position and justification for change of hours/addition of position (REQUIRED):  
Positions approved for 2016. Need exists now and sufficient budget resources are available in the 2015 Court Budget for the remainder of the year.

### 3. FUNDING INFORMATION

Base Annual Salary: \$44,554 This position is funded in whole or in part by a grant  % Funded: \_\_\_\_\_  
Position will be funded by:  General Fund  Enterprise Fund  Special Revenue Fund  Internal Service Fund  
Funding Source(s) (Check all that apply and provide percentage)  
 Increased Fees: Percent \_\_\_\_\_  Contract/Charges for Services: Percent \_\_\_\_\_  General Fund: Percent \_\_\_\_\_  
 Reduction of Expenditures: Percent \_\_\_\_\_ Which expenses were reduced and by how much?

Funds are available

### 4. REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
Department Head [Signature] Date 10/28/15

### 5. HR OFFICE ONLY

Job Class: 7064 Job Title: Research Attorney / Law clerk Grade: Select 8  
Employee Group: Select [Signature] Step: Select \_\_\_\_\_  
HR Reviewed \_\_\_\_\_ Date Reviewed 10-31-15

### 6. BUDGET OFFICE ONLY

Position Control # 13600104-106 10113600 Object Code:  704000  706000  706001  705000

Funds Available: Yes  No  Positions are funded at .50 FTE Each  
[Signature] 10/21/15 = \_\_\_\_\_ in 2015

Budget Reviewed \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_

Resolution#: \_\_\_\_\_  
May have vacancy savings or other savings within org.  
Department is not requesting additional funds



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Francine Zysk, District Court Administrator**  
**Date: 10/21/2015**  
**Re: Resolution to approve and the filling of three full time law  
clerks in the 53<sup>rd</sup> District Court**

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The Court has been currently operating with 3 part time law clerks. Due to the assignment of Circuit Court cases to District Court Judges within the concurrent jurisdiction plan there is a need to increase these position to full time. These positions were approved for the 2016 Fiscal Year Budget.

There is funding for these positions to begin immediately in the 53<sup>rd</sup> District Court budget for 2015.

There is a great need to fill these positions as soon as possible, due to the increase of the docket along with the concurrent jurisdiction plan.

If I can answer any questions, please feel free to contact me.

Respectfully Submitted,

Francine Zysk  
District Court Administrator

RESOLUTION

NO: 2015-11-219

LIVINGSTON COUNTY

DATE: November 2, 2015

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH NACCHO AND THE CDC TO PROVIDE FUNDING FOR LOCAL HEALTH DEPARTMENT ACCREDITATION SUPPORT INITIATIVE – PUBLIC HEALTH / FINANCE / BOARD**

**WHEREAS,** LCDPH has applied for a grant to assist in the completion of a 5 year strategic plan with NACCHO and the CDC to support the initiative to become Nationally Accredited; and

**WHEREAS,** LCDPH received notification of the award in the amount of \$9,550 to go towards the completion of the Strategic Plan; and

**WHEREAS,** costs associated with completion of the Strategic Plan was in the 2016 budget and this award will cover the costs budgeted and also staff time associated with the completion of the plan; and

**WHEREAS,** this Resolution has been recommended for consideration by the General Government/H&HS Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement for the acceptance of the grant award from NACCHO and the CDC for the purpose of completing the Strategic Plan for LCDPH in the amount of \$9,550.

**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.

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**MOVED:  
SECONDED:  
CARRIED:**



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

2300 E. Grand River Ave. Suite 102  
Phone (517) 552-9850 Fax (517) 546-6995  
Web Site: [www.livco.com](http://www.livco.com)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Dianne McCormick**  
**Date: 10/20/2015**  
**Re: RESOLUTION AUTHORIZING AN AGREEMENT WITH NACCHO AND THE CDC TO PROVIDE FUNDING FOR LOCAL HEALTH DEPARTMENT ACCREDITATION SUPPORT INITIATIVE – PUBLIC HEALTH DEPARTMENT**

Dear Commissioners,

I am pleased to inform you that LCDPH has been awarded \$9550 grant to complete our Strategic Planning process. The grant is being awarded by NACCHO and the CDC as a 2015-2016 *Local Health Department Accreditation Support Initiative* awardee. We had originally budgeted \$8,000 in our 2016 budget to complete a 5 year strategic plan for LCDPH. The Strategic Plan is one of the prerequisites required by PHAB to be completed prior to applying for National Accreditation. This grant will fully fund the cost for facilitation by Michigan Public Health Institute and also cover staff cost being absorbed by the Accreditation Coordinator to train staff and conduct pre-planning activities.

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

Dianne McCormick  
Director/ Health Officer  
Livingston County Department of Public Health  
2300 E Grand River Suite 102  
Howell, MI 48843  
(517) 552-6865  
[dmccormick@livgov.com](mailto:dmccormick@livgov.com)

RESOLUTION

NO: 2015-11-220

LIVINGSTON COUNTY

DATE: November 2, 2015

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**RESOLUTION TO AUTHORIZE A THIRD QUARTER BUDGET AMENDMENT TO THE FISCAL-YEAR 2015 BUDGET – ADMINISTRATION / FINANCE / BOARD**

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

**WHEREAS,** the proposed amendment recognizes actual expenditure activity for the third quarter of 2015 and includes:

- Increase/decreases in departmental expenditures to correspond to actual activity
  - General Fund Expenses that include third quarter Unemployment payments, increase in bank fees, and vaccinations for exposed Animal Control staff, Sheriff Jail over-time, GF department adjustment from switching from blended rate to actual rates for MERS, various net zero effect line item transfers within several departments operating budget based on actual activity.
  - Transfers between regular, part-time, temporary and overtime line items for several departments
  - Reduction of portion of contingency that was set aside for Jail expansion
- Amendments based on actual expenditure activity for ROD Automation, Health Department, LETS and EMS.
- Increased contractual service expenditures in Facility Services for landscaping and snow removal as well as the reclassification of projects from capital budgets to non-capital account budgets
- Increase in Benefit fund Healthcare based on increase of actual health care claims in current year.
- A net-zero effect amendment for Building Inspection for the transfer of regular wages to part-time wages and the reclassification of projects from capital budgets to non-capital account budgets
- A net-zero effect amendment for Information Technology for the transfer of temporary wages to part-time & overtime wages and the transfer of contracted services budget to operating supply account budgets
- The amendment also includes a budget transfer from Org 23832500 – 911 Central Dispatch Homeland Security to Org 26132527 – 911 Central Dispatch Homeland Security as a result of an accounting methodology change.
- EMS charges for services revenue is lower than expected due to slow growth of skilled nursing facilities; and first responder vehicles were purchased rather than ambulances, resulting in a request to reduce the vehicle purchases budget; and a reclassification of capital expense budgets to non-capital operating accounts

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes the following amendments to the Fiscal-Year 2015 Budget as illustrated below:



FUND	Approved 2015 budget	Proposed amendment	2015 Amended budget
101 - General Fund	\$ 45,421,864	\$ (342,198)	\$ 45,079,666
210 - EMS	\$ 9,870,413	\$ (155,000)	\$ 9,715,413
221 - Health	\$ 3,659,087	\$ 7,700	\$ 3,666,787
23832500 - 911 HSGP	\$ 62,000	\$ (62,000)	\$ -
26132500 - 911 Central Dispatch Operating	\$ 5,662,535	\$ (875)	\$ 5,661,660
26132527 - 911 Central Dispatch HSGP	\$ -	\$ 62,000	\$ 62,000
243 - Revolving Loan Fund	\$ 60,063	\$ 20,000	\$ 80,063
256 - ROD Automation	\$ 97,576	\$ 6,000	\$ 103,576
588 - LETS	\$ 4,672,297	\$ 2,947	\$ 4,675,244
542 - Building & Safety	\$ 3,013,486	\$ -	\$ 3,013,486
631 - Facility Services	\$ 3,845,321	\$ 166,550	\$ 4,011,871
636 - Information Technology	\$ 4,426,477	\$ -	\$ 4,426,477
677 - Benefit Fund	\$ 9,109,366	\$ 900,000	\$ 10,009,366

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

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



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Cindy Catanach, Deputy County Administrator/Financial Officer**  
**Date: October 26, 2015**  
**Re: Fiscal-Year 2015 Budget Amendment – Q3**

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Attached for your review and consideration is a resolution to approve a budget amendment for the third quarter of Fiscal-Year 2015. The attached recognizes the actual third quarter departmental activity and amendments needed. The third quarter budget amendment is comprised of the following:

- Increase/decreases in departmental expenditures to correspond to actual activity
  - General Fund Expenses that include third quarter Unemployment payments, increase in bank fees, and vaccinations for exposed Animal Control staff, Sheriff Jail over-time, GF department adjustment from switching from blended rate to actual rates for MERS, various net zero effect line item transfers within several departments operating budget based on actual activity.
  - Transfers between regular, part-time, temporary and overtime line items for several departments
  - Reduction of portion of contingency that was set aside for Jail expansion
- Amendments based on actual expenditure activity for ROD Automation, Health Department, LETS and EMS.
- Increased contractual service expenditures in Facility Services for landscaping and snow removal as well as the reclassification of projects from capital budgets to non-capital account budgets
- Increase in Benefit fund based on increase of actual health care claims in current year.
- A net-zero effect amendment for Building Inspection for the transfer of regular wages to part-time wages and the reclassification of projects from capital budgets to non-capital account budgets
- A net-zero effect amendment for Information Technology for the transfer of temporary wages to part-time & overtime wages and the transfer of contracted services budget to operating supply account budgets

The amendment also includes a budget transfer from Org 23832500 – 911 Central Dispatch Homeland Security to Org 26132527 – 911 Central Dispatch Homeland Security as a result of an accounting methodology change.

The organization code detail is attached. If you would like to review the information or back up in greater detail, it is available in my office. Please feel free to contact me if you have any questions regarding the proposed budget amendment.

**EXPENDITURES**

	Amended 2015		Proposed Amended
Taxes	\$ -	\$ -	\$ -
10110100 GF BOARD OF COMMISSIO	\$ 533,816	\$ (9,400)	\$ 524,416
10113100 GF CIRCUIT COURT	\$ 1,503,154	\$ -	\$ 1,503,154
10113600 GF DISTRICT COURT	\$ 2,470,736	\$ -	\$ 2,470,736
10114800 GF PROBATE COURT	\$ 703,568	\$ 5,068	\$ 708,636
10114900 GF JUVENILE COURT	\$ 958,837	\$ -	\$ 958,837
10115000 GF GUARDIANSHIP	\$ 12,063	\$ -	\$ 12,063
10115100 GF PROBATION	\$ 119,245	\$ -	\$ 119,245
10116700 GF APPELLATE COURT	\$ 67,700	\$ -	\$ 67,700
10116800 GF CENTRAL SERVICES J	\$ 1,697,474	\$ -	\$ 1,697,474
10117200 GF COUNTY ADMINISTRAT	\$ 627,974	\$ 7,400	\$ 635,374
10119200 GF ERP PROJECT	\$ 237,065	\$ (100,000)	\$ 137,065
10121500 GF COUNTY CLERK	\$ 500,277	\$ 8,650	\$ 508,927
10121599 GF COUNTY CLERK CIRCU	\$ 859,009	\$ (900)	\$ 858,109
10122300 GF INTERNAL / EXTERNA	\$ 117,500	\$ -	\$ 117,500
10123300 GF PURCHASING	\$ 170,171	\$ (900)	\$ 169,271
10124800 GF TAX ALLOCATION BOA	\$ 1,050	\$ -	\$ 1,050
10124900 GF PLAT BOARD	\$ 300	\$ -	\$ 300
10125300 GF COUNTY TREASURER	\$ 969,505	\$ 3,200	\$ 972,705
10125700 GF EQUALIZATION	\$ 443,101	\$ (475)	\$ 442,626
10126100 GF COOPERATIVE EXTENS	\$ 214,866	\$ 510	\$ 215,376
10126200 GF ELECTIONS	\$ 108,432	\$ 50	\$ 108,482
10126500 GF FACILITIES SERVICE	\$ 21,247	\$ -	\$ 21,247
10126700 GF PROSECUTING ATTORN	\$ 2,084,904	\$ 2,500	\$ 2,087,404
10126717 GF PROS. ATTY FAMILY	\$ 40,000	\$ -	\$ 40,000
10126800 GF REGISTER OF DEEDS	\$ 665,933	\$ 3,450	\$ 669,383
10126900 GF CIVIL COUNSEL	\$ 144,584	\$ -	\$ 144,584
10127000 GF HUMAN RESOURCES	\$ 629,693	\$ (4,076)	\$ 625,617
10127500 GF DRAIN COMMISSIONER	\$ 2,022,106	\$ 8,250	\$ 2,030,356
10130100 GF SHERIFF	\$ 7,309,236	\$ 87,294	\$ 7,396,530
10130106 GF SHERIFF - TRAFFIC	\$ 119,028	\$ -	\$ 119,028
10130500 GF COURT SECURITY	\$ 364,500	\$ -	\$ 364,500
10135100 GF JAIL	\$ 7,938,149	\$ 30,796	\$ 7,968,945
10143000 GF ANIMAL SERVICES	\$ 785,284	\$ (14,550)	\$ 770,734
10144100 GF DEPARTMENT OF PUBL	\$ 153,636	\$ (2,000)	\$ 151,636
10144500 GF - DRAINS PUBLIC BE	\$ 196,219	\$ (7,937)	\$ 188,282
10160500 GF CONTAGIOUS DISEASE	\$ 4,000	\$ -	\$ 4,000
10164800 GF MEDICAL EXAMINER	\$ 303,144	\$ -	\$ 303,144
10164900 GF MENTAL HEALTH	\$ 600,470	\$ -	\$ 600,470
10167200 GF AGENCY ON AGING	\$ 134,088	\$ -	\$ 134,088
10168200 GF VETERANS	\$ 440,280	\$ (12,900)	\$ 427,380
10172100 GF PLANNING	\$ 367,713	\$ (5,500)	\$ 362,213
10172800 GF ECONOMIC DEVELOPME	\$ 185,000	\$ -	\$ 185,000
10174700 GF COMMUNITY ACTION P	\$ 905,651	\$ -	\$ 905,651
10185100 GF INSURANCE POLICIES	\$ 1,250,000	\$ -	\$ 1,250,000
10187000 GF UNEMPLOYMENT INSUR	\$ 9,763	\$ (5,471)	\$ 4,292
10189900 GF CHARGEBACKS	\$ 6,000	\$ -	\$ 6,000
10196600 GF APPROPRIATIONS	\$ 735,697	\$ -	\$ 735,697
10196610 GF APPROPRIATIONS - C	\$ 1,835,877	\$ -	\$ 1,835,877
10196620 GF APPROPRIATIONS - S	\$ 2,250,000	\$ -	\$ 2,250,000
10196630 GF APPROPRIATIONS - CC	\$ 47,269	\$ -	\$ 47,269
10196650 GF APPROPRIATIONS - H	\$ 742,063	\$ -	\$ 742,063
10196800 GF CONTINGENCIES	\$ 814,487	\$ (335,257)	\$ 479,230
<b>General Fund Total</b>	<b>\$ 45,421,864</b>	<b># \$ (342,198)</b>	<b>\$ 45,079,666</b>

	REVENUES		
	Amended 2015		Proposed Amended
Taxes	\$ (32,712,507.00)	\$ (42,000)	\$ (32,754,507)
10110100 GF BOARD OF COMMISSIO	\$ -	\$ -	\$ -
10113100 GF CIRCUIT COURT	\$ (300,248)	\$ -	\$ (300,248)
10113600 GF DISTRICT COURT	\$ (2,823,772)	\$ -	\$ (2,823,772)
10114800 GF PROBATE COURT	\$ (206,117)	\$ -	\$ (206,117)
10114900 GF JUVENILE COURT	\$ (226,709)	\$ -	\$ (226,709)
10115000 GF GUARDIANSHIP	\$ (12,019)	\$ -	\$ (12,019)
10115100 GF PROBATION	\$ -	\$ -	\$ -
10116700 GF APPELLATE COURT	\$ -	\$ -	\$ -
10116800 GF CENTRAL SERVICES J	\$ (639,480)	\$ -	\$ (639,480)
10117200 GF COUNTY ADMINISTRAT	\$ -	\$ -	\$ -
10119200 GF ERP PROJECT	\$ -	\$ -	\$ -
10121500 GF COUNTY CLERK	\$ (156,917)	\$ -	\$ (156,917)
10121599 GF COUNTY CLERK CIRCU	\$ (479,500)	\$ -	\$ (479,500)
10122300 GF INTERNAL / EXTERNA	\$ -	\$ -	\$ -
10123300 GF PURCHASING	\$ (5,400)	\$ -	\$ (5,400)
10124800 GF TAX ALLOCATION BOA	\$ -	\$ -	\$ -
10124900 GF PLAT BOARD	\$ -	\$ -	\$ -
10125300 GF COUNTY TREASURER	\$ (73,800)	\$ -	\$ (73,800)
10125700 GF EQUALIZATION	\$ (18,000)	\$ -	\$ (18,000)
10126100 GF COOPERATIVE EXTENS	\$ -	\$ -	\$ -
10126200 GF ELECTIONS	\$ (75,500)	\$ -	\$ (75,500)
10126500 GF FACILITIES SERVICE	\$ -	\$ -	\$ -
10126700 GF PROSECUTING ATTORN	\$ (3,150)	\$ -	\$ (3,150)
10126717 GF PROS. ATTY FAMILY	\$ -	\$ -	\$ -
10126800 GF REGISTER OF DEEDS	\$ (1,448,500)	\$ (147,000)	\$ (1,595,500)
10126900 GF CIVIL COUNSEL	\$ -	\$ -	\$ -
10127000 GF HUMAN RESOURCES	\$ -	\$ -	\$ -
10127500 GF DRAIN COMMISSIONER	\$ (1,010,848)	\$ -	\$ (1,010,848)
10130100 GF SHERIFF	\$ (343,990)	\$ (2,716)	\$ (346,706)
10130106 GF SHERIFF - TRAFFIC	\$ -	\$ -	\$ -
10130500 GF COURT SECURITY	\$ -	\$ -	\$ -
10135100 GF JAIL	\$ (1,423,508)	\$ -	\$ (1,423,508)
10143000 GF ANIMAL SERVICES	\$ (249,766)	\$ -	\$ (249,766)
10144100 GF DEPARTMENT OF PUBL	\$ (10,800)	\$ -	\$ (10,800)
10144500 GF - DRAINS PUBLIC BE	\$ -	\$ -	\$ -
10160500 GF CONTAGIOUS DISEASE	\$ -	\$ -	\$ -
10164800 GF MEDICAL EXAMINER	\$ -	\$ -	\$ -
10164900 GF MENTAL HEALTH	\$ (302,219)	\$ -	\$ (302,219)
10167200 GF AGENCY ON AGING	\$ -	\$ -	\$ -
10168200 GF VETERANS	\$ -	\$ -	\$ -
10172100 GF PLANNING	\$ (115,200)	\$ -	\$ (115,200)
10172800 GF ECONOMIC DEVELOPME	\$ -	\$ -	\$ -
10174700 GF COMMUNITY ACTION P	\$ -	\$ -	\$ -
10185100 GF INSURANCE POLICIES	\$ -	\$ -	\$ -
10187000 GF UNEMPLOYMENT INSUR	\$ -	\$ -	\$ -
10189900 GF CHARGEBACKS	\$ -	\$ -	\$ -
10196600 GF APPROPRIATIONS	\$ -	\$ -	\$ -
10196610 GF APPROPRIATIONS - C	\$ -	\$ -	\$ -
10196620 GF APPROPRIATIONS - S	\$ -	\$ -	\$ -
10196630 GF APPROPRIATIONS - CC	\$ -	\$ -	\$ -
10196650 GF APPROPRIATIONS - H	\$ -	\$ -	\$ -
10196800 GF CONTINGENCIES	\$ -	\$ -	\$ -
<b>General Fund Total</b>	<b>\$ (42,637,950)</b>	<b>\$ (191,716)</b>	<b>\$ (42,829,666)</b>

**EXPENDITURES**

		Amended 2015	Proposed Amendment	Amended 2015
<b>Special Revenue Funds</b>				
21065100	EMS	\$ 9,870,413	\$ (155,000)	\$ 9,715,413
21514100	FOC	\$ 2,648,525	\$ -	\$ 2,648,525
22160100	Health	\$ 3,659,087	\$ 7,700	\$ 3,666,787
23816800	Courts FED Grants	\$ 555,457	\$ -	\$ 555,457
23826717	Family Support	\$ 295,305	\$ -	\$ 295,305
23916800	Courts STATE Grants	\$ 569,324	\$ -	\$ 569,324
23832500	911 HSGP	\$ 62,000	\$ (62,000)	\$ -
23926718	Crime Victims Rights	\$ 137,246	\$ -	\$ 137,246
23930106	Sheriff Traffic Secondary Road	\$ 221,538	\$ -	\$ 221,538
24372800	Revolving Loan Fund	\$ 60,063	\$ 20,000	\$ 80,063
25626801	ROD Automation	\$ 97,576	\$ 6,000	\$ 103,576
26132500	911 Central Dispatch	\$ 5,662,535	\$ (875)	\$ 5,661,660
26132525	911 Central Dispatch	\$ 353,169	\$ -	\$ 353,169
26132527	911 HSGP	\$ -	\$ 62,000	\$ 62,000
26821500	Clerk CPL	\$ -	\$ -	\$ -
27536200	Community Corrections	\$ 234,764	\$ -	\$ 234,764
27774300	Michigan Works	\$ 3,330,518	\$ -	\$ 3,330,518
29266200	Child Care	\$ 1,922,951	\$ -	\$ 1,922,951
<b>Enterprise Funds</b>				
54237100	Building & Safety	\$ 3,013,486	\$ -	\$ 3,013,486
58105400	Airport	\$ 1,315,997	\$ -	\$ 1,315,997
58853800	LETS	\$ 4,672,297	\$ 2,947	\$ 4,675,244
<b>Internal Service Funds</b>				
63126500	Facility Services	\$ 3,845,321	\$ 166,550	\$ 4,011,871
63622800	Information Technology	\$ 4,426,477	\$ -	\$ 4,426,477
66126300	Car Pool	\$ 1,714,329	\$ -	\$ 1,714,329
66785100	Benefit Fund	\$ 9,109,366	\$ 900,000	\$ 10,009,366

**REVENUES**

Amended 2015	Proposed Amendment	Proposed Amended
\$ (10,084,552)	\$ 500,000	\$ (9,584,552)
\$ (2,437,736)	\$ -	\$ (2,437,736)
\$ (3,304,898)	\$ -	\$ (3,304,898)
\$ (480,567)	\$ -	\$ (480,567)
\$ (235,815)	\$ -	\$ (235,815)
\$ (606,458)	\$ -	\$ (606,458)
\$ (62,000)	\$ 62,000	\$ -
\$ (134,276)	\$ -	\$ (134,276)
\$ (215,004)	\$ -	\$ (215,004)
\$ (20,000)	\$ -	\$ (20,000)
\$ (202,500)	\$ -	\$ (202,500)
\$ (4,266,259)	\$ -	\$ (4,266,259)
\$ (352,000)	\$ -	\$ (352,000)
\$ -	\$ (62,000)	\$ (62,000)
\$ (39,083)	\$ -	\$ (39,083)
\$ (245,821)	\$ -	\$ (245,821)
\$ (3,382,982)	\$ -	\$ (3,382,982)
\$ (1,881,676)	\$ -	\$ (1,881,676)
\$ (2,630,309)	\$ -	\$ (2,630,309)
\$ (1,339,655)	\$ -	\$ (1,339,655)
\$ (4,049,648)	\$ (2,947)	\$ (4,052,595)
\$ (3,326,006)	\$ -	\$ (3,326,006)
\$ (4,456,887)	\$ -	\$ (4,456,887)
\$ (1,689,807)	\$ -	\$ (1,689,807)
\$ (7,212,223)	\$ (345,000)	\$ (7,557,223)

RESOLUTION

NO: 2015-11-221

LIVINGSTON COUNTY

DATE: November 2, 2015

**RESOLUTION TO APPROVE APPOINTMENT TO THE LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY BOARD - BOARD OF COMMISSIONERS**

**WHEREAS,** the term of a representative seat on the Livingston County Community Mental Health Authority Board have expired and/or been vacated; and

**WHEREAS,** the following appointment has been recommended:

**HUMAN SERVICES COLLABORATIVE BODY**

Dagmar Brooks .....term expires 12/31/18

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the appointment and expiration date referenced above.

# # #

**MOVED:  
SECONDED:  
CARRIED:**